

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.

CORPORATE PERFORMANCE UNIT

B-BBEE SPECIALIST (18 Months Fixed Term)

MAIN PURPOSE OF THE JOB

To lead, coordinate, and oversee the end-to-end collation of the organisational Portfolio of Evidence (PoE) required for the annual B-BBEE verification. The specialist will ensure that the entity maximizes its B-BBEE scorecard performance in strict alignment with Statement 004 of the Amended Codes of Good Practice (Specialised Enterprises – Schedule 3A Public Entities).

SALARY SCALE:

- Commensurate with qualifications and experience.

REQUIRED QUALIFICATIONS

- A relevant Tertiary Qualification (Business, Legal, Finance, or HR) coupled with a certified B-BBEE Management qualification.
- A strong understanding of the PFMA and public sector procurement environments.

REQUIRED WORK EXPERIENCE:

- Minimum 5 years of hands-on B-BBEE experience, specifically managing scorecards and verifications.
- Expert knowledge of the Amended B-BBEE Codes of Good Practice, specifically Statement 004 (Specialised Enterprises).
- Exceptional stakeholder management skills and the ability to coordinate large volumes of data under strict deadlines.

KEY RESPONSIBILITIES:

- Drive the Audit: Project manage the end-to-end collation, validation, and secure storage of B-BBEE evidence across all NLC units.

- Optimise Performance: Track NLC's performance on Management Control, Skills Development, ESD, and SED, identifying gaps and advising on corrective actions.
- Lead the Verification: Serve as the primary liaison with the identified SANAS-accredited rating agency, ensuring a smooth, audit-ready environment.
- Empower Teams: Provide guidance and support to internal departments to ensure evidence meets the stringent requirements of the Amended Codes of Good Practice.

REQUIRED COMPETENCIES AND SKILLS

- Meticulous attention to detail, problem solving and strong analytical skills.
- Excellent project management and organizational capabilities.
- Strong interpersonal and persuasive communication skills to drive compliance across different departments.
- Ability to work under pressure and meet strict audit deadlines.

Note: Background verification, social media screening, and security vetting will form part of the selection process, and successful candidates will be subject to security clearance. 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 consider your application unsuccessful. The NLC reserves the right not to fill any advertised position(s).

IMPORTANT NOTICE: APPLICATION INSTRUCTIONS:

- Please clearly indicate the name of the position you are applying for in the subject line;
- Only candidates who meet the requirements should apply;
- Correspondence will be entered into with shortlisted candidates only;
- CV's from Recruitment Agencies will not be considered.
- Applications received after the closing date will not be considered.
- Submit a comprehensive C.V with qualifications attached to the following email address:
Recruitment@nlcsa.org.za

CLOSING DATE: 18 MAY 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. Note that we will not further process the personal information stored automatically in this portal.