

JOB ADVERTISEMENT

VACANCY: Board/Company Secretary

REMUNERATION SCALE CTC: MARKET RELATED

The National Gambling Board (“**the board**”) was established as a schedule 3A public entity in terms of the repealed National Gambling Act, 1996 (Act No. 33 of 1996). The said Act has been replaced by the National Gambling Act, 2004 (Act No. 7 of 2004) which makes provision for the coordination of concurrent national and provincial legislative competence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 gambling activities and also makes provision for the establishment of uniform norms and standards applicable throughout the Republic in certain gambling activities.

PURPOSE:

The Board Secretary serves as the liaison between the Board of Directors, the Authority, its advisory bodies and the public, ensuring that all matters are handled effectively.

REPORTING TO:

Reporting to the Chief Executive Officer and the Board of Directors.

KEY RESPONSIBILITIES

- Provide advice to the Board on legislative matters such as PFMA, Company Act, King 3 Report, constitutional and administrative issues;
- Draft a legal opinion on request from the Board;
- Provide legal advice to the rest of the company on legal matters, legislation, contract law, etc;
- Provide a central source of guidance and advice to the Board on matters of law, ethics and good governance;
- Provide an update on legislative and corporate governance developments to the Board;
- Administer Board and Board Sub Committees Secretariat Functions;
- Assist the Chairperson and CEO to determine the annual Board plan and the administration of other issues of a strategic nature at Board level;
- Plan and design the Board meeting agenda and prepare meeting packs in consultation with the CEO and ensure they are couriered to the Board members;
- Plan and design the Sub Committee agendas and prepare meeting packs for distribution to the committee members;
- Attend Board meetings and committees of the Board;

- Ensure proper and orderly conduct of Board meetings and Sub Committee meetings;
- Take minutes, draft and distribute the minutes to Board / Sub Committee members;
- Submit Board action plans to the CEO;
- Monitor committee action plans to ensure plans are being addressed timeously;
- Review all legislative and regulatory developments and advise the Board / Sub Committees accordingly;

Manage Human Resource:

- Monitor tasks and activities of staff members;
- Identify gaps and determine training requirements and exposure required (formal or informal education);
- Coach and mentor staff members to develop skills and facilitate skills transfer;
- Conduct performance reviews to identify key performance areas and personal development plans;
- Track and monitor performance of subordinates and address any areas of non-performance;

Ensure Board Compliance:

- Ensure the Board sits for the required number of meetings per year i.e. minimum of 4 meetings per year;
- Ensure that all PFMA issues are addressed timeously and draft the appropriate agenda e.g. approval of annual report, Internal Audit, 5 year strategic plan, Interim Financial Statements, etc.;
- Ensure that all Board members attend the scheduled meetings;
- Maintain meeting registers;
- Ensure new Board members undergo the appropriate training/induction;
- Ensure that all Board members understand their duties and the scope of performing with the prescribed mandate i.e. signing declaration of interest, attendance requirements, and absence rules;
- Facilitate that a decision is made during the meeting/s and then recorded the decision appropriately;
- Maintain Register of Interests in terms of identifying changes of directorships;
- Compile a report on Board matters for auditing purpose to include compliance, number of meetings attended, how many meetings occurred during the year, governance issues, etc.;
- Review Board and Committee structures on an annual basis;
- Conduct Board performance evaluation on a quarterly basis;
- Conduct quarterly reviews of meeting procedures;
- Prepare Board claims for payment for attendance and other disbursements and ensure they are signed;
- Facilitate the payment of Board/Sub Committee members;
- Report to the Board any failure of the Company to comply with legislation or corporate governance frameworks;
- Ensure 100% Board compliance with statutory requirements.

MINIMUM JOB REQUIREMENTS:

- Hold a law degree (LLB or LLM);
- 5-10 years post admission experience in Board Secretariat functions within the public sector entity.

PLEASE NOTE:

The successful applicant's remuneration package will be structured on a package basis, which includes provident fund and medical aid benefits • The National Gambling Board subscribes to the principles of Employment Equity and reserves the right not to make an appointment • The appointee will be required to sign a performance agreement within three months of joining the entity • Salary will be negotiated in line with the Board's approved grading system • To apply for this challenging 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 • Confidential applications should be submitted via e-mail to: recruitment@ngb.org.za • **CLOSING DATE FOR ALL APPLICATIONS: 3rd June 2014** • Shortlisted candidates will be subjected to competency assessments, and security clearance • It is the responsibility of candidates with foreign qualifications to have them verified by the South African Qualifications Authority (SAQA) • If you have not been contacted within three months after the closing date, please regard your application as unsuccessful • The Board reserves the right to make an appointment.