



HUMAN CAPITAL PRACTITIONER

Reference Number: NGB/001-2023

Nature of Employment - Permanent position

**Remuneration Scale: R658,204.00 – R750,000.00 per annum
(all-inclusive package)**

Preference will be given to all Males 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.

KEY PERFORMANCE AREAS

Recruitment and Selection

- ✚ Obtains staff requisitions from business and compiles recruitment advertisements.
- ✚ Identifies best medium for advertising and advertises jobs both internally and externally.
- ✚ Screens and shortlists CV's of applicants according to job requirements.
- ✚ Interviews candidates together with Managers and selects suitable candidates.
- ✚ Informs all candidates of interview outcomes.
- ✚ Vets job applicants by conducting relevant checks.
- ✚ Compiles recruitment reports for Senior Manager: Human Capital Optimisation with recommendations for appointment of successful applicants.
- ✚ Drafts Letters of Appointments after negotiating start dates with successful applicants.
- ✚ Recruits employees in line with Employment Equity (EE) targets.
- ✚ Liaises with recruitment agencies in relation to the supply of temporary staff.

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.

Employee Wellness

- ✚ Coordinate key Employee Wellness initiatives and change programmes to ensure that they are delivered in accordance with agreed requirements realising effective coordination of people and resources.
- ✚ Addresses all queries in relation to the employee wellness service with the Service Provider.
- ✚ Makes referrals to Service Provider for employees needing assistance.
- ✚ Prepares wellness calendar and coordinates wellness initiatives in accordance.
- ✚ Posts wellness articles on intranet.
- ✚ Develop monthly, quarterly and annual reports on Employee Wellness usage.

Employment Equity

- ✚ Maintain the organisational structure to ensure accuracy and alignment with strategic objectives and operational requirements.
- ✚ Develop, implement and monitor Employment Equity (EE) Plans.
- ✚ Prepare and ensure submission of Annual EE Reports to Department of Labour and the B-BBEE Commission.
- ✚ Provides inputs onto the NGB B-BBEE reporting.

Human Capital Administration

- ✚ 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.
- ✚ Receives employee information in relation to change in particulars and forwards to payroll for capturing.
- ✚ Assists with policy reviews.
- ✚ Perform the role of Employee Self Services (ESS) administrator for the NGB.
- ✚ To contribute to the development and enhancement of HR policies and procedures in support of the HR strategy, and to provide guidance to stakeholders regarding implementation thereof.

General HR functions

- ✚ Facilitation of probation processes.
- ✚ Conducts exit interviews and administer the termination processes.
- ✚ Creation of HR files and maintenance of records.
- ✚ Prepare information for audits and co-ordinate audit processes.
- ✚ Responsible for general leave administration and reporting on leave.
- ✚ Ensure available statistics/reports are delivered when required/according to specified deadlines.
- ✚ To effectively implement all HR initiatives through on going partnering with business and advise both line management and employees on all HR related processes and procedures.
- ✚ To conduct induction programmes and engage with line management on a departmental on-boarding programme for all new staff.
- ✚ To compile monthly and quarterly HR reports.

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/ or in Industrial Psychology.

Experience

- ✚ Minimum of five (5) years' relevant experience in an Human Resources Generalist role or in a similar position.

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 ngb@ursonline.co.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.

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”).

CLOSING DATE: 28 APRIL 2023

The NGB reserves the right not to fill the position.