National Gambling Board
South Africa
a member of the dtic group

SENIOR MANAGER: CORPORATE GOVERNANCE

Reference Number: NGB/005-2022

Nature of Employment - Permanent position

Remuneration Scale: R1,442,629.00 – R2,007,911.00 per annum (all-inclusive package)

Preference will be given to Coloured Male and Female, White Male and Female, Indian Male 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 develop and implement the corporate governance and risk management framework thereby enabling prudent management of the National Gambling Board's performance in compliance with relevant legislation to guarantee delivery on the Ministerial Priorities in line with National Priorities. To provide legal support services to the National Gambling Board (NGB) with reference to drafting, negotiating and vetting of contracts, drafting legal correspondence and providing legal opinions and/or advice.

KEY PERFORMANCE AREAS

Strategy Development and Implementation

- Provide leadership, develops and directs the implementation of the NGBs strategy.
- Oversees all aspects of the business to ensure strategic plans are working effectively and that the organisation remains competitive.
- Effectively communicates the businesses strategic objectives with senior management to drive the organisation forward.
- Monitors the performance of the organisation and appraises the Chief Strategic Adviser.
- Developing divisional strategies, plans and procedures to ensure competitive intelligence.
- Contributes to the strategic management of the Division in order to ensure alignment with international best practices, trends and methodologies.
- Provide leadership, develops and directs the implementation of the NGBs strategy.
- Oversees all aspects of the business to ensure strategic plans are working effectively and that the organisation remains competitive.
- Effectively communicates the businesses strategic objectives with senior management to drive the organisation forward.
- Monitors the performance of the organisation and appraises the Chief Strategic Adviser.
- Developing divisional strategies, plans and procedures to ensure competitive intelligence.
- Contributes to the strategic management of the Division in order to ensure alignment with international best practices, trends and methodologies.
- Ensure effective co-ordination of organisational and divisional strategic planning events and processes to ensure alignment with planning cycles.
- Provide appropriate divisional input to the NGB's strategic plan.
- Ensure all necessary reporting and accounting responsibilities of the division is carried out effectively and in accordance with the set timelines for reporting.

- Develops National Gambling Board's monthly and quarterly performance report to ensure alignment with the APP and Ministerial Priorities.
- Submit performance progress reports for input into the National Gambling Board's quarterly report.
- Coordinates the preparation of the Annual Report and submits to Chief Strategic Adviser for review.
- Ensures the development, initiation, maintenance and review of policies, and oversee the implementation in the entity's to serve as the framework within which to operate.
- Facilitating and driving key strategic initiatives through inception phase.
- Ensuring divisional/unit strategic planning projects reflect organisational strategic priorities.
- Provide support to the Chief Strategic Adviser for an inclusive strategic planning processes.
- Provides advice, guidance in best practice, norms and standards and provide input to recommendations or advice to the National Gambling Policy Council.

Provision of Legal Advisory Services

- Develop thought leadership legal advice to ensure alignment with international best practices, trends and methodologies.
- Liaise with foreign and international authorities having any objectives similar to that of the NGB.
- Consult any person, organisation or institution with regard to any matter deemed necessary by the organisation in exercising powers and performing duties in terms of the NGA.
- Provide support to the NGB in the execution of functions as stipulated in the Act.
- Assist by providing input to advise the National Gambling Policy Council (NGPC) and **the dtic** with regards to uniformity and alignment between the National Gambling Act and Provincial Legislation.

Project Management

- Develop, monitor and review projects plans for projects that the Chief Strategic Adviser is responsible for.
- Provide project coordination when required, and play a key role in change management, internal communications and reporting for Chief Strategic Adviser projects.
- Identify gaps in the organisations rollout and implementation of key projects.

Executive Support

- Support the Chief Strategic Adviser to manage information exchange and ensure effective communication occurs across key stakeholder groups.
- Assist in the preparation of documents, agenda's including those for **the dtic**, NGB Committees; Executive and Senior Management Meetings.
- Draft correspondence to be sent on behalf of and signed by the Chief Strategic Adviser.
- Ensure that urgent enquiries and emerging issues are brought to the Chief Strategic Adviser's attention.
- Assist with the recording and storage of information in accordance with records management policies and procedures.
- Provide strategic support to the Chief Strategic Adviser as required.

Legal Services and Compliance Management

- Oversee the provision of legal opinions and advice, drafting and vetting of legal contracts and management of legislative matters.
- Develops and implements the Legal framework for the National Gambling Board.
- Ensures that the compendium of policies for the National Gambling Board are reviewed and updated in line with relevant legislation and regulations as amended.
- Develops measures to monitor the application of legal norms, policies and procedures to ensure conformity and uniformity within the National Gambling Board.
- Monitor implementation of the contract management policy within the National Gambling Board.
- Provides guidance on the legal soundness and viability of all matters relating to instituting or defending litigation, within the National Gambling Board.
- Liaises with the State Attorney and legal firms in relation to instructions on all legal matters pertaining to the National Gambling Board.
- Provides interpretative guidelines on the implementation of the National Gambling Legislation and other relevant and applicable legislation.
- Proactively analyses and advises on new legislation that may have an impact on the gambling industry.
- Works in collaboration with the Compliance Department to advise and propose new uniform norms and standards within the gambling industry.
- Provides legal thought leadership by writing articles and publishing papers relevant to the gambling industry.
- Manages projects in area of expertise in order to guide the process from inception to completion.

- Prepares reports in collaboration with the Research department to assist the Chief Strategic Adviser in providing authoritative advice to the Minister and the NGPC in terms of the National Gambling Act.

