



National Gambling Board

South Africa

a member of **the dti** group

ENFORCEMENT INTERN

Reference Number: NGB 03/2016

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

Assist with the enforcement of the National Gambling Act 7 /2004 with the focus on combatting and suppression of illegal gambling activities and to ensure that conduct of consumers in the gambling industry is consistent with the requirements of the gambling laws.

KEY PERFORMANCE AREAS

Information and evidence gathering

- Assist in capturing all transaction information and supporting documentation as may be required.
- Assist in the identification, inspection of illegal gambling activities.
- Retrieve data and document for audit and other requirements as may be required.
- Maintain case files.

Investigative tasks, reports and stakeholder engagements

- Assist in preparing investigative action / project plans.
- Assist in generating all standard and special reports as may be required or instructed.
- Assisting in consultation activities with stakeholders.

Maintaining the Enforcement Database

- Assist in process recording complaints and allocation of reference numbers.
- Assist in recording and updating of information on the database.

Administrative tasks

- Co-ordinate all appointments/ meetings and consultations as per the Inspector and Senior Inspector diaries.
- Assist in recording minutes of all activities.
- Assist in conducting research and provide inputs for Enforcement action and project plan(s).

MINIMUM JOB REQUIREMENTS

Qualifications

- Three year National Diploma or Degree in Policing/Law or in Forensic Investigations.

Experience

- No work experience is required.

Competencies, skills and knowledge

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

- Computer literacy
- Understanding the basics of investigation
- Displaying good social and networking skills

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.