

EASTERN CAPE GAMBLING & BETTING BOARD



The Eastern Cape Gambling & Betting Board is a statutory body established for the purpose of regulating casino, gaming and betting in the Eastern Cape Province. The seat of the Board is located in the scenic coastal city of East London.

Applications are invited for the following position.

CHIEF FINANCIAL OFFICER

The Eastern Cape Gambling and Betting Board requires an experienced and qualified Chief Financial Officer to assist the Board in fulfilling its mandate and to oversee the implementation of appropriate financial accounting and management accounting strategies and plans for the various business units by introducing appropriate financial systems, processes, procedures, policies and internal controls. The candidate will be reporting to the Chief Executive Officer.

Requirements: A recognised B Com Accounting honours degree or equivalent qualification with at least 5 to eight years experience in financial management and financial administration environment. A Post Graduate qualification such as CA (SA) or MBA/MBL will be an added advantage. The candidate must have completed articles.

Skills: Advanced skills such as Strategic and Leadership, People Management, Analytical thinking, Policy formulation, development and implementation, Financial Management, Change and Diversity management, Planning and organising, innovative and communication skills (both verbal & written) and the ability to build good relationships with stakeholders. The incumbent will also be required to interact at Board level and also with senior government officials and the relevant parliamentary structures.

Knowledge: An in depth knowledge of a wide range of activities inter alia: Extensive knowledge of GAAP, PFMA and Treasury Regulations. Broad understanding of King II Report on Corporate Governance System and Risk Management.

Key Performance Areas:

Oversee the development and implementation of financial management strategy that is aligned to the overall strategy of the Board.

Provide reports on performance of the business units against strategic objectives and targets.

Oversee the development and implementation of policies and procedures in the area of Finance and Procurement.

Oversee the formulation of sound financial and risk management system.

Oversee the development and implementation of budgeting guidelines and process.

Oversee the development of budget for business units and facilitate their approval.

Implement financial management systems to manage all finances.

Monitor and evaluate adherence to internal financial controls, policies and procedures and relevant legislation.

Oversee the maintenance of accounting records and ensure that financial statements and reports are prepared and submitted to the Board.

Investigate financial transactions including the verification of gambling and betting taxes with operators.

Oversee the audit process for all financial areas.

Oversee the development and implementation of the procurement strategy that is aligned to the overall goal of the organisation.

Monitor adherence to procurement policies and practises throughout the organisation.

Monitor adherence to operational budget and provide reports to the CEO within specified guidelines.

Ensure the Promotion, monitoring and implementation of Broad Based Black Economic Empowerment in the Gambling Industry within the province.

By applying for the position at the ECGBB the Applicant understands, consents and agrees that the ECGBB may solicit a credit and criminal report from a registered credit bureau and/or SAPS and may also verify the Applicants educational qualifications and employment history.

The appointment will be in accordance with the ECGBB's employment equity initiatives and correspondence will only be undertaken with short-listed candidates.

Reward: A highly competitive structured remuneration package is on offer, negotiable in accordance with the candidate's qualifications and experience.

Applications for the above position, including a detailed CV, together with certified copies of qualification / s, ID and driver's license, must be sent to the Human Resources Manager, PO Box 15355, Beacon Bay, East London, 5205 or hand delivered to ECGBB Building, Quenera Park, Quenera Road, Beacon Bay.

The closing date for the applications will be 07 November 2008.

SENIOR INVESTIGATOR

A challenging career opportunity has become available in the Compliance and Licensing division for a position of Senior Investigator. This position reports to the Manager: Compliance and Licensing.

Requirements: A recognised B Com degree or equivalent with Accounting as a major. In addition to the above the successful applicant will have a minimum of 5 years overall experience in a financial, auditing or accounting environment. Successful completion of articles will be an added advantage.

The responsibilities of the post include the following:

- Determine the appropriate levels of investigation required for excellent audit and investigation services.
- Continually evaluate audit approaches, methods and tools and techniques to ensure industry appropriateness.
- Ensure that the minimum internal financial and other control procedures as prescribed by Law, Regulations and Rules are applied.
- Supervise subordinates.
- Maintain a working knowledge of gambling laws, regulations and rules.
- Ensuring that subordinates receive adequate training, either formal or on the job.
- Assisting in determining the appropriate levels of investigation required for accurate recommendation on the granting and renewal of licences.

