



“Now Known as”

FREE STATE GAMBLING AND LIQUOR AUTHORITY

CHIEF EXECUTIVE OFFICER (REF 01)

Position Purpose

- Ensure organizational growth and development through compliance to the government regulation especially on reporting, monitoring, compliance and evaluation as well as implementation of transformation and organisational development strategies.
- Key Performance Areas
- Relationship with board of directors through communications, reports by executive managers and handling Board complaints and queries.
- To provide strategic direction and leadership in the FSGLA that enhances the brand, credibility, reputation and positive image.
- Develop a strategic plan to advance the company's mission and objectives and to promote revenue, profitability, and growth as an organization.
- Oversee company operations to insure production efficiency, quality, service, and cost-effective management of resources.
- Plan, develop, and implement strategies for generating resources and/or revenues for the company.
- Strategically manage the use of resources i.e. financial, human, assets and equipment etc) to impact on the bottom line and service delivery.
- Develop, monitor the implementation, review and update the delegations of powers and authority.
- Evaluate performance of executives for compliance with established policies and objectives of the company and contributions in attaining objectives.
- Promote the company through written articles and personal appearances at conferences and on radio and TV.
- Represent the entity at legislative sessions, committee meetings, and at formal functions.
- Promote the entity to local, regional, national, and international constituencies.
- Ensure that the entity complies to the PFMA and other stipulated regulations especially the Gambling & Liquor Act.

Requirements

- Thorough knowledge of compliance and revenue auditing principles.
- Good verbal and written communication skills.
- Leading, Planning and organising
- Good presentation skills
- Integrity
- General Accepted business principles
- Research and development
- Analytical and tactical
- Working knowledge MS office packages
- Driver's licence compulsory
- Knowledge of contracting, negotiating, and change management.
- Skill in examining and re-engineering operations and procedures.
- Knowledge of the Gambling & Liquor Act as well as the Regulations and Rules promulgated there-under.

Education

- A relevant Commerce degree, Honours degree and or Masters degree or any other relevant tertiary qualification
- Substantial years of experience in strategy and advice, leadership development and governance.

CHIEF FINANCIAL OFFICER (REF 02) RE-RUN

Position Purpose

- Provide strategic management, leadership and guidance in ensuring that the Finance Division meets its mandate and delivers effective and efficient financial, administration and supply chain management services to the entity.

Key Performance Areas

- Manage the provision of financial planning/management accounting function.
- Long-term budgetary planning and costs management in alignment with Treasury requirements.
- Assess organizational performance against both the annual budget and entity's long-term strategy.
- Organisational financial risk management and monitoring.
- Provide critical financial and operational information to the CEO and the Board thus make actionable recommendations on both

strategy and operations.

- Engage the finance, audit, and investment committees around issues, trends, and changes in the operating model(s) and operational delivery of the Authority.
- Enhance and implement financial and accounting systems, processes, tools and control systems.
- Lead, manage and empower staff and manage other resources in the Finance Department.
- Manage the company's insurance programs.
- Manage the company's real estate affairs consisting of leases and sub-leases with various landlords and Negotiate new leases or lease renewals
- Requirements
- Good verbal and written communication skills.
- Leading, Planning and organising
- Good presentation skills
- Integrity
- General Accepted business principles
- Analytical and tactical
- Working knowledge MS office packages
- Driver's licence compulsory
- Working knowledge and application of PFMA
- Thorough knowledge of compliance and revenue auditing principles.
- Knowledge of the Gambling & Liquor Act as well as the Regulations and Rules promulgated there-under.

Education

- A relevant degree in Accounting, Honours degree / CTA or CA qualification.
- Substantial years of experience in senior management and governance.

