

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.

FINANCE DIVISON

TRAVEL OFFICER X2

MAIN PURPOSE OF THE JOB

To provide support to business units by coordinating travel, logistics and office requirements for NLC.

SALARY SCALE:

- Commensurate with qualifications and experience.

REQUIRED QUALIFICATIONS

- National Diploma (NQF level 6) in Office Administration, Procurement, Tourism or Logistics

REQUIRED WORK EXPERIENCE:

- 3 years' experience in travel management

KEY RESPONSIBILITIES:

COORDINATE TRAVEL REQUIREMENTS

- Ensure all travel requests and bookings are correct, authorized and submitted to the travel agent
- Liaise with travel bookers regarding bookings e. provisional booking details are acceptable or not; once accepted by travel booker – confirm bookings and issue all documentation and travel details to traveler
- Process payment requisitions and other related expenses where applicable as per Travel policy
- Manage and reconcile the appointed travel agent account – weekly and ensure outstanding orders are raised timeously
- Monitor costs & ensure costs are kept to a minimum – follow up on any possible fruitless and wasteful expenditure (no shows, traffic fines, missed flights) and ensure it is recovered
- Request and keep records of all travel booking made and collate boarding passes for flights
- Ensure that policies are adhered to by both the NLC and Travel agent
- Issue order numbers for the above and for any required purchases
- Follow up on long-outstanding payment for the above issued order numbers

- Ensure all purchases or orders fall within the allowed budget and liaise with end user departments regarding budget shortfalls.
- Ensure all accounts are up to date with respect to payment

TRAINING AND LEGISLATIVE UPDATES

- Arrange the catering or any other arrangements required for training sessions/conferences/meetings.
- Ensure a copy of the attendance register is on record
- Update Travel Management Policy with latest legislative updates
- Develop and roll out policy and systems training to travel bookers and end users.

TRAVEL COORDINATION

- Coordinate travel, accommodation and car hire for Management as per policy
- Ensure records are kept of vehicles hired accordance with our policies
- Reconcile travel spendings with allocated Purchase orders and follow up and close long outstanding requisitions and orders

OFFICE ADMIN

- Provide any other administrative support as and when required
- Ensure that all documentation is drafted accurately within turnaround time, filed securely and confidentiality is maintained on an ongoing basis
- Continue add value to NLC and perform other duties as required
- Support NLC Audit and provide all relevant information timeously
- Manage the TMC and be the first point of contact for the TMC – organize monthly supplier meetings

REQUIRED COMPETENCIES AND SKILLS

- Risk management.
- Communication (verbal and written) skills.
- Computer literacy.
- Good presentation skills.
- Attention to detail and deadlines.
- Excellent interpersonal skills.
- Knowledge of PFMA and other relevant regulations an advantage.

Note: Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. 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 accept that your application was 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;
- 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: 4 MARCH 2025

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. Note that we will not further process the personal information stored automatically in this portal.