



*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 Officer**  
**Paterson Grade: C-Lower**  
**Salary ranges from R159 100 – R302 300 maximum**

**Requirements:**

**Education**

- The purpose of this role is to provide support to the Procurement department as whole, as well as enabling the service delivery to the NCR. The candidate must have a three (3) year tertiary qualification in supply chain, logistics, financial category coupled with three (3) years' public sector procurement 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 and all legislations.
- To verify all NCR procurement processes for compliance.
- Conduct day to day procurement activities including RFQ's, RFP's, RFI's
- To respond to audit queries.
- Perform compliance review (including accuracy and completeness) of all transactions facilitated by the Administrator and office coordinators as per the NCR policies and procedures.
- Compile BBBEE reports and ensure readiness for verification.
- Assist with the preparation of monthly, quarterly and annual procurement reports.
- To maintain all SCM register
- Perform pre-qualification procedures, capturing of all scores for all tenders.

**Knowledge:**

- Detailed working knowledge of the PPPFA, SCM regulations from the National Treasury and BBBEE requirements.
- In depth knowledge of procurement processes and standards.
- PFMA.
- Treasury regulations.
- Stakeholder management.
- Contracts management.
- Report writing.
- Tender processing.
- Evaluation and Adjudication.

**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 deadline 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).

**Closing Date: 9 March 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](mailto: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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