



**INTERNAL & EXTERNAL ADVERT**  
**DESIGNATION: PERSONAL ASSISTANT – GRADE C1**  
**DIVISION: SCIENTIFIC SERVICES**  
**LOCATION: HEAD OFFICE - PIETERMARITZBURG**  
**POST NO. 540105 & 150102**

**TOTAL REMUNERATION PACKAGE: R 419 822.85 per annum**

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 suitable candidates for the positions of Personal Assistants.

**PURPOSE OF THE JOB:**

To perform executive support and administrative tasks in direct support of the General Manager

**QUALIFICATIONS:**

- Secretarial/Office Administration Diploma is mandatory
- A diploma in subjects related to administration is referable
- Valid code B Driver's Licence is mandatory

**EXPERIENCE:**

- 5 years' in secretarial or personal assistance experience in Public or private sectoral administration and personal support to a manager is mandatory

**KEY PERFORMANCE AREAS:**

- Office Activity Scheduling and Planning
- Expenditure Administration
- Executive Support to the General Manager Scientific Services (GMSS)
- Office Administration and Secretarial Support
- Meetings and workshops coordination
- Organization of logistics (Arrange venues and equipment, facilitate catering details) for workshops, meetings and team-building activities
- Minutes of SSOC meeting preparations
- Information Management and Record Keeping
- Perform SAP Duties
- Customer and Stakeholder Relations
- Cash Card and Petty Cash administration
- Comply monthly and weekly reports

## KEY COMPETENCIES REQUIRED:

- A clear demonstrated knowledge of the General Manager's statutory and operational responsibilities
- Proven knowledge regarding the following work principles and procedures:
  - cost centre budgetary, expenditure and cash flow management
  - human resource management and administration
  - supply chain management
- The proven ability to:
  - perform difficult, complex and detailed clerical and administrative work with accuracy and speed
  - type or keyboard 60 words per minute
  - take and transcribe minutes/memos with speed and accuracy
  - develop and maintain statistical records
- Proven administrative skills and a track record in the preparation of strategic documents, presentations, reports and databases
- Proven interpersonal skills and good verbal and written communication
- Proven office administration skills relating to client relations and liaison, function organisation, equipment management, logistical scheduling, telephone etiquette, minute taking, filing and record keeping.
- Proven computer literacy, including advanced MSWord, MS Excel and MS PowerPoint

## DIRECTIONS TO APPLYING CANDIDATES:

The following **mandatory documents** must be submitted.

- a) Fully completed EZEMVELO Application Form for Employment (available from <http://www.kznwildlife.com/careers>) (applications with 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 [Recruitment@kznwildlife.com](mailto:Recruitment@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 Centres (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 USING EZEMVELO FORM,
- emailing Ezemvelo application form directly to [Recruitment@kznwildlife.com](mailto:Recruitment@kznwildlife.com)
- submit a hardcopy application to one of the Designated Online Application Centres (DOACS)

**EZEMVELO DESIGNATED ONLINE APPLICATION CENTRES (DOACS)**

- INGWE ROOM, EZEMVELO KZN Wildlife (Head Office); Queen Elizabeth Park; 1 Peter Brown Drive; Montrose, Pietermaritzburg 3201.

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.