

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.

OFFICE OF THE COMMISSIONER

SPECIALIST ADVISOR IN THE COMMISSIONER'S OFFICE

MAIN PURPOSE OF THE JOB

To provide specialist, high-level advisory and analytical support directly to the Office of the Commissioner, ensuring that all strategic decisions, policy developments, and corporate governance matters are grounded in sound regulatory, legal, and ethical frameworks. The role functions as a trusted expert advisor, offering critical review, interpretation, and recommendations on complex policy documents, agreements, and strategic initiatives. Operating in an executive advisory capacity, the position influences directional decisions, enhances the quality of institutional governance, and ensures alignment between organizational strategy and statutory mandates.

The incumbent will act as a strategic conduit between the Commissioner's Office and broader operational or governance structures, providing insight, foresight, and informed critique that strengthen executive decision-making.

SALARY SCALE:

- Commensurate with qualifications and experience.

REQUIRED QUALIFICATIONS

- Bachelor's Degree (NQF 7)

REQUIRED WORK EXPERIENCE:

- Minimum of 8 to 10 Years in senior/executive manager level positions.
- Minimum of 5 years extensive experience in supporting the leadership with transformation and/or establishment of the Organisations at a senior managerial level
- Project management and demonstrated experience in operations, governance and compliance in the regulatory environment is an advantage
- Experience in stakeholder management, particularly engaging at executive, board or ministerial level. • Proven track record in providing high level insight into divisional operational planning by evaluating alignment across plans, surfacing critical interdependencies and risks, and enabling coordinated, horizontally aligned implementation.
- Proven track record developing and managing transformation strategies within a public/regulatory and corporate environment
- Experience in a senior management capacity in regulatory environments, state entities, commissions or constitutional bodies is highly advantageous
- Drafting, reviewing, and interpreting policy documents within a complex or regulated environment.

KEY RESPONSIBILITIES:

- Provide evidence-based advice to the Commissioner on Governance, Compliance and other matters as required
- Evaluate and recommend corrective measures on strategy implementation, ensuring compliance and alignment with statutory and corporate frameworks
- Influence the development and direction of organizational policies and frameworks through informed critique and strategic Insight
- Conduct in-depth reviews and edits of policies, agreements, and other key documents prior to Commissioner's approval
- Ensure documentation reflects sound governance principles, compliance, and strategic coherence
- Prepare briefing notes, advisory reports, and policy interpretations for executive consideration
- Support the Office of the Commissioner in monitoring adherence to corporate governance standards and regulatory obligations alongside relevant stakeholders.
- Identify governance risk and propose mitigating strategies alongside relevant stakeholders.
- Serve as central reference point for the interpretation of policy and governance frameworks.
- Actively participate in strategic planning forums and provide constructive input on direction-setting initiatives.

- Advise on the feasibility, risk and regulatory implications of proposed strategies.
- Influence policy formulation and executive deliberations through credible, well-researched guidance.
- Gather, analyse, and interpret relevant policy, legal, and governance and other intelligence to inform executive decision-making.
- Maintain up-to-date awareness of evolving regulatory and governance trends impacting the Commission's mandate.
- Translate complex technical information into accessible guidance for the Commissioner and Senior Leadership.
- Liaise with internal/external stakeholders on behalf of the Commissioner on complex policy or governance issues.
- Facilitate informed dialogue between the Commissioner's Office and operational areas to ensure coherence in advice, decision, and implementation.
- Represent the Office in governance structures, advisory meetings or working groups as delegated.
- Synthesize, propose, facilitate and/ or manage ad hoc, urgent discreet, conflict prone or sensitive special projects or initiatives

REQUIRED COMPETENCIES AND SKILLS

- Relevant Legislative and regulatory frameworks
- Organisational System design & implementation
- Government policy, regulatory & compliance environment
- Financial budgeting and management processes
- PFMA, Treasury Directives & Notes
- PPFA/KING IV principles
- Project Management
- Public Sector Finance protocols
- Stakeholder Management protocols
- Policy Advisory & Analysis
- Strategic & Analytical Thinking
- Risk awareness & Mitigation
- Political / Organisational Acumen
- Computer Literacy (High)
- Excellent Communication

- Results Orientated
- Business Relationship Building
- Business Ethics (Professional & Technical depth with credibility)
- Team Leadership
- Influencing
- Problem Solving
- High performance
- Composure & Emotional Intelligence
- Collaborative Mindset

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:
Recruit@nlcsa.org.za

CLOSING DATE: 09 SEPTEMBER 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.