

SENIOR INSPECTOR (ALFRED NZO)

SALARY PACKAGE: MINIMUM - R468 655.00, MID POINT R585 819.00, MAXIMUM R702 983.00 (TOAL COST TO COMPANY) PATERSON GRADING- C5

Qualifications and Experience

- Matric plus three year B , degree/diploma.
- A Valid driver's license
- Computer literacy
- Training and qualifications as Peace Officer will be an added advantage

Work experience

- Previous experience in a regulatory and compliance enforcement environment
- Must be able to work extended hours and weekends

Key Performance Areas

- Ensure that the liquor legislation, regulations and rules and conditions of the certificate of registration are complied with by applicants and licensed parties.
- Monitor, investigate illegal activities in liaison with and assisting relevant authorities.
- Investigate cases of non-compliance reports for further action.
- Liaison and Co Operate with law enforcement agencies in liquor regulations.
- Investigate certificates of registration disputes or public complaints and report thereon.
- Represent the ECLB in Community Meetings, Liquor Traders Association, Justice SAPS, NDPP Clusters, Local Government/ Municipalities and in other relevant structures or key stakeholders
- Investigate license disputes or public complaints and report to the Chief Inspector.
- Manage Finance, Resource Management and Office Administration
- Manage performance and development of the District staff.
- Manage internal and external customer queries and complaints, whilst ensuring that a fair resolution is achieved within the required timeframes
- Compile Monthly , Quarterly, HALF Yearly , Annual Compliance and Enforcement Division District Office reports.
- Attend to internal and external customer complaints, whilst ensuring that a fair resolution is achieved within the required time frames.

Board Members: Prof. L. Majova- Songca (Chairperson), Adv. Z. Mapoma, Mr Z. Hewu, Mr M.J. Batembu, **CEO:** KC Maneli

- Perform other related duties within reasons that might be required for the position to enhance effectiveness and efficiency of the Alfred Nzo Office.
- Contribute in the development, implementation, driving or managing the objectives of the Compliance and Enforcement Division Strategic Operational Plan.
- Supervise , Control and Manage District Office employees
- Manage and ensure compliance with all HR policies
- Manage Assets of the ECLB at the District Office
- Manage process flow of applications at the District Office
- Manage and control office Petty Cash



THE BOARD RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT FOR THIS POSITION.

WOMEN AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY FOR THIS POSITION.

Forward your application letter, CV and certified copies of your certified academic certificates for the attention of:

The Chief Executive Officer

Eastern Cape Liquor Board

P.O Box 18060

Quigney

5211

Hand deliver to:

Eastern Cape Liquor Board

SHOP No. 10

Beacon Bay Crossing

Beacon Bay 78

5247

Faxed and email applications will not be accepted

Closing date: 24 June 2019

Enquiries: Masixole Kwinana / Zukisa Kalashe, Tel no: 043 7000 900

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EASTERN CAPE
LIQUOR BOARD

Board Members: Prof. L. Majova- Songca (Chairperson), Adv. Z. Mapoma, Mr Z. Hewu, Mr M.J. Batembu, **CEO:** KC Maneli

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