**ADVERT - SENIOR INSPECTOR**

**(OR TAMBO & ALFRED NZO DISTRICTS)**

**TOTAL COST TO COMAPANY PACKAGE: PATERSON GRADING- C5**

**MINIMUM – R 634 927.00, MID POINT R 793 659.00, MAXIMUM R 952 391.00**

**Requirements**

* Bachelor’s Degree or National Diploma in Law / Public Administration/ Public Management/ Policing Science.
* Five years’ demonstrated experience in a regulatory and compliance enforcement environment.
* Must be able to travel and work extended hours and weekends.
* Ability to work under pressure.
* A valid and unendorsed driver’s license.
* Computer literacy.

**Key competencies and skills**

* Sound knowledge of interpretation and application of legal and compliance management in the public sector.
* Knowledge and experience of compliance regulatory frameworks.
* Leadership and communication skills at all levels.
* Analytical and problem-solving abilities.
* Lead and manage a team.
* Excellent reporting and presentation skills.
* Exceptional stakeholder relations/management skills.
* Proficiency in Microsoft Office and Inspection software.

**Key Performance Areas**

* Ensure applicants and licensed parties adhere to the EC Liquor Act No. 10 of 2003, regulations, rules and conditions of the liquor license registration certificates.
* Monitor and investigate illegal activities in liaison with and assisting relevant authorities.
* Manage the facilitation and support of the new participants in the liquor industry.
* Manage pre-registration and post-registration inspections of new and registered liquor outlets respectively.
* Investigate certificates of registration disputes or public complaints and report thereon.
* Manage process flow of applications, pipeline management and revenue generation at the District Office.
* Manage the process of capturing geographical coordinates into the Geographical Information System [GIS] of the District Office.
* Represent the ECLB in community meetings, Liquor Traders Association, Justice SAPS, NDPP Clusters, Local Government/ Municipalities and in other relevant structures or key stakeholders.
* Manage internal and external customer queries and complaints, whilst ensuring that a fair resolution is achieved within the required timeframes.
* Build and foster a culture of good governance and customer service in the district office. District Office.
* Oversee and manage operational expenditure, including control of petty cash, at the District Office.
* Support the development and execution of the Compliance and Enforcement Division’s Strategic and Operational Plans.
* Drive staff development initiatives in alignment with ECLB’s organisational strategies and HR policies.
* Provide leadership and direction to district office staff to ensure performance targets are met and all activities comply with relevant policies and procedures.
* Prepare and submit comprehensive monthly, quarterly, half year, and annual reports on District Office operations.
* Ensure effective management and safeguarding of all ECLB assets within the District

**THE BOARD RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT FOR THESE POSITIONS. THE EASTERN CAPE LIQUOR BOARD IS AN EQUAL OPPORTUNITY EMPLOYER AND FILING OF POSITIONS IS GUIDED BY THE ECLB EMPLOYMENT EQUITY PLAN. WOMEN AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

**Please forward your application and CV with copies of ID, qualifications and drivers’ licence as ONE PDF FILE to:** [**recruitment@eclb.co.za**](mailto:recruitment@eclb.co.za)**. Failure to comply with the above directive will result in the application being disqualified.**

**Enquiries**: Mr. Masixole Kwinana at (043) 700 0900

No application received after the closing date will be considered. Correspondence will only be entered into with short-listed candidates. If you have not been contacted within 60 days of the closing date, you may regard your application as unsuccessful. Preliminary criminal and credit checks will be conducted as part of the selection process. The successful applicants for the Senior Inspector post will undergo probity investigation before the finalization of the appointment and will complete a competency assessment test.

By submitting your application for a position at the ECLB, you agree and voluntarily consent to the ECLB processing your personal information for the recruitment and selection process and you give the ECLB permission to do so in terms of its Data Privacy Policy.

**CLOSING DATE: 25 JULY 2025**