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National Lotteries Commission (NLC)
P.O Box 1556 Brooklyn Square 0083,
Pretoria

NATIONAL LOTTERIES COMMISSION

REQUEST FOR QUOTATIONS TO APPOINTMENT A RECRUITMENT COMPANY FOR HEADHUNTING SERVICES IN THE NATIONAL LOTTERIES COMMISSION

BID PROCESS	BID REQUIREMENTS
RFQ Number	RFQ 2025-001-010
RFQ Issue Date	31 January 2025
Closing Date and Time	5 February 2025 @ 11h00
RFQ Validity Period	60 days from the day of closing date
Submission instruction:	The electronic bid document must be submitted ONLY via USB and be delivered to: 333 Grosvenor Street Block D Hatfield Gardens HatfieldPretoria 0183 No email submission

1. INTRODUCTION

The National Lotteries Commission (The Commission) is a public entity established by Lotteries Act No. 57 of 1997, as amended to regulate the South African lotteries industry. The functions of the Commission can be divided into two categories, namely “regulation of National Lottery and other Lotteries” and “administration of the National Lottery Distribution Trust Fund (NLDTF)”. The Distributing Agencies (DA’s) who are appointed by the Minister of Trade & Industry are responsible for the adjudication of the funding applications as per the Lotteries Act and applicable Regulations

2. SCOPE OF WORK

Scope of work entails the following:

- The Service Provider will be appointed to head-hunt an ICT Security Specialist and ICT Governance Specialist positions for the National Lotteries Commission.
- Interested service providers will be required to comply with all NLC policies and applicable regulations and maintain strict confidentiality.
- Appointed service provider(s) will be required to provide a service that is in accordance with the scope as indicated below:
- The Information Communication and Technology (ICT) Division is looking to appoint two positions namely ICT Security Specialist and ICT Governance Specialist.
- Both positions will be on a 24-month Fixed Term Contract and will be on the NLC’s payroll
- Placement fee will be at a maximum of 15% on the annual package for each position.

2. The service provider is expected to:

2.1. Do a comprehensive search of the South African markets to locate the most suitable talent for the appointment the following positions for NLC:

- ICT Security Specialist (24 months fixed term contract)
- ICT Governance Specialist (24 months fixed term contract)

Refer to Annexure 2: for Jobe descriptions (JD)

This will include the following:

2.2. Comprehensive search – the service provider must ensure that they understand the requirements of the position (job advert) and the candidate profile that the NLC would like to attract;

2.3. Sourcing – attracting and encouraging candidates to apply for the position;

- 2.4. Screening – it would be important that the service provider assist NLC in increasing the success rate of the selection process, by decreasing the number of visibly under qualified job applicants. Furthermore, it is important for the service provider to assist NLC in meeting its legal and social obligations regarding the composition of workforce;

TASK	MILESTONE/ DELIVERABLE	TIMELINES
Comprehensive Search	As per agreed project timelines and milestones: • Full search; • Identification and present appropriately experienced candidates who are likely to contribute significantly to meeting the NLC's objectives.	Week 1 – 2
Short-listing of potential candidates	• Submit CV's of potential candidates who meet the minimum requirement of the position to the NLC	Week 2 – 3
Final selection of candidates	• Verifications and background checks on the recommended candidate/s after the interviews are conducted by the NLC.	Week 5 – 7

- 2.5. The Service Provider shall provide CV's from their database of minimum of 6 CV's that meets the minimum qualification and experience requirements for each position.

- Human Capital shall review the CV's received in conjunction with ICT Division and confirm the shortlist.
- The Service Provider will provide verification and background checks of the shortlisted candidates (e.g. X2 Reference check, Matric and post matric qualification verification, ID verification, criminal check);
- NLC will conduct interviews of the final shortlisted candidates.
- Human Capital shall confirm the selected candidates, and coordinate the interview schedule, providing the service provider with the dates and times for the candidates
- The service provider will assist in calling of the candidates for interviews with the selected candidates and ensure their availability.

- 2.6. Experience – the service provider must:

- Provide reference letters, which must clearly indicate the client's name, position placed, contact person, contact number and email address.

