

JOB DESCRIPTIONS

HEAD SHARED SERVICES

Key Responsibilities:

- The Head of Support Services is a critical leadership role in the CESL, reporting to the CEO & MD, who provides general guidance and supervision. The role is responsible for providing an efficient and integrated support service for the CESL.
- The role contributes, as part of the CESL's leadership team, to the development and implementation of strategies to enhance the competencies and position of CESL in sustainable project management and services to partners, stakeholders and other partners.
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of CESL.
- The Head of Support Services (HoSS) has a primary reporting line to the MD& CEO and is responsible for ensuring the highest efficiency and client service in Support Services. She/he is a member of the Senior Management team, with responsibility and accountability for all aspects of Operations management of CESL.
- The Head of Support Services provides strategic guidance, analyses and operational oversight over the management of CESL resources, and is responsible for safeguarding the financial accountability of the office. The HoSS leads strategic planning for, coordinates and manages the activities of the support services (human resources, finance, procurement, logistics, and administration).
- The HoSS advises the Head of Departments on the overall strategic direction and activities of the functions and their personnel, and is accountable for ensuring consistency with CESL's Regulations, Rules and procedures and good management practices.

HEAD AUDIT

Responsibilities:

- Prepare and administer an annual audit plan.
- Plan and oversee audits of gaming operations to assess controls, operational efficiencies and compliance with all policies, procedures and regulations.
- Maintain a comprehensive system for recording all audit plans, work papers, findings, reports, and follow-up audits.
- Ensure the timely and accurate completion of the audit plan.
- Review audit work performed by staff for completion and accuracy.
- Prepare and complete detailed audit work for certain audits
- Conduct special audits as required by management and issue results.
- Recommend revisions and/or additions to policies and procedures in order to improve operations as well as internal controls.
- Perform analysis or conduct projects as requested by the Chief Executive Officer.
- Respond to ad hoc requests to address control issues on new business processes, policies and procedures, and provide consultative services to management.
- Conduct training of new employees.

COMPANY SECRETARY

Responsibilities:

- To assist the Board in the conduct of the affairs of the company.
- To provide guidance to the directors about their duties.
- To Ensuring and Complying with Corporate Governance.
- To Ensure that the company complies with secretarial standards.
- To take the required permissions from the board and various government bodies.
Hence, he also has to follow the provisions regarding the permission acquisition.
- To facilitate the convening of meetings.