

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

### LEGAL OFFICER: COMMERCIAL AND ADVISORY

#### MAIN PURPOSE OF THE JOB

To provide professional legal support in commercial transactions, contract management, and legal advisory services with minimal supervision to ensure the National Lotteries Commission (NLC) operates within the legal framework. The role contributes to the implementation of the NLC's Strategic Plan by ensuring legal compliance, mitigating legal risks, and supporting efficient service delivery in procurement, ICT, operations, and other strategic functions. The Legal Officer enables sound legal decision-making and strengthens governance, thereby promoting organisational integrity, accountability, and value-for-money outcomes.

#### SALARY SCALE:

- Commensurate with qualifications and experience.

#### REQUIRED QUALIFICATIONS

- Bachelor of Laws Degree (LLB) or equivalent (NQF Level 8)
- Admission as an Attorney or Advocate of the High Court of SA (in good standing), is an added advantage
- If admitted, membership with a relevant Professional Body

#### REQUIRED WORK EXPERIENCE:

- Minimum of 3 - 5 Years post qualification experience in a legal advisory, commercial or contract management role
- Demonstrated experience in drafting, reviewing and negotiating commercial agreements or drafting opinions preferably in the public sector
- Exposure to public procurement processes, ICT service agreements, and PAJA related governance – related legal work is essential
- Experience working within a regulatory, public entity or SOE environment

## **KEY RESPONSIBILITIES:**

- Provide legal advice and opinions on commercial agreements relating to Supply Chain Management (SCM), ICT, institutional partnerships, and governance-related matters to ensure alignment with applicable legislation and the NLC's strategic and operational needs
- Draft, review, and negotiate contracts and service level agreements (SLAs) to ensure legal sufficiency, clarity, risk mitigation, and enforceability, while supporting timely procurement and service delivery processes.
- Act as a liaison between ICT service providers, internal clients, procurement, and legal units to facilitate vendor performance management, contract compliance, and the achievement of value-for-money outcomes
- Assist in the formulation, interpretation, and review of institutional policies, guidelines, and standard operating procedures (SOPs), ensuring legal compliance and alignment with best practices
- Identify, assess, and advise on legal risks related to commercial and advisory matters; contribute to the development and implementation of controls to mitigate such risks in line with the NLC's risk management strategy
- Conduct legal research to inform opinions, policy decisions, and strategic initiatives; maintain up-to-date knowledge on legislation, case law, and regulatory developments affecting the NLC.

## **REQUIRED COMPETENCIES AND SKILLS**

- Sound understanding of SA Legal system and sources of law
- PFMA act (in depth knowledge)
- PPPFA preferred
- Treasury Regulations and Instruction notes
- Companies Act
- Contract and Commercial Law
- ICT Law, POPIA and ECTA
- Understanding of public sector procurement frameworks, institutional governance and compliance frameworks
- Knowledge of administrative law and regulatory principles relevant to NLC
- Knowledge of legal risk management practices and tools Computer Literacy (High)
- Excellent legal research, analytical and problem-solving skills
- Strong drafting and contract negotiation skills
- Interpret and apply legislation, policies and contracts accurately
- Planning and organizing (Time Management)
- Sound judgment and decision making under pressure

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**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](mailto: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.