



**HUMAN CAPITAL PRACTITIONER
(LEARNING, DEVELOPMENT AND PERFORMANCE
MANAGEMENT)**

Reference Number: NGB/004-2023

Nature of Employment - Permanent position

**Remuneration Scale: R710,861.00 – R838,656.00 per annum
(all-inclusive package)**

**Preference will be given to African Male, Coloured Male and Female, Indian
Male and Female, White Male and Female 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). 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 a holistic human resource support service to the National Gambling Board within the areas of learning, organisational development and performance management.

KEY PERFORMANCE AREAS

Training and Development

- ✚ Facilitate the sourcing and identification of accredited training service providers for all employees through SCM.
- ✚ Formulate and implement the workplace skills plan in accordance with approved NGB policies and guidelines.
- ✚ Develop and implement the annual training and development programmes.
- ✚ Compile and obtain authorisation for the annual training schedule in accordance with skills development requirements.
- ✚ Develop, obtain approval and implement induction, mentoring and coaching programmes.
- ✚ Conduct training programme impact assessments.
- ✚ Administer bursaries and Internships and ensure accurate and up-to-date records are maintained.
- ✚ Coordinate the talent management and succession planning documentation and processes for the NGB.
- ✚ Coordinate succession conversations and compile the succession plans on an annual basis.
- ✚ Coordinate the assessment of key individuals and the integration of the development results into personal development plans.
- ✚ Compiles Employment Equity report and skills development element of Broad Based Black Economic Empowerment.

Performance Management

- ✚ Ensures that all employees have signed performance agreements.
- ✚ Assists Managers in developing performance indicators for their employees.
- ✚ Guides Managers during performance contracting meetings with employees.
- ✚ Coordinates and guides performance management processes for all employees.
- ✚ Ensures adherence to performance management policy and guidelines.
- ✚ Consolidate agreements and reviews and capture performance ratings onto system.

Employee Relations

- ✚ Provides advice on labour related issues to Managers.
- ✚ Ensures adherence to all Human Resource policies and procedures and South African legislations.
- ✚ Prepare and facilitates disciplinary cases.
- ✚ Keeps abreast of legislative changes and advises Managers on such changes.

Change Management

- ✚ Coordinate key HR initiatives and change programmes to ensure that they are delivered in accordance with agreed requirements realising effective coordination of people and resources.
- ✚ Ensure that, as appropriate, such initiatives are embedded and the benefits realised.
- ✚ Facilitate staff involvement.
- ✚ Facilitate the creation of strong communication plans to ensure clarity, understanding and alignment of NGB initiatives.

Organisational Design

- ✚ Maintain the organisational structure to ensure accuracy and alignment with strategic objectives and operational requirements.
- ✚ Make ad hoc adjustments to the organisational structure to meet operational changes.
- ✚ Maintain the records associated with structural amendments.
- ✚ Reconcile the organisational structure against actual staffing on a quarterly basis.
- ✚ Maintain a library of all job profiles within the NGB.
- ✚ Screen each role profile received and makes necessary editions ensuring it is in line with the highest standards.
- ✚ Strive to achieve standardisation across roles and organisational structures.
- ✚ Formulate the annual climate survey.
- ✚ Implement organisational diagnostic processes in the areas of:
 - employee satisfaction;
 - organisational communication effectiveness;
 - internal customer satisfaction;
 - culture/strategy alignment;
 - climate and morale; and
 - diversity management.
- ✚ Ensure surveys are delivered across target groups effectively.

General HC activities

- ✚ Conduct research and policy development.
- ✚ Assists with coordination of all aspects of human resource administration.
- ✚ Assists with monitoring and implementation of human resource projects.
- ✚ Keeps abreast of human resource best practices.
- ✚ Prepares human resource reports upon request.

Records Management

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

MINIMUM JOB REQUIREMENTS

Qualifications

- ✚ Three (3) years National Diploma or Degree in Human Resources Management/Development or in Industrial Psychology.

Experience

- ✚ Minimum of five (5) years' relevant in-depth experience in Human Resources Management and Development.
- ✚ Extensive experience in learning, development and performance management.

Competence and skills

- ✚ The appointee must have the following skills:
 - Communication
 - Report writing
 - Coordination
 - Interpersonal
 - Problem Solving
- ✚ 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, 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, 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: **04 AUGUST 2023**

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.

IMPORTANT NOTICE

By applying for this position, you hereby acknowledge that you have read and accept the following Protection of Personal Information Act (POPIA) disclaimer:

I hereby consent for NGB to process my personal information as part of the recruitment process. NGB shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer “personal information” shall be defined as detailed in the Protection of Personal Information Act, Act 4 of 2013 (POPIA”).

The NGB reserves the right not to fill the position.