



# North West Gambling Board

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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.

## INVESTIGATIONS AND LICENSING MANAGER

### INVESTIGATIONS AND LICENSING DEPARTMENT

**Salary: Negotiable**

**Requirements:**

- Bachelor Degree Law.
- 5 years relevant experience.
- Proven managerial and leadership skills at senior management level.
- An in-depth knowledge and understanding of good corporate governance practices, legislation relating to gambling regulation, labour practices, public finance management, Broad Based Black Economic Empowerment, mergers and acquisitions and taxation.
- Experience in drawing up legal documents and development of strategy.
- Knowledge and experience in evaluation of performance against strategy and budget.
- Applicants should have a valid driver's license, own car and be willing to travel.

**Key Performance Areas:**

- Development of the Departmental Strategic plan and budget.
- Line and functional management of the department.
- Performance in terms of the approved business plan and budget for the department.
- Investigation of applications (Corporate applications and Employee registrations), compliance incidents, and re-investigations of licensees and registrants for continued suitability.
- Prepare accurate investigation records and effective licensing procedures, including renewal of licenses.
- Quarterly monitoring of compliance reviews, effective measures and activities to monitor proper functioning of compliance committees of licensees.
- Quarterly review of compliance with license conditions, bid commitments and other undertakings by licensees.

This incumbent will report to the Chief Executive Officer and will be responsible for general management and supervision of the activities of the Investigations and Licensing Department.

## AUDITOR

### AUDIT AND SYSTEMS DEPARTMENT

**Salary: R 328 223.00 to per annum Total Cost to Company**

#### **Requirements:**

- Bachelor Degree in (Accounting and/or Auditing), and served 3 years of articles with an audit firm,
- Knowledge and understanding of legislation and/or principles in respect of:
  - Gambling Legislation,
  - Generally accepted Accounting Practices (GAAP),
  - Generally recognized Accounting Practices (GRAP),
  - International Financial Reporting Standards (IFRS), and
  - Good Corporate governance practices.
- Knowledge of ACL and Team Mate audit tools and computer auditing experience.
- Application should have a valid driver's license, own car and be willing to travel

#### **Key Performance Areas:**

- Co-ordination and facilitation of gambling audits.
- Development and implementation of gambling audit procedures.
- Evaluation and review of licensees' Internal Control Procedures and adequacy of minimum regulatory standards.
- Management of casino and other forms of gambling audits.
- Prepare audit reports, including implementation of recognised processes for conclusion of audits.
- Conduct financial and compliance audits of all gambling operations according to the South African Audit Standards, the North West Gambling legislation and approved Internal Control Procedures.
- Auditing of all relevant electronic systems for accuracy, reliability and integrity.
- Auditing and verification of gambling levies and taxes.
- Conduct analysis of financial statements of licensees.

The incumbent will report to the Senior Auditor and will be responsible for monitoring of gambling audit. This position will require frequent travelling.

## RECORDS OFFICER

### CORPORATE SERVICES DEPARTMENT

**Salary: R 328 223.00 to per annum Total Cost to Company**

#### **Requirements:**

- Bachelor Degree relevant to records management or equivalent qualifications.
- 3-5 years relevant experience in similar position.
- Working knowledge of relevant acts and legislation related to record management system.
- Good computer skills with demonstrated ability to learn new applications.
- Manage time effectively, efficiently and meet deadlines.
- Communicate effectively in both oral and written forms.

### Key Performance Areas:

- Implementation of the organizational electronic document management system
- Develop and administer Records Management Policy and Procedure Manual to be used by the Board.
- Compile, implement, maintain and review records control schedule.
- Conduct internal records management inspection to determine the status of records.
- Monitor if officials are complying with NARSA standard and regulations.
- Participate in decisions concerning the reformatting and storage of records
- Develop and implement a records management training programme.
- Conduct file plan and records control training to Board Officials and Managers.
- Conduct registry management training to registry officials.
- Develop, implement and sign the sub-directorate operational plan.
- Address records management risks and report progress
- Arrangement of records for disposal
- Sorting, Listing and batching of records
- Requesting for disposal authority from NW Provincial Archives and Records Services.
- Arranging for disposal logistics. (Archival boxes, transport, personnel and transferring of archival records to archive repository.
- Shredding of ephemeral records and arranging for recycling company.

The incumbent will report to the Facility Manager.

### Closing date: 31 August 2017

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, and
4. Three (3) referees by full names and recent contact details.
5. Certified Copy of Identity Document.
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@nwgb.co.za](mailto:careers@nwgb.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.