



National Gambling Board

South Africa

a member of **the dti** group

PERSONAL ASSISTANT TO THE CHIEF EXECUTIVE OFFICER (CEO)
Reference Number: NGB 07/2017

Remuneration Scale: R330, 526.92 – R408,137.38 total cost per annum
(all inclusive salary package)

BRIEF SUMMARY OF THE ACT

The National Gambling Board is established in terms of the National Gambling Act, 2004 (Act 7 of 2004) as amended. It is a schedule 3A Public Entity in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). Act 7 of 2004 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 OBJECTIVE

The strategic objectives stated below straddle and apply across all positions within the Board. Successful incumbents will be required to execute their functions in consideration of the following strategic objectives Enhance Stakeholder Liaison and Statutory Advisory Services; Optimise Organizational Excellence; Functional Registry; and Enforce Compliance.

PURPOSE OF THIS POSITION

Responsible for performing all secretarial and administrative duties for the CEO's office. Assist the CEO in reaching and executing the purpose and strategy of the NGB and meeting of set objectives.

KEY PERFORMANCE AREAS

Meeting and diary

- Manage CEO's diary, schedule appointments, confirm and follow up on appointments;
- Prepare documents and agendas and arrange refreshments and facilitates for scheduled meetings;

- Take minutes and manage minutes and actions from meetings of the immediate manager;
- Prepare and type reports, correspondence and other documents; and
- Distribute reports and other information as requested to stakeholders.

Administrative and Secretarial

- Maintain CEO's email and arrange for time in diary to address important matters;
- Coordinate phone calls and messages for the CEO's office;
- Follow up on important stakeholder communication and action accordingly;
- Administrate all correspondence of the CEO's office;
- Arrange all travel arrangements and travel documents for the CEO;
- Perform secretarial functions for CEO's office;
- Photocopy, faxing and filling;
- Working with and through supply chain management in coordinating the travel and logistics requirements;
- Manage the procurement of stationary for CEO's office; and
- Perform ad hoc tasks as may be required from time to time.

MINIMUM JOB REQUIREMENTS

Qualifications

- Three year National Diploma or Degree in Office Management/Administration or in Project Management.

Experience

- Minimum of five years appropriate experience in secretarial or in office administration; and
- Minimum of three years in Executive support environment.

Competencies, skills and knowledge

The appointee must have the following **technical** skills:

- Advanced computer literacy (MS Office packages)
- Numeracy with knowledge and skills in the preparation and maintenance of proper administration records and reporting on same.

The appointee must have the following **administrative** skills:

- Administrative and organizational skills
- Report writing
- Attention to detail
- Accuracy
- Prioritizing

The appointee must have the following knowledge in terms of **legislation**:

- Knowledge of PFMA and regulations
- Basic knowledge of National Gambling Act and Regulations
- Basic knowledge of Provincial Gambling Acts and Regulations

The successful applicants' remuneration package will be structured in term of the Boards Remuneration Policy, which includes provident fund and medical aid benefits. The National Gambling Board subscribes to the principles of Employment Equity and reserves the right to not make an appointment. The appointee will be required to sign a performance agreement within one month of joining the NGB.

To apply for this position, interested applicants are required to forward a comprehensive CV together with a one-page motivational letter stating reasons for being the candidate of choice. In addition all applicants must complete an NGB application for employment form that can be found on NGB's website. All applications should be submitted via e-mail to: recruitment@ngb.org.za.

Shortlisted candidates will be subjected to Personnel suitability checks and security clearance. It is the responsibility of candidates with foreign qualifications to have them verified by the South African Qualifications Authority (SAQA). The Board reserves the right to make an appointment.

Travel arrangements for attendance of interviews is on account of the applicant and NGB will refund all reasonable expenses after the interview.

Feedback will be provided to only shortlisted candidates, who will be interviewed on a date and time specified by the NGB.

Closing date for all applications is **05 February 2017**.

NGB reserves the right not to fill or withdraw the position.