



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

### ETHICS SPECIALIST

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

To facilitate and coordinate the implementation of ethics management activities and professionalism in line with the Ethics Management Framework, policies and Code of Ethics, within the NLC.

#### **SALARY**

Commensurate with qualifications and experience.

#### **REQUIRED QUALIFICATIONS .**

- NQF 8 Degree in Risk Management, Business, Finance or equivalent in relevant field.
- Certified Ethics Officer.
- Registration with IRMSA (Institute of risk management south Africa)

#### **REQUIRED EXPERIENCE**

- Direct experience across ethics, compliance, governance, ER, forensics, or corporate governance.
- Track record leading culture improvement initiatives and ethics risk assessments.
- Experience advising executives and supporting the Social & Ethics Committee.
- Demonstrated experience with ethics investigations, whistleblowing systems, COI management, and ethics training.

## **KEY RESPONSIBILITIES**

- Develop ERM: Ethics Management, documents such as risk policy, framework, methodology and strategy that are aligned with legislation and best practice.
- Implement ERM: Ethics Management policy, framework, methodology and strategy to ensure that organizational objectives are accomplished efficiently and effectively.
- Review ERM: Ethics Management documents such as risk policy, framework, methodology and strategy for alignment with legislation and best practice.
- Develop, implement and review ERM: Ethics Management systems and procedures for the identification, collection and analysis for risk related information
- Coordinate and consolidate reports of other assurance providers.
- Leads, facilitates, and advises management in designing risk management programs within their own departments.
- Guiding managers and project leaders with the integration of risk management with operational and management activities.
- Coordinate information requests with internal and external stakeholders to ensure timely and accurate responses.
- Liaise with internal divisions and external parties to gather required information and provide updates on request.
- Track and follow up on information requests from internal and external stakeholders to ensure responses are provided within the designated timelines.
- Maintain accurate records of information requests and responses from both internal and external stakeholders.
- Coaching and development of staff members.
- Recommend appropriate training intervention to staff.
- Empowerment and involvement of staff members on ERM activities.
- Risk profiling for officials, suppliers and applicants conducted with the aid of appropriate technology/tools.
- Consolidate ethics risk outcomes reports.
- Investigate the use of appropriate technology for risk management.
- Advice on the implementation of most appropriate risk technology.
- 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 legislation & regulatory frameworks
- Risk Management practices and principles
- Business Acumen
- Anti-corruption and Anti-Bribery principles and practices
- Financial Management, SCM and practices
- Quality Assurance methodology & practices
- Code of Conduct Methodologies
- National Treasury Directives, Notes and processes
- Companies act & Regulations
- Tax & accounting practices and principles
- Ethics & Integrity management principles
- Monitoring & Evaluation principles
- ERM Governance structures

**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](mailto: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.