



Western Cape  
Government

## Western Cape Gambling and Racing Board

Wes-Kaapse Raad op Dobbetery en Wedrenne • Ibhadi Yelentshona Kapa  
Yokungcakaza Ngemali Neyemidyarho

The Western Cape Gambling and Racing Board is a statutory body established primarily to regulate and monitor the gambling, horse racing and betting industry in the Western Cape. **The Board invites applications for the following vacant position:**

### **ADMINISTRATIVE OFFICER: REGULATORY COMPLIANCE**

The purpose of this position is to create mutual co-operation and a supportive environment within the Department and between the Department and its internal and external stakeholders, through open communication.

**Remuneration:** 330 060.45 p. a (Including 13 Cheque)

**Minimum requirements are:** Grade 12 with a minimum of five (5) years' appropriate experience in a supervisory clerical or administrative position. An advanced knowledge of computers and applications. Client liaison abilities. Organisational skills. Secretarial and Administrative skills

**The duties attached to this position include:** Providing assistance to the HOD with all administrative matters relevant to the Department as well that of the Board. Ensuring that all monthly, quarterly reports are accurately and timeously completed which includes tax reports and website information. Overseeing all matters relating to the exclusion of persons. To continuously assess the effectiveness of the administrative systems of the Department with external communication as a priority. Identifying inadequacies therein and to make relevant recommendations. Determining the priorities of the Administrative Assistants to ensure optimal efficiencies within the department and monitor the progress in that respect. Ensuring that all work is properly planned in terms of resource and time allocations and that all deadlines are met. Where necessary, taking corrective action in order to achieve the set priorities. ensuring that the work produced by the administrators within the Department is of a high standard.

**The Board is looking for** a hardworking, independent person with drive and initiative, who pays attention into detail and will be able to function effectively with people on all levels. In order to be successful, the candidate must also display good interpersonal, creative thinking and problem solving skills, must be fluent in English and must be computer literate. Sound knowledge and experience of software packages like Microsoft is prerequisite as the job entails a fair amount. The successful candidate will work with confidential information and must therefore be of high integrity, and be prepared to be subjected to periodic external probity investigations. Knowledge and experience of the gambling industry checks will be an advantage although not a requirement.

**To apply for this position, please forward your comprehensive CV and covering letter of motivation to [hr@wcgrb.co.za](mailto:hr@wcgrb.co.za)**

Enquiries: Ms Sweetness Sixubane on 021 480 7401.

Correspondence will be limited to shortlisted candidates only. If you have not been contacted within four (4) weeks of the closing date, please accept that your application has been unsuccessful. The Board reserves the right not to make an appointment.

The Board supports both employment equity and affirmative action as contained in its employment equity plan and affirmative action policies and targets and the position will be filled in accordance with the relevant plan and policies.



POSITIVE ABOUT PEOPLE WITH DISABILITIES

**Closing Date:  
16 November 2020**