1. DURATION OF THE PROJECT

Until the NLC makes an appointment of the on both positions.

SECTION 2: NOTICE TO BIDDERS

1. Terms and conditions of Request for Quotation (RFQ)

- 1.1 This document may contain confidential information that is the property of the Commission.
- 1.2 No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ without prior written permission from the Commission.

All copyright and intellectual property herein vests with the Commission.
- 1.3 Late and incomplete submissions will not be accepted.
- 1.4 No services must be rendered, or goods delivered before an official Commission Purchase Order form has been received.
- 1.5 This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Policy Framework Act of 2000 and PPR of 2022.
- 1.6 Suppliers are required to register on the Central Supplier Database at www.csd.gov.za.
- 1.7 Suppliers must provide their CSD registration number (and attach a CSD Summary report) and ensure that their tax matters are compliant.
- 1.8 All questions regarding this RFQ must be Submitted in tender box before closing date
- 1.9 Any supplier who has reasons to believe that the RFQ specification is based on a specific brand must inform the Commission via the email.

2. General rules and instructions

- 2.1 News and press releases
 - 2.1.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with, the Commission.
- 2.2 Precedence of documents
 - 2.2.1 This RFQ consists of several sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations, or terms and herein referred to generally as stipulations in this RFQ and the stipulations in any other document attached hereto, or the RFQ submitted hereto, the relevant stipulations in this RFQ shall take precedence.
 - 2.2.2 Where this RFQ is silent on any matter, the relevant stipulations addressing such matter, and which appear in the PPPFA shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms

hereof other than in the form of a clearly marked recommendation that the Commission may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by the Commission.

- 2.2.3 It is acknowledged that all stipulations in the PPPFA are not equally applicable to all matters addressed in this RFQ. It, however, remains the exclusive domain and election of the Commission as to which of these stipulations are applicable and to what extent.

Bidders are hereby acknowledging that the decision of the commission in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the Bidder(s). The Bidder(s) shall take care to restrict its enquiries

in this regard to the most reasonable interpretations required to ensure the necessary consensus.

2.3 Preferential procurement reform

- 2.3.1 The commission supports B-BBEE as an essential ingredient of its business. In accordance with government policy, the commission insists that the private sector demonstrates its commitment and track record to B- BBEE in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices (SMME Development) etc.

2.4 National Industrial Participation Programme.

- 2.4.1 The Industrial Participation policy, which was endorsed by Cabinet on 30 April 1997, is applicable to contracts that have an imported content. The NIP is obligatory and therefore must be complied with. Bidders are required to sign and submit the Standard Bidding Document (SBD).

2.5 Language

- 2.5.1 Bids shall be submitted in English.

2.6 Gender

- 2.6.1 Any word implying any gender shall be interpreted to imply all other genders.

2.7 Headings

- 2.7.1 Headings are incorporated into this RFQ document and submitted in response thereto, for ease of reference only and shall not form part thereof for any purpose of interpretation or for any other purpose.

2.8 Occupational Injuries and Diseases Act 13 of 1993

- 2.8.1 The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 and that the cover shall remain in force for the duration of the adjudication of this RFQ and/ or subsequent

agreement. the commission reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to the commission.

2.9 Processing of the Bidder's Personal Information

- 2.9.1 All Personal Information of the Bidder, its employees, representatives, associates and sub-contractors ("Bidder Personal Information") required under this RFP is collected and processed for the purpose of assessing the content of its tender proposal and awarding the bid. The assessment and award of the bid shall be conducted in accordance with applicable legislation including the PPPFA and NLC SCM Policy.

The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom the commission is compelled by law to provide such information. For example,

Where appropriate, the commission is compelled to submit information to National Treasury's Database of Restricted Suppliers.

- 2.9.2 All Personal Information collected will be processed in accordance with POPIA and with the commission Data Privacy Policy.
- 2.9.3 The commission will ensure that the rights of the Bidder and of its employees and representatives (i.e., the right of access and the right to rectify) are effectively guaranteed in accordance with the procedures as specified in the commission PAIA manual.
- 2.9.4 In signing this document, the Bidder consents to the use of its Personal Information for the purposes as specified in section 2.9.1 above.

