



*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:*

**Project Specialist: Facilities  
(Re-advertisement)  
Paterson Grade: D-Lower  
24-months contract  
Salary Range: R405 200 – R769 900  
Ref: PSF/9/2024**

**Requirements:**

- The successful candidate must hold a National Diploma or Degree in Facilities Management/ Engineering/ Electrical/ Mechanical/ Building Science
- 10 years relevant work experience in Facilities Management of which 05 years must include Project Management and experience in relocating an organisation to new facilities.
- Experience in master planning, space planning and design.
- Experience in Electrical, Mechanical and General Building Infrastructure, and Project Management such as HVAC and other building systems.
- Registration with South African Facilities Management association is an advantage.

**Duties:**

- Provide leadership, coordination and management and oversight of all activities of the Accommodation Project for NCR
- Ensure that building identified for accommodation is suitable and compliant to safety standards and covers the needs of the NCR.
- Manage and provide oversight over the design of projects scopes and deliverables.
- Coordinate activities amongst stakeholder department to ensure relocation is implemented efficiently.
- Report to Senior Management and all internal stakeholders regarding project schedule, budget performance, Risk, and Issue mitigation planning, etc. renovations, build and operations.
- Manage internal and external stakeholder the NCR staff involvement and participation in projects.
- Lead the relevant committees, structures and podiums for relocation.
- Implement project specific systems to manager internal and external activities.
- Manage implementation of change management during introduction of project systems
- Coordinate and manage appointment of different service provider involved in the relocation project.
- Manage budget for the project.

**Knowledge:**

- Knowledge of Facilities Management and Project Management
- Proven and Extensive working experience in Building and Construction.
- Excellent knowledge of plan reading - design and visualizations software such as AutoCAD, Civil 3D or similar.
- Proficiency in site layout, grading, utility design, regulatory approvals etc.
- Project management and supervision skills.
- Strong communication and interpersonal skills.
- Knowledge of OHS Act, ISO 9001 Quality Management, Risk Management Systems, Property Law & Contractual Law

**Skills:**

- Development of project scopes and deliverables
- Design and development of systems to implement projects
- Conflict resolution and negotiation skills
- Strong interpersonal and professional ethics
- Research, interpretation and presentation skills
- Risk planning and management
- Report writing
- Budgeting principles
- Project Management
- People Management

**Closing date: 04 October 2024**

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:  
[EST-Recruitment@ncr.org.za](mailto:EST-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: PSF/9/2024**

---