



National Gambling Board

South Africa

a member of **the dti** group

CHIEF TECHNOLOGY OFFICER

Reference Number: NGB 02/2018

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, technical, operational and information technology support to the CEO / Administrator with regard to the implementation of the Information Communication and Technology strategy to the National Gambling Board.

KEY PERFORMANCE AREAS

Strategy Development and Implementation

- Strategic management of the Office of the Chief Technology Officer (OCTO) division in order to ensure alignment with international best practices, trends and methodologies.
- Identify and align ICT strategies with the direction of the NGB focusing on business strategy, operating model, value proposition and market positioning.
- Develop the Master Systems Plan and ensure alignment with the government framework.
- Developing divisional strategic and operational plans.
- Provide leadership and direct implementation of the division's strategy.
- Ensure effective co-ordination of divisional strategic planning events and processes to ensure alignment with planning cycles.
- Develop norms and standards for ICT in the gambling industry.
- Develop strategies on how to respond to technological advancements in the gambling industry e.g. online gambling, fixed odd betting terminals, electronic bingo terminals, bit coins, development of monitoring / management systems in the gambling industry and cryptocurrency etc.
- Advice on implementation of the fourth industrial revolution.
- Monitor changes or advancements in technology in the gambling industry for enhanced and effective oversight pertaining to gambling machines, devices, software, games.
- Providing appropriate divisional input the NGB's strategic plan.
- Ensuring the development of an appropriate and approved business plan for the division.
- Ensure all necessary reporting and accounting responsibilities of the division is carried out efficiently and in accordance with the set timelines for reporting.
- Drives achievement of department targets through effective monitoring and guidance.
- Submits performance progress reports to be input into the National Gambling Board's Annual report.
- Ensures the development, initiation, maintenance and review of policies, and oversee the implementation in the entity's to serve as the framework within which to operate.
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Service Delivery Management

- Project and contract management of the implementation of the National Central Electronic Management System.
- Manage new technology architecture based on the business requirements and the needs of the transformation process.
- Recommend and implement required technologies in line with the transformation process.
- Improve performance of the ICT division in relation to NGB transformation needs.
- Develop information, security and other relevant ICT policies.

- Evaluate the overall operations of computing and information technology functions of the NGB and recommend enhancements.
- Oversee the development, design and implementation of business supportive applications and changes to existing computer systems.
- Oversee the development, implementation and maintenance of all projects relating to the entire technology infrastructure of the NGB including Disaster Recovery Plan and Electronic Document Management.
- Implement and maintain ICT standards in accordance with good industry practice, such as ITIL, COBIT, CMMi and ISO standards.
- Manage effectively the ICT resources and processes to facilitate the achievement of organisational strategic objectives.

Stakeholder Management

- Manage stakeholder satisfaction and implement strategies for continually improving stakeholder satisfaction within the industry.
- Identify areas of stakeholder vulnerability and develop corrective action plans for resolution of problematic areas.
- Establish and maintain strategic partnerships with key stakeholders in order to ensure implementation of programmes (i.e. State Information Technology Agency, Provincial Licencing Authorities and other government entities).

Monitoring, Evaluation and Reporting

- Monitor the performance of the NGB against the business plan and introduce corrective actions where necessary.
- Ensure compliance with integrated performance reporting systems.
- Develop interventions for improved performance of the NGB against strategic objectives, targets and goals.

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.
- Oversee contract management for ICT goods and services.

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.

Risk Management and Governance

- Ensures that there is clear assessment of Information Security and Information Technology risks and that appropriate mitigating priority action is being taken.
- Provide security and maintenance plans.
- Ensure appropriate ICT governance and controls are in place.
- Ensure maintenance of ICT governance framework.
- Maximise the business value of technology strategy, architecture, funding, contractual and sourcing decisions.
- Ensure compliance and develop risk management processes.
- Exercise cross functional governance to achieve a consistent and transparent approach to technology infrastructure and processes, information and reporting.

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 Information Technology / Engineering / Electronics from a SAQA recognised institution.
- Certified Information Systems Auditor (CISA) and or Certified Information Security Manager (CISM) certification will serve as an advantage.

Experience

- Experience in the ICT field with six (6) years in a Senior Management Role.
- Ten (10) years relevant management experience in an ICT environment.

Competence and skills

The appointee must have the following skills:

- Thorough understanding of ICT standards, legislations, Promotion of Access to Information Act, State Information Technology Act and Public Finance Management Act etc.
- Contract negotiations and change management.
- Experience in implementing IT solutions and integration in a large organisation.
- Strong project management experience.

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.