3. National Treasury's Central Supplier Database

- 3.1 Bidders are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information.
- 3.2 The Commission may not award business to a bidder who has failed to register on the CSD.
- 3.3 Only foreign suppliers with no local registered entity need not register on the CSD.
- 3.4 The CSD can be accessed at <https://secure.csd.gov.za/>

4. Confidentiality

- 4.1 Bids submitted for this Request for Proposals will not be revealed to any other bidders and will be treated as contractually binding.

- 4.2 The Commission reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in Bid Proposals.
- 4.3 The Bidder acknowledges that it will obtain and have access to personal information of The Commission and agrees that it shall only process the information disclosed by the Commission in terms of this bid award and only for the purposes as detailed in this RFQ and in accordance with any applicable law.
- 4.4 The Bidder shall notify the Commission in writing of any unauthorized access to personal information and the information of a third party, through cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such.

5. Communication

- 5.1 Specific queries relating to this RFQ should be submitted lucky@nlcsa.org.za before the closing date.
- 5.2 In the interest of fairness and transparency the Commission's response to such a query may be made available to other bidders.
- 5.3 It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the Commission in respect of this RFQ between the closing date and the date of the award of the business.
- 5.4 Bidders found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

6. Supplier performance

- 6.1 The National Lotteries Commission conducts regular performance reviews in accordance with the requirements for the classification of the contract and or stakeholder by making use of supplier evaluation forms. The evaluation is conducted against the deliverables or scope of the contract with a minimum of an annual review done for contracts longer than a year and a review at completion of contract for those contracts less than a year.
- 6.2 Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period.
- 6.3 Non-performance will be addressed with at least a formal letter advising specific non-performing areas and stating remedial action/s required within specific time frames. Non-adherence to remedial actions shall lead to escalating

performance management actions.

SECTION 3: EVALUATION CRITERIA

The Commission will evaluate all proposals in terms of the Preferential Procurement Regulation of 2022 and Preferential Procurement Policy Framework Act. No. 5 of 2000 (PPPFA). The six (6) phase evaluation criteria will be considered in evaluating the proposals, being:

Stage 1: RFQ Closing Date and Submission Instructions and Format

RFQ Closing Details

The closing date for RFQ submission is **5 February 2025` at 11:00** Standard South African Time. Any late RFQ will not be accepted. Quotation are to be submitted to below address:

Supply Chain Management National Lotteries Commission 333 Grosvenor Street Block D, Hatfield Gardens Hatfield, Pretoria 0083

Stage 2: Administrative Compliance

All bid respondents must submit required documents that comply with all this request for quotation. The Administrative Compliance Evaluation will include the following:

Evaluation Criteria	Supporting Document
Original signed standard bidding documents (SBD Forms). It is required that the bidder must provide correct information and declaration in the SBD Forms duly signed by the authorized person	Fully Completed Standard Bidding Documents SBD 1 SBD 6.1
Original signed consent form in terms of the Protection of Personal Information Act 4 of 2013 (POPIA)	POPIA Consent Form
BBBEE Certificate/ Sworn Affidavit in terms of Codes of Good Practice	BEE Certificate/Sworn Affidavit
Registered with the Central Supplier Database (CSD). Recent Central Supplier Database (CSD)	Full Report with SARS Tax Compliance Status
CIPC Registrations Documents	CIPC CK Documents

Stage 3: Mandatory Requirements

Bidders are required to submit a mini proposal with their quotation that comply with the specification / electrical requirements as specified and failure to meet two (2) requirements of the specification listed below, will result in disqualification.

Technical Evaluation/Requirement	Compliance Yes/No	
1. Returnable SBD4 (standard bidding documents) completed, duly signed by the authorised person.		
2. Provide three (3) written reference letters from contactable existing/ recent clients (public / private sector) within the past 5 years in providing the similar work		

Note to Bidders:

Bidders may be requested, at the behest of the NLC, to submit via courier services to the SCM unit of the NLC, within a minimum of 3 working days from date of request hard copy certified qualifications, memberships certificates, COIDA etc. which may have been requested for mandatory or functionality assessment.

