



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.

The candidates who applied previously are encouraged to re-apply.

CHIEF EXECUTIVE OFFICER

CHIEF EXECUTIVE DEPARTMENT

Salary: Negotiable

Term: Five (05) years fixed term contract

Requirements: • Relevant Bachelor Degree in Law or Commerce or Economics • A minimum of 10 years' experience in an executive or senior management position • Proven leadership skills at Executive Management and Strategic Level • An in-depth knowledge and understanding of good corporate governance • Excellent written and verbal communication skills • Knowledge and Experience of legislation relating to gambling, labour practices, public finance management, and Broad Based Black Economic Empowerment mergers and acquisitions • Knowledge and experience of Financials, Compliance, Systems Audits, Legal and Corporate Services • Experience in drawing up legal documents and development of strategy • Experience in the gambling industry will be an added advantage • Knowledge and experience in performance monitoring and evaluation against strategy and budget.

Key Performance Areas: • Provide oversight in the management of the entity's resources in accordance with the stipulations of PFMA in terms of the approved entity strategy and budget • Drive the transformation agenda in the gambling industry in line with the Broad Based Black Economic Empowerment • Development, implementation and maintenance of an Organisation internal and external operational strategies and plans • Provide the overall strategic management and leadership of the organisation and accountability of all strategic objectives of the Board and the administration of operational affairs of all programmes • Provide effective and efficient regulatory oversight for gambling operations in the province • Ensure effective and efficient administration of the affairs of the Board • Create and maintain the high standard of financial management and discipline • Ensure full implementation of the Corporate Plan of the Board and implementation of the Annual Performance Plans within the approved budget and in compliance of laws of the country • Ensure that the gambling industry is effectively and efficiently regulated and that the population of the North West Province is protected against the socio-economic impact of gambling • Ensure that the Board complies with all legislative directives and that the gambling legislation complies with the national and international norms and standards • Ensure adherence to all legal and policy directives towards service delivery.

This incumbent will report to the Board of Directors and will be responsible for the overall strategic leadership and management of the organization.

Interested persons are required to forward applications to the **North West Gambling Board**, Private Bag X 34 Mmabatho, 2735, marked for attention **Ms. Thando Kwela** or send the application by e-mail to careers1@nwgb.co.za

CHIEF FINANCIAL OFFICER

FINANCE DEPARTMENT

Salary: R1 383 460.81 per annum (Total Cost to Company) – Level 14

Term: Five (05) years fixed term contract

Minimum Requirements: • A Postgraduate Degree in Accounting or Finance, or equivalent NQF level 8 with a Chartered Accountant (CA(SA) being an added advantage • Minimum of 7 years Financial Management and/Accounting experience of which 5 years must be at a Senior Management level • An in-depth knowledge and understanding of accounting standards and practices, financial and labour legislations, including the Public Finance Management Act (PFMA), Treasury Regulations and the King IV Report on Corporate Governance for South Africa • Membership of a relevant professional body • Knowledge of the gambling industry will be an added advantage • No direct or indirect interest in the gambling business.

Key Performance Areas: • Develop and maintain appropriate financial system and policies to ensure effective, efficient and economical management of resources and assets of the Board • Ensure compliance with the provisions of all relevant legislation and accounting standards, including but not limited to the North West Gambling Act, National Gambling Act, Public Finance Management Act (PFMA), Treasury Regulations, Income Tax Act and Generally Recognized Accounting Practices (GRAP) • Manage all transfers from and to government and ensure that proper accountability is maintained • Manage working capital, assets and liabilities • Advice and guide Management and the Board of Directors on annual budget and financial planning processes • Compile, manage and execute the organisational budget • Prepare and maintain regular financial reports, cash flow forecasts and other financial projections • Ensure complete analysis of monthly, quarterly and annual financial results and develop recommendations (strategic and tactical) • Prepare the applicable annual financial statements for Board approval • Manage the preparation and support of all external audits • Management of and reporting on the implementation of the Post Audit Action Plan • Manage the procurement of goods and services in accordance with the Supply Chain Management Framework • Responsible for instituting systems and controls that prevent occurrence of irregular, unauthorized, fruitless & wasteful expenditure and ensures disclosure thereof when it occurs • Identification and mitigation of financial risks by means of suitable risk identification & review processes, policies and procedures • Ensuring proper segregation of duties and development and implementation of proper internal control procedures.

The incumbent will report to the Chief Executive Officer and be responsible for all financial aspects of the Board's operations.

Interested persons are required to forward applications to the **North West Gambling Board**, Private Bag X 34 Mmabatho, 2735, marked for attention **Ms. Thando Kwela** or send the application by e-mail to careers2@nwgb.co.za

BOARD SECRETARY

NORTH WEST GAMBLING BOARD

Salary: R1 172 777.43 per annum (Total Cost to Company) – Level 14

Requirements: • LLB; BCom Law, BA Law, Company Secretarial Qualification or equivalent qualification • 5 years' experience in private practice, public service or Boards • Experience in drafting management reports • Knowledge in research and methodology of types of research • Drafting legal opinion and legislation • Co-ordinates the fulfilling of Board and government related needs, requirements and obligations • Research work for Chairperson and drafting of script • Conduct action research for the Board in achieving its mandate • Knowledge of the Constitution of the Republic of South Africa, Promotion of Administrative Justice Act, Promotion to Access to Information and PFMA • Professionalism and honesty • Ability to cope under pressure • Applicants should have a valid driver's license, own car and be willing to travel.

Key Performance Areas: • Provide ongoing legal and governance support and advice to the Board and its Sub-Committees • Provide general and other services that may be required from the Board Secretary • Train the Board and Sub-Committees (Arrange external training, and arrange for the induction for new and sub-committee members) • Attend to all director and committee member queries • Prepare Committee and Board workplans • Prepare meeting packs for the Board and its Sub committees • Draft Minutes and action sheets for the Board and its Sub Committees • Prepare and circulate resolutions • Update Board and Sub Committee Charters and Terms of reference • Arrange Board evaluations and reviews and feedback thereof • Monitor and communicate all legislative changes affecting the Board • Continuous updating of the organisation's delegation of authority, as required by good corporate governance • Ensuring that the Board and directors adhere to the highest governance standards as detailed in King IV.

This incumbent will report and account directly to the Board of Directors on all secretariat functions; furthermore, the incumbent will report administratively to the Chief Executive Officer.

Interested persons are required to forward applications to the **North West Gambling Board**, Private Bag X 34 Mmabatho, 2735, marked for attention **Ms. Thando Kwela** or send the application by e-mail to careers3@nwgb.co.za

NB: 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.

Closing date: 29 September 2024

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.