



National Credit Regulator

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 and debt counsellors, investigation of complaints, and enforcement of the Act. The Act requires the Regulator 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:

Procurement Specialist – Patterson Grade C Upper

Requirements:

The purpose of the job is to ensure that the procurement policies, procedures, Treasury Regulations and PFMA rules are adhered to. The candidate must have a 3 year post matric qualification in Procurement, Supply Chain Management or Finance. A minimum of 5 years in Supply Chain Management will place the candidate in good stead.

Duties:

- Ensure the effective implementation of the procurement policies and procedures within the NCR in line with the relevant governance.
- To provide the supply chain management service to all departments within the NCR.
- Manage and facilitate the end to end bidding process (Specification, Evaluations and Adjudication).
- Monitor and verify all NCR procurement processes for compliance.
- Contracts Management – in ensuring operational execution of transaction is in line with the service level agreement set.
- Compliance with NCR procedures and policies, National Treasury Regulations, PPPFA, BBBEE Act and PFMA.
- Stakeholder Relations both Internal and External.
- Conduct detailed training to coordinators and supervisors to increase ease of operation and compliance.
- Assist with audit related queries.
- Oversee day to day procurement activities.
- Compliance review transactions by the Procurement Administrator and co-ordinators in terms of accuracy and completeness of documents as per the NCR procedures and policies.

Knowledge:

- Detailed working knowledge of the PPPFA, SCM regulations from National Treasury and BBBEE requirements.
- Stakeholder Management.
- Contracts Management.
- Report Writing.
- Tendering Process.
- Evaluation and Adjudication processes.

Skills:

- Very high level of numerical accuracy skills,
- Excellent written and verbal communication skills;
- Excellent literacy and numeracy
- Effective planning and time management;
- Interpersonal relations;
- Computer skills;
- Ability to handle pressure and be dead-line driven,
- Strong negotiation skills;
- Assertiveness.

Closing Date: 10 August 2018

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.



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