The successful applicant will be required to interact at a senior level and must have strong interpersonal capabilities; an analytical mind; good report writing, presentation and communication skills and the ability to work under pressure and meet deadlines with minimum supervision. Extensive travel is involved and the incumbent must be prepared to work extraordinary hours. Computer literacy and high degree of integrity is essential. A valid driver's license is a requirement.

Remuneration will be market related based on qualifications and experience.

All appointments will be made in terms of the Gambling and Betting Act, 1997 (Eastern Cape). The preferred candidate will undergo a probity investigation prior to finalisation of the appointment.

The Board's employment practices conform and comply with the provisions of the Labour Relations Act, 1995, the Basic Conditions of Employment Act, 1997 and the Employment Equity Act, 1998.

Details of the three most recent work references should be provided.

Applications for the above position, including a detailed CV, together with certified copies of qualification / s, ID and driver's license, must be sent to the: Human Resources Manager, PO Box 15355, Beacon Bay, East London, 5205. **No faxed applications will be accepted.**

Correspondence will be limited to short listed candidates only. If you have not been contacted within thirty days (30) after the closing date, please accept that your application was unsuccessful.

The closing date for applications is 14 November 2008.

SENIOR INSPECTOR

A challenging career opportunity has become available in the Compliance and Licensing division for a position of Senior Inspector. This position reports to the Manager: Compliance and Licensing.

The successful incumbent will hold a bachelor's degree/diploma, majoring in Law, Accounting, and/or Economics and a minimum of three years relevant experience. The incumbent will be required to interact at senior level. The ideal candidate must have strong interpersonal capabilities, an analytical mind, and good writing, computer literacy, and presentation and communication skills. The ideal candidate must be able to work under pressure and to meet deadlines with minimum supervision. Extensive travel is involved in the job and the successful incumbent must be willing to work extraordinary hours. Driver's license is essential.

The responsibilities of the post include the following:

- Assist the Manager in managing the compliance functions of the Compliance and Licensing department.
- Conduct procedural and compliance inspections of gambling licence holders in accordance with inspection programmes.
- Conduct inspections into illegal operations.
- Supervise subordinates.
- Maintain a working knowledge of gambling laws, regulations and rules and make and draft recommendations for amendment.
- Ensure inter provincial liaison in respect of national norms and standards.
- Actively participate in probity investigations.
- Ensuring that subordinates receive adequate training, either formal or on the job.
- Assisting the Manager Compliance and Licensing in determining the appropriate levels of investigation required for accurate recommendation on the granting and renewal of licences.
- Assisting in maintenance of data bases.

Remuneration will be market-related, based on qualifications and experience.

All appointments will be made in terms of the Eastern Cape Gambling and Betting Act. The successful applicant will undergo probity investigation prior to finalisation of the appointment.

The Boards employment practices conform and comply with the provisions of the Labour Relations Act, No. 66 of 1995, the Basic Conditions of Employment Act, and No 75 of 1997 and the Employment Equity Act, No 55 of 1998.

Applications for the above position, including a detailed CV, together with certified copies of qualification / s, ID and driver's license, must be sent to the: Human Resources Manager, PO Box 15355, Beacon Bay, East London, 5205. **No faxed applications will be accepted.**

Details of the two most recent work references should be provided.

Correspondence will be limited to short listed candidates only. If you have not been contacted within thirty days (30) after the closing date, please accept that your application was unsuccessful.

The closing date for the application will be 14 November 2008.

INSPECTOR

A challenging career opportunity has become available in the Compliance and Licensing division for a position of Inspector. This position reports to the Senior Inspector.

The successful incumbent will hold a bachelor's degree/diploma, majoring in Law, Accounting, and/or Economics and a minimum of three years relevant experience. The incumbent will be required to interact at senior level. The ideal candidate must have strong interpersonal capabilities, an analytical mind, and good writing, computer literacy, and presentation and communication skills. The ideal candidate must have the ability to work under pressure and to meet deadlines with minimum supervision. Extensive travel is involved in the job and the successful incumbent must be willing to work extraordinary hours. Driver's license is essential.

The responsibilities of the post include the following:

- Undertaking investigations of applicants and licensees
- Monitoring and ensuring compliance of all relevant legislation, regulations and rules and license conditions
- Examining and reviewing licensees control systems
- Handling of gambling disputes

Remuneration will be market-related, based on qualifications and experience.

