



The Western Cape Gambling and Racing Board – an equal opportunity employer – is a statutory body established with its main purpose the regulating and monitoring of the gambling and horse racing industry in the Western Cape. The Board invites applications for the following vacancies:

HUMAN RESOURCE POLICY COORDINATOR

This 12-month, fixed contract position requires a team player who is not only skilled in functioning effectively with people at all levels, but who can also operate independently. Further prerequisites are research and writing skills, good communication skills (verbal and written), innovative and creative flair, attention to detail and computer literacy. **Minimum requirements:** • A 3-year degree qualification relevant to Human Resources Management • A minimum of 3 years' appropriate experience in policy design, analysis and implementation • Knowledge of applicable legislation • Knowledge of policy development, monitoring and review processes • Computer applications (Microsoft Word, Excel, PowerPoint, Outlook etc.) • Knowledge of tools utilised for HR analytics would be an added advantage.

Duties: • Research, analyse and develop policies • Facilitate communication of policies through appropriate tools • Develop measures to monitor and evaluate the implementation of policies • Maintain database of all policies and other relevant documents • Facilitate and coordinate the implementation of EE strategies to ensure effective implementation of Employment Equity Act.

The Board is looking for a hardworking, self-motivated, deadline orientated and reliable person who pays attention into detail. In order to be successful this candidate must also have good planning and organising skills, presentation skills, analytical skills, project management skills, accuracy and sound problem solving skills. The successful candidate will work with confidential information and must therefore be of high integrity.

The Board offers a remuneration of R25 716,79 per month

SUPPLY CHAIN MANAGEMENT OFFICER

The position requires a team player who is skilled in functioning effectively with people at all levels and who can operate independently. Further prerequisites are an innovative and creative flair, sound problem solving skills, attention to detail, fluent communicative ability in English and computer literacy. **Minimum educational and experience:** A relevant 3-year post grade 12 qualification relevant to Supply Chain Management • 5 years' relevant supply chain management experience at a public entity or government institution. **Sound knowledge of:** • Computer applications (e.g. Microsoft Word, Excel, Outlook, etc.) • Applicable legislative and regulatory framework • Public Finance and Management Act (PFMA), Treasury Regulations and Western Cape Provincial Treasury Instructions • SCM Regulations, Circulars, Practice Notes, Policy frameworks • Broad Based Black Economic Empowerment Act, 53 of 2003 • Preferential Procurement Policy Framework Act, Act 5 of 2000 • Administrative knowledge of full SCM process (including SCM Performance Management, Contract management, Service Level Agreements).

Duties include but are not limited to: • Oversee and manage the overall supply chain management operations including demand management, acquisition, logistics, performance and risk management • Oversee, coordinate and advise on the process of drafting specifications / terms of reference and special conditions of contracts • Compilation of annual procurement plan and report thereof on a quarterly basis • Execution of the bid/quotation process • Manage and administer contracts • Report on supply chain management information as required to internal and external stakeholders • Develop and implement a SCM performance system • Supervise the annual SCM risk assessment, development of the SCM risk universe and risk response plan • Review the supply chain management processes, policies and performance and make recommendations to improve the efficiency and effectiveness of the supply chain unit • Please note that as the successful applicant will work with highly sensitive and confidential information, a high level of integrity and ethics is of paramount importance.

The Board offers a total cost to company remuneration package of R543 769,89 per annum

To apply, please forward your comprehensive CV and covering letter of motivation, with specific reference to the post being applied for, to hr@wcgrb.co.za by 05 November 2021.

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.

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.