



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNP/20251120/3778
Advert Reference Number:	252501
Job Title:	Community Conservation Officer
Job Level:	C3
Vacancy Type:	Internal & External
Salary:	R 567 664.12 p/a
Department:	EZEMVELO KZN WILDLIFE
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Queen Elizabeth Park
Number Of Posts:	1

Duties/Responsibilities:

THE ENTITY

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 development and promotion of ecotourism and facilities within the protected areas. Ezemvelo KZN Wildlife wishes to appoint a suitable candidate into the position of Community Conservation Officer for the Tembe Elephant Park.

PURPOSE OF THE JOB:

The purpose of this role is to facilitate and strengthen collaborative relationships between Ezemvelo KZN Wildlife and surrounding communities to support the effective conservation and management of biodiversity in and around Tembe Elephant Park. The Community Conservation Officer will be responsible for promoting inclusive conservation practices by engaging local stakeholders, fostering environmental awareness, and encouraging community participation in biodiversity stewardship initiatives. The incumbent will play a key role in aligning community interests with conservation objectives to ensure the long-term sustainability of both natural ecosystems and community well-being. This includes facilitating co-management efforts, promoting sustainable resource use, and supporting initiatives that enhance community benefits derived from conservation areas.

KEY PERFORMANCE AREAS:

- .Identify community awareness needs and develop tailored interventions.
- .Implement activities such as guided walks, celebration of environmental calendar days, school engagements, and opportunistic awareness events.
- .Develop and distribute interpretation material (pamphlets, posters, signage).
- .Evaluate the impact of awareness programmes and revise plans accordingly.
- .Facilitate community training sessions, staff workshops, internships, and mentorships.
- .Conduct career expos and induction courses.
- .Guide community project proposal development and facilitate funding access (e.g., Community Levy Fund).
- .Monitor project progress from inception to completion, including post-implementation support.
- .Build community capacity for long-term sustainability of initiatives.

.Financial and Resource Management in terms of ensuring the efficient, economic, and effective use of organisational resources.

- .Manage park-related budgets including procurement, corporate card, and commitment ledger responsibilities.
- .Manage assets in line with PFMA and respond to audit queries.
- .Raise awareness on the benefits of conservation areas and participate in stakeholder forums.
- .Support the establishment and management of Community Conservation Areas.
- .Contribute positively towards the management effectiveness targets of the Tembe Elephant Park.
- .In relation to the sustainable Natural Resource Harvesting, facilitate agreements on sustainable natural resource use between Ezemvelo and communities.
- .Promote and support Community-Based Natural Resource Management and participate actively in educating communities on harvesting policies and establish oversight structures.
- .Support the establishment and operation of co-management structures such as Local Boards and Co-management structures.
- .Contribute positively towards the organization's implementation of providing employment opportunities for community members living adjacent to protected areas.
- .In support of stakeholder management, participate in the development of strategic partnerships / agreements, engaging stakeholders in the protected area management planning process, and maintaining communication with Traditional Councils, neighbours, and researchers.

Qualifications and Experience:

MINIMUM QUALIFICATIONS:

.National Diploma in Nature Conservation / Natural Resource Management or relevant equivalent is mandatory

.A relevant Diploma or Degree in Environmental Management, Nature Conservation, Community Development, or related field (NQF Level 6 or higher) is desirable.

.Valid Code B driver's licence and willingness to travel extensively.

EXPERIENCE REQUIRED

.At least 5 years' experience in community conservation, stakeholder liaison, or rural development is mandatory.

.2 years' experience working in or with communities adjacent to protected areas is essential.

Essential Knowledge, Skills and Competencies Required:

KEY COMPETENCIES REQUIRED

.Proven experience working with Traditional Councils, local leaders, and diverse communities in conservation and development contexts.

.Ability to manage, monitor, and report on community-based projects simultaneously.

.Strong skills in developing and delivering conservation awareness initiatives.

.Experience working with NGOs, Government, Honorary Officers and private stakeholders.

.Knowledge of PFMA principles, budget management, and procurement processes.

.Ability to design and deliver training programmes and support skills development in communities.

.Strong interpersonal skills to manage disputes, negotiate, and communicate effectively.

.Familiarity with environmental, conservation, and co-management policies and frameworks.

.Proficiency in isiZulu and a deep understanding of local customs and dynamics is highly advantageous.

.Competent in MS Office, digital communication platforms, and report writing.

.Proven ability to work independently with minimum supervision.

.interact with employees and stakeholders in a helpful, courteous and friendly manner.

.demonstrate sensitivity to, and respect for, a diverse population.

Additional Information

Directions to applying candidates:

The following mandatory documents must be submitted;

a)The 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.

c)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 or submit their Ezemvelo application form directly to the following email address Recruitment.HR@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.

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

.either through the online e-Recruitment system USING EZEMVELO FORM;

.emailing Ezemvelo application form directly to Recruitment.HR@kznwildlife.com; or

.submit a hardcopy application to one of the Designated Online Application Centres (DOACS).

For any queries relating to this job-application please contact Recruitment Office on 033 845 1761 during office hours.

CLOSING DATE: 27 November 2025

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

Closing Date : 27 Nov 2025

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.