



National Gambling Board

South Africa

a member of **the dti** group

HUMAN CAPITAL PRACTITIONER
Reference Number: NGB 06/2017

Remuneration Scale: R 428, 080- R502,329 total cost per annum
(all inclusive salary package)

BRIEF SUMMARY OF THE ACT

The National Gambling Board (“the Board”) was established in terms of the repealed National Gambling Act, 1996 (act No 33 of 1996). The said Act has been replaced by the National Gambling Act, 2004 (Act No. 7 of 2004) which makes provision for the coordination of concurrent national and provincial legislative competence over matters relating to the continued regulation of casinos, racing, gambling and wagering 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

Responsible for providing an HR advisory services to the NGB. Provision of support to ensure the efficient functioning of the Human Resource Division within the NGB through development and management of efficient and effective human resources practices and principles to provide an employee-oriented high performance culture. **The Human Capital Practitioner will be expected to perform HR Generalist functions.**

KEY PERFORMANCE AREAS

- **Information capturing, filing and analysis**
 - Accurately capture all transaction information as may be required
 - Develop and implement an appropriate electronic and hard copy filing system for all HR related documents
 - Retrieve data and documents for audit and other requirements
 - Capturing of Performance Management information for all levels
 - Perform payroll functions (reconciliation and leave management)
 - Maintain and keep up to date all personnel records or files

- **Standard and special report production**
 - Generate all HR reports as may be required
 - Generate all special reports as requested or instructed
 - Perform leave reconciliation
 - Production of HR standard forms

- **Coordinate support service**
 - Co-ordination and administration of Performance Management processes
 - Provide support and advice on all Human Resources Development (Learning & Development) processes
 - Co-ordination of probation reports
 - Provide support and advice on Recruitment and Selection matters
 - Manage termination and exits
 - Provide support and advice on Employment Equity

- **Human Capital policies**
 - Administrative maintenance of human capital policies
 - Conducts reviews and provides inputs and support on the development of policies

MINIMUM JOB REQUIREMENTS

Qualifications

- Three year National Diploma or Degree in Human Resources Management from a recognized and accredited institution by SAQA;

Experience

- At least 3-5 years appropriate experience in HR Generalist role or in a similar position
- Extensive experience in research and policy development

Competencies and skills

- Computer literacy (MS Word & Excel, HR Focus, VIP and electronic payment system);
- Typing skills, analytical skills, basic report writing skills, administrative and organizational skills;
- Attention to detail, accuracy, prioritisation skills, confidentiality, communications and interpersonal skills and interpersonal relationship management skills;
- High self-motivation level, assertiveness;
- Basic knowledge of the Public Finance Management Act;
- Good knowledge of Labour legislations (i.e. Employment Equity Act, Labour Relations Act, Skills Development Act, Basic Conditions Employment Act, Public Service Act & Regulations etc.)

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.