



National Gambling Board

South Africa

a member of **the dti** group

PERSONAL ASSISTANT TO THE CHIEF OPERATIONS OFFICER

Reference Number: NGB 10/2019

Nature of Employment - Permanent position

**Remuneration Scale: R391,467 – R509,097.00
(All-inclusive package per annum)**

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) as amended. It is a schedule 3A Public Entity in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The NGA 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

To provide secretarial support to the Chief Operations Officer (COO) and an administrative support function on all matters within the office.

KEY PERFORMANCE AREAS

Diary Management and Meeting Coordination

- Manages the diary with guidance from the COO by diarising and scheduling meetings promptly and correctly.
- Records meetings on electronic calendar to allow for viewing by the COO.
- Prepares required documentation for scheduled meetings accurately and timeously.
- Meets and greets COO's visitors on arrival at the National Gambling Board to escort them through to the Office / Boardroom.
- Secures boardrooms, arranges refreshments for COO visitors.
- Follows up on action items from meetings to ensure completion within stipulated deadlines.

Secretarial support

- Types business letters, memorandums and general correspondence for internal and external purposes.
- Assist with preparing of meeting packs.
- Assist with collating information for preparation of meetings.
- Coordinates responses to routine correspondence for the Office of the COO.
- Transcribe minutes of meetings distributes to relevant role players.

Office Support

- Screens telephone calls to prevent unnecessary interruptions.
- Correctly records and relay messages promptly to the COO.
- Addresses queries from stakeholders and/or channels queries to correct role players.
- Act as a point of contact within the COO's office to ensure smooth operations.
- Maintains an effective filing system for ease of tracking and retrieval of documents.
- Develops a database of contacts and updates regularly to ensure current information.
- Develops good working relations with relevant personnel for ease of execution of duties.
- Provides ad-hoc administrative assistance as and when required.

Records Management

- Develops and responsible for records management within the Office of the COO.
- Ensure that records management is performed in accordance with NGB approved file plan and electronic document management.

MINIMUM JOB REQUIREMENTS

Qualifications

- Three (3) years National Diploma or Bachelor's Degree in Administration or Management.

Experience

- Three (3) years relevant secretarial experience in an Executive Support Role.
- Must be in possession of a valid drivers licence.

Competence and skills

The appointee must have the following skills:

- Prioritising.
- Business English.
- Communication.
- Logical Thinking.
- Coordination.

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.

The completed application with all supporting documents (i.e. employment application form, CV, copies of qualifications and identity document) can be submitted by e-mail to 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.

Please quote the name of the position you are applying for and the reference number on the subject line of your e-mail, when applying for any vacancy.

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). Communication will only be limited to shortlisted candidates.

People with disabilities are encouraged to apply. Late submission will be automatically disqualified.

CLOSING DATE: 13 SEPTEMBER 2019

The NGB reserves the right not to make an appointment.