



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: Procurement Administrator Paterson Grade: BU

Requirements:

- The candidate must have a relevant 3-year tertiary qualification in Purchasing Management, Supply Chain Management or equivalent coupled with 3 years relevant experience. CIPS membership would be an advantage.

Duties:

- Executing end-to-end Open Tender, RFI and RFQ processes.
- Ensuring the procurement of goods and services is consistent with the Procurement Policy and business requirements.
- Ensuring that procurement processes within different departments are adhered to with regards to compliance and Internal controls.
- Responsible for obtaining and analyzing quotes from suppliers, do the scoring according to the PPPFA and follow-up on orders to ensure on-time delivery.
- Assisting with Supplier Selection, Supplier Development and Supplier Performance Management processes.
- Maintaining a contract register by updating it for new contracts, amendments and expired contracts.
- Providing guidance to internal staff with regards to the Procurement Policy.
- Preparing monthly BEE Spend as and when required.
- Assisting in the documents allocation/ circulation during tender evaluations including booking meeting venue in a timely manner;
- Checking conformance specifications for accuracy.
- Maintaining department purchase order log, detailing all orders raised.
- Regularly check and verify supplier details on National Treasury central supplier database.

Knowledge:

- In depth knowledge of procurement processes and standards.
- PFMA, BBBEE Codes, Treasury Regulations.
- Report writing.
- RFQ and Tendering process.
- Interaction with Internal and external auditor queries.

Skills:

- Computer literate, proficient in Microsoft Word and Excel.
- High attention to detail.
- Ability to work under pressure.
- Flexible and motivated team member and customer focused.
- Able to communicate with people on all levels.
- Demonstrates honesty and commitment.
- Maintain highest standards of personal and professional integrity and ethics.

Closing Date: 28 July 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: IF-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 : FPA/02/2017