



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:

Position: Procurement Officer Patterson Grade: C Lower

Requirements:

The purpose of this role is to provide support to the Procurement Specialist, as well as enabling the service delivery to the NCR. The candidate must have a 3-year tertiary qualification coupled with 3 years' relevant experience. The position requires a high level of integrity and ethics. CIPS membership would be an advantage.

Duties:

- Ensure the execution and implementation of the procurement policies and procedures within the NCR in line with the relevant governance frameworks and legislation.
- To provide supply chain management service and support to all departments within the NCR.
- Ensure that the end to end bidding process (Specification, Evaluations) is complied with NCR's policies all legislations.
- To verify all NCR procurement processes for compliance.
- Conduct day to day procurement activities.
- To respond to audit queries.
- Ensure the compliance review of transactions by the Procurement Administrator and coordinators in terms of accuracy and completeness in terms of documents as per the NCR policies and procedures.
- BBBEE coordination in line with the Act and Legislation.
- To assist with the preparation of monthly, quarterly and annual procurement reports.
- To assist with maintenance of all SCM registers.

Knowledge:

- Detailed working knowledge of the PPPFA, SCM regulations from National Treasury and BBBEE requirements.
- Stakeholder Manager.
- Contracts Management.
- Report Writing.
- Tendering Process.
- Evaluation and Adjudication Process.

Skills

- High Level of numerical accuracy skills.
- Excellent written and verbal communication skills.
- Effective planning and time management.
- Interpersonal relations.
- Computer Skills.
- Ability to handle pressure and be dead line driven.

- Strong Negotiation skills.
- Assertiveness.
- Obtaining of order acknowledgements from suppliers;
- Checking conformance specifications for accuracy (Requisition to Supplier Quote);
- Checking conformance specifications for accuracy (Supplier confirmation to our Requisition).

Knowledge:

- In depth knowledge of procurement processes and standards;
- PFMA;
- Treasury Regulations;
- Report writing;
- Tendering process.

Skills:

- Computer literate;
- High attention to detail;
- Ability to work under pressure;
- Flexible and motivated team member;
- Able to communicate with people on all levels.

Closing Date: 29 March 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: 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: FPO/3/19

