



**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.*

**EXTERNAL ADVERTISEMENT**

**Post: Secretary: Finance**  
**Salary: R 283 309,03 (Cost to company, plus housing and cell phone allowance)**  
**Band Level: B (Patterson)**  
**Ref: LGB01/2024**

*This position reports to the Senior Manager: Finance*

**Requirements:**

- A 3-year National Diploma or Degree in Secretarial / Business Management 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
- Management of Meetings
- Handling Correspondence
- Records Management
- Stakeholder Liaison
- Administrative Support

**Notes:**

Interested candidates must send their applications accompanied by a covering letter 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 **or** E-mailed to [recruitment@lgb.co.za](mailto:recruitment@lgb.co.za). Certified copies of qualifications, ID copy and valid driver's licence will only be requested from shortlisted candidates. **Faxed 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.**

**Mr. M.G. Makoko**  
Chief Executive Officer

**Enquiries: Ms. M. Charity (015 230 2321)**

**Closing date: 17 October 2024**

**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 506 509  
or 0863 676 676