



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: Human Resources Officer
Paterson Grade: C-Lower
Salary ranges from R 159 100 – R 302 300 maximum

Requirements:

The suitable candidate should hold a relevant three (3) year Degree/ National Diploma, coupled with three (3) years relevant experience in a Human Resources environment. With a solid 1-year experience in Sage 300 People system.

Duties:

- Provide HR support and services to managers and staff in HR related matters
- Full end to end recruitment function at all levels
- Full administration of the performance management process
- Ensure that effective administration of Training and Development of staff and reporting to relevant SETA
- Responsible for the preparation and processing of monthly payroll for employees
- Review and ensure accuracy of approved payroll inputs
- Conducting variance analysis to ensure payroll is accurate and providing appropriate reasons for variances on the payroll
- Obtaining monthly sign-off of payroll from Divisional managers prior to closure and release
- Administration of leave by ensuring that accrued leave balances is accurately and timeously accounted for
- Support the compilation of data for the submission of EE and BBBEE plans
- Compiles all relevant reports and statistics as required
- Ensures that organogram is updated and accurate
- Any other adhoc stats and info required

Knowledge:

- Knowledge of all HR related legislation
- Human Resources processes
- HR Business Partnering and Administration
- Sage 300 People system

Skills:

- Conflict management skills
- Presentation skills
- Negotiation skills
- Planning and organizing
- Interpersonal skills
- Communication and facilitation skills
- Coordination skills
- Relationship Management Skills
- Network skills
- Problem solving skills

Closing Date: 9 October 2023

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: HRM-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 No: HRO/10/2023