



LOTTERIES AND GAMING REGULATORY BOARD

Responsible Gaming

RE-ADVERTISEMENT OF EMPLOYMENT OPPORTUNITIES AT NLGRB

The National Lotteries and Gaming Regulatory Board (NLGRB) is a body corporate established under the Lotteries and Gaming Act No. 7 of 2016 to supervise and regulate the establishment, management, and operation of Lotteries, Gaming, Betting and Casinos in Uganda. The Board had earlier advertised to fill the vacant positions in the departments of Human Resource, Responsible Gaming and Internal Audit. The positions have been re-advertised.

Re-advertised Positions:

No.	Position	Department	No. of Positions
1	Manager Human Resource and Administration	Finance and Administration	1
2	Manager Internal Audit	Internal Audit	1
3	Manager Responsible Gaming	Strategy and Corporate Affairs	1

Details of Job descriptions and person specifications for the different positions can be got through our website at: www.lgrb.go.ug

Application Procedure

- (i) Interested candidates should send their applications with copies of identification documents, certified academic credentials, and detailed curriculum vitae indicating contact details of (03) referees addressed and delivered to:

**Chief Executive Officer,
National Lotteries and Gaming Regulatory Board,
4th Floor Communication House,
Plot 1, Colville Street,
P.O. Box 5446 Kampala Uganda.**

- (ii) Individuals who had earlier applied do not need to re-apply.
(iii) Hard copy applications should be sealed, and the position applied for written on the envelope.
(iv) The position applied for should be specified as the subject on the envelope or the e-mail in case of soft copy applications.
(v) Applications by email should be submitted to info@lgrb.go.ug
(vi) Applications must be submitted not later than **5:00pm** on 28th August 2023.
(vii) Only shortlisted candidates shall be responded to and all invitations for interviews shall be done formally.

JOB DESCRIPTION FOR THE POSITION OF MANAGER HUMAN RESOURCE AND ADMINISTRATION

JOB TITLE	MANAGER HUMAN RESOURCE AND ADMINISTRATION	
DEPARTMENT	FINANCE AND ADMINISTRATION	<pre> graph TD H[Head Finance and Administration] --> M[Manager Human Resource & Admin] M --> R[Records] M --> AO[Admin officers] M --> FD[Front Desk] M --> HRO[Human Resource officer] </pre>
REPORTS TO	Head Finance and Administration	
RESPONSIBLE FOR	Records Officer, Admin Officers, Front Desk Officer, Human Resource Officer	
JOB ROLE/PURPOSE:		
To implement the organizational HR programs, in line with Human Resources Management policies.		
PRINCIPAL ACCOUNTABILITIES	SPECIFIC ACTIVITIES	
1. Identification of staff vacancies and management of recruitment processes	<ul style="list-style-type: none"> i. Identification of staff vacancies ii. Advertisement iii. Interview iv. Selection of suitable applicants v. Placement vi. Orientation 	
2. Manage the performance management system, compensation, benefits, safety and Welfare programs	<ul style="list-style-type: none"> i. Manage setting of staff performance targets ii. Manage performance appraisal process. iii. Payroll management iv. Management of Gratuity and other staff benefits v. Manage the employee health and safety (Medical Insurance and Workman compensation) vi. Manage the staff welfare programs 	
3. Manage the employee reward and sanctions	<ul style="list-style-type: none"> i. Conflict management ii. Manage the employee disciplinary process. iii. Manage the recognition and reward process 	

4. Manage Employee Training and development	<ul style="list-style-type: none"> i. Undertake training needs analysis. ii. Develop Capacity building/ training plans. iii. Manage employee Training.
5. Maintain Employee data base	<ul style="list-style-type: none"> i. Maintain statistical reports on personnel-related data such as hires, transfers, performance appraisals, and attendance rates. ii. Maintain employee records. iii. Maintain the staff leave roaster
6. Records management	<ul style="list-style-type: none"> • Ensure that the organisation and staff records are managed in accordance with the records management policies
7. Assets and premises management	<ul style="list-style-type: none"> • Ensure that the organisation assets and premises are managed in accordance with the organisational policies.
8. Assessment of operational risks and development of risk management strategies.	<ul style="list-style-type: none"> • Develop a departmental risk register and periodically update it. • Support Enterprise Risk Management (ERM) roll out and culture.
9. Staffing	<ul style="list-style-type: none"> • Manage performance of staff in the HR and Administration department
10. Other Duties	<ul style="list-style-type: none"> • Perform all other duties as may be assigned by the supervisor

