



LIMPOPO GAMBLING BOARD
8 Hans van Rensburg Street
Polokwane, 0700

The Limpopo Gambling Board has the following challenging career opportunity

The Limpopo Gambling Board is an equal opportunity and affirmative action employer and to this extent conducts targeted recruitment for previously disadvantaged individuals. The institution is established for the purpose of regulating gambling activities in the Limpopo Province.

Post: Secretary: Compliance
Salary: R 283 309. 03 (Cost to company, plus housing allowance)
Band Level: B (Patterson)

This position reports to the Senior Manager: Compliance Business Unit

Requirements:

- A three year Secretarial / Business Management Diploma or equivalent
- Strong computer literacy (Proficient in Microsoft Office or equivalent)
- Good interpersonal and communication skills.
- Valid driver's licence.

Duties:

Please note that this role outline, serves to provide you with an illustrative example of the duties and responsibilities you may be expected to undertake in the course of your normal duties. It is not an exhaustive list and you will therefore be required to undertake other responsibilities and duties that are considered to be commensurate with the position

- Diary Management
- Handling Correspondence
- Records Management
- Stakeholder Liaison
- Administrative Support

Notes:

Interested candidates must send their applications in a form of a covering letter and Curriculum Vitae to: The Chief Executive Officer, Limpopo Gambling Board, Private bag X 9520, Polokwane, 0700 **or** by hand delivery to: Limpopo Gambling Board, No 8 Hans van Rensburg Street, Polokwane **or by an** E-mail to recruitment@lgb.co.za. **NB:** Certified copies of qualifications, ID copy and valid driver's license will only be requested from shortlisted candidates. **Faxed applications will not be considered. The Board reserves the right not to appoint.**

Mr. M.G. Makoko
Chief Executive Officer

Enquiries: Mr. J. Singh (015 230 2367)

Closing date: 23 August 2023

PLEASE NOTE:

A successful candidate will be subjected to probity before engagement to determine suitability. If no response is received within two months of the closing date, applicants are advised to consider their applications unsuccessful. All information received will be dealt with according to the POPI Act.

The Limpopo Gambling Board Promotes Responsible Gambling



**WINNERS KNOW
WHEN TO STOP**

A GAMBLING PROBLEM HURTS
Call Our Toll Free Counselling Line
0800 006 008
or SMS 078 675 0710