

**JOB DESCRIPTIONS AND PERSON SPECIFICATIONS MANNUAL
FOR**



LOTTERIES AND GAMING
REGULATORY BOARD
Responsible Gaming

**THE NATIONAL LOTTERIES AND GAMING REGULATORY
BOARD**

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

MAY, 2024

LICENSING AND RESPONSIBLE GAMING DEPARTMENT

Job title: **Manager – Gaming and Betting Compliance**

Salary Scale: **NLGRB 3**

Reports to: **Senior Manager**

Responsible for: **Senior Auditor**

Senior IT Officer

Senior Inspection Officer

Job purpose

To provide technical leadership and guidance in the regulation of gaming and betting

Key duties and responsibilities

- 1) Provide technical guidance in the development and review of policies that enhance compliance in the gaming industry
- 2) Prepare a risk-based compliance plan to ensure operator compliance to regulatory framework.
- 3) Coordinate the inspection and monitoring of gaming and betting operators for compliance.
- 4) Provide technical guidance to the board on corrective measures for any compliance gaps identified.
- 5) Coordinate the sensitization and awareness stakeholder engagements with gaming operators to improve compliance
- 6) Coordinate the testing, certification and gaming machine registration
- 7) Coordinate analysis of periodic operator returns and minimum capital adequacy for presentation to management
- 8) Coordinate revenue reviews and audits to verify the accuracy of revenue paid by licensees.
- 9) Recommend games that may be made available for casinos, lotteries and betting for approval
- 10) Supervise and appraise staff in the department

Person specifications

Qualifications

- i. A Bachelor's degree in either Law, Business Administration, Commerce, Economics, Statistics, Information Technology, Finance and Accounting or Business Studies from a recognised university; and
- ii. Master's degree in either Law, Business Administration, Commerce, Economics, Statistics, Information Technology, Finance and Accounting or Business Studies from a recognised university; and
- iii. Professional qualification in either Accounting, Tax audit, IT Security, IT Audit, risk management or compliance

Work Experience

At least six (6) years' experience of which 3 must have been at Senior Officer level or an equivalent level from a reputable organization.

Competencies

Technical

- Policy management
- Financial management
- Knowledge management
- Research and analytical skills
- Risk Management
- Human Resource Management
- Information Communication Technology
- Strategic thinking

Behavioural

- Leadership
- Decision Making and Problem Solving
- Concern for quality and standards
- Communicating effectively
- Negotiations and mediation skills
- Ethics and integrity