



LIMPOPO GAMBLING BOARD
8 Hans van Rensburg Street

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.
All Job Descriptions are available on our website: www.lgb.org.za

Post: Company Secretary

Salary: R 1, 061 749.93 (Cost to company, plus housing and Cell phone allowance)

This position reports to the Board and the Executive Officer and the Board

Requirements:

B. Comm Law /LLB/ Company Secretarial qualification (4 year Diploma Course) as recognized by South African Institute of Chartered Secretaries and Administration.

Minimum of 5 years' experience as a Company Secretary.

Competency assessment will be conducted for developmental purpose.

Duties:

Please note that this role outlines serves to provide you with an illustrative example of the duties and responsibilities you may be expected to undertake 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 band.

- o Ensure Compliance to Corporate Governance. Perform Corporate Secretarial duties. Facilitate training and development for Board Members. Communicate Board's Policies and Resolutions

Post: Manager: CEO's Office

Salary: R 653 399.25 (Cost to company, plus housing and Cell phone allowance)

This position reports to the Chief Executive Officer

Requirements:

Degree or Diploma in Public Administration / Office Administration or equivalent 3 year degree or diploma.

Minimum of 4 years' management experience.

Duties:

Please note that this role outlines serves to provide you with an illustrative example of the duties and responsibilities you may be expected to undertake 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 band.

- o Office Administration and Communication. Records and Data Management. Financial Management. Communication, Media and Liaison. Meeting Coordination. Perform any other functions as instructed by the CEO.

Notes:

Interested candidates must send their CV accompanied by a covering letter, original certified copies of qualifications (not more than 3 months old), certified ID copy and driver's license 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. **Faxed or E-Mailed applications will not be considered. Failure to attach the required documents will disqualify applicants from being shortlisted. The entity reserves the right not to appoint.**

Enquiries: Ms. Adel Kotze at (015) 230 2300

Closing date: 07 January 2019

PLEASE NOTE:

A successful candidate will be subjected to probity before appointment. If no response is received within two months of the closing date, applicants are advised to consider their applications unsuccessful.

The Limpopo Gambling Board Promotes Responsible Gambling



**WINNERS KNOW
WHEN TO STOP**
A GAMBLING PROBLEM HURTS
Call Our Toll Free Counselling Line
0800 006 006
or SMS 076 675 0710