



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: Finance Administrator
Salary: R249 762.60(Cost to company, plus housing allowance)
Band level: B1(Patterson)

This position reports to the Accountant

Requirements and skills:

- Degree/ National Diploma in Commerce/ Accounting.
- Overall knowledge of the gambling industry
- Good verbal and written communication skills, Analytical Skills, Investigative Skills, Interpersonal, Problem solving and time management Skills, A questioning mindset, Exceptional attention to detail
- Three years of experience within a finance environment
- Knowledge of the gambling industry will be an added advantage
- Understanding of the sage pastel accounting system will be an added advantage
- Always keeps the highest standard of compliance and confidentiality
- Understanding of GRAP accounting principles

Duties:

- Administration within Finance Business Unit
- Data Capturing on SAGE
- Payment Management
- Sequential Filing management
- Assisting in drafting reports
- Ad-hock support to the Accountant, Payroll and Budgeting functions
- Enhance adequate record management within the finance division

Post: General Office Assistant
Salary: R158 291.90 (Cost to company, plus housing allowance)
Band level: A1(Patterson)

This position reports to the HR Officer

Requirements and skills:

- Grade 10 (ABET Level 3).
- Ability to maintain a healthy environment.
- Good interpersonal skills.
- Good time keeping and communication skills.

Duties:

- Cleaning of all offices, bathrooms, equipments as well as premises of the Board
- Cleaning of windows.
- Preparing refreshments for employees and visitors.
- Preparing tea and refreshments for Board members.

Limpopo Gambling Board is embarking on an Internship Programme

INTERNSHIP OPPORTUNITIES FOR GRADUATES

Limpopo Gambling Board is embarking on an Internship Programme: Candidates who are interested and meet the minimum requirements as detailed below are invited to apply. This is a learning opportunity for individuals who would like to gain experience in order to pursue a full-time career in their respective fields.

LGB does not commit to guaranteed employment with the entity on successful completion of internship programme.

FIELD OF EXPOSURE	QUALIFICATION	NO. OF SLOTS
Communication (Office of the CEO)	Degree or equivalent diploma in Communications/ Media Studies/ Journalism Diploma	1
Internal Control	BCom Accounting/ BCompt	1
Law Enforcement	Degree or equivalent Diploma or in Safety and Security studies/ Policing	1
Information Technology	Degree or equivalent Diploma in Information Technology	1
Risk Management	Degree or equivalent Diploma in Accounting/ Risk Management/ Finance	1

CANDIDATE MUST HAVE NOT BENEFITED FROM ANY OTHER INTERNSHIP PROGRAMME PREVIOUSLY.

Requirements:

Applicant must be unemployed aged between 18 and 35 years. Preference will be given to Limpopo residents. Successful candidates will be required to sign an Internship contract for a maximum period of up to 24 months.

Notes:

Interested candidates must send their applications (stating the field of exposure) accompanied by a covering letter, original certified copies of qualifications (not more than 3 months old) 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 Emailed applications will not be considered. Failure to attach the required documents will disqualify applicants from being shortlisted.

Enquiries: Mr. Jarryd Singh (015) 230 2367

Closing date: 28 November 2022



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 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 076 675 0710