

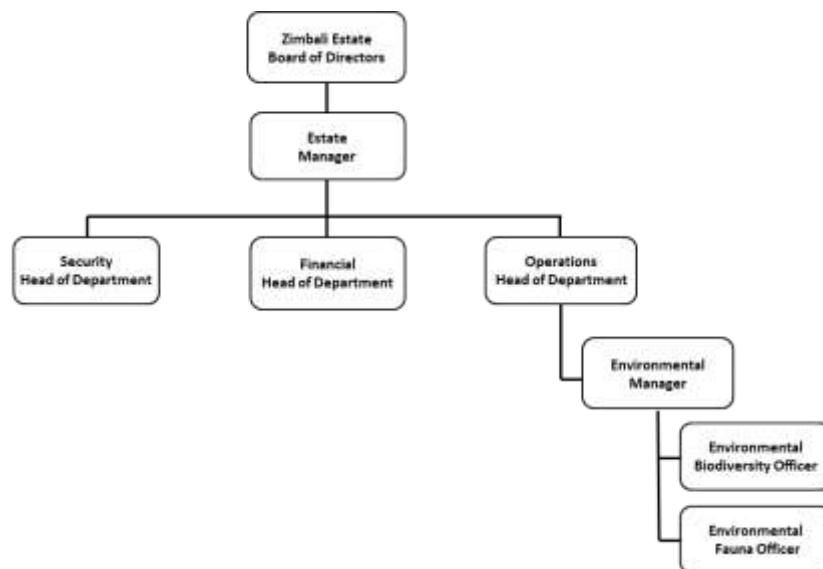


Environmental Manager

JOB PROFILE	
JOB DETAIL	
1. Job Title	Environmental Manager
2. Job Grade	
3. Department	Operations
4. Immediate Supervisor (Title)	Operations Head of Department
5. Direct Subordinates (Yes/No)	Yes

PURPOSE OF THE JOB
Environmental Manager is responsible for overseeing the performance, regulatory compliance, and sustainability of an extremely diverse, multi-faceted eco-estate. The estate consist of 456-hectares,120-hectares dedicated to conservation, well established and highly diverse coastal forests, flourishing wildlife populations (inclusive of threatened or protected species and apex predators), a pristine coastline, and a founding conservation ethos (that was decades ahead of its time), which integrates each property into the surrounding natural environment This high-responsibility role involves managing the interplay between built environments, natural areas, and stakeholder interests. The Environmental Manager will direct sustainability, biodiversity, and conservation efforts, ensuring compliance with environmental regulations while managing indigenous fauna and flora. They will implement and maintain Environmental Management Plans (EMPs), manage wetlands and wetlands rehabilitation, control alien invasive plants, and guide community education on eco-friendly living.

POSITION IN THE ORGANISATION





KEY PERFORMANCE AREAS (KPA's)		Weighting
1.	Environmental Management Plan	30%
2.	Fauna & Wildlife Management	25%
3.	Habitat & Landscaping Control	20%
4.	Sustainability and Environmental, Social, and Governance	10%
5.	Spend and Budget Management	10%
6.	Corporate Governance and Board Support	5%

Note: Key Performance Areas for an Environmental Manager at an eco-estate focus on integrating high-quality residential living with conservation, biodiversity protection, and sustainable resource management. The role involves ensuring compliance with environmental legislation, managing ecological processes, and implementing Environmental Management Programs.

Terms:

Key Performance Areas: Area of Responsibility
 Job Activities: Implementing the KPA

