



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 Specialist**  
**Patterson Grade: C Upper**  
**Salary Ranges from R253 900 – R482 400**

#### **Requirements:**

The purpose of this role is to provide support to the Procurement Manager, as well as enabling the service delivery to the NCR. The candidate must have at least a 3-year tertiary qualification in Supply Chain Management, Logistics or Finance, coupled with a minimum of 5 years' relevant experience. The position requires a high level of integrity and ethics. CIPS membership would be an advantage.

#### **Duties:**

- Ensure the implementation of the procurement policies and procedures within the NCR in line with the relevant governance frameworks and legislations.
- To provide supply chain management service and support to all departments within the NCR. Reviews departmental requests and selects the appropriate procurement method.
- To facilitate the end to end bidding process (Specification, Evaluations and Adjudication).
- To verify all NCR procurement processes for compliance.
- To act as a backup of the Senior Procurement Officer when required.
- To respond to all Audit Related queries.
- To facilitate detailed training to coordinators and supervisors to increase ease of operation and compliance.
- Ensure the compliance review of all transactions from the Procurement Administrator, Procurement officer and Office Coordinators in terms of accuracy and completeness as per the NCR policies and procedures.
- Facilitate and coordinate the BBBEE verification process in line with the Act and Legislation.
- Prepare reports and presentations as and when required (Audit committee, National Treasury, Operational Risk reports and departmental presentation).
- Identify and Update the Risk register on quarterly basis.
- Identify the new regulations and update the SCM policies as and when required.

#### **Knowledge:**

- In-depth working knowledge of the PPPFA, SCM regulations from National Treasury and BBBEE requirements.
- Ability to work independently and as part of a team to develop solutions and detect errors.
- Consistent and reliable.
- Possess a strong work ethic.
- Demonstrated detail orientation with ability to produce accurate work product.
- Effective time management skills.
- Demonstrated organizational skills and ability to work with competing deadlines.
- Excellent written and verbal communication skills.

- Ability to interact professionally and adapt to a wide variety of different communication styles both inside and outside the organization.
- Managing the procurement of products and services
- Managing and maintaining contract and tender registers
- Negotiating and drafting contract terms and conditions
- Ensuring compliance with all related laws and regulations
- Analyzing and evaluating supplier performance
- Report Writing /drafting daily, monthly and quarterly reports
- Stakeholder Management.
- Contracts Management.
- BSC, BEC and BAC Processes and compliance.

### **Skills**

- High ethical and integrity
- High Level of numerical accuracy skills.
- Excellent written and verbal communication skills.
- Effective planning and time management.
- Interpersonal relations.
- Computer Skills.
- Project management
- Ability to handle pressure and be dead line driven.
- Strong Negotiation skills.
- Assertiveness.
- Accuracy and attentive to details (Requisition to Supplier Quote);
- Computer literate;
- High attention to detail;
- Ability to work under pressure;
- Flexible and motivated team member;
- Able to communicate with people on all levels.

### **Knowledge:**

- In depth knowledge of public sector procurement processes and standards;
- PFMA;
- National Treasury Regulations and reporting;
- CSD, E-tender portal, Government tender Bulletin tendering processes.

### **Closing Date: 15 August 2022**

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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