

*The National Credit Regulator (NCR) was established as the regulator under the National Credit Act 34 of 2005 (the Act) and is responsible for the regulation of the South African credit industry. It is tasked with carrying out education, research, policy development, registration of industry participants, i.e. credit providers, credit bureaux, alternative dispute resolution agents, payment distribution agents and debt counsellors, investigation of complaints, and enforcement of the Act. The Act requires the NCR to promote the development of an accessible credit market, particularly to address the needs of historically disadvantaged persons, low income persons, and remote, isolated or low density communities. The NCR invites applications from suitable candidates for the following position:*

## Position: Procurement Administrator Paterson Grade: BU

### Requirements:

- The candidate must have a relevant 3-year tertiary qualification in Supply Chain Management or equivalent coupled with 3 years of relevant experience within a public sector environment. CIPS membership would be an advantage.

### Duties:

- Execute the end-to-end Competitive Open Tender, RFI and RFQ processes.
- Ensuring the procurement of goods and services is consistent with the Procurement Policy and business requirements.
- Ensuring that procurement processes within different departments are adhered to with regards to compliance and Internal controls.
- Responsible for obtaining and analyzing quotes from suppliers, do the scoring according to the PPPFA and follow-up on orders to ensure on-time delivery.
- Maintaining a register of fruitless and irregular expenditure.
- Maintaining a contract register by updating it for new contracts, amendments and expired contracts and with reminders.
- Providing guidance to internal staff with regards to the Procurement Policy.
- Prepare BBBEE Spend report as and when required.
- Assisting in the documents allocation/ circulation during tender evaluations including booking meeting venue in a timely manner;
- Checking conformance specifications for accuracy.
- Maintain tender register and purchase order register.
- Regularly check and verify supplier details and tax compliance status on National Treasury central supplier database.
- Ensure that all the departmental documents are properly filed for audit purposes
- Assist to prepare monthly and quarterly SCM reports.

### Knowledge:

- In depth knowledge of procurement processes and standards.
- PFMA, BBBEE Codes, National Treasury Regulations.
- Report writing.
- RFQ and Tendering process.
- Interaction with internal and external auditors and responding to audit queries.

### Skills:

- Highly Computer literate, proficient in Microsoft Word and Excel.
- High attention to details, ability to work under pressure, self-driven and motivated.
- High ethical standards
- Flexible and motivated team member and customer focused.
- Able to communicate with people on all levels.
- Demonstrates honesty and commitment.
- Maintain highest standards of personal and professional integrity and ethics.

### Closing Date: 25 February 2019

The National Credit Regulator is an equal opportunity organisation which offers competitive market related packages. Suitable persons should send a detailed CV quoting the relevant reference number to: [IF-recruitment@ncr.org.za](mailto:IF-recruitment@ncr.org.za)

**Correspondence will only be entered into with short listed candidates. The National Credit Regulator reserves the right not to make an appointment.**