KEY PERFORMANCE AREAS	JOB ACTIVITIES	KEY PERFORMANCE INDICATORS
1. Environmental Management Plan	Develop and Implement Environmental Strategies, Policies and Action Plans to ensure Corporate Sustainable Development. Coordinate all aspects of pollution control, waste management, recycling, environmental health, conservation, and sustainable resource consumption. Monitor environmental performance and implement the necessary mitigation measure. Promote and raise awareness, at all levels on the impact of emerging environmental issues. Develop strategic partnerships with industry role players to promote environmental education, research, and conservation projects. Conduct regular environmental inspections.	Long term, sustainable environmental measures that are relevant and ensure compliance with Legislation. Clean annual audit by Independent Environmental Consultants. Publish an annual report entitled "State of the Environment", to assess and review the performance in attaining the goals associated with being the premier eco-estate in South Africa.
2. Fauna & Wildlife Management	Oversees sustainable land use and conservation measuring the protection of biodiversity, habitat health, and human-wildlife harmony. Biodiversity & Population Health Species Diversity Index: Tracking the number of unique indigenous fauna species (mammals, birds, reptiles) regularly observed or surveyed.	Focuses on efficiency and precision in handling contracts to enable business velocity (e.g., sales velocity)



	Population Monitoring: Conducting routine game counts and tracking the demographic stability of key wildlife populations against the estate's optimal carrying capacity. Endangered/Threatened Species Protection: Monitoring the successful breeding, survival, and habitat usage of any red-data or endangered species residing on the estate. Habitat & Ecosystem Management Invasive Species Eradication: The percentage of land cleared or treated for invasive flora and fauna (e.g., alien plant species or problematic feral animals) per quarter. Habitat Restoration: Hectares of degraded land or indigenous vegetation successfully rehabilitated to support local wildlife foraging and breeding. Water & Wetland Health: Monitoring the quality and level of estate water bodies to ensure a safe, sustainable drinking supply for wildlife. Human-Wildlife Interaction & Safety Incidents Mitigation: The number of negative human-wildlife encounters (e.g., property damage, dangerous animal interactions, or vehicular strikes) reduced to zero. Anti-Poaching and Security: Tracking the number of snare removals, successful patrols, or security interventions to protect wildlife from poaching. Resident/Guest Education: The number of environmental awareness campaigns, guided nature walks, or community guidelines distributed to estate residents. Regulatory Compliance & Governance Legal Compliance: Achieving 100% compliance with local and national conservation legislation, such as the National Environmental Management: Protected Areas Act. Zoning Enforcement: Ensuring that estate development and recreational activities respect demarcated sensitive zones (e.g., breeding sanctuaries, wetlands). Veterinary & Disease Control: Maintaining a 0% outbreak rate of preventable zoonotic diseases and managing safe, authorized wildlife	
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	veterinary interventions. Key Environmental & Veld Management Focus Areas Indigenous Flora & Nursery: The estate features an indigenous plant nursery on Holy Hill where specific plants are cultivated to maintain ecological productivity, support local wildlife, and supply residents. Vegetation & Alien Control: Identify and actively control invasive alien plants across six management zones to protect local water resources and restore grassland. Wildlife Management: Continuously monitors the estate's biodiversity, overseeing populations of indigenous wildlife—such as the bushbuck and the protected crowned eagle.	
3. Habitat & Landscaping Control	Oversees the ecological integrity, landscape design, sustainability of estate corporate and residential and or commercial property. This role enforces habitat protection guidelines, directs landscaping teams, and ensures compliance with South African environmental legislation to balance development with the conservation of local ecosystems. Habitat Restoration & Protection: Directs the management of indigenous forests, grasslands, wetlands, and coastal dunes. Focuses on the removal of alien invasive species and the re-establishment of local flora and fauna. Landscape & Grounds Control: Collaborates with or manages landscaping contractors to ensure that gardening practices, pesticide use, and tree maintenance align with the estate's overarching conservation objectives. Compliance & Monitoring: Conducts ecological audits and ensures compliance with Environmental Authorizations and the National Environmental Management Act, National water Act and National Forest Act. Community Education: Engages with residents and stakeholders to promote environmental awareness, such as waste management and coexisting with local wildlife.	Reporting: Authors annual State of Environment (SOE) reports to track sustainability metrics and identify areas for ongoing ecological improvement.
4. Sustainability and Environmental, Social, and Governance (ESG)	Environmental Compliance & Auditing: Ensuring the estate complies with national environmental legislation and manages necessary environmental authorizations.	Oversee regulatory compliance, energy efficiency, waste management, water conservation, and biodiversity, while driving corporate social responsibilities and green initiatives.



