



*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: Personal Assistant to the NCR Executive Team Paterson Grade: C-Lower**

### **Requirements:**

- The successful candidate must hold a relevant 3 year Degree coupled with 5 years' experience as a personal assistant to senior management. Experience in a legal or regulatory background will be an added advantage.
- Driver's license and own vehicle.

### **Duties:**

The successful candidate will be responsible for:

- Managing the Executive Team's diary (Including CEO and Deputy CEO).
- Ensuring that meeting invitations are issued to relevant parties timeously and preparing meeting packs.
- Ensuring timeous distribution and receipt of meeting packs, minutes and agendas.
- Screening of telephone calls, appointments and e-mails.
- Maintaining confidentiality of documents and correspondence.
- Ensuring that the Executive Team has relevant documentation for meetings.
- Creating and preparing presentation material.
- Organizing travel and hotel bookings for the Executive Team, the Audit Committee, and other key stakeholders.
- Coordinating of special projects as assigned by the Executive Team.
- Providing general administrative support.
- Schedule public appearances for the Executive Team and ensure that parties involved are notified on time.

### **Knowledge:**

- Good command of the English language.
- The candidate must be computer literate (complete MS Office package).

### **Skills:**

- The ability to work independently.
- Ability to handle confidential information.
- Excellent interpersonal & communication skills both written & verbal.
- Organizational, relationship building and management skills.
- Planning and problem solving skills.
- Minute taking & strong administrative skills.

**Closing Date: 30 May 2017**

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: [HR-recruitment@ncr.org.za](mailto:HR-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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