



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

MANAGER: CONTRACTS AND CORPORATE LEGAL SERVICES

MAIN PURPOSE OF THE JOB

To lead, coordinate, and manage the provision of legal services related to contract drafting, negotiation, vetting, execution, and corporate legal advisory at the National Lotteries Commission (NLC). This role ensures that all contractual and corporate legal matters are managed in accordance with applicable laws, regulatory frameworks, governance standards, and best practices to safeguard the interests of the Commission.

The Manager plays a strategic role in supporting the NLC's operational and strategic objectives by ensuring sound legal risk management, enhancing contractual compliance, and providing expert legal advice to business units including ICT, Supply Chain Management (SCM), Facilities, and other operational divisions. This role also contributes to institutional integrity and accountability by aligning legal practices with the NLC's Strategic Plan, with specific focus on promoting transparent governance, effective resource management, and regulatory compliance.

SALARY SCALE:

- Commensurate with qualifications and experience.

REQUIRED QUALIFICATIONS

- Bachelor of Laws or an equivalent NQF 8 qualification
- Post Graduate Qualification will be beneficial
- Admitted as an Attorney or Advocate to the High Court of SA in good standing

REQUIRED WORK EXPERIENCE:

- Minimum of 5 Years experience
- Two (2) years' Post Admission as an Attorney / Advocate of the High Court of SA
- Three (3) years' Experience in middle management level

KEY RESPONSIBILITIES:

- Lead, manage, and oversee the drafting, vetting, negotiation, and review of all contracts, agreements, and memoranda of understanding (MOUs) to ensure legal soundness and risk mitigation.
- Establish, implement, and monitor a robust contracts management framework, inclusive of standardised templates, processes, and controls.
- Ensure proper contract lifecycle management, including contract storage, version control, renewals, compliance monitoring, and dispute management.
- Provide expert legal opinions, advice, and guidance on a broad range of corporate legal matters, including corporate governance, compliance, and statutory obligations.
- Advise on legal implications of business decisions, transactions, partnerships, and internal controls.
- Ensure that the organisation's operations comply with enabling legislation, the PFMA, Companies Act, and sector-specific regulations.
- Advise management on legal risks, rights, obligations, and legal strategies relevant to organisational operations and decision-making processes.
- Stay abreast of legislative developments and ensure proactive alignment of organisational policies, contracts, and operations with evolving legal requirements
- Serve as a trusted advisor to Executive and Management on legal and contractual matters.
- Build and maintain relationships with external legal service providers, ensuring quality, cost-effective legal support where outsourced.
- Provide legal training and capacity building to internal stakeholders on contract management and corporate legal matters.
- Engage and support internal business units, including SCM, ICT, HR, Finance, and Grant Funding, by providing tailored legal input.
- Liaise with external legal service providers, government departments, regulators, and state attorneys as required.
- Ensure the legal function is embedded in cross-functional projects and decision-making forums.

- Lead and manage the Contracts and Corporate Legal Services Unit, including supervision of personnel, resource planning, and performance management.
- Contribute to good governance by ensuring legal and contractual processes align with principles of accountability, transparency, and integrity.
- Support the Executive Manager: Legal Services in broader legal and compliance initiatives, strategic projects, and organisational governance structures.
- Supervise, mentor, and develop legal staff to ensure high-performance delivery and succession planning.
- Coordinate the work of the Contracts & Corporate Legal Services sub-unit, ensuring efficiency and accountability.
- Promote adherence to legal professional standards, ethics, and governance principles.
- Contribute to the development and implementation of legal services strategy and policies

REQUIRED COMPETENCIES AND SKILLS

- Contract Law, Commercial Law, Administrative Law and Public Procurement Law
- In depth understanding PFMA, Treasury Regulations, POPIA, PAIA and related regulatory frameworks
- Contract Lifecycle Management
- Public Sector Governance, compliance frameworks, risk management principles
- Institutional policies and processes relevant to Supply Chain
- Strategic Management, Organisational Policy Development and Reporting Protocols
- Computer Literacy (High)
- Legal drafting and Interpretation
- Analytical Problem Solving
- Contract Negotiation and Stakeholder Management
- Legal Advisory and Decision Support
- Leadership and Team Management
- Project Management
- Planning and organizing (Time Management)
- Sound judgment and decision making under pressure
- Excellent Communication (Comprehending)
- Integrity & Business Ethics
- Results Orientated
- Accountability

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 on 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.