



National Gambling Board

South Africa

a member of **the dti** group

CHIEF COMPLIANCE OFFICER

Reference Number: NGB 01/2018

Nature of Employment - Permanent position

**Remuneration Scale: R1,271,809.99 - R1,487,497.45
(All inclusive package per annum)**

Preference will be given to African Females, Coloured Females and people with disabilities

BRIEF SUMMARY OF THE ACT

The National Gambling Board (NGB) is established in terms of the National Gambling Act, (NGA) 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). The NGA 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

To provide strategic management and leadership to the management team and staff within the Compliance Division, with overall sound financial and human resources management, in order to ensure efficiency and effectiveness of delivery by the National Gambling Board.

KEY PERFORMANCE AREAS

Strategy Development and Implementation

- Develops and implements a compliance and enforcement strategy.
- Provides appropriate input into Gambling Policy development.
- Provides appropriate divisional input the NGB's strategic plan.
- Ensures the development of an appropriate and approved business plan for the division.
- Develops strategies to ensure the eradication of illegal forms of gambling and the implementation thereof.
- Drives achievement of department targets through effective monitoring and guidance.
- Ensures all necessary reporting and accounting responsibilities of the division is carried out efficiently and in accordance with the set timelines for reporting.
- Submits performance progress reports to be input into the entity's Annual Report.

Compliance Management

- Develop national uniform norms and standards for the gambling industry.
- Ensure full implementation of the National Gambling Act.
- Preparation of advice to the National Gambling Policy Council (NGPC).
- Ensure development of appropriate compliance thought leadership papers.
- Ensure development of appropriate compliance monitoring system and methodologies.
- Conduct onsite oversight evaluations of Provincial Gambling Boards.
- Develop criteria for efficient operation of the horseracing industry.
- Alignment of regulatory measures against the benefits (investment, B-BBEE, job creation and localisation of manufacturing of gambling machines) in gambling.
- Acts as an independent review body in ensuring that compliance issues and concerns within the gambling industry are investigated and resolved.
- Identifies areas of compliance vulnerability and develop corrective action plans for resolution of problematic areas.

Enforcement

- Obtain relevant intelligence to assist with the combatting of illegal gambling activities.
- Co-ordinate the detection and suppression of illegal gambling activities within the republic.
- Develop enforcement strategies for implementation at provincial level.
- Proactively identifies illegal gambling activities that would impact the legalised gambling industry.
- Conduct oversight over provincial licencing authorities compliance with FICA and report same to FIC.
- Provides technical advice on enforcement related matters.
- Proactively produces discussion papers around enforcement in order to develop industry related policy positions and to inform national and provincial regulations.

Uniform norms and standards

- Ensures that the national norms and standards established by the Act are uniformly and consistently applied throughout the country.
- Provide input to the development of National Gambling regulations.
- Ensures the development and maintenance of appropriate national compliance monitoring systems.
- Oversees the issuance of national licenses by PLA's to ensure compliance with the Act.
- Advises stakeholders on the development or use of compliance or reporting tools.

Financial Management

- Analyses the business plan to determine the financial requirements.
- Obtains the budgetary prescriptions from the Finance Division.
- Determines financial allocations in accordance with deliverables.
- Submits budget for approval in accordance with policies and procedures.
- Monitors expenditure against budget and ensures spending occurs within budgetary limits.
- Peruses monthly expenditure statements from Finance and addresses anomalies.
- Explores opportunities to reduce costs.

Human Resources Management

- Sets performance objectives for the Division and ensure they are cascaded into performance agreements of subordinates.
- Ensures that all employees have signed performance agreements.
- Monitors and measures performance quarterly by conducting employee appraisals.
- Identifies areas of development and draws up action plans to address poor performance.
- Ensures ongoing training and development of employees.
- Addresses employee relations matters fairly and promptly.

Stakeholder Management

- Develop and manage valuable stakeholder relationships.
- Manage stakeholder satisfaction and implement strategies for continually improving stakeholder satisfaction within the industry.
- Establish and maintain strategic partnerships with other relevant institutions.
- Manage relationship with key stakeholders in order to ensure implementation of programmes.

Records Management

- Ensure that records management is performed in accordance with NGB approved file plan and electronic document management.

MINIMUM JOB REQUIREMENTS

Qualifications

- Degree in Law / Commerce / Audit / or Business Management from a SAQA recognised institution or equivalent.
- Certification with recognised professional bodies will serve as an advantage.

Experience

- Experience in Compliance / Oversight or in Regulation with six (6) years in a Senior Management Role.
- Ten (10) years relevant management experience in a regulatory / legal or in a compliance environment.

Competence and skills

The appointee must have the following skills:

- Reporting.
- Relationship Management.
- Monitoring and Evaluation.
- Legal Compliance.
- Risk Management.

The appointee must have the following knowledge in terms of **legislations:**

- Knowledge of Public Finance Management Act.
- Knowledge of National Treasury guidelines & regulations.

The successful applicants' remuneration package will be in terms of the NGB Remuneration Policy. The National Gambling Board subscribes to the principles of Employment Equity.

The appointee will be required to sign a performance agreement within one (1) month of joining the organisation and this position is subject to a twelve (12) months' probation period.

To apply for this position, interested applicants are required to complete the NGB employment application form to be obtained from NGB's website www.ngb.org.za, attach and complete the following mandatory documents i.e. comprehensive CV, copies of qualifications and identity document.

The completed application with all supporting documents can be submitted by e-mail to 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.

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). Communication will only be limited to shortlisted candidates.

CLOSING DATE: 27 AUGUST 2018

The Board reserves the right not to make an appointment.