



INTERNAL & EXTERNAL ADVERT

DESIGNATION: TALENT OFFICER - GRADE C3

DIVISION: HUMAN RESOURCES

LOCATION: HEAD OFFICE – PIETERMARITZBURG

POST NUMBER: 150604 & 150605

TOTAL REMUNERATION PACKAGE: R 567 664,12 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 Talent Officers.

PURPOSE OF THE JOB:

To provide an administrative support, for the Talent Manager in all recruitment, selection, appointment, promotion, induction and exit processes according to the Recruitment and Selection Policy.

QUALIFICATIONS

- National Diploma in Human Resource Management or equivalent related Qualification is mandatory.
- Valid Code B Drivers Licence is mandatory.

EXPERIENCE

- 3 years' Experience in Recruitment and Selection environment is mandatory.

KEY PERFORMANCE AREAS

- Co-ordination of Recruitment and Selection
- Talent Management Administration
- Employment Equity Data Administration
- Job Advertisements Coordination
- Induction Coordination
- Probation Administration

KEY COMPETENCIES REQUIRED

- Recruitment practices and legislative frameworks

- Knowledge of the Basic Conditions of Employment Act
- Knowledge of Employment Equity Act
- Knowledge of HR policies, and procedures
- HR Information systems
- Microsoft Office
- Report Writing
- Problem solving skills
- Analytical thinking
- Planning and Organising skills

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 or submit their Ezemvelo application form directly to the following email address 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.

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
- 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.