



National Gambling Board

*South Africa*

a member of **the dti** group

## **EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER**

**Reference Number: NGB 04/2018**

**Nature of Employment - Permanent position**

**Remuneration Scale: R484,000 – R603,800.00  
(All inclusive package per annum)**

**Preference will be given to African Males, Coloureds, Whites and people with disabilities**

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### **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 professional and efficient secretarial and administrative support to the Chief Executive Officer (CEO) in the execution of the duties of the Office, thereby upholding the image of the National Gambling Board.

## **KEY PERFORMANCE AREAS**

### **Diary Management and Meeting Coordination**

- Manages the diary with guidance from the CEO by diarising and scheduling meetings promptly and correctly.
- Records meetings on electronic calendar to allow for viewing by the CEO.
- Prepares required documentation for scheduled meetings accurately and timeously.
- Meets and greets CEO's visitors on arrival at the National Gambling Board to escort them through to the Office / Boardroom.
- Schedules CEO's meetings, drafts meeting agendas, secures boardrooms, arranges refreshments, records and distributes meeting minutes.
- Follows up on action items from meetings to ensure completion within stipulated deadlines.
- Coordinates logistical arrangements for the CEO in line with procurement process.
- Prepares itinerary that includes details regarding dates, travelling times, maps / directions, addresses, phone numbers, e-mail addresses, parking and contact persons.
- Checks travel plans a few days prior to departure to ensure all is in order.
- Submits approved travelling claims for payment upon the CEO's return for purposes of re-imburement.

### **Secretarial support**

- Types business letters, memorandums and general correspondence for internal and external purposes.
- Quality checks all typed documents for accuracy, correctness and validity before forwarding to the CEO.
- Proof reads documents from the Office of the CEO prior to distribution to confirm adherence to corporate identity.
- Manages the content of emails and follows up on urgent emails to ensure they are actioned accordingly by the CEO.
- Screens telephone calls to prevent unnecessary interruptions.
- Correctly records and relay's messages promptly to the CEO.
- Sources content for presentations and liaises with the Service Provider on layout.
- Addresses queries from stakeholders and / or channels queries to correct role players.
- Ensures implementation of instructions and communications by the CEO.
- Acts as the Point of contact for Auditors within the CEOs office to ensure smooth audit process.
- Ensures adherence to protocols in the CEO's office to maintain a professional image.
- Provides ad-hoc administrative assistance as and when required.

### **Preparation of meeting packs**

- Assists with preparing meeting packs for committee meetings.
- Assists with collating information for preparation for committee agendas.
- Coordinates responses to routine committee correspondence.
- Transcribes minutes of committee meetings and distributes to relevant role players.

### **Office support**

- Maintains an effective filing system for ease of tracking and retrieval of documents.
- Develops a database of contacts and updates regularly to ensure current information.
- Develops good working relations with relevant personnel for ease of execution of duties.
- Ensures that classified and confidential documents are kept safely.

### **Administration of performance information**

- Ensures that all direct reports of the CEO have scorecards in place.
- Coordinates the performance management process between the CEO and direct reports.
- Ensures performance agreement of direct reports are signed, submitted on time and filed for easy reference.
- Ensures quarterly reviews take place and assessment sheets are signed and filed.
- Follows up on action items in relation to performance improvement for direct reports.
- Tracks performance progress of direct reports in relation to the overall goals on the performance agreement of the CEO.

### **Records Management**

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

## **MINIMUM JOB REQUIREMENTS**

### **Qualifications**

- Three years National Diploma or Degree in Administration/Project Management or Management.

### **Experience**

- Five (5) years relevant experience in an Executive Secretarial Role.
- In possession of a valid drivers licence.

## Competence and skills

The appointee must have the following skills:

- Prioritising.
- Business English.
- Communication.
- Logical Thinking.
- Coordination.

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](http://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](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.

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.**