

WESTERN CAPE GAMBLING AND RACING BOARD

The Western Cape Gambling and Racing Board (WCGRB) – an equal opportunity employer - is a statutory body established to regulate and monitor the gambling and betting industry in the Western Cape. The Board invites applications for the following permanent position within the Board Secretariat Division:

SECRETARIAT - SENIOR ADMINISTRATIVE OFFICER

The Board seeks a highly organised and detail-oriented individual with demonstrable experience in professional Board and Committee administration. The successful candidate will provide full secretariat and administrative support to the Board and its Committees, coordinate logistical and procedural requirements for meetings, hearings and ad hoc events, and assist with governance-related functions to ensure the effective execution of the Board Secretariat's mandate. The role is based in Cape Town, Parow and will report to the Board Secretary.

The minimum requirements are a relevant three (3) year degree/diploma with a minimum of one (1) year of relevant experience or a Grade 12 with a minimum of three (3) years of relevant experience. Proficiency in MS Office (Word, Adobe Acrobat Writer, Excel, PowerPoint, Outlook) and familiarity with cloud-based filing. Knowledge of King IV and public entity governance frameworks, familiarity with Provincial Treasury reporting and public sector audit processes, and experience in maintaining structured Board evidence and compliance files will be advantageous.

Additionally, the ideal candidate must be able to operate independently in a highly deadline-driven environment while maintaining the highest standards of integrity, discretion, and professionalism. Proficiency in using modern tools, including Artificial Intelligence programmes, and software for recording, formatting, and distributing meeting minutes, is essential.

The successful candidate must:

- Be able to work in a pressurised environment, with focus and tenacity to chase various meeting closing dates daily and have an understanding of the rules and norms governing different types of meetings.
- Have an excellent written command and comprehension of the English language, including a satisfactory knowledge and understanding of formal business writing and editing.
- In addition, this role calls for an active listener, exceptional attention to detail, excellent organisational skills and the ability to distil complex discussions into concise, coherent and accurate formal minutes, focusing on the most critical information.
- Be able to apply time management, problem-solving, speed and accuracy, and multitasking, which are essential.

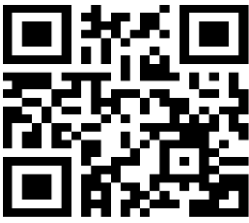
The key performance areas of this position will include, inter alia:

- Performing a full secretariat (not secretarial) function to assigned committees or the Board.
- Compile professional Agendas based on prior minutes and Departmental Head (HODs) inputs under tight timelines.
- Produce accurate and professional PDF meeting e-packs within set deadlines.
- Organise committee activities and arrange Board and committee-related events.
- Attend assigned committee meetings and selected Board meetings.
- Compile formal professional company minutes (not action column type) in respect of assigned meetings with accurate interpretation towards 100% accurate resolutions.
- Reviewing, uploading and sharing of committee-assigned meeting e-packs and any other meeting documents on the organisation's Cloud.
- Maintaining official records of all meeting packs and related documents per the organisational prescripts, for purposes of regular audit queries, ministerial enquiries, or legal and internal requests for information.
- Provide administrative functions relating to editing, minute-taking, document formatting, template design, and maintenance of digital filing systems and archiving.
- Where required, supervise and coordinate Secretariat support staff performance and training; control workflow priorities, address performance matters, and ensure compliance with Secretariat standards.

The Board offers an all-inclusive salary package (including a 13th cheque) of R581 153.68 per annum (Salary Level 9).

Please apply through this link <https://bit.ly/48eaCDI>

or scan the QR code



Please note that applications via email will not be accepted.

Closing Date: 5 December 2025

Direct inquiries to Ms S Sixubane at sweetness@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. 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.

Shortlisted candidates will be required to attend interviews and complete a one-hour formal written minute-taking test (computer, Word template, and audio will be provided) at a date and time determined by the Board. The successful candidate must be prepared to be subjected to a probity investigation.

In order to consider any application for employment, 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 in a lawful and transparent manner.

In order 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.