



*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: Jnr Operations Officer Paterson Grade: C-Lower**

### **Requirements:**

- The successful candidate must hold a relevant 3 years Degree/ National Diploma in Financial or Business Administration or an equivalent qualification and a minimum of 3 years relevant working experience.

### **Duties:**

- Assist with monitoring the performance of the departments against operational objectives and targets.
- Provide support for the collation and review of operational reports by DCEO.
- Submit reports to the Departments of Trade and Industry (DTI) and Finance.
- Conduct random checks on operational performance information reports.
- Assist with the review of the departmental business plans.
- Assist with the monitoring of departmental risk registers.
- Assist with departmental training sessions (e.g. for risk champions, etc).
- Assist the risk officer with audits by auditors (Internal/AG).
- Assist with the collation and review of reports for strategic sessions/meetings.
- Attending and participating in internal meetings e.g. MANCO, OPSCO, etc and provide reports to the DCEO.
- Provide progress reports on the implementation of business/strategic plans.
- Monitor adherence to NCR policies.

### **Knowledge:**

- Understanding of the South African Consumer Credit Market.
- Knowledge of relevant legislation (National Credit Act, BCEA, LRA etc.).
- Risk management.

### **Skills:**

- Ability to work well within a team.
- Problem solving skills.
- Planning and organisational skills.
- Ability to analyse data effectively.
- Attention to detail and numeric ability.
- Report writing skills.
- Computer skills.
- Good communication skills, administrative skills and ability to work under pressure.
- Must have strong interpersonal and professional ethics.

### **Closing Date: 2 November 2016**

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: [Recruitment@ncr.org.za](mailto: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.**



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