

MANAGER: CORPORATE GOVERNANCE

Reference Number: NGB/008-2022

Nature of Employment - Permanent position

**Remuneration Scale: R862,605.00 – R1,256,814.00 per annum
(all-inclusive package)**

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

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 provide support, 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 shareholders compact in line with National Priorities.

KEY PERFORMANCE AREAS

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 VI and other legislative provisions.
- ✚ Assists departments to overcome challenges preventing compliance with the Corporate Governance Framework.
- ✚ Monitors complaints from stakeholders and ensures that all complaints are investigated and proper feedback is provided to complainants.
- ✚ Monitors and reports on the timeous implementation of audit recommendations.
- ✚ Assesses the National Gambling Board's compliance with the Public Finance Management Act (PFMA).
- ✚ Participates in the Audit, Risk and Management Committees to provide expert contributions.
- ✚ Assists with ad-hoc coordination of all aspects of corporate governance administration.

Organisational Performance Planning and Reporting

- ✚ Monitors performance within the National Gambling Board by preparing monthly and quarterly performance reports to ensure alignment with the APP and Shareholder's Compact.
- ✚ Consolidate inputs on monthly and quarterly organisational performance reports.
- ✚ Coordinates the preparation of the Annual Report and Strategic Plan, Annual Performance Plan, Organisational Plan and submits to Chief Strategic Adviser (CSA) for review.
- ✚ Consolidate inputs on annual report.
- ✚ Manages compliance audits and reports findings to CSA.
- ✚ Update reporting templates (MANCO, quarterly reports, and business plan) periodically as needed.
- ✚ Develop and monitor the implementation of Operational Compliance Calendar.

Risk Management

- ✚ Implements measures to identify, assess, mitigate and report on operational and strategic risks within the National Gambling Board throughout the year.
- ✚ Assist with the identification, assessment, monitoring of strategic and operational risks for the NGB during the risk management process.
- ✚ Monitor risk management and provide reports on a monthly and quarterly basis.
- ✚ Provide administrative support during workshops and preparing draft registers for engagement with clients.
- ✚ Provide Secretariat support to the Risk Management Committee (RMC).

Fraud Prevention

- ✚ Develops the Fraud Prevention Plan (FPP) and implementation matrix that is communicated to all stakeholders.
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- ✚ Conduct fraud awareness sessions through various platforms, internal and external.
- ✚ Providing logistical and administrative support to the CSA to ensure that both internal and external activities are undertaken.
- ✚ Prevent fraud and misappropriation in the organisation.
- ✚ Ensure that agreed quality controls in place are fully understood and implemented.
- ✚ Ensure and improve the efficiency and quality services in order to reduce exposure to fraud, abuse and wastage of resources.
- ✚ Monitor the implementation of the Fraud Prevention Plan through monthly and quarterly reporting.
- ✚ Update FPP and facilitate the annual review of the FPP.
- ✚ Coordinating cases and enquiries reported through ethics help desk and coordinate the ethics workshops/training/events.
- ✚ Coordinate and facilitate organisational processes relating to ethics awareness and management.

Financial Disclosures

- ✚ Coordinating the submission of financial disclosures annually.
- ✚ Scanning every application and sending confirmation mails to all officials.
- ✚ Analysing the data disclosed in the disclosure forms and drafting a report of the results.
- ✚ Develop and manage the financial disclosure database.

Remunerative work

- ✚ Co-ordination of the remunerative work applications.
- ✚ Provide guidance and advice on all issues pertaining to the remunerative work process.
- ✚ Update the remunerative work database on a continuous basis and assist with drafting reports.

Management of Information Technology Services

- ✚ Evaluate the overall operations of computing and information technology functions of the NGB and recommend enhancements.
- ✚ Manage the development, design and implementation of business supportive applications and changes to existing computer systems.
- ✚ Manage the development, implementation and maintenance of all projects relating to the entire technology infrastructure of the NGB including Disaster Recovery Plan and Business Continuity Plan.
- ✚ Implement and maintain ICT standards in accordance with good industry practice, such as ITIL, COBIT, CMMI and ISO standards.
- ✚ Effectively manage the ICT resources and processes to facilitate the achievement of organisational strategic objectives.
- ✚ Develop information, security and other relevant ICT policies.
- ✚ Identify and align ICT strategies with the direction of the NGB focusing on business strategy, operating model, value proposition and market positioning.
- ✚ Designs, develops, implements and maintains system architecture in line with IT.
- ✚ Monitor changes or advancements in technology for enhanced and effective oversight pertaining to ICT governance and ICT technology.
- ✚ Develops policies and procedures and ensures strict adherence to minimise risk.
- ✚ Conducts risk analysis and develops business continuity plans for NGB.
- ✚ Conducts audits to enable smooth operations and guarantee reliability of data.
- ✚ Ensures availability and inspection of field hardware and software.
- ✚ Ensures the appropriate consolidation of reports as required.
- ✚ Develops ICT governance structures in line with NGB's policy.
- ✚ Keeps abreast of new information technology and makes input into NGB policy.
- ✚ Keeps abreast of system updates and new software to achieve best business results.
- ✚ Create and maintain the technical documentation and security policies.
- ✚ Design and implement security systems and services that protect the integrity of data.
- ✚ Engineer, implement and monitor security procedures for the protection of computer systems networks.

- ✚ Prepare comprehensive security reports including assessment-based findings, outcomes and propositions for further system security enhancement.
- ✚ Revision and improvement of current security infrastructures (Antivirus, leakage protection systems etc.)
- ✚ Provides inputs annually to the review and development of NGB policies.

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

- ✚ Develops and implements the records management policy, strategy and plan for the NGB.
- ✚ Responsible for the implementation of the Records Management Strategy and standard operating procedures.
- ✚ Ensure that records management is performed in accordance with NGB approved file plan and electronic document management.
- ✚ Develop technical systems that govern the records.
- ✚ Analyses the record-keeping needs of the National Gambling Board.
- ✚ Audit compliance with the NGB file plan.

MINIMUM JOB REQUIREMENTS

Qualifications

- ✚ National Diploma or Bachelor's Degree in Internal Audit / Commerce (General)/ Business Management/ Administration or in Law.

Experience

- ✚ Eight (8) years' relevant experience in corporate governance.
- ✚ Five (5) years' relevant experience in management.

Competence and skills

- ✚ The appointee must have the following skills:
 - Process Management
 - Relationship Management
 - Monitoring and Evaluation
 - Corporate communication
 - Risk Management
- ✚ 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, 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: **19 September 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 (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.