



LIMPOPO GAMBLING BOARD
8 Hans van Rensburg Street
Polokwane, 0700

The Limpopo Gambling Board has the following challenging career opportunities

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: Senior Manager: Finance

Reference: FIN02/9/2022/23

R 1 167 726,80 (Cost to company, plus housing and Cell phone allowance)

Band Level: E (Patterson)

This position reports to the Chief Financial Officer

Requirements and skills:

- B. Com Accounting Honours (Certificate of Theory in Accounting) or Postgraduate Diploma in Financial Accounting
- Registered Accountant, preferably CA (SA). Experience gained whilst doing articles will serve as an advantage.
- Five (5) years experience in financial management and administration on a minimum middle management level. Knowledge of Accounting Standards including GRAP & IFRS.
- Sound knowledge of SAGE Accounting System, CASEWARE and other relevant accounting Systems.
- Extensive general management experience
- Extensive Knowledge of the PFMA and Treasury Regulations, with knowledge of gambling regulation advantageous.
- Track record of success in overseeing projects from inception to completion.
- Valid Driver's Licence
- Demonstrated analytical and effective decision-making.
- Ability to prioritize and communicate with management and other relevant stakeholders on key objectives.
- Positive, action-oriented, flexible, and innovative approach to management

Duties:

- Financial accounting, including financial statements preparation and statutory compliance reporting.
- Financial and strategic planning, including budgeting, financial and cash flow projections.
- Ensure compliance with the accounting standards and applicable legislation.
- Developing and maintaining processes and procedures for optimal financial and internal control.
- Developing and providing leadership for the finance unit, including performance appraisal and training needs identification.
- Contribute to strategy that aligns with the entity's vision and its current and long-term objectives.
- Budget Management
- Payroll Management
- Asset Management
- Revenue and Expenditure Management
- Cash Bank Management
- Personnel Management
- Risk Management
- Facilitate/Co-ordinate Internal and External Audits
- Perform any other functions delegated by the Chief Financial Officer

Post: Company Secretary

Reference: CORP02/9/2022/23

R 1 167 726,80 (Cost to company, plus housing and Cell phone allowance)

Band Level: E (Patterson)

This position reports to the Board and the Chief Executive Officer

Requirements and skills:

- BCom 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.
- Problem solving
- Innovation and resourcefulness
- Leadership skills
- Delivery orientation
- Attention to detail and accurate output
- Strong administrative and computer skills
- Good interpersonal skills and
- Effective communications skills at all levels
- Understanding/knowledge of relevant South African legislation including, Companies Act, Corporate Law Amendment Act and applicable corporate governance frameworks, (eg. King Report IV)
- Ability to interpret and explain written organisational policies and procedures.

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.

- Ensure Compliance to Corporate Governance.
- Perform Corporate Secretarial duties.
- Facilitate training and development for Board Members.
- Communicate Board's Policies and Resolutions.
- The incumbent will also be responsible for other key or related tasks that come with the position as designated by the CEO on an ad-hoc basis.

Post: Information Technology Technician**Reference: IT02/9/2022/23****Salary: R 420 106.71 (Cost to company, plus housing allowance)****Band Level: C (Patterson)**

This position reports to the Manager: IT

Requirements:

- Three-year IT Diploma / BSc Computer Science/ BCom Informatics or IT related fields.
- Two (2) years' experience in an IT Support environment.
- Certification in A+, ITIL, MCSA, MCSE, MCITP will be an added advantage
- Knowledgeable in Network Administration, Enterprise Network Backup Solution, Terminal Server, Website and Intranet Content Management, Application Installations. Server Administration, MS Azure administration
- Strong computer literacy.
- Good interpersonal and communication skills.
- Valid driver's licence.
- Pay attention to detail
- Good knowledge of internet security and data privacy principles
- In depth understanding of diverse computer systems and networks not limited to those listed above
- Excellent diagnostic and problem solving skills

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.

- Technical Support and Fault Resolution
- System Checks
- Implement Information Security and Disaster Recovery Procedures
- Stakeholder Management
- ICT Asset Management Administration
- Website/intranet Content Management
- Provide orientation and guidance to users on how to operate new software and computer equipment
- Organize and schedule upgrades and maintenance without deterring others from completing their work
- Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.
- Maintain records/logs of repairs and fixes and maintenance schedule
- Identify computer or network equipment shortages and place orders
- Assist in and plan training, development and education for new software and hardware

Notes:

Interested candidates must send their applications accompanied by a covering letter, certified copies of qualifications, certified ID copy and their 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. Faxed or E-Mailed applications will not be considered. Failure to attach the required documents will disqualify applicants from being shortlisted. **The Board reserves the right not to appoint.**

Enquiries: Ms. E. Phoffu at (015) 230 2319**Closing date: 28 March 2023**

Mr M.G. Makoko
Chief Executive Officer

PLEASE NOTE:

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



**WINNERS KNOW
WHEN TO STOP**
A GAMBLING PROBLEM HURTS
Call Our Toll Free Counselling Line
0800 016 016
or SMS 076 675 0710