



The National Lotteries Commission (NLC), a Schedule 3A public 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.

ENTERPRISE RISK MANAGEMENT

BUSINESS CONTINUITY OFFICER

PURPOSE OF THE JOB

To manage, facilitate, coordinate and evaluate the Business Continuity Management, according to ISO 22301.

SALARY

Commensurate with qualifications and experience.

REQUIRED QUALIFICATIONS .

- (NQF 7) Bachelor's degree in Risk Management, Business Management, Information Systems, Disaster Management, or related field
- ISO 22031 OR BCI Certification.
- Registration with IRMSA (Institute of risk management south Africa).

REQUIRED EXPERIENCE

- Minimum of 3 - 6 Years experience in Business Continuity, Disaster Recovery, Risk Management, or related field
- Experience in operational risk management, business continuity planning, and governance processes.

KEY RESPONSIBILITIES

- Provide in-put in the development of BCM documents such as risk framework, policy methodology and strategy.
- Implement BCM policy, framework, methodology and strategy to ensure that organisational objectives are accomplished efficiently and effectively.
- Provide in-put in development, implementation and review risk systems and procedures for the identification, collection and analysis for risk related information.
- Coordinate business continuity strategies and implementation plans.
- Facilitate the development of Business Continuity Plans
- Develop Business Continuity Risk Assessment (BCRA) and risk mitigation strategies.
- Collects and evaluate information from other sources e.g. operational plans, audit reports etc. for relevancy.
- Facilitate business continuity and ICT risk assessment workshops.
- The daily monitoring of divisional, operational and fraud risk plans on the monitoring system.
- Conduct Business Impact Analysis (MCA, Dependencies, RTO, Critical Systems and Critical Stakeholders).
- Determinations of Recover Strategies.
- Maintenance, validation and Testing.
- Investigates and analyses root causes, patterns, or trends that could result in high risk and high materiality areas.
- Facilitate the setting of risk appetite and tolerance statements and levels.
- Monitor compliance to risk appetite and tolerance statements and levels.
- Review risk appetite and tolerance statements and levels for alignment with revised strategic risks.
- 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.
- Represent and participate in the organisation's committees and tasks teams when required.
- Convene and attend meetings and present relevant information stakeholders when required.

REQUIRED COMPETENCIES AND SKILLS

- Relevant legislative and regulatory frameworks
- BCM and Risk Management Practices and principles
- Data analytics & business operations
- Business Acumen
- Financial management, SCM and practices
- National Treasury Directives, Notes and processes
- Companies act & regulations
- Tax and accounting practices and principles
- Ethics & Integrity Management Principles
- ICT monitoring & Evaluation principles

Note: Recommended candidates will be subjected to background verification, which will form part of the selection process. 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 clearly indicate the **position** you are applying for in the subject line of your email
- Only candidates who meet the requirements should apply;
- Correspondence will be entered into with shortlisted candidates only;
- CVs from Recruitment Agencies will not be considered.
- Applications received after the closing date will not be considered.
- Preference will be given to applicants who reside in the province.
- Submit your comprehensive CV with qualifications attached to the following email address: Recruit@nlcsa.org.za

CLOSING DATE: 09 June 2026

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. Broadly, you permit the NLC to process your personal information for all purposes related to your application for employment which may include screening, shortlisting, interviews, background checks, security clearance, forensic investigations into the recruitment process and accounting to all public authorities to which the NLC is accountable. Further, should you be successful, the NLC shall process all submitted information for all activities related to you as an employee and by submitting your application, you consent to such processing.