



National Gambling Board

South Africa

a member of **the dti** group

PERSONAL ASSISTANT

Reference Number: NGB 05/2018

Nature of Employment - Permanent position

**Remuneration Scale: R390,120.92 – R592,436.82
(All inclusive package per annum)**

Preference will be given to African Males, Coloureds, Whites 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 secretarial support and an administrative support function on all matters within the office.

KEY PERFORMANCE AREAS

Diary Management and Meeting Coordination

- Manages the diary by diarising and scheduling meetings promptly and correctly.
- Records meetings on electronic calendar allow for viewing by the manager.
- Secures boardrooms and arranges refreshments for the visitors.
- Meets and greets visitors on arrival at the National Gambling Board to escort them through to the Office / Boardroom.
- Follows up on action items from meetings to ensure completion within stipulated deadlines.

Secretarial Support

- Types business letters, memorandums and general correspondence for internal and external purposes.
- Assists with preparing meeting packs.
- Assists with collating information for preparation of agenda for meetings.
- Transcribes minutes of the meetings and distributes to relevant role players.

Office Support

- Screens telephone calls to prevent unnecessary interruptions.
- Correctly records and relay's messages promptly.
- Addresses queries from stakeholders and / or channels queries to correct role players.
- Acts as the Point of contact for Auditors within the office to ensure smooth audit process.
- 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.
- Provides reception relief as and when required.
- Provides ad-hoc administrative assistance as and when required.

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 or Management.

Experience

- Three (3) years relevant secretarial experience to an Executive Manager.
- In possession of a valid drivers licence.

Competence and skills

The appointee must have the following skills:

- Typing.
- Business English.
- Communication.
- Keeping Minutes.
- 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, 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.