



National Gambling Board

South Africa

a member of **the dti** group

LEGAL RESEARCHER

Reference Number: NGB 02/2019

Nature of Employment - Permanent position

**Remuneration Scale: R574, 951.00 – R800, 287.00
(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; Enforce Gaming Technical Compliance; and Enforce Compliance.

PURPOSE

To provide legal research, compliance and advisory support and ensure effective implementation of the legal and regulatory requirements in terms of the National Gambling Act, 2004 (Act 7 of 2004).

KEY PERFORMANCE AREAS

Provision of Legal and Compliance Advisory Services

- Draft and prepare the required legislation and policy amendments for approval.
- Alignment of legislation (process to be followed and the actual alignment) and tracking of PGB legislative amendments.
- Make inputs and identify gaps to provincial legislation as and when required.
- Provide appropriate input into the National Legal Framework.
- Conduct international benchmarking backed by legal precedent on various matters within the gambling industry.
- Ensure the implementation of NGPC resolutions nationally and provincially.
- Ensure the development of compliance system legal cases and appropriate norms and standards.
- Provide legal opinion on gambling related matters with regard to implementation of the NGA and provincial legislation.
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- Provide legal opinion on gambling related matters with regard to implementation of the NGA and provincial legislation.
- Ensure provision of legal briefing to the information portal.
- Develop and implement contract management for the NCEMS.
- Provide legal administrative support, regular legal updates to the entire NGB divisions to ensure compliance with national and provincial legislation.
- Provide researched legal advice, opinions and prepare legal documents as this relates to the implementation of national and provincial legislation.
- Ensure implementation of NGA as this relates to the business strategy of the technical compliance division through registration of unlawful gambling operators and self-exclusion regulators.
- Assist in investigations and compilation of findings and reports.
- Work in collaboration with the Compliance Division to advise and propose new uniform norms and standards within the gambling industry.
- Liaise with **the dti** regarding policy and legislative development.
- Represent the NGB in the Legal and Compliance Forum with all PLA's.

Compliance Management

- Develop thought leadership legal advice to ensure alignment with international best practices, trends and methodologies.
- Liaise with foreign and international authorities having any objectives similar to that of the NGB.
- Consult any person, organisation or institution with regard to any matter deemed necessary by the organisation in exercising powers and performing duties in terms of the NGA.
- Provide support to the Chief Strategic Adviser in the execution of functions as stipulated in the Act.
- Assist by providing input to advice the National Gambling Policy Council (NGPC) and **the dti**.

Development of gambling legislation and uniform norms and standards

- Drafting and development of norms and standards for the gambling industry.
- Provide advice on national norms and standards established by the Act are uniformly and consistently applied throughout the country.
- Vet and produce final version of the National norms and standards after obtaining a draft from the relevant responsible division within the NGB.
- Ensure appropriate legal input into norms and standards and gambling policy development process.
- Provide input to the development of National Gambling Regulations.
- Provision of legal technical assistance in the parliamentary legislative process or otherwise.
- Pilot legislation through the relevant intergovernmental fora.
- Render an oversight role for the NGB in the legislative process.
- Ensure legal integrity and certainty of a bill and / or amendment bill.
- Render ad-hoc assistance to **the dti** with regard to the drafting of primary and / or subordinate legislation and therefore produce draft bills and/or regulations.
- Provide legal opinion on any legislation piloted through the legislative process.

Conduct industry related legal research in terms of Section 65 of the Act

- Continuously conduct harmonisation of Gambling Laws.
- Provide legal research input to the Gambling Sector Performance report and research reports.
- Ensures implementation of recommendations of the outcome research (e.g. drafting of legal frameworks).

Legal Research Administration

- Establishes learning and information-sharing networks with stakeholders providing information, research data and knowledge on the gambling industry.
- Provide advice on general legal queries on gambling related.

- Provide information service to other sections within the NGB on legal research conducted.
- Provides inputs on policy reforms in terms of the National Gambling Act.
- Provides input into statutory reports and Parliamentary enquiries.
- Assists in the compilation of strategic management research reports.
- Coordinates and sets up research seminars, workshops and other research projects.
- Give input into the research budget.
- Oversee the maintenance of a resource centre on all documents, products and reports collected, used and developed by the division.
- Provide accurate and timely reports related to current status of all research projects and quarterly performance reports on research initiatives.

Budget Management

- Analyse the business plan to determine the financial requirements.
- Obtain the budgetary prescriptions from the Finance Department.
- Determine financial allocations in accordance with deliverables.
- Submit budget for approval in accordance with policies and procedures.
- Monitor expenditure against budget and ensures spending occurs within budgetary limits.
- Peruse monthly expenditure statements from Finance and addresses anomalies.

Records Management

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

MINIMUM JOB REQUIREMENTS

Qualifications

- Bachelor's Degree in Law or NQF level 7 in Law.

Experience

- Five (5) years legal administrative experience/similar service experience in a legal, regulatory, compliance environment or policy advisory environment.

Competence and skills

The appointee must have the following skills:

- Process Management
- Relationship Management
- Monitoring and Evaluation
- Legal
- Risk Management

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

- Promotion of Administrative Justice
- Promotion of Access to Information Act
- Gambling Legislation as well as application of the Constitution is essential

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. **Failure to submit all requested documents will disqualify your application.**

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). If you have not been contacted

within three months after the closing date, please regard your application as unsuccessful.

CLOSING DATE: 24 MAY 2019

The Board reserves the right not to make an appointment.