



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 Intern
Stipend: R5391.00 per month

Requirements:

- The candidate must have a relevant 3-year tertiary qualification in Supply Chain Management, Logistics, Finance or equivalent qualification.
- Applicants must not have worked or participated in an internship before.
- No experience required.

Duties:

- Assist with the SCM office administration including meeting bookings for the committees.
- Assisting in the documents allocation/ circulation during tender evaluations including booking meeting venue in a timely manner.
- Assist to prepare monthly and quarterly SCM reports.
- Execute the complete Competitive Open Tender, RFI and RFQ processes including accurate capturing of scores.
- Ensure that procurement processes within different departments are adhered to with regards to compliance and Internal controls.
- Ensure that all the tender submission prequalification checks and verification are performed on time and loaded on the NCR website
- Responsible for obtaining and analysing quotations from suppliers, do the scoring according to the PPPFA and follow-up on orders to ensure on-time delivery.
- Maintaining a contract register by updating it for new contracts, amendments, expired contracts and with reminders.
- Maintain tender register and Purchase order register.
- Prepare BBBEE Spend report as and when required.
- Check, verify supplier details and tax compliance status on National Treasury central supplier database.
- Ensure that all the departmental documents are properly filed for audit purposes.

Knowledge:

- Knowledge of procurement processes and standards.
- PFMA, National Treasury Regulations.
- Report writing.
- RFQ and Tendering process.

Skills:

- Computer literate, proficient in Microsoft Word and Excel.
- Attention to details, ability to work under pressure, self-driven and motivated.
- High ethical standards.
- Flexible and motivated team member and customer focused.
- Communication Skills (Written and Verbal).
- Demonstrate honesty and commitment.

- Maintain highest standards of personal and professional integrity and ethics.

Closing Date: 12 April 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: COM-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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