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The Boards employment practices conform and comply with the provisions of the Labour Relations Act, No 66 of 1995, the Basic Conditions of Employment Act, and No 75 of 1997 and the Employment Equity Act, No 55 of 1998.

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The closing date for the application will be 14 November 2008.

ACCOUNTS CLERK

A challenging career opportunity has become available in the Financial Management division for a position of Accounts Clerk. This position reports to the Assistant Accountant.

Requirements: A recognised three year's Bachelor's degree or National Diploma with Accounting as a major subject or equivalent qualification and a minimum of three (3) years relevant experience in financial management environment.

Knowledge: Knowledge and experience in the field of debtor, creditors and cash book management, PFMA and Treasury Regulations. Experience in a public sector financial environment. Good interpersonal and communication skills (written and verbal). Computer literacy is essential. The ideal candidate must possess presentation skills, the ability to work under pressure and to meet deadlines with minimum supervision. A valid code 08 driver's license will be an added advantage. .

The responsibilities of the post include, inter alia, the following:

- Preparation of Debtors reconciliations.
- Maintaining debtor's accounts.
- Maintaining bank reconciliations.
- Maintaining cashbook.
- Processing monthly standard journals and general journals.
- Processing payment side of cash book on system.
- Analysing of various expense accounts, monthly and year end.
- Keeping spreadsheet of orders made and outstanding.
- Processing current account payments on system.
- Ensuring compliance for audit purposes.

Remuneration will be market-related, based on qualifications and experience.

All appointments will be made in terms of the Eastern Cape Gambling and Betting Act. The successful applicant will undergo probity investigation prior to finalisation of the appointment.

The Boards employment practices conform and comply with the provisions of the Labour Relations Act, No. 66 of 1995, the Basic Conditions of Employment Act, and No 75 of 1997 and the Employment Equity Act, No 55 of 1998.

Applications for the above position, including a detailed CV, together with certified copies of qualification / s, ID and driver's license, must be sent to the Human Resources Manager, PO Box 15355, Beacon Bay, East London, 5205. **No faxed applications will be accepted.**

Details of the two most recent work references should be provided.

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The closing date for the application will be 14 November 2008.

HUMAN RESOURCES ADMINISTRATOR

A challenging career opportunity has become available in the Human Resources division for a position of Human Resources Administrator. This position reports to the Human Resources Manager.

Requirements: A recognised three year Bachelor's degree or National Diploma in Human Resources Management or equivalent qualification and a minimum of three (3) years relevant experience in Human Resources Management environment.

Knowledge: Background knowledge and basic experience in the application of the Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act and other applicable prescripts within the regulatory framework for Human Resources. Good interpersonal and communication skills (written and verbal). Computer literacy is essential. The ideal candidate must possess presentation skills, the ability to work under pressure and to meet deadlines with minimum supervision. Knowledge of payroll administration is essential. A valid code 08 driver's license will be an added advantage. .

The responsibilities of the post include, inter alia, the following:

- Responsible for recruitment and selection process as well as liaising on an ongoing basis with employment agencies.
- Responsible for supporting the HR Manager and assist the business in providing HR generalist and administrative support.
- Provide line management with advice, assistance and administrative support with regards to Human Resources disciplines, in line with internal policies and procedures.
- Ensuring compliance for audit purposes.
- Render a human resource procurement service in accordance with the relevant legislation.
- Assist with the implementation and management of the Employment Equity Act
- Assisting with the administration of the payroll
- Processing payroll payments
- Maintenance of personal and other files

Remuneration will be market-related, based on qualifications and experience.

All appointments will be made in terms of the Eastern Cape Gambling and Betting Act. The successful applicant will undergo probity investigation prior to finalisation of the appointment.

The Boards employment practices conform and comply with the provisions of the Labour Relations Act, No. 66 of 1995, the Basic Conditions of Employment Act, and No 75 of 1997 and the Employment Equity Act, No 55 of 1998.

Applications for the above position, including a detailed CV, together with certified copies of qualification / s, ID and driver's license, must be sent to the Human Resources Manager, PO Box 15355, Beacon Bay, East London, 5205. **No faxed applications will be accepted.**

Details of the two most recent work references should be provided.

Correspondence will be limited to short listed candidates only. If you have not been contacted within thirty days (30) after the closing date, please accept that your application was unsuccessful.

The closing date for the application will be 14 November 2008.