

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 Female 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 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.
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- ✚ 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.

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.

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.

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.

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

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

Experience

- ✚ Ten (10) years' experience in the corporate governance environment.
- ✚ 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.
- 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: **14 November 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.