



INTERNAL & EXTERNAL ADVERT
DESIGNATION: PAYROLL MANAGER (D1)
DIVISION: FINANCE
LOCATION: EAD OFFICE (PIETERMARITZBURG)
POST NO: 150405

TOTAL REMUNERATION PACKAGE: R 622 153.74p/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 development and promotion of ecotourism and facilities within the protected areas. Ezemvelo KZN Wildlife wishes to appoint a suitable candidate into the position of Payroll Manager.

PURPOSE OF THE JOB:

To manage the Ezemvelo Payroll systems to ensure that salaries and benefits are processed accurately in line with legislative requirement.

QUALIFICATIONS

It is mandatory for all applicants to meet the following minimum qualification requirements:

- National Diploma in Payroll Management qualification /Equivalent Finance qualification is Mandatory
- Advanced diploma/ B Tech/ Degree in Payroll Management/ Relevant Equivalent Finance qualification will be an added advantage
- Drivers licence code B

EXPERIENCE

It is mandatory for all applicants to meet the following minimum experiences requirements:

- Five (5) years' experience in a payroll administration is Mandatory
- Two (2) years' supervisory experience is mandatory

KEY PERFORMANCE AREAS

- Budget Management
- Asset Management
- Manpower Planning and Monitoring
- Payroll Data Management
- Monthly Employee Salary Deductions Processing and Monitoring
- Monthly Pension/ Provident Fund Contribution Processing Coordination
- Statutory Statistical and Information Return Process
- SARS regulations Implementation
- Payroll Policy Formulation and Implementation
- Staff Management
- Customer and Stakeholder Relations
- Staff Development

KEY COMPETENCIES

- Payroll management
- Relevant legislation (PFMA, BCEA Statutory requirements)
- Payroll and financial data management
- Administrative and supervisory skills
- Proven computer literacy, including advanced MSWord, MS Excel
- Work independently with a minimum of supervision
- Maintain cooperative working relationships
- Financial skills

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 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 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,
- emailing Ezemvelo application form directly to Recruitment.HR@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: 04 March 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.