Failure to submit the information within the requested period shall render the bidder non-responsive.

Failure to comply with the above mandatory requirements will render your submission non-responsive and unacceptable.

Stage 4: Evaluation on Price and Specific Goals as Per PPR2022

The 80/20 Principle based on Price and special goals for the NLC.

The following formula to be used to calculate the points out of 80 for price inclusive of all applicable taxes. A maximum of 80 points is allocated for price on the following basis:

Price The following formula will be used to calculate the points out of 80 for price in respect of a bid with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes: $P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$ Where: <i>P_s</i> = Score for the Bid under consideration <i>P_t</i> = Price of Bid under consideration <i>P_{min}</i> = Price of lowest acceptable Bid		80
TOTAL SCORE:		80

A maximum of 20 points will be awarded to a bidder for the specific goals specified for the RFP.

1. Procurement from entities who are Black Owned	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
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Tenderer who have 100% black Ownership	8	8	Copies of ID's/3 months CIPC Report from the closing date of the bid/ CSD Recent Report
Tenderer who have 51% to 99% black ownership	4		
Tenderer who have less than 51% black ownership	0		
2. Procurement from entities who are Black women Owned		4	B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who have 100% women Ownership	4		
Tenderer who have 30% to 99% women ownership	2		
Tenderer who have less than 30% women ownership	0		
3. Black Youth Ownership		4	B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who have 100% black youth ownership	4		
Tenderer who have 30% to 99% black youth ownership	2		
Tenderer who have less than 30% black youth ownership	0		
4. Procurement from Disabilities		4	Letter from the Doctor confirming disability and CSD report
Tenderer who have 20% or more owners with disability	4		
Tenderer who have less than 20% but more than 10% owners with disability	2		

r who have less than 10% owners with disability	0		
Total points for specific goals		20	

Stage 5: Due Diligence

The Commission reserves the right to undertake a due diligence exercise on the preferred bidder/s as part of a material risk evaluation aimed at determining to its satisfaction the validity of the information provided by the Bidder.

Stage 6: Contract and Award

The stage is for negotiation after receipt of formal tenders and before the conclusion of contracts with suppliers/contractors submitting the lowest acceptable tender with a view to obtaining an improvement in price, delivery, or content, in circumstances which do not put other tenderers at a disadvantage or affect adversely their confidence or trust in the competitive system. Bidders may be requested to provide their best and final offers based on contract negotiations.

THE APPOINTMENT A RECRUITMENT COMPANY FOR HEADHUNTING SERVICES IN THE NATIONAL LOTTERIES COMMISSION

Section 4: INVITATION TO BID (SBD 1)

YOU ARE HEREBY INVITED							
BID NUMBER:	RFQ/2025-001-010	ISSUE DATE:	31/01/2025	CLOSING DATE:	5/02/2025	CLOSING TIME:	11:00
DESCRIPTION	THE APPOINTMENT A RECRUITMENT COMPANY FOR HEADHUNTING SERVICES IN THE NATIONAL LOTTERIES COMMISSION						
BID RESPONSE DOCUMENTS							
BIDDING PROCEDURE ENQUIRIES MAY BEDIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	SCM			CONTACT PERSON	HCM		
TELEPHONE NUMBER	012 432 1309			TELEPHONE NUMBER	012 432 1507		
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS				E-MAIL ADDRESS			
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS	☐ ☐ ☐ ☐						
TELEPHONE NUMBER	CODE			NUMBER			
CELLPHONE							

NUMBER						
FACSIMILE NUMBER	CODE		NUMBER			
E-MAIL ADDRESS						
VAT REGISTRATI ONNUMBER	☐ ☐					
SUPPLIER COMPLIAN CESTATUS ☐	☐ TAX COMPLIAN CE SYSTEM PIN:	☐	OR	CENTR AL SUPPL IER DATAB ASE	UNIQUE REGISTRATION REFERENCE NUMBER: ☐ MAAA ☐	
B-BBEE STATUS LEVEL ☐ VERIFICATIO N CERTIFICATE	TICK APPLICABLE BOX] Yes No		B-BBEE STATUS LEVELSWORN AFFIDAVIT		[TICK APPLICABLE BOX] Yes No	

RFP2023-007 – WORK STUDY			
1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THEGOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES ENCLOSE PROOF]	2 ARE YOU A FOREIGNBASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES, ANSWER QUESTIONAIR E BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?YES NO DOES THE ENTITY HAVE A BRANCH IN THE RSA?YES NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?YES NO IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FORA TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.			

