

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 SPECIALIST: LEGISLATIVE AND CORPORATE LEGAL SERVICES

MAIN PURPOSE OF THE JOB

The purpose of the Legal Specialist: Legislative & Corporate Legal Services is to provide expert legal advisory services to support the National Lotteries Commission (NLC) in achieving its strategic and operational objectives, with a focus on legislative interpretation, policy formulation, legal research, and corporate legal advisory functions. The incumbent is responsible for ensuring the alignment of the NLC's legal and governance frameworks with applicable laws and evolving legislative mandates, thereby promoting legal certainty, regulatory compliance, and sound corporate governance.

This role contributes directly to the NLC's Strategic Plan by:

- Strengthening the legislative and regulatory environment to ensure alignment with the Lotteries Act, PFMA, Companies Act, and other relevant statutes.
- Enhancing corporate governance and legal risk management to support ethical, accountable, and transparent operations.
- Supporting policy development and legislative reform initiatives that enable the NLC to fulfil its developmental and regulatory mandate effectively.
- Providing legal input into strategic and operational decisions to mitigate legal risks and ensure compliance with applicable legal instruments.

SALARY SCALE:

- Commensurate with qualifications and experience.

REQUIRED QUALIFICATIONS

- Bachelor of Laws (LLB) or equivalent NQF 8 qualifications
- Admitted as an Attorney or Advocate to the High Court of SA in good standing
- Relevant membership with a Professional Body

REQUIRED WORK EXPERIENCE:

- Minimum of 5 Years functional experience
- Experience preferably in a corporate, public sector or regulatory environment
- Experience in legislative interpretation, legal advisory services, and corporate matters
- Experience drafting contracts, legal opinions and government instruments
- Exposure to governance frameworks such as Companies Act, King IV, PFMA or Sector-Specific Legislation is beneficial

KEY RESPONSIBILITIES:

- Conduct legal research and interpret legislation affecting the NLC.
- Provide complex advisory opinions to business units and Distribution Agencies.
- Support drafting and reviewing of policies, frameworks, and internal directives to align with legislation.
- Monitor changes in relevant laws and assess their impact on the NLC.
- Monitor legislative changes and proactively advise management on legal implications and required organisational responses.
- Draft and review internal policies, rules, and governance instruments to ensure alignment with legislative requirements.
- Draft, review, vet, and negotiate contracts, MOUs, SLAs and other legal instruments.
- Provide legal input into procurement and service level agreements.
- Support contract lifecycle management and compliance by operational units.
- Ensure contracts comply with legislative and regulatory standards.
- Provide legal advisory services on corporate governance matters, including interpretation of the Companies Act, King IV Principles, and other applicable governance frameworks.
- Support organisational structures and governance processes by preparing legal instruments such as terms of reference, resolutions, and delegations of authority.
- Manage legal risks associated with corporate transactions, partnerships, and organisational operations

- Conduct comprehensive legal research on complex legal matters, legislative reforms, and sector-specific issues.
- Prepare high-quality legal opinions, position papers, briefing notes, and submissions for internal and external stakeholders.
- Assist with the development, review, and maintenance of a legislative compliance matrix and legal registers.
- Conduct research on corporate legal policies, legislation or regulations and legal principles with legal opinions, formulate questions to be answered on legal opinions
- Provide support to ensure operational compliance with applicable laws and regulations.
- Conduct legal risk assessments and assist in regulatory reviews.
- Provide input on compliance frameworks and legal audit processes.
- Advise on legal implications of non-compliance and assist in mitigation planning.
- Provide high-level legal advice to Distribution Agencies on grant adjudication matters.
- Attend DA meetings and provide legal guidance on governance and procedural issues.
- Review and advise on terms and conditions of grants and related instruments
- Engage with internal departments to provide legal guidance and promote legal awareness across the organisation.
- Liaise with external legal service providers, regulatory authorities, and stakeholders on legal matters.
- Represent the organisation in legal forums, committees, and industry working groups, as required

REQUIRED COMPETENCIES AND SKILLS

- In Depth knowledge of the SA Legislative framework, including
- Lotteries Act and associated regulation
- Public Finance management Act (PFMA)
- Companies Act
- Promotion of Administrative Justice Act (PAJA)
- Access to Information Act (PAIA)
- Constitutional and Administrative Law principles
- Legislative processes, Statutory interpretation and policy development
- Contract Law and commercial legal instruments
- Familiarity with Public Sector Regulatory Environment and Legal Compliance Frameworks
- NLC Mandate, strategic objectives, and policy environment
- Computer Literacy (High)

- Legal Advisory and Interpretation Skills
- Legal Research and Drafting
- Analytical and Critical Thinking
- Advocacy Skills
- Stakeholder Engagement
- Project Management
- 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.