



National Gambling Board

*South Africa*

a member of **the dti** group

## **CORPORATE GOVERNANCE INTERN**

**Reference Number: NGB 04/2016**

**Remuneration: Monthly stipend of R8, 000.00**

**Duration of contract (12 months effective from starting date)**

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### **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**

Assist in ensuring the efficient functioning of the Corporate Governance Division within the NGB by providing support to preparation of unlawful winnings cases for the adjudication committee, as well as legal services support, research, drafting and compiling of reports, policy review, governance and risk management.

## **KEY PERFORMANCE AREAS**

### **Legal services administration**

- Assisting the Legal Manager with filing and record-keeping of legal matters.
- Assisting with correspondence with the State Attorneys to ensure that the unit is constantly apprised of developments on its cases.
- Preparing unlawful winnings cases from Enforcement for presentation to the Adjudication Committee.
- Preparing and coordinating communication with punters relating to the decisions of the Adjudication Committee.
- Maintaining a project plan on progress against completion of all unlawful winnings cases.

### **Research**

- Assist in researching benchmarks relating to the regulation of gambling internationally.
- Assist in researching norms and standards applicable to the gambling industry.
- Researching provincial legislation and conducting a comparative analysis in relation to each other, and to the national gambling legislation and policy.
- Researching information to support responses to Bills and Cabinet memos.

### **Drafting and compiling of reports**

- Provide inputs and consolidate information received from internal stakeholders for drafting of the S65 report.
- Assist in generating all standard and special reports as may be required or instructed.

### **Policy review**

- Analysing the existing policies that require review and preparing draft amendments thereto.
- Reviewing which policies are required to be put in place, and drafting first iterations of new policy.

### **Governance and Risk Management**

- Providing administrative support in relation to attendance of committees.
- Providing general administrative support to the corporate governance division.
- Assisting with the annual and quarterly review of risk by the NGB.
- Maintaining records of registers and attending to updates.
- Assisting with providing training to staff on risk management.
- Managing the fraud complaints register.

## **MINIMUM JOB REQUIREMENTS**

### **Qualifications**

- A Law Degree is required.

### **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:

- Attention to detail
- Ability to prioritise
- Excellent writing skills in English
- Research skills
- 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](mailto: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.**