PART B
TERMS AND CONDITIONS FOR BIDDING

1. TAX COMPLIANCE REQUIREMENTS

- 1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 1.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 1.5 IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS
MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company)

Resolution) DATE: _____



BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
 ...

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name).....in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1** I have read and I understand the contents of this disclosure;
- 3.2** I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3** The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4** In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4** The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....

.....

Position

Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \text{80/20} & \text{or} & \text{90/10} \\
 Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{or} & Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{80/20 \cdot \frac{Pt - P_{max}}{P_{max}}}{80/20} \right) \text{ or } Ps = 90 \left(1 + \frac{90/10 \cdot \frac{Pt - P_{max}}{P_{max}}}{90/10} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

(Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

1. Procurement from entities who are Black Owned	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
Tenderer who have 100% black Ownership	8	8	Copies of ID's/3 months CIPC Report from the closing date of the bid/ CSD Recent Report
Tenderer who have 51% to 99% black ownership	4		
Tenderer who have less than 51% black ownership	0		
2. Procurement from entities who are Black women Owned		4	B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who have 100% women Ownership	4		
Tenderer who have 30% to 99% women ownership	2		
Tenderer who have less than 30% women ownership	0		
3. Black Youth Ownership		4	B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who have 100% black youth ownership	4		
Tenderer who have 30% to 99% black youth ownership	2		
Tenderer who have less than 30% black youth ownership	0		
4. Procurement from Disabilities		4	Letter from the Doctor confirming disability and CSD report
Tenderer who have 20% or more owners with disability	4		
Tenderer who have less than 20% but more than 10% owners with disability	2		
Tenderer who have less than 10% owners with disability	0		
Total points for specific goals		20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
☐ One-person business/sole propriety
☐ Close corporation
☐ Public Company
☐ Personal Liability Company
☐ (Pty) Limited
☐ Non-Profit Company
☐ State Owned Company
 [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

SECTION 6: CONSENT REQUEST FORM

SCM:

CONSENT REQUEST FORM

REQUEST FOR THE CONSENT OF A DATA SUBJECT FOR PROCESSING OF PERSONAL INFORMATION FOR THE PURPOSE OF PROCUREMENT OF GOODS AND SERVICES APPLICATION, IN LINE WITH THE NLC's SUPPLY CHAIN MANAGEMENT POLICY, IN TERMS OF SECTION 11(1)(a) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.4 OF 2013) ("**POPIA**").

TO: _____

FROM: _____

ADDRESS: _____

Contact number: _____

Email address: _____

PART A

1. In terms of the PROTECTION OF PERSONAL INFORMATION ACT, consent for processing of personal information of a data subject (the person/entity to whom personal information relates) must be obtained for the purpose of processing of application for procurement of goods and services, in line with the NLC's supply chain management policy, and storage of your personal data by means of any form of electronic communication, including automatic calling machines, facsimile machines, SMSs or e-mail, which is prohibited unless written consent to the processing is given by the data subject. You may only be approached once for your consent by us (NLC). After you have indicated your wishes in Part B, you are kindly requested to submit this Form either by post, facsimile or e-mail to the address, facsimile number or e-mail address as stated above.

2. "Processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—
 - 2.1 the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
 - 2.2 dissemination by means of transmission, distribution or making available in any other form; or
 - 2.3 merging, linking, as well as restriction, degradation, erasure or destruction of information.
3. "Personal information" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—
 - 3.1 information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
 - 3.2 information relating to the education or the medical, financial, criminal or employment history of the person;
 - 3.3 any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
 - 3.4 the biometric information of the person;
 - 3.5 the personal opinions, views or preferences of the person;
 - 3.6 correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
 - 3.7 the views or opinions of another individual about the person; and
 - 3.8 the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

Full names of the designated person on behalf of the Responsible Party

Signature of Designation person

PART B

I, _____ (full names), duly authorized, hereby: Consent to the processing of my/our personal information for the application of procurement of goods and services, in line with the NLC supply chain management policy, in terms of section 11(1)(a) of POPIA.

