



The National Lotteries Commission (NLC), a Scheduled 3A entity in terms of the Public Finance Management Act (PFMA), is a statutory body established in terms of the Lotteries Act (Act 57 of 1997), as amended with the purpose of regulating South African Lotteries and administering the National Lottery Distribution Trust Fund (NLDTF). Suitably qualified prospective candidates who are South African citizens are invited to submit their applications to fill the position listed below. The National Lotteries Commission is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability.

## FINANCE DIVISION

### EXECUTIVE ASSISTANT

#### **PURPOSE OF THE JOB:**

To provide administrative support to the Office of the CFO to ensure the effective and efficient running of the office and to assist in providing key support to the division in the execution of the overall Finance strategy.

#### **SALARY SCALE:**

Commensurate with qualifications and experience

#### **REQUIRED QUALIFICATIONS:**

- National Diploma in Office Administration, or a
- Office Management or a
- related field

#### **REQUIRED WORK EXPERIENCE:**

- 2 years relevant work experience in Executive Administration
- Proven track record in executing Group executive and / or executive level administrative functions
- Proven track record in report writing and presentation formatting
- Must have understanding of invoicing, requisition ordering and basic procurement protocols

#### **KEY DELIVERABLES:**

- Develop, maintain and update the CFO's annual meetings planner.
- Oversee and coordinate the CFO's meetings and preparation and ensure that all logistics, minutes and relevant agendas and material are provided.
- Oversee, coordinate, and provide administrative duties such as, receiving telephone calls, correspondence and emails and flagging them as required.
- Coordinate the CFO's travel program, itineraries, and related logistics.

- Treat information and documentation as private and confidential, and only disclose to any parties through the CFO's approval.
- Reconcile the CFO's expenses, prepare the report accordingly and submit to Finance for processing.
- Prepare non-routine and routine correspondence and proofread relevant documents before circulation.
- Research and collate data for special reports on behalf of the CFO.
- Provide input and formulate business presentations in consultation with the CFO.
- Collate and integrate information relating to special internal projects and progress.
- Perform special projects as directed by the CFO, including the review, research, summarization and analysis of information.
- Attend key meetings with the Group CFO with the purpose of ensuring follow-up and execution on identified actions.
- Work with the CFO to strategize and manage a portfolio of relationships.
- Assist with the compilation of strategic documents for the CFO.
- Oversee and improve the electronic filing system, ensuring that an adequate information management system is in place containing relevant and updated information.
- Co-ordinate and collate all reports to be submitted to the various management levels and committees
- Attend meetings, record action items, take minutes and distribute thereafter.
- Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks.
- Support and provide evidence to all internal and external audit requirements.
- Maintain quality risk management standards in line with ISO requirements.
- Maintain and enforce all related Service Level Agreements to minimise business risk and ensure business continuity.
- Review related Standard Operating Procedures in consultation with the Managers and Executives to ensure business optimisation.
- Adhere to all relevant laws, policies, and Standard Operating Procedures throughout the organisation.
- Build and maintain effective internal and external stakeholder relationships for the purpose of expectations management, knowledge sharing and integration, and to manage the organisation's reputation.
- Uphold the image of the office of the CFO in all interactions with stakeholders.
- Coordinate the flow of information, providing a central point of contact for internal and external queries and/or complaints.
- Implement timeous communication on progress and challenges in achieving the tactical work plans to impacted stakeholders.

#### **COMPETENCIES AND SKILLS**

- Relevant legislation and regulatory frameworks
- Risk and Compliance Management
- Technical problem-solving skills
- Knowledge of NLC Relevant Systems
- Computer Literacy
- Travel and Logistics Protocols
- Meeting protocols and etiquette

- Events coordination
- Strong communication skills
- Results Orientation
- Customer Focus
- Quality Focused
- Teamwork
- Strong planning and organising skills
- Decision-Making
- Building Relationships

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**Note:** Background verification and social media checks will form part of the selection process and successful candidates will be subjected to security vetting. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The NLC reserves the right not to fill any advertised position(s).

**IMPORTANT NOTICE: APPLICATION INSTRUCTIONS:**

- Please click and complete the [APPLICATION FORM – JUNE 2023](#)
- After completing the application form, please submit a concise Curriculum Vitae (with qualifications and a one-page letter of motivation indicating your preferred position attached)
- All applications must be submitted by email to the following email address: [Recruitment@nlcsa.org.za](mailto:Recruitment@nlcsa.org.za)
- Failure to complete the application form and submitting a concise CV and qualifications will lead to disqualification.

**CLOSING DATE: THURSDAY, 15 JUNE 2023 CLOSE OF BUSINESS AT 16H30**

**NLC WELCOMES APPLICANTS WITH DISABILITIES**



**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 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. Note that we will not further process the personal information stored automatically in this portal.