



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: Jnr Operations Officer (Re-advertisement)
Paterson Grade: C-Lower
Salary ranges from R159 100 – R302 300 maximum

Requirements:

- The successful candidate must hold a relevant 3 years Degree/ National Diploma in Business Administration/Operations management or an equivalent qualification and a minimum of 2 to 3 years relevant working experience.

Duties:

- Follow up with departments to ensure that departmental strategic sessions including the risk assessment workshops are conducted annually before the beginning of the financial year, as well as quarterly reviews;
- Follow up with the departments on the draft departmental operational plans and ensure timeous submission to the risk management department;
- Provide support to the manager & risk officer in monitoring departments performance against the approved operational objectives and targets;
- Collate quarterly operational reports and agree the reported information to supporting documentation;
- Review supporting documentation provided for the quarterly strategic report (dti) and ensure validity, accuracy & completeness thereof;
- Obtain management sign offs on final internal audit reports;
- Follow up with departments on open internal audit actions and update the internal audit action list;
- Arrange the risk champions & combined assurance forum meetings;
- Provide support to the manager & risk officer in monitoring adherence to the compliance calendar & shareholders compact;
- Continuously update a list of all approved NCR policies with the last & next review dates etc;
- Provide support to the manager & risk officer in monitoring adherence to NCR policies;
- Coordinate and participate in different internal committees.

Knowledge:

- The National Credit Act;
- National Treasury Regulations;
- South African Consumer Credit Market.

Skills:

- Ability to work well within a team;
- Good interpersonal skills;
- Planning and organisational skills;
- Attention to detail and numeric ability;
- Computer literate;
- Excellent communication skills (written and verbal);
- Ability to handle pressure and be dead line driven;

Closing Date: 07 June 2019

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: RC-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:EJOO/5/19