



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.

FINANCE DIVISION

STRATEGIC SOURCING SPECIALIST

PURPOSE OF THE JOB

To plan, manage and execute all strategic sourcing and tender process activities for the acquisition of goods and services for the NLC as prescribed by the PFMA, Treasury Regulations, Guidelines & Directives and other relevant legislation.

SALARY

Commensurate with qualifications and experience.

REQUIRED QUALIFICATIONS .

- NQF 7 Bachelor's Degree Commerce or related discipline

REQUIRED EXPERIENCE

- Experience of at least 5 years
- Of which 2 years managerial strategic sourcing/procurement experience

KEY RESPONSIBILITIES

- Manage the Strategic Sourcing business unit and ensure that it contributes to the achievement of business objectives.
- Implement the organisational and divisional strategy.
- Manage operations effectively to deliver services within timelines and prescribed quality through effective resource management.
- Develop and implement business unit processes and schedules to deliver quality services efficiently.
- Develop, plan and implement relevant procurement strategies for the procurement business plan.
- Develop and drive a business plan for Strategic Sourcing in line with the overall organisational strategy.
- Monitor and continuously evaluate progress of the business unit's achievements against the strategic objectives.
- Ensure the drive of continuous improvement activities.
- Use insights gained through business information to compile reports, and metrics to measure success and inform the business decisions within area of responsibility.
- Provide timely operational management information that will guide management to drive organisational growth.
- Proactively evaluate and re-evaluate sourcing activities within the NLC.
- Create cost forecasting for strategic sourcing purposes and supplier evaluation.
- Develop strategic sourcing plans for the procurement of goods and service for pipe-line projects on behalf of the NLC.
- Prepare and/or review documents or presentations for the tender committee and other approval committees.
- Provide procurement and commercial advice to business unit managers regarding sourcing as per the demand plan.
- Ensure that procurement and contractual risk assessments are conducted and that all risk mitigation factors are included in the terms and conditions.
- Review and amend all SCM related policies and standard operating procedures under areas of control.
- Prepare monthly and quarterly reports for submission to management and external organisations (such as NT, AGSA, CIDB, etc.), as well as ad hoc reports as and when required by the Senior Manager: Supply Chain Management.
- 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.
- Adhere to all relevant laws, policies and Standard Operating Procedures throughout the organisation.
- Contribute to the development of Policies and Procedures for the Procurement division where required.
- Provide input in the planning and compilation of the division's annual budget aligned to the strategic delivery plans to support the implementation of set objectives.
- Ensure the effective implementation, management, monitoring of the budget, and mitigate and report on any variances.
- Ensure the deployment of proper financial controls to manage the budget.
- Guide the team on the execution of planned and preventative maintenance as per best practice and the approved quality management system (QMS).

- 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.

REQUIRED COMPETENCIES AND SKILLS

- Relevant Legislative, Regulatory frameworks & Best Practice
- Procurement protocols & procedures
- Risk management practices & principles
- Business Acumen
- Financial procurement processes
- Bid scoping, evaluation and adjudication principles
- Project management principles
- Reporting
- PPPFA Principles
- Stakeholder & communication management
- Contract management

Note: Background verification, social media checks and security vetting 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:

- Only candidates who meet the requirements should apply;
- Please note that this is a re-advert and applicants who previously apply should re-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.

