



National Gambling Board

South Africa

a member of **the dti** group

**PERSONAL ASSISTANT TO THE CHIEF COMPLIANCE OFFICER (CCO)
Reference Number: NGB 01/2016**

Remuneration Scale: R330, 526.92 – R408,137.38 (Total package per annum)

BRIEF SUMMARY OF THE ACT

The National Gambling Board is established in terms of the National Gambling Act, 2004 (Act 7 of 2004) as amended. It is a schedule 3A Public Entity in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). Act 7 of 2004 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 OBJECTIVE

The strategic objectives stated below straddle and apply across all positions within the Board. Successful incumbents will be required to execute their functions in consideration of the following strategic objectives Enhance Stakeholder Liaison and Statutory Advisory Services; Optimise Organizational Excellence; Functional Registry; and Enforce Compliance.

PURPOSE OF THIS POSITION

Responsible for performing all secretarial and administrative duties for the CCO's office. Assist the CCO in reaching and executing the purpose and strategy of the NGB and meeting of set objectives.

KEY PERFORMANCE AREAS

Meeting and diary

- Manage CCO's diary, schedule appointments, confirm and follow up on appointments;
- Prepare documents and agendas and arrange refreshments and facilitates for scheduled meetings;

- Take minutes and manage minutes and actions from meetings of the immediate manager;
- Prepare and type reports, correspondence and other documents; and
- Distribute reports to stakeholders.

Administrative and Secretarial

- Maintain CCO's email and arrange for time in diary to address important matters;
- Coordinate all phone calls and messages to CCO's office;
- Follow up on important stakeholder communication;
- Administrate all correspondence of the CCO's office;
- Arrange all travel arrangements and travel documents for CCO;
- Perform secretarial functions for CCO's office;
- Photocopy, faxing and filling;
- Working with and through supply chain management coordinating the travel and logistics requirements of the compliance division;
- Manage procurement of stationary for CCO's office; and
- Perform ad hoc tasks as may be required from time to time.

MINIMUM JOB REQUIREMENTS

Qualifications

- National Diploma or Degree in Office Management/Administration or in Project Management.

Experience

- Minimum of five years appropriate experience in secretarial or in office administration; and
- Minimum of three years in Executive support environment.

Competencies, skills and knowledge

The appointee must have the following **technical** skills:

- Advanced computer literacy (MS Office packages)
- Numeracy with knowledge and skills in the preparation and maintenance of proper administration records and reporting on same.

The appointee must have the following **administrative** skills:

- Administrative and organizational skills
- Report writing
- Attention to detail
- Accuracy
- Prioritizing

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

- Knowledge of PFMA and regulations
- Basic knowledge of National Gambling Act and Regulations
- Basic knowledge of Provincial Gambling Acts and Regulations

The successful applicants' remuneration package will be structured in term of the Boards Remuneration Policy, which includes provident fund and medical aid benefits.

The National Gambling Board subscribes to the principles of Employment Equity and reserves the right to not make an appointment.

The appointee will be required to sign a performance agreement within one (1) month of joining the entity.

To apply for this position, interested applicants are required to forward a comprehensive CV, one-page motivational letter and must complete an NGB employment application form that can be found on NGB's website. Applications can be submitted by e-mail recruitment@ngb.org.za, hand delivered to the NGB offices at 420 Witch Hazel Avenue, Eco Glades 2, Block C, Eco Park, Centurion or posted to the Senior Manager: Human Capital Optimisation, Private Bag x 27, Hatfield 0028.

CLOSING DATE for all applications: **15 July 2016**.

Background verifications, criminal record checks, citizenship check and competency assessment will form part of the selection process. It is the responsibility of candidates with foreign qualifications to have them verified by the South African Qualifications Authority (SAQA).

Preference will be given to Coloured and White candidates.

The NGB reserves the right not to fill the position.