KWAZULU-NATAL
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20230918/1017
Advert Reference Number:	140403
Job Title:	CHIEF EXECUTIVE OFFICER
Job Level:	Grade F1
Vacancy Type:	Internal & External
Salary:	Ranging from R2.1 million to R2.4 million
Department:	EZEMVELO KZN WILDLIFE
Component:	HEAD OFFICE
Employment Type:	Contract
Contract Duration:	5 YEAR
Center:	Queen Elizabeth Park
Number Of Posts:	1

Duties/Responsibilities:

THE PRIMARY ROLE
The primary function of the Chief Executive Officer is to lead the Executive Management Team in managing the short, medium and long-term strategic and operational plans and take executive decisions as delegated by the Accounting Authority as well as ensuring that the decisions of the Accounting Authority are effectively implemented.

KEY PERFORMANCE AREAS:
a)Strategic Leadership
.Overall responsibility for the support, management and guidance of the Accounting Authority, as well as execution of decisions taken by the Accounting Authority to ensure that Ezemvelo KZN Wildlife complies with all relevant legislation and statutes and that Accounting Authority decisions are implemented.
.Strengthen relations with national, regional as well as local stakeholders through ensuring that closer cooperation and working relationships are developed.
.Overall responsibility for improving the organisation's image and communication with the public and other stakeholders.
.Maintain financial viability of the entity.
b)Strategy Implementation
.In conjunction with the Accounting Authority, formulate the organisational strategy and/or reviews as and when necessary and appropriate.
.Lead the process of the organisational strategy implementation including the preparation of Annual Performance Plans (APP) and Budget for approval by the Accounting Authority and the Executive Authority to ensure the entity delivers on its legislated mandate.
c)Organisational Management and Control
.Ensure the implementation of Annual Performance Plan and achievement of targets.
.Ensure that appropriate operational policies and procedures are developed, always maintained and complied with.
.Ensure workplace compliance with all the relevant legislations.
d)Financial Management
.Support the Accounting Authority (Accounting Authority of Ezemvelo KZN Wildlife) in fulfilling its duties and responsibilities in terms of the Public Finance Management Act and the Treasury Regulations.
.Ensure funds are expended timeously within and in accordance with the approved strategy and Annual Performance Plan.
.Ensure systems of internal controls, financial policies and procedures are developed, reviewed and adhered to.
e)Corporate Governance
.Facilitate effective functioning of the Accounting Authority and its committees.
.Ensure compliance with the codes of good corporate governance within the organisation including King IV.
.Develop risk management and compliance frameworks, as well as ensuring that an effective internal audit function is in place.

Qualifications and Experience:

This top executive position is suited to a South African citizen who is multi-skilled, dynamic, self-motivated professional with well-developed leadership and management abilities. In addition, the applicants should meet the following minimum requirements:
.Honours Degree in Business Administration or other relevant fields
.Masters Degree in Environmental Management or Tourism or Business Administration will be an added advantage
.Ten years management experience of which at least five years must have been at an Executive Management level in the public or private sector
.Good understanding of the PFMA and the statutory requirements for Schedule 3C entities
.Experience and knowledge in governance and risk management principles
.Good interpersonal and stakeholder management skills; and
.Good understanding of matters pertaining to environmental management, conservation and tourism.
.Must be able to converse in English and iSiZulu fluently.

Essential Knowledge, Skills and Competencies Required:

Strategic capability and leadership; Financial management; Change management; Knowledge management; Service delivery innovation; Problem solving and analysis; Conflict Management; People management and empowerment; Communication (both written and verbal); Honesty and Integrity.

Additional Information

DIRECTIONS TO APPLYING CANDIDATES:
The following mandatory documents must be submitted:
.Only fully completed application form obtained from Ezemvelo Wildlife's website (www.kznwildlife.com) will be accepted, hence incomplete application form will not be considered.
.Certified copies of all qualifications, identity document, and valid driver`s license. Certified copies must not be older than six (6) months from the date of submission and should not be copies of certified copies.

Applications to be hand delivered or emailed to:
Ms Pash Puran: 1 Peter Brown Drive, Montrose, Pietermaritzburg, 3201.
Enquiries: Ms Pash Puran - (033) 845 1341
Email: ceojobapply@kznwildlife.com

How to apply

To apply please log onto the e-Government Portal: https://www.eservices.gov.za/ and follow the following process;
1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on “Employment & Labour”;
5. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access https://www.eservices.gov.za/, then follow the below steps:
1. Click on “Employment & Labour”;
2. Click on “ Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya”;
3. Log in using your username and password;
4. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 26 Sep 2023

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

a)The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
b)If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
c)Applications received after the closing date will not be considered.
d)Please clearly indicate the name of the post and reference number of the position for which you are applying.
e)Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
f)Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
g)It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
h)Only candidates who meet the requirements may apply.
i)Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
j)Applications from Recruitment Agencies will not be considered.
k)Applications sent to incorrect email address will not be considered.
l)The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
m)The appointed candidate shall be required to sign a performance agreement.
n)Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
o)The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:
I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

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By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.