



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: Senior Human Resources Officer
Paterson Grade: C-Upper
Salary ranges from R253 900 – R482 400 maximum

Requirements:

- The suitable candidate must hold a three year Degree/ National Diploma or any equivalent qualification in HR/Labour Relations/Payroll Management, coupled with 5 years' working experience as an HR Generalist. With a solid 2 years' experience in Sage 300 People Payroll and benefits administration. **Or** A Grade 12 coupled with 10 years working experience as an HR Generalist. With a solid 4 years' experience in SAGE 300 People Payroll and benefit administration.

Duties:

- Ensuring effective recruitment and selection.
- Ensuring proper implementation of the performance management policy.
- Effective capturing and reviewing of monthly payroll, third party reports and benefits administration.
- Submission of compliance reports (EMP, WSP/ATR, and EE).
- Identify employee training needs for compilation of training plan.
- Compiling of divisional quarterly reports.
- Implementing and developing of HR Policies and Procedures.
- Creating a positive and coherent environment for the well-being and satisfaction of staff.
- Ensuring effective internal and external communication.
- Providing of advice and assistance of staff.
- Ensuring HR practices comply with the LRA, BCEA and Skills Development.
- Monitoring of budget.

Knowledge:

- Sage 300 People and payroll administration
- Business Plan development and implementation.
- Relevant labour legislation, i.e. BCEA, LRA.
- Human Resources Business Partnership Management.
- Advanced excel skills for the reporting purposes.

Skills:

- Conflict management skills
- Presentation skills
- Negotiation skills
- Planning and organizing
- Interpersonal skills
- Communication and facilitation skills
- Coordination skills
- Relationship Management Skills
- Network skills
- Problem solving skills

Closing Date: 26 September 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: HRM-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 : HRSO/09/22