



The Western Cape Gambling and Racing Board (*Hereafter referred to as the Board*) – an Equal Opportunity Employer - is a statutory body established in terms of Section 2 of the Western Cape Gambling and Racing Act, 1996. The Board is responsible for the regulation, monitoring and control of the gambling, horseracing (Totalisator), and betting industry in the Western Cape.

The Board invites applications for the following vacancy:

MANAGER: LEGAL SERVICES

The purpose of this position is to lead and manage the Legal Department as per the objectives and functions of the Board.

Minimum requirements: • Appointment to this key position requires an appropriate postgraduate qualification in Law (NQF 8) with a minimum of eight (8) to ten(10) years of legal experience, of which five (5) years at a management level • Management qualification such as MBA/ MBL or similar will be a distinct advantage • Admitted as an Attorney or Advocate • Experience in drafting and reviewing legal documentation • Experience in dispute resolution and holding of public hearings • Litigation experience, including CCMA, Labour Court, Magistrates Court and High Court, and administrative tribunals • Working knowledge of legislation regulating the gambling regulatory environment in South Africa will be a distinct advantage • Working knowledge of legislation impacting organs of state and public entities will be a distinct advantage • Extensive investigative experience at the management level • Understanding and experience of ethical corporate governance, including King IV • In addition, this senior role calls for strong strategic leadership and business acumen, coupled with excellent communication skills and a high level of emotional intelligence and control • People management, team building, and strong motivational skills are essential, as are advanced computer skills and the ability to network with stakeholders.

The key performance areas of this position will include, inter alia: • Providing direction and guidance on the department's strategic direction and performance goals • Providing necessary research and legal capabilities to guide the Board in making legally sound decisions • Manage litigation instituted by or against the Board and its Office • Appearing at relevant fora • Research of legislation/regulations and/or policies to determine their relevancy in a changing environment and the improvement of licensing and compliance procedures • Review policies of the Board to ensure internal policies are aligned with relevant legislation • Appropriate financial/budget management of the operations of the department • Assist in internal disciplinary processes in terms of presiding at disciplinary hearings and/or providing research, support, and legal advice • Drafting all amendments to legislation, rules, and regulations of the Board to generally ensure legislative prescripts are updated • Keep the Board and Office abreast of legal developments impacting the Board as Regulator • Provide expert legal advice to the board and office • Providing expert legal advice and guidance to the Board on patron dispute hearings.

The salary is negotiable at level 13 in terms of DPSA SMS remuneration scales.

To apply, please forward your comprehensive CV and cover letter of motivation to hr@wcgrb.co.za by **8 March 2024**. Direct inquiries to Mr P Abrahams at primo@wcgrb.co.za

- 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.
- All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Board. Following the interview and technical exercise, the

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selection committee will recommend candidates to attend a competency assessment in compliance with the Board's recruitment and selection policy.

- Please note that the shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Board. The successful candidate must be prepared to be subjected to a probity investigation.
- 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 per the relevant plan and policies.
- To consider any employment application, we will have to process your personal information.
- A law, known as the Protection of Personal Information Act, 4 of 2013 (POPIA) provides that when one processes another's personal information, such collection, retention, dissemination, and use of that person's personal information must be done lawfully and transparently.
- To give effect to this right, we are under a duty to provide you with a number of details pertaining to the processing of your personal information. These details are housed under the HR Processing Notice, which can be accessed and viewed on the WCGRB website, <https://www.wcgrb.co.za/notices/> which HR Processing Notice we request you kindly download and read.