SPECIFY GOODS AND SERVICES (Edit/Click on services not required):

- ☐ Product Information
- ☐ Product Updates
- ☐ Industry Newsletters
- ☐ Price Changes

Method of Communication will be via: Email/Postal

- ☐ Give my consent.

By Ticking the next box, I am aware that I am Digitally Signing this Consent request Form:

☐

Full Name: Date:

WITHDRAWAL OF CONSENT ONCE GIVEN

You may withdraw your consent at any time.

Write or email us at the address above, advising us of your consent withdrawal



ANNEXURE 1 : PRICING SCHEDULE FOR THE APPOINTMENT A RECRUITMENT COMPANY TO HEAD-HUNT TWO ICT POSITIONS IN THE NATIONAL LOTTERIES COMMISSION

Name of bidder

PRICING SCHEDULE: APPOINTMENT A RECRUITMENT COMPANY TO HEAD-HUNT TWO ICT POSITIONS IN THE NATIONAL LOTTERIES COMMISSION

Please provide prices (VAT Inclusive) using table below

Description Quantity	Timeline	Rate Per Day/Percentage/Per unit	Total Rate
Comprehensive Search	Week 1 – 2		R
Short-listing of potential candidates	Week 2 - 3		R
verification and background checks	Week 5 - 7		R
Total Amount (Vat Inclusive)			R

Signature.....

Date.....

Pricing Schedule:HEADHUNTING SERVICES

RFQ/2025-001- 010

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 Africans 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.

INFORMATION COMMUNICATION TECHNOLOGY DIVISION

ICT GOVERNANCE SPECIALIST – FULL TIME 24 MONTHS FIXED TERM CONTRACT

PURPOSE OF THE JOB

To manage and continuously enhance ICT governance frameworks and processes in alignment with COBIT, ITIL best practices, and the South African DPSA Governance Framework. This role ensures effective ICT governance, risk management, and compliance across the organization, complementing the work of the ICT Security Specialist. It ensures adherence to key South African legislative and regulatory requirements.

SALARY:

- Commensurate with qualifications and experience

REQUIRED QUALIFICATIONS

- Degree or diploma in Information Technology.
- Relevant CISSP (Certified Information Systems Security Professional) or CISM (Certified Information Security Manager) certification or equivalent.
- Certified COBIT and ITIL practitioner.
- TOGAF certification (recommended).

REQUIRED WORK EXPERIENCE

- Minimum 5 years of IT Governance specialist role experience in at least three of the following areas:
 - Information Security Governance
 - Information Security Program Management
 - Incident Response Management

- Operational Information Security
- Risk assessment experience
 - Risk Management
- Gap analysis.

KEY DELIVERABLES

ICT Governance Framework Development and Compliance:

- Policy Development and Compliance: Develop, maintain, and enforce ICT governance frameworks aligned with COBIT, ITIL, ISO 27001/2, DPSA Governance Framework, and South African legislation etc.
- Ensure compliance with PFMA, ECTA, and other applicable legislation, incorporating these into ICT governance processes.
- Align ICT governance processes with ISO 9000 standards for quality management, ensuring adherence to NARSA requirements for information governance.

Risk Management and ICT Governance Support:

- Support the ICT Security Manager/Specialist in developing risk management frameworks aligned with the POPI Act and PAIA, ensuring protection and privacy of personal information.
- Maintain and update the ICT and cybersecurity risk register, ensuring alignment with organizational risk management strategies and compliance with South African regulations.
- Generate risk management reports, perform gap analyses, and recommend risk treatment plans.

ICT Service Management and Operational Support:

- Implement and manage ITIL-based service management processes, including change, problem, and configuration management, ensuring compliance with ECTA.
- Oversee the continuous improvement of ICT service delivery, to measure and enhance service quality.

Performance Monitoring and Reporting:

- Accumulate and analyse metrics related to ICT governance, risk management, and compliance,
- Report on compliance, performance constraints, and risks, ensuring alignment with PFMA and PAJA requirements.

