

## **POSITION DESCRIPTION**

National Gaming Control Board

**AM8029 - Director, Casino**

### **Re-advertisement**

The **National Gaming Control Board (NGCB)** is a Statutory Regulatory Authority established under the Gaming Control Act 2007 to regulate all forms of legalized gaming activities and their respective operations in Papua New Guinea. As a regulator, the NGCB's roles are to promote probity and integrity, fairness, and efficiency in the operations of persons engaged in gaming in the country, to reduce any adverse social impact of gaming and to promote a balanced contribution by the gaming industry to general community benefit.

The NGCB urgently requires qualified and experienced applicants to apply for this Management role.

### **DIRECTOR – CASINO**

Reporting to the Chief Operating Officer, the Director Casino is responsible for providing direction to Casino operations and leading Casino team members in achieving the operational and financial goals of the Casino division, monitoring the performance, scheduling, and training of the staff and ensuring high customer satisfaction and an exceptional guest experience. All duties are to be performed in accordance with Gaming Control Act.

#### **Key Responsibilities:**

- Manage and lead the work of the Human Resource Section through provision of technical direction to employees on Human Resource work which includes recruitment, training, payroll, employee relations and performance management
- Manage the Training section by overseeing that orientation is done for new employees and staff are engaged in training programs
- Manage by, encouraging and administering employee career path and succession planning for its employees
- Carefully manage and maintain a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions
- Diligently manage by ensuring planning, monitoring and appraisal of employee work are result driven, by training managers to coach and discipline employees; scheduling management conferences with employee; hearing and resolving employee grievances; counselling employees and supervisors
- Manage and lead the preparation of staff and organizational restructure document preparation and negotiations whenever the need arises
- Manage and ensures audit queries are resolved and recommendations are implemented when need arises
- Manage and monitor maintenance of historical human resource record by designing a filing and retrieval system, keeping past and current records
- Manage and monitor complete Human Resource and Administration operational requirements, by scheduling and assigning employees and following up on work results
- Manage Human Resource and Administration staff job results by counselling, and disciplining employees, planning, monitoring, and appraising job results
- Prepare and monitor capital expenditure budget to ensure expenditures are within budget allocation
- Lead the work of providing technical direction to Administration work that includes insurance, motor vehicle matters, inventory, functions, securing of new office space, purchase of corporate and promotional items etc
- Oversee facilities services, maintenance activities and engagement of contractors
- Organize and supervise other office activities (renovations and event planning etc.)
- Diligently manage to ensure the smooth and adequate flow of information and services within the company to facilitate other business operations

- Achieve specific financial objectives by communicating with Administrative personnel and making adjustments to workflow as necessary
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Manage and monitor the Housing Ownership Scheme (HOS) as in line with the policy
- Manage and administer all financial responsibilities and obligations to ensure that the HOS is operating within established financial legislation, terms and conditions.

**Expected Competencies:**

- Bachelor's in Law, Business Management, Hospitality Leadership or equivalent experience
- 5 or more years' experience in the direction and management of employees in Legal or Business environment
- Practical knowledge of Gaming Control Act (2007)
- Deep understanding of the Casino industry's regulatory environment, relevant laws, regulations, and standards and have a strong track record in compliance, risk assessment and management
- Excellent communication and interpersonal skills are necessary, as you will be working with a wide range of stakeholders, from management to regulatory authorities
- Excellent organizational, analytical, and project management skills, with attention to quality and detail

**APPLY NOW**

Please visit our website: <https://vanguard.com.pg/vacancies/>

Follow the instructions to complete the online application form and attach the following: An updated CV, including details of three (3) referees with current contact details.

Full Position Description (PD) can be requested via email [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) alternatively, call (+675) 7500 7500.

**Applications close COB Wednesday, 27 September 2023**

*Only shortlisted candidates will be contacted*

**[Applicants who previously applied need not to apply again]**

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) together with a copy of your CV in MS Word format.

**Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview**