



PERSONAL ASSISTANT TO THE CHIEF STRATEGIC ADVISER

Reference Number: NGB/005-2024

Nature of Employment – Permanent position

**Remuneration Scale: R503,364 – R654,617 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 secretarial support to the Chief Strategic Adviser (CSA) 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 CSA by diarising and scheduling meetings promptly and correctly.
- ✚ Records meetings on electronic calendar to allow for viewing by the CSA.
- ✚ Secures boardrooms and arranges refreshments for the CSA's visitors.
- ✚ Meets and greets CSA's visitors on arrival at the National Gambling Board to escort them through to the Office / Boardroom.
- ✚ Follows up on action items from meetings to ensure completion within stipulated deadlines.
- ✚ Prepares itinerary that includes details regarding dates, travelling times, maps / directions, addresses, phone numbers, e-mail addresses, parking and contact persons.
- ✚ Checks travel plans a few days prior to departure to ensure all is in order.
- ✚ Submits approved travelling claims for payment upon the CSA's return for purposes of re-imburement.

Secretarial support

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

Office support

- ✚ Screens telephone calls to prevent unnecessary interruptions.
- ✚ Correctly records and relay's messages promptly to the CSA.
- ✚ Addresses queries from stakeholders and / or channels queries to correct role players.
- ✚ Acts as the Point of contact for within the CSA'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.

Administration of performance information

- ✚ Ensures that all direct reports of the CSA have scorecards in place.
- ✚ Coordinates the performance management process between the CSA and direct reports.
- ✚ Ensures performance agreement of direct reports are signed, submitted on time and filed for easy reference.
- ✚ Ensures quarterly reviews take place and assessment sheets are signed and filed.
- ✚ Follows up on action items in relation to performance improvement for direct reports.
- ✚ Tracks performance progress of direct reports in relation to the overall goals on the performance agreement of the CSA.

Records Management

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

MINIMUM JOB REQUIREMENTS

Qualifications

- ✚ Three years National Diploma or Degree in Administration or Management.

Experience

- ✚ Five (5) years relevant experience as a Personal Assistant of which three (3) years relevant secretarial experience to an Executive Manager.

Competence and skills

- ✚ The appointee must have the following skills:
 - Typing
 - Business English
 - Communication
 - Keeping Minutes
 - Coordination

- ✚ The appointee must have the following knowledge in terms of **legislations**:
 - 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 hr@basadzi.co.za, hand delivered to the NGB offices at 1085 Francis Baard Street, Hatfield, 0028 or posted to the Human Capital Optimisation, Private Bag x 27, Hatfield 0028.

CLOSING DATE for all applications: **14 OCTOBER 2024**

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.