



North West Gambling Board

This serves as an invitation for applications to fill the vacant positions within the North West Gambling Board, an organisation established in terms of the provisions of section 3 of the North West Gambling Act, 2001 (Act No. 2 of 2001), as amended to provide for the regulation of gambling activities in the North West Province.

The Board herewith invites suitably qualified candidates to apply for the following vacant positions, which will be based in Mahikeng, North West Province.

INTERNAL AUDIT MANAGER

CHIEF EXECUTIVE OFFICE

Salary: R 672 816.00 per annum Total Cost to Company

Requirements:

- Bachelor degree or equivalent qualification in Accounting and Internal Auditing
- Post Graduate qualification will be an added advantage,
- Certified Internal Auditor (CIA),
- 5-7 years' relevant experience,
- Proven Managerial and Leadership skills at Middle Management level,
- An in-depth knowledge and understanding of good corporate governance practices, legislation relating to gambling regulation, labour practices, PPPFA, PFMA, Treasury Regulations, Practice Notes and B-BBEE,
- Experience in drawing up legal documents and development of strategy,
- Knowledge and experience in evaluating of performance against strategy and budget,
- Results Oriented – Meet deadlines on assignments,
- Excellent communication skills both verbal and written and
- Applicants should have a valid driver's license, own car and be willing to travel.

Key Performance Areas:

- Ensure compliance with internal controls and procedures including all other relevant legislation.
- Ensure that the Board obtains an unqualified audit report with no emphasis of matters.
- Report and present at stakeholder meetings (Sub Audit Committees, Regulators, etc).
- Ensure that reporting takes place within financial requirements, in terms of the PFMA and Treasury Regulations.
- Establish Internal Audit charter and formulate an Audit Methodology.
- Preparation of annual risk based audit plan, 3 year rolling out audit plan and perform integrated audits.
- Advise the Board on a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes in accordance with the Internal Audit Charter.
- Determine compliance with procedures and procedures.
- Reporting of all findings and tracking of issues raised.
- Quarterly reporting to the audit committee.

- Liaison with external audit (reliance on internal audit).
- Performing risk assessments on key business activities and using this information and
- Documents the results of audit work in accordance with audit department and Internal Auditors.

This incumbent will report to the Chief Executive Officer. This position will require frequent travelling.

CORPORATE RELATIONS MANAGER

CORPORATE SERVICES DEPARTMENT

Salary: R 597 102.00 per annum Total Cost to Company

Requirements:

- Bachelor degree or equivalent qualification in Communications/ Journalism or Public Relations,
- 5-7 years relevant experience,
- Proven Managerial and Leadership skills at Middle Management level,
- An in-depth knowledge and understanding of good corporate governance practices, legislation relating to gambling regulation, communication and labour practices,
- Experience in drawing up legal documents and development of strategy,
- Knowledge in article writing and media statements/notices
- Knowledge in website development and administration,
- Knowledge and experience in evaluating of performance against strategy and budget,
- Excellent communication skills both verbal and written,
- Good computer skills with demonstrated ability to learn new applications,
- Must be organised, creative, proactive, and be able to work under pressure and
- Applicants should have a valid driver's license, own car and be willing to travel.

Key Performance Areas

- **Corporate Relations** - Development, planning and implementation of Communication Strategy; Facilitate research and development of communication policy for the organisation; develop accurate target population guidelines and develop relevant communication interventions.
- **Development of Publications and Marketing Material** - Prepare the production of all organisational information material such as annual reports, strategic planning document, direct mail, exhibition material, photographs, films and multimedia programmes.
- **Media Relations** - Maintain regular contact with media instructions for constant messaging relevant to gambling; Market and promote the organisation through different channels of communication and Maintain regular contact with media instructions for constant messaging relevant to gambling.
- **Stakeholder and Events Management** - Liaise with key strategic stakeholders and or individuals on matters relating to regulation of gambling in the Province; Initiate, promote and facilitate programmes, campaigns and activities in the Province, in respect of prevention, counselling and treatment of problem gambling.

The incumbent will report to the Corporate Services Manager.

FACILITY MANAGER

CORPORATE SERVICES DEPARTMENT

Salary: R 505 764.00 per annum Total Cost to Company

Requirements:

- Bachelor Degree or equivalent qualification in Built Environment or Business Management,
- 4-5 years' relevant experience,
- Proven Managerial and Leadership skills at Lower Management level,
- An in-depth knowledge and understanding of legislation relating to gambling regulation, Occupational Health and Safety and labour practices,
- Experience in management and maintenance of the premises,
- Knowledge and experience in compliance with all local and state safety requirements for the building including employee training, facility inspections and security of the premises,
- Experience in negotiations of contracts with clients and vendors who work on the property,
- Experience in drawing up legal documents and development of strategy,
- Knowledge and experience in evaluating of performance against strategy and budget,
- Excellent communication skills both verbal and written,
- Good computer skills, must be organised, creative, proactive, and be able to work under pressure,
- Integrity and the ability to deal with confidential information is essential and
- Applicants should have a valid driver's license, own car and be willing to travel.