PERSON SPECIFICATIONS

Minimum Qualifications	<ul style="list-style-type: none"> • Hons Bachelor's degree in Human Resource Management or Bachelor of Industrial and Organizational Psychology or any related field • Masters in Human Resource Management, Management Studies or any other related field
Added advantage	<ul style="list-style-type: none"> • Membership to the HRMAU is an added advantage.

KNOWLEDGE AND EXPERIENCE

Essential Experience	<ul style="list-style-type: none"> • At least 6 years relevant experience of which 3 must have been at supervisory level in a reputable organisation.
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COMPETENCIES AND ATTRIBUTES

<ul style="list-style-type: none"> • Integrity, confidentiality and high ethical conduct. • Conceptual, analytical and problem-solving skills. • Excellent report writing skills • Communication and presentation skills • Proficiency in use of computing applications • Creativity and innovation

JOB DESCRIPTION FOR THE POSITION OF MANAGER INTERNAL AUDIT

JOB TITLE	MANAGER INTERNAL AUDIT	
DEPARTMENT	INTERNAL AUDIT	
REPORTS TO	Functionally to the Board Administratively to CEO	
RESPONSIBLE FOR		
	<pre> graph TD Board[Board] --- CEO[CEO] CEO --- Manager[Manager internal audit] Manager --- IOA[Internal Audit Officer] </pre>	
JOB ROLE/PURPOSE:		
To plan, conduct and report on Internal Auditing and Consulting engagements in accordance with the LGRB Guidelines, Laws of Uganda and Standards for the Professional Practice of Internal Auditing.		
PRINCIPAL ACCOUNTABILITIES	SPECIFIC ACTIVITIES	
1. Audit planning	i. Develop annual risk-based audit work plans and monitor their implementation in accordance to the appropriate standards and the Board's objectives.	
2. Audit Execution	i. Conduct Financial, operational and system audits and periodically report to management, the Board and office of the Internal Auditor General. ii. Review the functionality of the internal control system at LGRB and give recommendations for improvement to management.	
3. Development of Internal Audit policies and procedures	(i) Periodic Review of Internal Audit and Risk management manual. (ii) Develop Relevant Policies and procedures in line with the IPPF requirements (iii) Establish and maintain a quality assurance program to evaluate the	

	operations of internal Audit in terms of the IIA standards.
4. Risk management	<ul style="list-style-type: none"> i. Coordinate identification/assessment of strategic risks and review of the Organisation Risk profile. ii. Continually improve the risk maturity of the organisation
5. Staffing	<ul style="list-style-type: none"> i. Manage performance of staff in the Audit department as per the performance management policy
6. Other Duties	<ul style="list-style-type: none"> (i) Conduct special audits, fraud investigations, compliance checks as requested by the CEO or Board (ii) Keep the Board informed of emerging trends and best practices in internal auditing (iii) Any other duties as assigned by the supervisor

PERSON SPECIFICATIONS

Minimum Qualifications	<ul style="list-style-type: none"> • An Honours Degree in Commerce, Business Administration, Finance and other relevant courses from a recognised university • Possession of ACCA or CPA • Membership of ICPA(U) • Membership of IIA Uganda chapter
Added advantage	<ul style="list-style-type: none"> • Masters' in Business Administration, Commerce, Accounting or Finance • CIA. • CISA


KNOWLEDGE AND EXPERIENCE

Essential Experience	<ul style="list-style-type: none"> • At least 6 years relevant experience in a reputable organisation of which 3 must have been at supervisory level.
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COMPETENCIES AND ATTRIBUTES

<ul style="list-style-type: none"> • Demonstrable proof of integrity, confidentiality and high ethical conduct • Possess the ability to analyse reports and other forms of data with sound judgement skills • Excellent report writing skills • Strong communication and presentation skills • Proficiency in use of computing applications for data analysis and reporting • Accountability • Creativity and innovativeness

