



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: Administrator: Audit & Risk
Paterson Grade: B-Upper
Salary ranges from R103 300 – R185 900 maximum

Requirements:

The successful candidate must hold a three (3) year qualification in Audit, Risk, or equivalent qualification coupled with at least two year working experience within risk and audit environment.

Duties:

- Provide administrative support to the Risk and Audit Services Department.
- Maintain and control a functional filing system for the department.
- Monitor adherence to deadlines relating to statutory submissions and processes.
- Monitor the internal audit action plans.
- Ensure delivery of key operational attributes of data completeness and quality.
- Support engagements/interactions with internal stakeholders.
- Provide secretariat support to departmental meetings and committees.

Skills:

- Team player with the ability to multi task.
- Good interpersonal and customer relation skills.
- Planning and organisational skills.
- Attention to detail and numeric ability.
- Computer skills (Microsoft Office).
- Conflict management skills.
- Good communication skills (written and verbal).
- Ability to handle pressure and good time management.

Knowledge:

- Risk and Audit principle, processes and procedures
- The National Credit Act.
- National Treasury Regulations

Closing Date: 10 October 2022

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: HR-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 : EAR/10/22