



**INTERNAL AND EXTERNAL ADVERT
ADMINISTRATION OFFICER X 1 POST
STATIONS: HLUHLUWE IMFOLOZI
REGION: EAST
FIXED TERM CONTRACT – TWO (2) YEARS**

TOTAL REMUNERATION PACKAGE: R 132 000.00 p/a

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 Administration Clerk.

PURPOSE OF THE JOB

To execute HIP gates administration duties effectively and efficiently in line with the Hospitality standards to support all gates operations in it strive to contribute to the achievement of revenue collection completeness.

QUALIFICATIONS

- Grade 12 is mandatory
- National Certificate in Business Administration/ Management is mandatory
- National Diploma in Business Administration / Management desired
- Code EB Driver's Licence desired

EXPERIENCE

- 1 - 2 years' experience performing administrative duties is mandatory

KEY PERFORMANCE AREAS

- Carry out gate reception and financial administration duties.
- Compile gates register of all guests.
- Report faulty systems to management timeously.
- Liaise with internal departments within the resorts regarding gate operations.
- Maintain administration record.
- Arrange logistics requirement for all meetings and workshops.

- Provide secretarial support to the unit.
- Maintain an orderly and accurate filing system.
- Conduct biannually asset verification for the gate department.
- Provide support in manage incoming calls and radios appropriately.
- Ensure reception area is clean, neat, and tidy always.
- Ensure that the display of promotional items is always neat and tidy.
- Monitor stock levels and advise supervisor when there are any discrepancies.
- Input daily revenue into revenue analysis spreadsheet.
- Reconcile and submit financial report.
- Order and record Face value books (receipt books)
- Control and reconcile the stock of face value books.
- Maintain asset management procedure.
- Maintain customer management procedures.

KEY COMPETENCIES

- Basic Hospitality knowledge.
- Knowledge in resource management / utilization.
- Basic knowledge in office and administration support.
- Knowledge of basic financials
- Basic knowledge in data and statistical management
- People and oriented.
- Knowledge in secretariate support.
- Guest relation skills.
- Knowledge of processing orders.
- Must have basic knowledge of macro soft word and excel.
- Must have knowledge of computerized system (Fidelio, Computer Logging system, Room seeker, Rafos, Apex system, E-res, etc.)
- Fluent in English. Knowledge of Afrikaans.

ACCOMMODATION

Hours of work will be **flexible** in response to the gate's operational requirements.

Please note that staff housing might be provided at a nominal rental, when available

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 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 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,
- emailing Ezemvelo application form directly to recruitments@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: 22 July 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.