



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.

Post: Risk Officer
Salary: R 376 963.37 (Cost to company, plus housing allowance)

This position reports to the Chief Executive Officer

Requirements:

B.Com or equivalent degree in Accounting/Risk Management/Internal Audit/Security Management/Financial Management and a minimum of 3 years' experience in risk management.

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 during 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.

- Risk Awareness
- Implementation of Risk Management Process and Tools
- Monitoring, reporting and analysis of risks management processes, exposures and trends

Post: Personal Assistant
Salary: R 234 298.88 (Cost to company, plus housing allowance)

This position reports to the Chief Executive Officer

Requirements:

3 years' Diploma or degree in Office Administration/Public Administration/Business Management or equivalent. Minimum of 3 years' experience in providing administrative or executive support.

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 during 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.

- Office Management
- Diary Management (CEO)
- Records and Data Management (Office)
- Travel Logistics (CEO & Board)
- Staff Management
- Administrative Support
- Co-ordination of meetings (Internal & External)
- General Office Duties

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: 09 November 2018

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.

The Limpopo Gambling Board Promotes Responsible Gambling



**WINNERS KNOW
WHEN TO STOP**
A GAMBLING PROBLEM HURTS
Call Our Toll Free Counselling Line
0800 005 005
or SMS 076 675 0710