

**MANAGER: GAMING COMPLIANCE**

**Reference Number: NGB/004-2024**

**Nature of Employment – Twelve (12) Months Fixed Term  
Contract position**

**Remuneration Scale: R931,613 – R1,126,237 per annum  
(all-inclusive package)**

**Preference will be given to African Male and Female, Coloured Male, Indian  
Male, White Male and Female and people with disabilities**

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**BRIEF SUMMARY OF THE ACT**

The National Gambling Board (NGB) is established in terms of the National Gambling Act, (NGA) 2004 (Act 7 of 2004). It is a schedule 3A Public Entity in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The NGB makes provision for the coordination of concurrent national and provincial legislative competence over matters relating to the continued regulation of gambling activities and also makes provision for the establishment of uniform norms and standards applicable throughout the Republic in certain gambling activities.

**STRATEGIC OUTCOMES**

The strategic outcomes stated below straddle and apply across all positions within the NGB. Successful incumbents will be required to execute their functions in consideration of the following strategic outcomes:

- ✚ Account for and identify all legal gambling machines, devices and owners, licensed juristic and natural persons and excluded persons;
- ✚ Economic transformation and increased participation of Historically Disadvantaged Individuals in the mainstream gambling industry;
- ✚ Effectively monitored PLA compliance with gambling legislation;
- ✚ Facilitated S16 confiscation of proceeds from illegal gambling activities;
- ✚ Effectively monitored socio-economic patterns of gambling activity within the Republic;
- ✚ Uniformity of legislation in the gambling industry; and
- ✚ Broad-based public education.

## **PURPOSE**

To evaluate and monitor the issuing of national licences by Provincial Licensing Authorities (PLAs) to strengthen regulatory compliance oversight in the provinces.

## **KEY PERFORMANCE AREAS**

### **Planning of Compliance Oversight of Gambling Industry**

- ✚ Prepares project plan detailing scope of audit, period of execution and resources employed.
- ✚ Distributes oversight plan to the Senior Manager: Compliance Oversight in advance.
- ✚ Participates in meetings with Senior Manager: Compliance Oversight to address any concerns on audit process prior to commencement of audit.

### **Implementation of Compliance Oversight Plan**

- ✚ Monitors the uniform and consistent application of the national norms and standards established by the Act, throughout the country.
- ✚ Monitors and evaluates the issuing of national licenses by Provincial Licensing Authorities (PLA)'s to ensure compliance.
- ✚ Regularly engages PLA's to guide on compliance with the National Gambling Act.
- ✚ Maintains proper documentation relating to compliance activities to create a record trail.
- ✚ Visits gambling establishments to assist PLA's in ensuring compliance to the National Gambling Act.
- ✚ Monitoring and investigating the issuance of national licencees by PLA's.
- ✚ Evaluating and monitoring B-BBEE compliance within the industry.
- ✚ Provide oversight evaluation of PLA's on monitoring the Financial Intelligence Centre Act (FICA).
- ✚ Conduct evaluation of applications of Limited Payout Machines (LPM).
- ✚ Investigates cases emanating from internal reporting systems such as compliance hotlines to establish validity of complaints.
- ✚ Submits investigation outcomes to Senior Inspector: Compliance Oversight for review and issue non-compliance notices.
- ✚ Escalates matters requiring legal guidance to Senior Manager: Compliance Oversight.

## **Preparation of Reports**

- ✚ Trains stakeholders on compliance related topics, policies and procedures.
- ✚ Assists stakeholders with the use of reporting tools.
- ✚ Assists Auditors with documentation during audit process.
- ✚ Prepares audit reports and reports audit findings to Senior Manager: Compliance Oversight.
- ✚ Provides feedback to PLA's on non – compliance.
- ✚ Provides input into monthly and quarterly compliance oversight reporting.
- ✚ Prepares performance progress reports and submits to Senior Manager: Compliance Oversight.
- ✚ Discusses any challenges experienced / complex issues with Senior Manager: Compliance Oversight.

## **Financial Management**

- ✚ Provide inputs into strategic annual report and ensure that expenditure is in line with approved budget.

## **Records Management**

- ✚ Ensure that records management is performed in accordance with NGB approved file plan and electronic document management system.

## **MINIMUM JOB REQUIREMENTS**

### **Qualifications**

- ✚ Bachelors Degree in Law or three (3) years National Diploma or Degree in Internal Audit.

### **Experience**

- ✚ Minimum of five (5) years' relevant management experience in a compliance or a regulatory environment.

### **Competence and skills**

- ✚ The appointee must have the following skills:
  - Reporting.
  - Relationship Management.
  - Monitoring and Evaluation.
  - Compliance.
  - Communication.

✚ The appointee must have the following knowledge in terms of **legislations**:

- Knowledge of National Gambling Act.
- Public Finance Management Act.
- Knowledge of National Treasury guidelines & regulations.

The successful applicants' remuneration package will be in terms of the NGB Remuneration Policy. The National Gambling Board subscribes to the principles of Employment Equity.

The appointee will be required to sign a performance agreement within one (1) month of joining the organisation and this position is subject to a twelve (12) months' probation period.

To apply for this position, interested applicants are required to complete the NGB employment application form to be obtained from NGB's website [www.ngb.org.za](http://www.ngb.org.za), attach and complete the following mandatory documents i.e. comprehensive CV, copies of qualifications and identity document. **Failure to submit all requested documents will disqualify your application.**

The completed application with all supporting documents must be submitted by e-mail to [mgm@basadzi.co.za](mailto:mgm@basadzi.co.za), hand delivered to the NGB offices at 1085 Francis Baard Street, Hatfield, 0028 or posted to the Human Capital Optimisation, Private Bag x 27, Hatfield 0028.

**CLOSING DATE** for all applications: **25 MARCH 2024**

Background verifications, criminal record checks, citizenship check and competency assessment will form part of the selection process. It is the responsibility of candidates or applicants with foreign qualifications to have them verified by the South African Qualifications Authority (SAQA). If you have not been contacted within three months after the closing date, please regard your application as unsuccessful.

### **IMPORTANT NOTICE**

By applying for this position, you hereby acknowledge that you have read and accept the following Protection of Personal Information Act (POPIA) disclaimer:

I hereby consent for NGB to process my personal information as part of the recruitment process. NGB shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer "personal information" shall be defined as detailed in the Protection of Personal Information Act, Act 4 of 2013 (POPIA").

**The NGB reserves the right not to fill the position.**