Stakeholder Engagement and Leadership:

- Provide guidance to management on risk identification, control implementation, and ICT governance while coordinating closely with the ICT Security Manager/Specialist.
- Ensure that stakeholder engagement processes comply with PAIA and the POPI Act, protecting information privacy and ensuring transparency.

Compliance and Best Practices

- Ensure that implemented and managed of IT Governance aligned with COBIT 2019 domain, ITIL Domain services,
- Implement and ensure compliance with regulatory requirements of IT Governance aligned with standards such as ISO/IEC 38500, ISO/IEC 27001, ISO/IEC 27002, ISO 9001, ISO 14589, ISO/IEC 20000, ISO 14589, ISO Domains: ISO 31000, ISO/IEC 27005, ISO 9001, ISO Domains: ISO 31000, ISO/IEC 27005.

- Legislation: Compliance with PAIA (Act No. 2 of 2000), POPI Act
- Legislation: Compliance with PFMA (Act No. 1 of 1999), PAJA (Act No. 3 of 2000)
- Legislation: Compliance with ECTA (Act No. 25 of 2002)
- Legislation: Compliance with POPI Act, PAIA (Act No. 2 of 2000)
- NARSA (Act No. 43 of 1996),
- ECTA (Act No. 25 of 2002)

COMPETENCIES AND SKILLS

Technical Competencies

- Strong knowledge of current ICT technologies and operations architecture, policies, processes, systems, and tools.
- Ability to translate business needs into ICT and operational policies and solutions.
- Knowledge of ICT project planning, application development, and ICT governance best practices.
- Experience in implementing and managing, quality management standards.
- Effective communication and people skills, including conflict-management, working across multiple teams and with diverse stakeholders.

Behavioural Competencies:

- Customer Focus: Crafting and implementing service practices that meet customers' needs,
- Achievement Orientation: Setting and achieving high goals, continuously improving.
- Initiative: Identifying and implementing process improvements that enhance quality management and governance.
- Decision-Making: Allocating responsibilities to maximize effectiveness and quality outcomes.
- Strategic Thinking: Committing to long-range goals and plans, incorporating quality management principles.
- Continuous Learning: Actively pursuing learning opportunities and applying new knowledge to improve quality management and governance.
- Relationship Building: Establishing strategic relationships across the organization, ensuring alignment with quality management practices.

Note: Recommended candidates will be subjected to attend a generic managerial competency-based assessment. 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 title 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 your comprehensive C.V with qualifications attached to the following email address:

Recruitment@nlcsa.org.za

CLOSING DATE: 9th of October 2024

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.

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 Africans 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.

INFORMATION COMMUNICATION TECHNOLOGY DIVISION

ICT SECURITY SPECIALIST – FULL TIME 24 MONTHS FIXED TERM CONTRACT

PURPOSE OF THE JOB

The ICT Security Specialist is responsible for developing, implementing, and maintaining the organisation's information security strategy, ensuring alignment with ISO 27002/1 standards and COBIT 19 security domains. This role focuses on safeguarding sensitive data, systems, and infrastructure by overseeing security policies, conducting risk management activities, and leading efforts to prevent and respond to security breaches. The ICT Security Specialist will also review and implement controls to address audit findings, ensure compliance with technical cybersecurity standards, and maintain security policies and SOPs.

SALARY:

- Commensurate with qualifications and experience

REQUIRED QUALIFICATIONS

- Degree or diploma in Information Technology.
- Certifications (Preferred over a formal degree):
 - Technical Cybersecurity Certifications: CISSP, CEH (Certified Ethical Hacker), CompTIA Security+, or ECIH (Certified Incident Handler).
 - Framework Knowledge: Certifications in ISO 27001, NIST, or other relevant cybersecurity standards.
 - Hands-on Experience: Practical experience in implementing security measures, incident response, and technical security controls.

REQUIRED WORK EXPERIENCE

- Minimum 5 years of experience in a hands-on cybersecurity role, including:
 - Security operations and incident handling.
 - Vulnerability assessments and penetration testing.
 - Technical leadership in cybersecurity implementations.

