



*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: Office Coordinator – Office of the CFO**  
**Paterson Grade: C- Lower**  
**Salary ranges from R159 100 – R302 300 maximum**

**Requirements:**

- The successful candidate must have three (3) years National Diploma in Office Administration, and/or any relevant equivalent qualification, with a minimum of three (3) years' experience as an Office Administrator and/or Personal Assistant within a finance environment.

**Duties:**

- General office administration which includes the effective coordination of events and projects in the department as well as making travelling arrangements.
- Internal and external communication.
- Personal Assistant duties which include but not limited to diary management and ensuring the correct distribution of general correspondence.
- Provision of effective customer relations.
- Provision of professional support to the CFO.
- Ensuring effective running of the CFO's office.
- Assisting with ad hoc duties and projects within the CFO's office.
- Preparation of EXCO meetings relating to finance matters.
- Distribution of memos and supplier invoices within the NCR.
- Preparation of Audit & Risk Management packs.

**Knowledge:**

- Administrative processes and procedures.
- Strong knowledge of MS Office suite.

**Skills:**

- Excellent written and verbal communication skills.
- Report writing and analytical skills.
- Effective planning, organising and time management.
- Administrative skills.
- Interpersonal relations.
- Minutes taking.
- Computer/ typing skills.
- Ability to manage, control and coordinate projects.
- Ability to manage client expectations and deliver good service.

**Closing Date: 08 March 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: [COM-recruitment@ncr.org.za](mailto:COM-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.**