Risk Management

- Implements measures to identify, assess, mitigate and report on operational and strategic risks within the National Gambling Board throughout the year.
- Develops the fraud prevention plan and implementation matrix that is communicated to all stakeholders.
- Monitors complaints from stakeholders and ensures that all complaints are investigated and proper feedback is provided to complainants.
- Manages legal compliance audits and reports findings to the Chief Strategic Adviser.
- Monitors and reports on the timeous implementation of internal and external audit recommendations.
- Assesses the National Gambling Board's compliance with the Public Finance Management Act (PFMA).
- Participates in the Audit and Risk Committee and Risk Management Committee to provide expert contributions.

Legal Research and opinion on statutory matters

- Provide legal opinion on gambling related matters with regard to implementation of the NGA and provincial legislation.
- Develops and implement contract management for the NCEMS.
- Provides researched legal advice, opinions and prepare legal documents as this relates to the implementation of national and provincial legislation.
- Establishes learning and information-sharing networks with stakeholders providing information, research data and knowledge on the gambling industry.
- Works in collaboration with the other divisions within the NGB to advise and propose new uniform norms and standards within the gambling industry.
- Oversee the maintenance of a legal resource centre on all documents, products and reports collected, used and developed by the division.
- Liaises with **the dtic** regarding policy and legislative development.
- Provides interpretative guidelines on the implementation of the National Gambling Legislation and other relevant and applicable legislation.
- Develop thought leadership legal advice to ensure alignment with international best practices, trends and methodologies.
- Liaise with foreign and international authorities having any objectives similar to that of the NGB.
- Consult any person, organisation or institution with regard to any matter deemed necessary by the organisation in exercising powers and performing duties in terms of the NGA.

- Provide support to the Chief Strategic Adviser in the execution of functions as stipulated in the Act.
- Assist by providing input to advice the National Gambling Policy Council (NGPC) and **the dtic.**
- Drafting and development of norms and standards for the gambling industry.
- Provide advice on national norms and standards established by the Act are uniformly and consistently applied throughout the country.

Providing Legal-Technical Assistance in The Parliamentary Legislative Processes

- Provides researched legal advice, opinions and prepare legal documents as this relates to the implementation of national and provincial legislation.
- Piloting legislation through the parliamentary legislative process from inception till enactment, render an oversight role and provide legal support in this regard.
- Ensure legal certainty of a bill and /or amendment bill.
- Research the applicable legal and/or legislative provision.
- Render assistance regarding the drafting of principal and/or subordinate legislation.
- Attending to and/or responding to queries related to any piece of legislation.
- Provision of opinions on legislation as piloted through the parliamentary process.
- Draft ancillary legal documents in respect of principal and/or subordinate legislation.
- Render legal technical assistance regarding formulation of policy.
- Monitor external legislation impacting on the operations of the NGB.
- Liaising with divisions, PLAs and the parliamentary office pertaining to the legislative processes.
- Attending briefing sessions in parliament and making presentations to the parliamentary committee pertaining to bills, amendment bill and conventions.

Management of Corporate Governance

- Advises on strategic corporate risks and proposes mitigating strategies during development of the Annual Performance Plan (APP).
- Develops the Corporate Governance Framework within the National Gambling Board to ensure compliance with corporate governance - King Codes and other legislative provisions.
- Assists divisions to overcome challenges preventing compliance with the Corporate Governance Framework.
- Undertake tasks that support the ongoing implementation of Governance policies and procedures. This would include collaborating with all divisions within the NGB.

- Share collective responsibility for delivering organisational objectives, through active engagement and collaboration with employees at all levels in the organisation.

Information Technology

- Oversee the effective management of ICT within the NGB.
- Design, develop, implement and maintain system architecture in line with ICT strategy.
- Optimises existing processes leading to effective delivery and control of the ICT environment.
- Development of policies and procedures to mitigate risk.
- Oversight of audit to enable smooth operations and guarantee reliability of data.

Provide legal advice to Bid Specification Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC)

- Provide legal advice to BSC, BEC and BAC which is intended to assist members in arriving at decisions for each procurement.
- Attend BSC, BEC and BAC meetings where applicable.
- Consult with members on any legal matters that may arise for each procurement.
- Ensure compliance with PFMA, PPPFA, SCM Policy and all other relevant procurement legislations.
- Ensure that all vetted contracts and bidding agreements are certified for legal certainty and the necessary authority has been provided for each procurement.

Budget Management

- Analyses the business plan to determine the financial requirements.
- Obtains the budgetary prescripts from the Finance Division.
- Determines financial allocations in accordance with deliverables.
- Submits budget for approval in accordance with policies and procedures.
- Monitors expenditure against budget and ensures spending occurs within budgetary limits.
- Peruses monthly expenditure statements from Finance and addresses anomalies.
- Explores opportunities to reduce costs.

Human Resource Management

- Sets performance objectives for the Division and ensure they are cascaded into performance agreements of subordinates.
- Ensures that all employees have signed performance agreements.

- Monitors and measures performance quarterly by conducting employee appraisals.
- Identifies areas of development and draws up action plans to address poor performance.
- Ensures ongoing training and development of employees.
- Addresses employee relations matters fairly and promptly.

Records Management

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

MINIMUM JOB REQUIREMENTS

Qualifications

- Bachelor's Degree in Law or NQF level 7 in Law.

Experience

- Ten (10) years' experience in the legal field.
- Five (5) years' relevant experience in senior management.

Competence and skills

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

- The appointee must have the following knowledge in terms of **legislations:**
  - Knowledge of National Gambling Act, 2004 (Act 7 of 2004).
  - Public Finance Management Act, 1999 (Act 1 of 1999).
  - 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, 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 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 Human Capital Optimisation, Private Bag x 27, Hatfield 0028.

CLOSING DATE for all applications: **22 August 2022**

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, Act 4 of 2013 (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 POPIA.

NGB reserves the right to withdraw or not to fill the positions.