

The National Lotteries Commission (NLC), a Schedule 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.

LEGAL SERVICES DIVISION

COMPLIANCE SPECIALIST

MAIN PURPOSE OF THE JOB

To support the effective implementation and operationalisation of the NLC's Compliance Management Framework by monitoring compliance obligations, conducting routine assessments, maintaining compliance registers, and promoting a culture of compliance across the organisation. The role ensures regulatory and grant compliance through proactive monitoring, investigations, and enforcement within both the NLC's operational and funding environment. It further supports the implementation of ethics and integrity frameworks and contributes to safeguarding the organisation's reputation and resources.

To lead and coordinate organisational compliance operations by overseeing the implementation of the Compliance Management Framework, directing compliance monitoring activities, managing compliance risks, and providing authoritative advisory services to management. The role ensures legal, regulatory and grant compliance across the NLC and exercises functional leadership over compliance processes, reporting and stakeholder engagement.

SALARY SCALE:

- Commensurate with qualifications and experience.

REQUIRED QUALIFICATIONS

- Bachelor of Laws (LLB - NQF 8), or Bachelor's Degree in Compliance, Auditing, Risk Management (NQF 7) or equivalent
- Certificate in compliance, risk or ethics management is advantageous
- Professional Membership: Compliance Professional or Practitioner (CPROF/CPRAC (SA) is advantageous

REQUIRED WORK EXPERIENCE:

- Minimum of 2 - 3 Years with at least 1 year in a compliance advisory role
- Experience in compliance, monitoring or enforcement environment
- Experience in regulatory, grant, or public sector companies is advantageous
- Understanding and knowledge of applicable and relevant legislation to the NLC

KEY RESPONSIBILITIES:

- Monitor adherence to relevant legislation, regulations, policies, and procedures.
- Maintain compliance registers, track incidents of non-compliance, and compile accurate compliance reports
- Lead the execution of the compliance plan
- Presenting of findings to relevant stakeholders when required
- Interpret and apply applicable laws and regulations affecting operations and funding.
- Assist in ensuring the organisation meets its statutory obligations and regulatory requirements (e.g. PFMA, Lotteries Act, PAIA, POPIA, etc.).
- Lead compliance reviews and regulatory responses
- Identify, assess, and monitor compliance risks.
- Lead and attend to compliance risk assessments
- Serve as compliance focal point for regulators
- Engage with internal departments, funded entities, and stakeholders to foster compliance awareness and cooperation.
- Provide guidance and support to operational units and grant beneficiaries on compliance requirements.
- Assist in preparing compliance reports for executive management, governance committees, and external regulators.
- Participate in audits, inspections, and external compliance reviews as required.
- Provide technical support and advice to internal stakeholders on compliance matters. Assist in responding to queries from oversight bodies (e.g. AGSA, SCOPA, SIU).
- Support the roll-out of compliance awareness initiatives and provide technical input into the development of training materials.
- Conduct desktop and/or on-site reviews of funded projects and operational units to verify adherence to grant conditions, service level agreements, and regulatory requirements.

REQUIRED COMPETENCIES AND SKILLS

- Regulatory frameworks applicable to public and regulatory sector (PFMA/Lotteries Act/PAIA/POPIA/Public Audit Act / SCM frameworks)
- Organisational policies, standard operating procedures and internal control systems
- Compliance Risk Management principles and frameworks (King IV / ISO 37301)
- Monitoring and Evaluation Methodologies
- Internal Audit and Forensic Investigation processes (basic)
- Legal Interpretation and application of statutes and regulations
- Grant compliance and contract management fundamentals
- Data protection and information management practices
- Computer Literacy (High)
- Compliance Monitoring, assessment and reporting
- Risk Identification, assessment and control implementation
- Legal Research, regulatory, scanning and interpretation
- Drafting of compliance reports, registers and findings
- Presentation and facilitation of training
- Report Writing and documentation
- Planning and organizing (Time Management)
- Sound judgment and decision making under pressure

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: 04 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.