



## **CHIEF COMPLIANCE OFFICER**

**Reference Number: NGB/002-2022**

**Nature of Employment - Permanent position**

**Remuneration Scale: R1,481,636.00–R1,973,960.00 per annum  
(all-inclusive package)**

**Preference will be given to African Male, Coloured Male and Female, White Male and Female 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). It is a schedule 3A Public Entity in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The NGB 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 OUTCOMES**

The strategic outcomes stated below straddle and apply across all positions within the NGB. Successful incumbents will be required to execute their functions in consideration of the following strategic outcomes:

- ✚ Account for and identify all legal gambling machines, devices and owners, licensed juristic and natural persons and excluded persons;
- ✚ Economic transformation and increased participation of Historically Disadvantaged Individuals in the mainstream gambling industry;
- ✚ Effectively monitored PLA compliance with gambling legislation;
- ✚ Facilitated S16 confiscation of proceeds from illegal gambling activities;
- ✚ Effectively monitored socio-economic patterns of gambling activity within the Republic;
- ✚ Uniformity of legislation in the gambling industry; and
- ✚ Broad-based public education

## **PURPOSE**

To provide strategic management and leadership to the management team and staff within the Gaming Control and Compliance Division, with overall sound financial and human resources management, in order to ensure efficient and effective delivery of the National Gambling Board's mandate.

## **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 inputs into the NGB's strategic plan.
- ✚ Provide support to the NGB in the execution of functions as stipulated in the Act.
- ✚ Ensure the development of an appropriate and approved business plan for the division.
- ✚ Develop strategies to ensure eradication of illegal forms of gambling and the implementation thereof.
- ✚ Drives achievement of divisional targets through effective monitoring and guidance.
- ✚ Ensure 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 NGB's quarterly report.
- ✚ Acts as an information resource across the organization to increase broad cohesion for strategic plans.

### **Compliance Management**

- ✚ Ensure full implementation of the National Gambling Act.
- ✚ Ensure development of appropriate compliance systems 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 localising of manufacturing of gambling machines) in gambling.
- ✚ Act as an independent review body in ensuring that compliance issues and concerns within the gambling industry are investigated and resolved.
- ✚ Identify areas of compliance vulnerability of Provincial Licencing Authorities and their licensees and develop corrective action plans for resolution of problematic area

## **Service Delivery**

- ✚ Project and contract management of the implementation of the National Central Electronic Management System.
- ✚ Manage performance of the division in relation to NGB's transformation needs.
- ✚ Oversee the development, design and implementation of business supportive applications and changes to National Central Electronic Management System.
- ✚ Oversee the development, implementation and maintenance of all projects relating to the entire National Central Electronic Management System technology infrastructure including Disaster Recovery Plan and Business Continuity Plan.
- ✚ Manage effectively the ICT resources and processes to facilitate the achievement of organisational strategic objectives with regards to National Central Electronic Management System.

## **Enforcement**

- ✚ Obtain relevant intelligence to assist with 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 licensing authorities compliance with FICA and report same to FIC.
- ✚ Proactively produces discussion papers around enforcement in order to develop industry related policy positions and to inform national and provincial regulations.

## **Quality Assurance**

- ✚ Provision of advice with regards to regulatory compliance and service delivery.
- ✚ Advise on risk identification and mitigation strategies prior to decision making.
- ✚ Receive and analyse internal and external correspondence as may be prescribed by the NGA concerning compliance with gambling legislation from organs of state, public entities, private sector enterprises and internal staff.

## **Uniform norms and standards**

- ✚ 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.

- ✚ 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 Gambling Legislation and regulations.

### **Budget Management**

- ✚ Analyses the business plan to determine the financial requirements.
- ✚ Obtains the budgetary prescripts 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 Resource 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 system.

## MINIMUM JOB REQUIREMENTS

### Qualifications

- ✚ Bachelors Degree or Three (3) years National Diploma in Law/Commerce/Compliance Management or Business Management from a SAQA recognised institution.
- ✚ Certification with recognised professional bodies will serve as an advantage.

### Experience

- ✚ Ten (10) years' experience in Compliance or Regulation or Legal or Audit.
- ✚ Six (6) years' senior management experience in a Compliance or Regulatory or Legal or Audit 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 National Gambling Act.
  - 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. **Failure to submit all requested documents will disqualify your application.**

The completed application with all supporting documents must 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 Human Capital Optimisation, Private Bag x 27, Hatfield 0028.

**CLOSING DATE** for all applications: **14 February 2022**

Background verifications, criminal record checks, citizenship check and competency assessment will form part of the selection process. It is the responsibility of candidates or applicants 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.

**The NGB reserves the right not to fill the position.**