



National Gambling Board

South Africa

a member of **the dti** group

LEGAL INTERN

Reference Number: NGB/002-2021

Remuneration: Monthly stipend of R12,000.00

Duration of contract (12 months)

BRIEF SUMMARY OF THE ACT

The National Gambling Board is established in terms of the National Gambling Act, 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). Act 7 of 2004 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 NGB. 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 OF THIS POSITION

Assist in providing legal support services to the National Gambling Board (NGB) with reference to drafting, negotiating and vetting of contracts, drafting legal correspondence and providing legal opinions and/or advice.

Assist in providing legal advice on, *inter alia*, policy, statutory matters, legislation provided to Supply Chain adjudication committees.

KEY PERFORMANCE AREAS

Assist with drafting of contracts

- Assist with drafting all contracts entered into by the NGB.
- Assist with research of all applicable contractual risk and/ or legislative provisions.
- Assist with assessing and minimising contractual legal risk.
- Assist with drafting and scrutinising employment contracts for the NGB staff members.
- Assist with drafting and scrutinising contracts of consultants.
- Assist with drafting and scrutinising International Agreements.
- Assist with functions relating to various contracts but not limited to SLA, Memoranda of Agreements, Memoranda of Understanding and Strategic Partnership Agreements.
- Assist with consulting clients.
- Assist with Identifying and drafting new pro-forma contracts and/or review all existing pro-forma contracts.
- Assist with ensuring that all contracts are certified for legal certainty, and the necessary authority has been provided for entering into the contract.

Assist with vetting of contracts

- Assist with vetting all contracts entered into by the NGB.
- Assist with vetting all binding agreements entered into by the NGB, such as Memorandum of Agreement, Memorandum of Understanding and Strategic Agreements.
- Assist with consulting clients.
- Assist with research for contractual risk and/ or legislative provisions.
- Assist with assessing and minimising contractual legal risk.
- Assist with ensuring that all vetted contracts and bidding agreements are certified for legal certainty, and the necessary authority has been provided for entering into the contract.

Assist with drafting legal opinions

- Assist with drafting legal opinions on matters related to the NGB.
- Assist with research of all the applicable legal principles.
- Assist with consulting clients.
- Assist with opinions on concluded contractual matters and/or as they relate to contract management.
- Assist with opinions on statutory matters.
- Assist with advice on PAJA matters and PAIA requests and opinion on internal appeals in terms of PAIA and PAJA.
- Assist with ensuring that all contracts are certified for legal certainty.

Assist with drafting legal correspondence

- Assist with drafting legal correspondences.
- Assist with consulting clients.
- Assist with obtaining inputs from all relevant parties.
- Assist with ensuring that all legal correspondence is certified for legal certainty.

Assist with legal advice on policy, statutory matters, legislation and contracts

- Assist with drafting legal advice on policy, statutory matters, legislation and contracts.
- Assist with consulting clients.
- Assist with research on the applicable legislative provisions.
- Assist with advice on the importance of compliance with policy, statutory matters, legislation and contracts.
- Assist with ensuring that all legal advice on policy statutory matters, legislation and contracts are certified for legal certainty.

Assist with legal advice to Bid Specification Committee (BSC) and Bid Adjudication Committee (BAC)

- Assist with providing legal advice to BSC and BAC, which is intended to assist members in arriving at decisions for each procurement.
- Assist with attending BSC and BAC meetings.
- Assist with consulting members on any legal matters that may arise for each procurement.
- Assist with ensuring compliance with PFMA, PPPFA, SCM Policy.
- Assist with ensuring that all vetted contracts and bidding agreements are certified for legal certainty, and the necessary authority has been provided for each procurement.

MINIMUM JOB REQUIREMENTS

Qualifications

- Degree in Law.

Experience

- No work experience is required.

Competencies, skills and knowledge.

The appointee must have the following skills:

- Attention to detail
- Research skills
- Excellent writing skills in English
- Good record-keeping skills
- Negotiation and communication

The National Gambling Board (NGB) subscribes to the principles of Employment Equity and reserves the right to not make an appointment.

To apply for this position, interested applicants are required to forward a comprehensive CV, one-page motivational letter and must complete an NGB employment application form that can be found on NGB's website. Applications can be submitted by e-mail 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.

CLOSING DATE for all applications: **19 February 2021.**

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.

The NGB reserves the right not to fill the position.