



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:

Deputy Manager: Human Resources Paterson Grade: D-Upper

Requirements:

- The suitable candidate must hold a relevant three year degree or National Diploma or an equivalent qualification, coupled with 6 years' experience of which 3 years must be at a management or supervisory level.

Duties:

To offer assistance to the HR manager with the HR functions within the NCR, which includes the following:

- The development and review of the HR strategy and policies.
- The monitoring and review of the performance management system to ensure internal consistency and standardisation.
- The management of employee relations.
- The development and implementation of an internal communication system.
- Partner with managers to initiate and implement optimal organization structure and drive culture and engagement.
- Assume the responsibility for security and facilities management.
- Managing and giving support to employment and recruitment, training and development, benefits and compensation, labour relations, employee service and wellness, health and safety, HR audit and development of operational systems for HR department.

Knowledge:

- Strategy development and implementation.
- Relevant labour legislation i.e. BCEA, LRA.
- Organisational policies and procedures.
- Systems and alliance/partnership management.
- Advanced excel skills for reporting purposes.

Skills:

- Conflict management.
- Contract management.
- Coaching/mentoring skills.
- Organizational and leadership skills.
- Interpersonal skills.
- Communication and facilitation skills.
- Relationships management skills.
- Problem solving skills.
- Computer literacy.
- Diversity management.
- Project Management.
- Ability to gather, integrate, and analyse data to identify departmental needs and recommend a course of action.
- Able to establish and maintain working relationships with a wide variety of people.
- Demonstrate professional conduct in highly sensitive or volatile situations.
- Experience with Workplace Skills Plans.
- Maintain objectivity and confidentiality.
- Prepare a variety of written documents.
- Organize, assign, coordinate, prioritize and delegate the work of self and others.
- Establish performance standards and evaluate work.

Closing Date: 12 February 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.



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