Key Performance Areas:

- Manage and monitor the overall operation of each facility including buildings, grounds, equipment and services ensuring high quality service delivery and business continuity.
- Ensure that statutory environment Health and Safety requirements are being upheld throughout the organisation.
- Ensure timely communication to employees regarding facilities services and information.
- Monitor space needs and true occupancy levels, procure lease contracts, plan and manage interoffice moves, ensuring that request are in accordance with agreed plans efficient coordination with IT and site policies are followed.
- Ensure that security, card access system and visitor processes are followed.
- Responsible for the cleanliness of the property.

The incumbent will report to the Corporate Services Manager.

LEGAL OFFICER

LEGAL DEPARTMENT

Salary: R 284 949.00 per annum Total Cost to Company

Requirements:

- Bachelor Degree or equivalent qualification in Law,
- 2-3 years' relevant experience,
- An in-depth Knowledge of the South African Laws, including legislation relating to the gambling industry,
- Experience in drawing up public notices and legal documents,
- Excellent communication skills both verbal and written,
- Interpersonal skills and strong negotiation skills and
- Computer literacy in MS Word, Excel and PowerPoint.

Key Performance Areas

- Provide efficient and professional legal support to the Board.
- Review all contracts or any other documentation with which the Board has committed itself and assess legal implications that need to be brought to the attention of the Board.
- Assist in ensuring planning to identify new or amended legislation or regulations.
- Prepare, review and modify contractual instruments.
- Provide and interpret legal information and disseminate appropriate legal requirements.
- Assist in the establishment of an effective and efficient Compliance framework.
- Manage contract register.

The incumbent will report to the Legal Manager.

LICENSING OFFICER

INVESTIGATIONS AND LICENSING DEPARTMENT

Salary: R 240 079.00 per annum Total Cost to Company

Requirements:

- Bachelor Degree or equivalent qualification in Commerce or Law,
- 2-3 years' relevant experience,
- An in-depth Knowledge of the South African Laws, including legislation relating to the gambling industry,
- Excellent communication skills both verbal and written,
- Interpersonal skills and strong negotiation skills and
- Computer literacy in MS Word, Excel and PowerPoint.

Key Performance Areas

- Determine the suitability of all applicants for licenses and certificates of suitability.
- Determine the suitability, registration and licensing of all employees and third parties to participate in the gambling industry in line with gambling legislation.
- Registration and licensing of all establishments where gambling games are conducted or operated, so as to better public engagement in gambling.

- Ensure the continued suitability of holders of licenses and certificates of suitability.
- Maintain a complete record and register of all licensed entities and employees participating in the gambling industry in the province.
- Participate in public awareness campaigns to market the service offerings of the Board and advise the public on legal requirements for suitability and registration to participate in the gambling industry.

The incumbent will report to the Senior Licensing Officer.

INTERNSHIP PROGRAMME

RELEVANT DEPARTMENTS / UNITS

The North West Gambling Board wishes to offer internship to graduates in order to equip them with gambling industry experience. The Internship Programme is for a period of 12 months.

Applications are hereby invited from candidates who are in possession of tertiary qualifications for an internship as follows:

NO.	DEPARTMENT / UNIT	STUDY FIELD	INTERN
2.	Legal Services	National Diploma / Bachelor Degree in Law	1
3.	Gambling Control	National Diploma / Bachelor Degree in Law or Commerce	1
4.	Audit and Systems	National Diploma / Bachelor Degree in Accounting, Auditing or Information Systems	1
5.	Human Resources	National Diploma / Bachelor Degree in Human Resources Management	2
6.	Corporate Relations	National Diploma / Bachelor Degree in Communication or Public Relations	1
8.	Information Technology	National Diploma / Bachelor Degree in Information Technology, Information Systems or Computer Science	1

Requirements:

The prerequisites to enter into the internship program are as follows: • National Diploma or Bachelor Degree in the fields of study stipulated above • 18 years or older • Valid Identity Document • Basic computer literacy • Must have a positive attitude and be willing to learn • Good communication skills.

The interns will receive a monthly stipend of R 6,500.00 per month.

Closing date: 09 September 2016

The North West Gambling Board is committed to the achievement and maintenance of diversity and equity in employment. Persons with disabilities, designated and non-designated groups are encouraged to apply.

All applications should be accompanied by detailed Curriculum Vitae, which must at the minimum contain the following information:

1. Full names and addresses of the applicant,
2. Details of current and two previous employers, by employer name, job title and the period of employment,
3. Proof of all qualifications,
4. Three (3) referees by full names and recent contact details,
5. Certified Copy of Identity Document and
6. Certified copy of a driver's license where applicable.

Please note that the information above is required for preliminary evaluation of applications and if not provided, the application may be disqualified.

Interested persons are required to forward applications to the **North West Gambling Board**, Private Bag X 34 Mmabatho, 2735, marked for attention **Ms Dudu Makhudu** or send the application by e-mail to careers@nwqb.co.za.

Only short-listed candidates will be contacted and should you not receive a response from us within four (4) weeks after the closing date, kindly accept that your application was unsuccessful.