



## VACANCY ADVERTISEMENT

### Vacancy Information Download

Reference Number:	KZNPG/20240926/2361
Advert Reference Number:	121212
Job Title:	Project Manager
Job Level:	C2
Vacancy Type:	Internal & External
Salary:	R 376 413 p/a
Department:	EZEMVELO KZN WILDLIFE
Component:	HEAD OFFICE
Employment Type:	Contract
Contract Duration:	2 years, 3 months
Center:	QEP
Number Of Posts:	1

#### Duties/Responsibilities:

The KwaZulu-Natal Nature Conservation Board, trading as Ezemvelo KZN Wildlife, is a PFMA Schedule 3C public entity established in terms of the KwaZulu-Natal Nature Conservation Management Act (Act No. 9 of 1997).

##### THE ENTITY:

The entity is responsible for the management of nature conservation within the Province of KwaZulu-Natal including protected areas as well as the development and promotion of ecotourism and facilities within the protected areas. Ezemvelo KZN Wildlife wishes to appoint a suitable candidate for the position of Invasive Alien Species Project Manager.

##### PURPOSE OF THE JOB:

To efficiently and effectively monitor the clearing of invasive alien species clearing operations in protect areas, including monitoring of budgets and maintaining relationships with stakeholders.

##### KEY PERFORMANCE AREAS

- .Facilitate and coordinate the development of invasive alien plants clearing plans within the district.
- .Ensure work starts in-field according to APO schedule.
- .Ensure in-field checks regarding densities and species of an area (as per APO) are done before generating a contract with the GIS Manager
- .Facilitate the creation of work opportunities, training and development of beneficiaries within the district.
- .Implement the training and social responsibility plans as per APO
- .Ensure administration process flow is adhered to, reporting and related functions.
- .Produce a monthly workplan
- .Ensure that regular stock take is conducted, and strict control is enforced regarding issuing of items
- .Provide ongoing in-field training of operating standards
- .Conduct regular field visits to monitor the quality of the work and progress against planned APO's and norms and standards

#### Qualifications and Experience:

##### QUALIFICATIONS

- .National Diploma in Natural Sciences (Conservation, Forestry, Environmental Management)
- .Degree in Natural Sciences (Conservation, Forestry or/Environmental Management) is desired
- .Valid Code B Driver's Licence

##### EXPERIENCE

- .3 years invasive alien species programme management experience is mandatory
- .4 years relevant experience, working in a Big Five Game Reserve

#### Essential Knowledge, Skills and Competencies Required:

## KEY COMPETENCIES REQUIRED

- .Project Management methodologies and systems
- .Monitoring and Evaluation principles
- .Public Finance Management Act
- .Health and Safety legislation
- .Expanded Public Works Programme (Code of Good Practice for employment and conditions of work for special public works programmes)
- .The National EPWP Monitoring and Evaluation Framework
- .Various Environmental prescripts (e.g. NEMBA, CARA & AIS Regs of 2020)
- .Basic knowledge of project management and financial skills
- .Basic knowledge of contract management and herbicide application and management
- .Ability to work independently and in a team, ability to work under pressure
- .Analytical skills, Facilitation Skills, Relationship Building Skills, and Computer Literacy Skills
- .Good Communication Skills (written and verbal), Administration Skills, Presentation Skills, and Report Writing Skills
- .Honesty, integrity and innovation

## Additional Information

All shortlisted candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated.

### DIRECTIONS FOR APPLING CANDIDATES

The following mandatory documents must be submitted. `

a) Fully completed Ezemvelo Application Form for Employment (available from <http://www.kznwildlife.com/careers>)

b) Applications without Ezemvelo Application Form and incomplete forms will not be considered.

b) Only shortlisted candidates will be required to submit certified application supporting documents, including qualifications certificates, Driver's License, Identity Document (ID) etc.

The appointment to the post is subject to a positive outcome obtained from all verifications in relation to the position advertised.

Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) or submit their Ezemvelo application form directly to the following email address [recruitments@kznwildlife.com](mailto:recruitments@kznwildlife.com).

Applicants may also visit any KZN Department's and Public Entity's Designated Online Application Centres (DOACs) where staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hardcopy application.

You can find the list of Designated Online Application Centers (DOACS) at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

Please note that applicants should only use one of the following methods when applying for a post:

- .either through the online e-Recruitment system,
- .emailing Ezemvelo application form directly to [recruitments@kznwildlife.com](mailto:recruitments@kznwildlife.com)
- .submit a hardcopy application to one of the Designated Online Application Centres (DOACS)

For any queries relating to this job-application please contact Mr. Mondli Mkhwanazi on 033 845 1981 during office hours.

Closing Date: 09 October 2024

Applications received after the closing date will not be considered. Applicants not contacted within 30 days of the advertisement closing date should consider their applications unsuccessful.

Selection will be made in terms of the Organization's Employment Equity Plan and Preference will be given to members of designated groups. Ezemvelo KZN Wildlife reserves the right not to make the appointment towards this post.

## 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](mailto:KZNHelpDeskRecruit@KZNpremier.gov.za)

**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).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

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.