KEY DELIVERABLES

Technical Security Implementation:

- Lead the implementation of cybersecurity measures across the organisation, focusing on network, server, and application security.
- Proactively identify and remediate vulnerabilities through vulnerability assessments and penetration testing.
- Configure and maintain security technologies, including firewalls, intrusion detection/prevention systems (IDS/IPS), and antivirus solutions.
- Develop and implement security controls to protect against unauthorised access, data breaches, and other cyber threats.

Incident Handling & Technical Support:

- Act as the primary responder for security incidents, conducting in-depth investigations and technical analysis to identify root causes and mitigate impacts.
- Provide expert technical support to the broader ICT team in resolving complex security issues.
- Document and report on security incidents, providing recommendations to prevent recurrence.

Cybersecurity Measures & Controls:

- Work closely with the ICT team to implement and optimize security controls within existing systems.
- Establish and document security protocols and guidelines to enhance the overall security framework.
- Monitor and analyse logs, traffic, and other data sources to detect and respond to potential security threats.

Threat Intelligence & Vulnerability Management:

- Collect, analyse, and utilize threat intelligence to inform security strategies and responses.
- Conduct ongoing vulnerability assessments to identify security gaps and recommend technical solutions.
- Engage in hands-on configuration and tuning of security technologies to bolster defences.

Collaboration & Technical Leadership:

- Collaborate with technical teams to ensure that cybersecurity measures are effectively integrated into ICT operations.
- Provide guidance and technical expertise to ICT staff on security best practices.
- Lead the development of technical solutions to enhance security, including deploying security patches and updates.

Audit Findings Review & Control Implementation:

- Regularly review internal and external audit reports related to cybersecurity to identify gaps, vulnerabilities, and areas of non-compliance.

- Develop corrective action plans to address audit findings, prioritising critical issues that could impact the organisation's security posture.
- Work with technical teams to implement security controls and corrective measures to mitigate identified risks, ensuring audit recommendations are fully addressed.
- Establish processes to continuously monitor the effectiveness of implemented controls, ensuring they meet the intended security objectives and comply with relevant standards.
- Document all implemented measures and prepare reports detailing actions taken, compliance status, and any residual risks.
- Collaborate with auditors, risk management teams, and other stakeholders to validate that the implemented controls effectively mitigate the identified risks.
- Recommend and implement preventive measures based on audit findings to strengthen security controls and reduce the likelihood of future issues.

Policy and SOP Review & Maintenance:

- Regularly review and update ICT security policies and Standard Operating Procedures (SOPs) to ensure they align with current security standards and best practices.
- Develop new policies and SOPs as required to address emerging security threats and operational needs.
- Ensure all security policies and procedures are effectively communicated to and understood by the relevant stakeholders.
- Monitor compliance with established security policies and SOPs, making adjustments as necessary to enhance security measures.

Compliance & Best Practices:

- Ensure that implemented and managed of IT Governance aligned with COBIT 2019 domains, ITIL Domain services,
- Implement and ensure compliance with regulatory requirements aligned with standards such as ISO/IEC 38500, ISO/IEC 27001, ISO/IEC 27002, ISO 9001, ISO 14589, ISO/IEC 20000, ISO Domains: ISO 31000, ISO/IEC 27005, ISO/IEC 27005, ISO 27035, ISO 27031, ISO 27003
- Legislation: Compliance with:
 - NIST, and other specific cybersecurity frameworks.
 - Ensure compliance with information security legal and regulatory obligations including the Protection of Personal Information Act, 2013,
 - Cybercrimes Act 19 of 2020
 - National Archives and Record Service of South Africa Act 43 of 1996.

COMPETENCIES AND SKILLS

- Proficiency in technical cybersecurity operations, including hands-on experience with security tools and systems.
- Strong understanding of networking, server infrastructure, and security technologies.
- Ability to respond effectively to cyberattacks and security incidents with practical, hands-on solutions.
- Excellent problem-solving skills and the ability to work independently within a fast-paced environment.
- Strong communication skills with the ability to collaborate effectively with technical teams.

Note: Recommended candidates will be subjected to attend a generic managerial competency-based assessment. 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).

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