

## **INFORMATION TECHNOLOGIST**

**Reference Number: NGB/002-2026**

**Nature of Employment - Permanent position**

**Remuneration Scale: R1 027 010 – R1 241 564 per annum  
(all-inclusive package)**

**Preference will be given to Coloured Male, Indian Male and Female, White 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 an efficient and effective information monitoring and systems administration function of the National Registers, computers / games and gambling devices to assist in the accurate collection of data from PLA's and operators for purposes of analysis by the NGB and compliance with the National Gambling Act.

## **KEY PERFORMANCE AREAS**

### **Monitoring of Gaming Information**

- ✚ Collects and analyses data received from the National Registers database.
- ✚ Maintains National Registers Helpdesk and provides technical support to stakeholders.
- ✚ Collects and examines reports from laboratories and the National Regulator for Compulsory Specifications.
- ✚ Interacts with Provincial Licencing Authorities (PLA) and stakeholders to ensure data is input onto the National Registers database.
- ✚ Ensures appropriate analysis of information received and identification of variances.
- ✚ Monitors adherence to norms and standards by the PLA's.
- ✚ Conducts technical compliance audits on the National Registers database and generates reports for purposes of analysis.

### **Systems Administration**

- ✚ Monitors capacity, performance, security and system health on a daily basis.
- ✚ Downloads the latest anti-virus patches to prevent malware and spyware.
- ✚ Investigates malfunctions and provides solutions.
- ✚ Runs daily backups to secure information for the NGB.
- ✚ Monitors and maintains data patterns to stay up to date with current versions.
- ✚ Evaluates and recommends new tools, technology and products, both software and hardware, for the enhancement of the computer system.
- ✚ Performs updates or installs new software and hardware versions on existing hardware / software.
- ✚ Ensures that all system requirements are identified and met prior to installation.

### **Stakeholder Relationship Management**

- ✚ Works collaboratively with all stakeholders and maintains professional relationships that meet NGB's' core values.
- ✚ Monitors and evaluates the customer experience on an ongoing basis.
- ✚ Solves problems creatively whilst demonstrating a high level of integrity.
- ✚ Escalates complex issues and follows through to ensure issues are effectively and efficiently resolved to guarantee the collection of accurate data.
- ✚ Provides support to stakeholders by serving as a functional advisor on all system related matters.

- ✚ Identifies data reporting and system change needs through stakeholder discussions to proactively support business needs.
- ✚ Ensures that all stakeholders are notified of changes and the benefits of such changes.
- ✚ Ensures clear and effective communication channels to promote change and increase understanding.
- ✚ Trains new Users on system and provides refresher training to current Users.

### **Preparation of Reports**

- ✚ Provides monthly and quarterly reports.

### **Budget Management**

- ✚ Ensures expenditure is in terms of approved budget.

### **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 Electrical or Electronic Engineering, Computer Science or Information Technology.

### **Experience**

- ✚ **Five (5) years relevant management experience** in Information Technology and/or Information Monitoring within the Gaming or Gambling environment.

### **Competence and skills**

- ✚ The appointee must have the following skills:
  - Information Management
  - Systems Administration
  - Relationship Management
  - Problem Solving
  - Information Management
  - Systems Administration
  - Relationship Management
  - Attention to Detail
  - Customer Focused
  - Deadline driven

✚ 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, certified 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@tttrecruitment.co.za](mailto:Ngb@tttrecruitment.co.za), hand delivered to the NGB offices at 1085 Francis Baard Street, Hatfield, Pretoria or posted to the Human Capital Optimisation, Private Bag x 27, Hatfield 0028.

**CLOSING DATE** for all applications: **06 FEBRUARY 2026**

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.**