**JOB DESCRIPTION FOR THE POSITION OF MANAGER RESPONSIBLE
GAMING**

JOB TITLE	MANAGER RESPONSIBLE GAMING	
DEPARTMENT	Responsible gaming	 <pre> graph TD HSCA[Head Strategy and corporate Affairs] --> MRG[Manager Responsible gaming] HSCA --> MCA[Manager corporate affairs] MRG --> CSRO[CSR and Responsible gaming officer] </pre>
REPORTS TO	Head Strategy and Corporate Affairs	
JOB ROLE/PURPOSE: Manage the Implementation of the responsible gaming programme of the Board		
PRINCIPAL ACCOUNTABILITIES	SPECIFIC ACTIVITIES	
1. Implement the responsible gaming programme.	<ul style="list-style-type: none"> • Develop responsible gaming content and protocols in line with the responsible gaming programme. • Disseminate the content and protocols in line with the responsible gaming programme. • Build strategic partnerships for treatment/assistance of problem gamblers. • Coordinate and monitor implementation by the different stakeholders. • Prepare responsible gaming reports for dissemination to key stakeholders. 	
2. Assess the adequacy of responsible gaming programmes of licensees	<ul style="list-style-type: none"> • Carrying out operator reviews on responsible gaming. • Identify responsible gaming issues that require follow up, investigations and or enforcement actions and bring to the attention of the supervisor. • Recommend necessary corrective measures for any gaps identified. 	

	<ul style="list-style-type: none"> Improving responsible gaming culture and stakeholder compliance through educating/sensitising.
3. Create awareness on responsible gaming	<ul style="list-style-type: none"> Conduct awareness programmes on responsible gaming. Carry out training on the different facets of responsible gaming to the different stakeholders.
4. Coordinate treatment of problem gamblers	<ul style="list-style-type: none"> Coordinate and manage the toll free counselling line. Liaise with strategic partners for treatment/assistance of problem gamblers. Coordinate treatment network for problem gamblers. Fundraising and sourcing partners for responsible gaming
5. Protection of stakeholders	<ul style="list-style-type: none"> Coordinate with relevant authorities to curb fraud and criminal behaviour in gaming
6. Assess licensee operations to determine risks related to responsible gaming.	<ul style="list-style-type: none"> Identify and report responsible gaming risks. Identify and report matters that require review of the regulatory framework/standards.
7. Research	<ul style="list-style-type: none"> Identify research areas for Responsible Gaming. Carry out research on extent of /problem gambling. Collection of key statistics and information relating to gambling and gamblers to facilitate responsible gaming programs and formulation of good policy Analyse responsible gaming data and advise based on the analysis.
8. CSR	<ul style="list-style-type: none"> Identify and recommend possible areas for CSR in the sector. Follow up on implementation of CSR activities by stakeholders. Prepare CSR reports for dissemination to stakeholders.

9. Staffing	<ul style="list-style-type: none"> • Manage performance of staff in the Responsible Gaming Department as per the performance management policy
10. Other Duties	<ul style="list-style-type: none"> • Perform any other duty as may be required by the supervisor.
PERSON SPECIFICATIONS	
Minimum Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in Mass Communication, Law, Commerce, Business Administration, Statistics, Economics, Social Sciences, SWSA Development Studies or any other related field from a recognised university. • A Masters' degree in a related field
Added advantage	<ul style="list-style-type: none"> • Experience in work related with management of behavioural or substance addiction or regulated industries or experience in industries with Responsible consumption programmes.
KNOWLEDGE AND EXPERIENCE	
Essential Experience	<ul style="list-style-type: none"> • At least 6 year's relevant experience, 3 of which are at supervisory level in a reputable organisation.
COMPETENCIES AND ATTRIBUTES	
<ul style="list-style-type: none"> • Integrity, confidentiality and high ethical conduct. • Conceptual, analytical and problem-solving skills. • Report writing skills. • Strong communication and presentation skills. • Proficiency in use of computing applications for data analysis and reporting. • Creativity and Innovation 	