**Please note that previous candidates that have applied to this position should not apply again.
Only short-listed candidates will be contacted.**

LEGAL & KNOWLEDGE RESOURCE SERVICES MANAGER: (REF 11)

Position Purpose

- Responsible for advising the Authority and officials in all legal matters pertaining to the business and develops solutions to complex legal problems, preparing and enforcing legislation, and formulating responses to stakeholder inquiries regarding Authority legal matters

Key Performance Areas

- Respond to public inquiries to provide information that is open to the public.
- Interact with other Government department and entities.
- Communicates official plans, policies and procedures to staff and the general public.
- Ensure the provision of sound and professional legal advice and serve as a legal advisor in all legal matters in the organisation.
- Assist the CEO with the compilation and consolidation of annual reports and the Authority business plan.
- Develop and monitor implementation of policies and procedures, plans and strategies in Legal Services.
- Oversees policy analysis for financial and budget issues related to assigned service area.
- Prepares legal documents, contracts administration, ordinances and resolutions.
- Assist to negotiate contracts and other agreements with other governmental bodies and state and district agencies.
- Prepares legal opinions, litigation briefs, memoranda and pleadings.
- Co-ordinate the budgeting process and planning in Legal Services and oversee/monitor and control implementation of capital and operational budget in the Division.
- Oversee management, maintenance and safeguarding of assets and equipment in Legal Services.

Requirements

- Good verbal and written communication skills.
- Must be a team player and also be able to work independently.
- Knowledge of the gambling industry will be an added advantage
- Professional Law knowledge

- Focus on legal ethics
- Leading, Planning and organising
- Good interpersonal skills
- Integrity
- Research and development
- Thinking analytical
- Initiative
- Sound knowledge MS office packages
- Driver's licence compulsory
- Knowledge of the Gambling & Liquor Act as well as the Regulations and Rules promulgated there-under.
- Education
- BA / BCom Law (Hon) /Articles served and Bar admission
- 7 -10 years in a relevant industry

SUPPLY CHAIN MANAGER: (REF 18)

Position Purpose

- The Supply Chain Manager is required to co-ordinate the supply chain management (procurement) function of the Free State Gambling and Liquor Authority (FSGLA) to ensure that required goods and services are sourced within the approved polices and targets set by the FSGLA and relevant legislation. He/she must also contribute to the development of, implement, review and recommend updating of supply chain management (SCM) policy to ensure that the SCM activities support the corporate strategy.

Knowledge of the following acts:

- PFMA and treasury regulations
- PPPFA
- BBBEEA
- And other relevant acts

Key Performance Areas

- Coordinate the management, implementation and review of the supply chain management (SCM) process starting from demand management, acquisition management to monitoring in accordance with legislative requirements.
- Assist all Divisions in the management of supplier contracts so that contractual arrangements are entered into between the FSGLA and the successful service provider and that these contracts are monitored.
- Develop and manage the application of appropriate process and bid systems to solicit responses from suppliers.
- Ensure that all procurement happens within budgetary constraints.
- Coordinate the supplier payment process to ensure that service providers are paid within the agreed timelines/milestones of delivery of goods and services.
- Prepare various reports on supply chain management (SCM) activities.
- Lead, manage and empower staff and manage other resources in the Supply Chain Management Sub-division.

Requirements

- Good verbal and written communication skills.
- Must be a team player and also be able to work independently.
- Knowledge of the gambling industry will be an added advantage
- Professional Law knowledge
- Focus on legal ethics
- Leading, Planning and organising
- Good interpersonal skills
- Integrity
- Research and development
- Thinking analytical
- Initiative
- Sound knowledge MS office packages
- Driver's licence compulsory
- Knowledge of the Gambling & Liquor Act as well as the Regulations and Rules promulgated there-under.

Education

- 7 – 10 years' experience in Supply Chain Management or equivalent.
- A qualification in logistics or finance in required e.g. B Com Logistics (unless the incumbent can demonstrate that he/she has developed the necessary competences through experience) A supply chain management (SCM) qualification would be preferred and a distinct advantage.
- A postgraduate qualification in management studies is an advantage.

Remuneration packages are all-inclusive and market related, based on qualifications, prior learning and experience. A probity check will be performed on all short-listed candidates. The successful candidates will undergo security clearance.

Candidates who meet the requirements can apply by quoting the reference number and submitting a detailed CV to:
The Human Resource Practitioner
No 36 1st Avenue, Westdene
Bloemfontein
9300
Fax: 0865119551
mohales@fsglb.co.za

Closing date: Friday, 20 September 2013

**In line with the Authority's employment equity objectives, preference will be given to historically disadvantaged individuals
Only short-listed candidates will be contacted.**