	ESG Data Tracking & Reporting: Collecting and measuring data on carbon footprint, energy consumption, and waste generation to align with international reporting frameworks (e.g., GRESB). Resource Management: Implementing water-saving programs, renewable energy transitions (like solar), and circular economy waste initiatives. Biodiversity & Land Stewardship: Overseeing landscaping, indigenous flora preservation, and conservation of local ecosystems. Social & Governance (S & G): Engaging with the local community, prioritizing health and safety, ensuring fair labour practices, and maintaining ethical supply chain management.	
5. Spend and Budget Management	Budget Adherence: Actual spend versus budgeted spend. Outside Consultants Utilization: Total cost of external consultant services and percentage of work delegated vs. handled in-house. Cost per Matter/Project: Average cost to resolve a specific type of environmental matter.	Focuses on managing costs and providing value for money, often measured by outside consultant costs.
6. Corporate Governance and Board Support	Board Reporting & Risk Management Strategic Alignment: Draft sustainability strategies and policies that align with the board's vision for the estate, ensuring formal sign-off and integration into the overarching strategic plan. Risk Oversight: Identify and mitigate environmental risks (e.g., water scarcity, waste management, protected area compliance) and present these to the board for inclusion in the estate's risk registers. Compliance Assurance: Ensure the estate complies with national environmental legislation, such as the Department of Forestry, Fisheries and the Department of Environmental Affairs.	Ensuring the company acts ethically, follows governance codes and operates effectively. Organize and manage general meetings, including board and annual general meetings, ensuring compliance with environmental requirements.

JOB REQUIREMENTS



To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS: Environmental / Ecology / Conservation Degree, preferably with Honours.
MINIMUM EXPERIENCE: 10 - 15 Years Minimum Environmental Management Experience on Estates. - Genuine Passion for Nature Conservation, Wildlife, and Sustainable Environmental Management. - Practical Knowledge and Understanding of Coastal Flora and Fauna in KwaZulu Natal. - Proven Experience Leading and Upskilling an Environmental Team to include WESSA Interns. - Homeowners' Association or Residential Estate Management Experience. - Financial Knowledge and Report-writing Experience is Essential.
PROFESSIONAL REGISTRATIONS: - Environmental Assessment Practitioners Association of South Africa - South African Council for Natural Scientific Professions
PHYSICAL DEMANDS: Range of physically active duties such as field work and site inspection, often in varied outdoor terrain and during all weather conditions.
WORK ENVIRONMENT: Office-based in the Zimbali Estate Management Association. However; it requires blending field-based conservation with administrative compliance and community engagement
TRAVEL AND LICENCES: Valid Driver's Licence Required; Legal Knowledge and Permits required by Company.

BEHAVIOURAL AND TECHNICAL COMPETENCY PROFILE

The following competency profile is based on the Cubiks Competency framework.
It can be used to guide selection and development decisions.
KEY:

Importance of Competence	3 = Critical Competency	2 = Important but can be Trained	1 = Nice-to-Have	
Level of Competence Required to Perform Optimally in the Role*	B = Basic	M = Moderate	S = Superior	A = Advanced

BEHAVIOURAL COMPETENCIES

Behavioural competency refers to any behaviour attributes and personality traits a person might have, such as knowledge and skill set.

