



National Gambling Board

South Africa

a member of **the dti** group

COMPLIANCE OVERSIGHT INTERN

Reference Number: NGB 02/2016

Remuneration: Monthly stipend of R8, 000.00

Duration of contract (12 months effective from starting date)

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

To assist in co-ordination and administration of Compliance Oversight and Limited Payout Machines Evaluations. Assist in the monitoring of National Central Electronic Monitoring System (NCEMS) in terms of the National Gambling Act of 2004.

KEY PERFORMANCE AREAS

- Co-ordination and administration of notifications to Provincial Licensing Authorities (PLA).
- Co-ordination and administration of travel arrangements.
- Provide inputs on reports.
- Assist in sending out feedback report to PLAs for inputs.
- Assist in operational activities of the Oversight component.
- Assist with the administration of NCEMS Journals.
- Assist in all administrative activities within Oversight component.

MINIMUM JOB REQUIREMENTS

Qualifications

- Three year National Diploma or Degree in Law/Auditing/Public Administration.
- Valid Driver's license.

Experience

- No work experience is required.

Competencies, skills and knowledge.

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

- Computer literacy.

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

- Report writing skill.
- Ability to prioritise.
- Confidentiality.
- Good record keeping skills.

The National Gambling Board subscribes to the principles of Employment Equity and reserves the right to not make an appointment.

To apply for this position, interested applicants are required to forward a comprehensive CV, one-page motivational letter and must complete an NGB employment application form that can be found on NGB's website. Applications can be submitted by e-mail recruitment@ngb.org.za, hand delivered to the NGB offices at 420 Witch Hazel Avenue, Eco Glades 2, Block C, Eco Park, Centurion or posted to the Senior Manager: Human Capital Optimisation, Private Bag x 27, Hatfield 0028.

CLOSING DATE for all applications: **15 July 2016.**

Background verifications, criminal record checks, citizenship check and competency assessment will form part of the selection process. It is the responsibility of candidates with foreign qualifications to have them verified by the South African Qualifications Authority (SAQA).

The NGB reserves the right not to fill the position.