



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: SUPERVISOR (SECURITY AND FACILITIES)
PARTESON GRADE: D-LOWER**

Requirements:

- The successful candidate will have a relevant 3 year Degree/ National Diploma in Facilities or Security or equivalent qualification with at least 5 years relevant experience some of which must be at supervisory/ team leader level. A Project Management qualification will serve as an added advantage.

Duties:

- Handling all security and facilities projects, including buildings and site maintenance.
- Managing of Occupational Health, Safety and Environmental (OHSE) and ensuring compliance with relevant legislation.
- Managing and administration of the relevant Service Level Agreements (SLA's).
- Preparing and tracking facilities and security budget.
- Handling property management functions.
- Managing of building maintenance and cleanliness.
- Responsible for building security and safety.
- Documents and records Management.
- Insurance Administration.
- Institute correct terms of reference or contract of engagement or agreement with 3rd party service providers and administer the said agreement in terms of performance.
- Assisting with the procurement process of suppliers.
- Monitoring and ensuring compliance with relevant legislation.
- Managing of stakeholders.
- Developing and Implementing of Policies and Procedures.
- Assisting with the coordination, facilitation and providing detailed direction for the disaster recovery testing activities.
- Managing and mitigation of risk.
- Performance manage, develop and train staff. Own, build, maintain and motivate an effective team.

Knowledge:

- In depth knowledge of security risk management.
- Project Management experience.
- Emergency and contingency planning.
- Physical security standards.
- Expert Property Management knowledge.
- Contract Management.
- Budgeting and tendering processes.

Skills:

- Computer literacy
- Management skills
- Interpersonal skills
- Good communication skills (both verbal and written)
- Attention to detail
- Must be able to work on repetitive tasks
- Must be able to delegate tasks
- Exercise judgement and decision making
- Result oriented
- Presentation skills

Closing date: 28 October 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

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



Ref: HRSSF/3/16