Thinking Competencies			
These competencies relate in some way to thinking about tasks, situations, concepts and problems. They focus on thinking about, and being receptive to, new concepts and ideas, gathering and analysing information and making decisions on the basis of sound awareness.			
Thinking Competencies	Description	Importance	Level
Systematic Thinking	Understands how interrelated elements coexist within an overall process or system. Considers how changing one element can impact on other parts of the process.	3	S
Strategic Thinking	Formulates strategies and approaches to clarify and achieve the vision and objectives of the business.	3	S
Industry Awareness	Demonstrates awareness of the current situation and new developments in the industry. Considers how these developments will influence their own organisation.	3	S
Judgement & Decision Making	Exercises good judgement in making decisions considering all the available sources of information and alternatives. Expresses clear and rational reasons for taking a decision.	3	S
Self-Managing Competencies			
These competencies relate to individuals' ability to manage their own emotions and motivation to ensure their personal effectiveness, especially in adapting to and dealing with difficult or uncertain situations.			
Self-Managing Competencies	Description	Importance	Level
Stress Tolerance	Maintains a calm, controlled and positive manner when under pressure and remains focused on the task.	3	S
Integrity	Maintains high standards of honesty and trustworthiness. Considers ethical implications of issues and decisions while remaining pragmatic. Uses appropriate opportunities to bring difficult or sensitive issues into the open.	3	A
Organisational Commitment	Aligns their own behaviour with the goals and objectives of the organisation. Acts in ways that are beneficial to the organisation.	3	S
Leading Competencies			
These competencies focus on the direct leadership and management of staff. They cover activities such as delegating tasks and directing others, inspiring others to meet the objectives of the team or organisation and managing change processes within the workplace.			
Leading Competencies	Description	Importance	Level
Managing Conflict	Effectively identifies and manages disagreement between other. Resolves conflict through open discussion and diplomacy.	3	S

Managing Change	Implements and monitors change within the workplace. Communicates clear reasons for change initiatives and addresses criticisms of them to obtain the 'buy-in' of other.	3	S
Directing Others	Provides clear instructions and direction to others. Adapts their leadership style according to the individual or situation.	3	S
Facilitating Teamwork	Encourages teamwork by bringing individuals and groups together to achieve goals and objectives.	3	S
Relating Competencies			
These competencies involve dealing with people, on a one-to-one or group basis. They concentrate on activities such as communicating and interacting with others, making contacts, building relationships, negotiation and persuasion.			
Relating Competencies	Description	Importance	Level
Written Communication	Communicates information in a written format in a clear, concise and unambiguous manner. Structures the communication so that it holds the attention of the reader.	3	S
Oral Communication	Communicates information verbally in a clear and confident manner. Adapts language to the audience and checks understanding.	3	S
Proactive Communication	Actively keeps people informed and openly communicates relevant information to others. Listens well and takes others' views and perspectives into consideration.	3	S
Impact & Credibility	Makes a positive first impression, displaying immediate presence and credibility. Maintains their credibility with others over time.	3	S
Negotiation	Recognises the goals and objectives of the different parties. Negotiates mutually acceptable solutions through compromise and creates 'win-win' situations.	3	S
Developing Relationships	Easily establishes and develops effective and positive professional relationships with others.	3	S
Achieving Competencies			
These competencies relate to implementing tasks and projects, carrying them out and ensuring that the goals and objectives of the task or project are achieved to the desired standards.			
Achieving Competencies	Description	Importance	Level
Prioritising and Organising	Organising and information and resources effectively. Prioritises tasks according to their urgency and/or importance.	3	A
Results Focus	Demonstrates a focus on achieving results and objectives. Consistently strives to meet or exceed expectations.	3	A
Customer/Client Focus	Identifies and understand the customer's /client's needs. Focuses on meeting those needs and ensuring both satisfaction and a continuing business relationship.	3	A
Technical and Professional Knowledge and Skills	Demonstrates technical and professional knowledge and skills relevant to the role. Builds on these knowledge and skill areas and shares them with others.	3	A



TECHNICAL COMPETENCIES

Technical competencies describe the application of knowledge and skills needed to perform effectively in a specific job or group of jobs within the organisation.

Computer Literacy (Microsoft Office: Word, PowerPoint, Excel and Outlook)	3	S
Knowledge of Environmental Legislative Compliance	3	S
Working Knowledge and Experience with Wildlife Management in KwaZulu Natal.	3	S
Practical Knowledge and Understanding of Coastal Flora and Fauna in KwaZulu Natal.	3	S

I, the undersigned have read and understood the terms of this job description, alternatively the contents have been read and explained to me.

APPROVED BY:

Job Holder / Incumbent	Estate Manager
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
Human Resources Name: _____ Signature: _____ Date: _____	
Prepared by: Zimbali Estate Management Association Date: 21 April 2026 Date last reviewed: 20 May 2026	