



The National Lotteries Commission (NLC) is a statutory body established in terms of the Lotteries Act (Act 57 of 1997), as amended with the purpose of regulating the South African Lotteries and Administering of the National Lottery Distribution Trust Fund (NLDTF). Suitably qualified prospective candidates are invited to submit their applications to fill the following positions. National Lotteries Commission is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

REGULATORY COMPLIANCE

ADMINISTRATIVE ASSISTANT - REGULATORY COMPLIANCE & ENFORCEMENT

PURPOSE OF THE JOB:

To render administrative support to the Senior Manager: Regulatory Compliance and Enforcement and the team.

SALARY SCALE:

- Commensurate with qualifications and experience

REQUIRED QUALIFICATIONS

- A Bachelor's Degree and/or a National Diploma in Office Management or equivalent

REQUIRED WORK EXPERIENCE

- At least 3 years administrative experience

KEY DELIVERABLES

- General Administrative duties to the department
- Assisting with all aspects of administrative management, diary management and logistics,
- Assist with Information capturing into the NLC system
- Liaise with all relevant staff for the smooth running of the Regulatory Compliance and Enforcement unit
- Coordinating between departments and operating units in resolving day-to-day administrative and operational problems
- Scheduling and coordinating meetings, interviews, events and other similar activities
- Sending out and receiving mail and packages
- Preparing business correspondence
- Taking minutes of meetings
- Answering telephone calls
- Managing Files
- Handling of staff documentation like claims and leave applications

COMPETENCIES AND SKILLS

- Understanding of NLC Compliance Enforcement processes
- Knowledge and application of NLC core values
- Report-writing skills
- Presentation skills and Computer literacy and good typing skills
- Excellent communication (verbal and written) skills
- A methodical and organized approach
- The ability to work well as part of a team
- A good level of English spelling and grammar
- Accuracy and attention to detail
- Concentration, for performing routine tasks
- The ability to use your own initiative but also to know when to refer to a supervisor

LOTTERIES REGULATORY COMPLIANCE SPECIALIST

MAIN PURPOSE OF THE JOB

Responsible for conducting specialised proactive and monitoring inspections, reviews, audits, and investigations in line with the regulatory requirements of National Lottery, Sports Pools and other related arrears and assist with other regulatory tasks.

SALARY SCALE:

Commensurate with qualifications and experience

QUALIFICATIONS

- Bachelor's Degree in Law, Auditing or equivalent. Additional post graduate qualification in Compliance and/or Investigation will be an added advantage

REQUIRED EXPERIENCE

- At least 3 years' Senior Officer level experience in legal and Regulatory Monitoring and Enforcement, Compliance Monitoring, Auditing and/or Investigations. Exposure to gaming environment will be an added advantage.

KEY RESPONSIBILITIES

- Conduct compliance inspections, audits, analysis, reconciliations, and reviews in the regulated areas of the National Lottery and Sports Pools.
- Provide technical support to the regulation of the National Lottery, Sports Pools and other related areas
- Provide expert monitoring, analysis, assessment, and investigation reports on the all the regulated areas of the National Lottery and Sports Pools
- Coordinate and assist with analysis and processing of regulatory approval requests regarding the National Lottery and Sports Pools.
- Research, analysis and development of regulatory procedures and guides.

REQUIRED COMPETENCY AND SKILLS

- Knowledge of Gaming and/or Lotteries and Sports Pools operations and regulation, as well as planning and implementation of Compliance processes
- Legal interpretation skills and report writing

- Investigative and analytical skills
- Financial analysis and computer technical skills,
- Verbal and written communication skills, and well as interviewing skills
- Problem solving skills
- Research and analysis skills
- Presentation skills

Interested applicants should send

***A concise Curriculum Vitae (with certified qualifications attached) to: The Human Capital
Department For the attention of Lucia Baker***

OR

Email to: positions@nlcsa.org.za

Telephone number for queries: 012 432 1300

The National Lotteries Commission reserves the right not to make any appointments.

We welcome applicants from people with Disabilities



The closing date is Friday, 3rd September 2021 before end of business.

***IF YOU HAVE NOT HEARD FROM NLC WITHIN THREE MONTHS OF SUBMITTING YOUR
APPLICATION, PLEASE CONSIDER UNSUCCESSFUL***

DISCLAIMER- POPIA

By applying for NLC's vacancy, you expressly give NLC consent to process your personal information stored in our history of all who have applied, which will be processed in accordance with the Protection of Personal Information Act 4 of 2013 ("POPIA"), the NLC Human Capital Policy/Procedures, the NLC's POPIA Policy and the NLC's Privacy Policy. These documents set out why the NLC needs the personal information, what NLC will do with it, and with whom the NLC will share it. Be informed that we will not further process the personal information stored automatically in this portal.