



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:*

## **Supervisor : Human Resources Paterson Grade: D- Lower**

### **Requirements:**

- The suitable candidate must hold a relevant three year degree, coupled with 10 years experience of which 5 years have been in Management. within the HR Function.

### **Duties:**

To Partner with the HR Manager in delivering the HR value proposition within NCR , which includes the following:

- Implementation of the HR Value Chain ( Recruitment, Performance Management, Policy Development, Training and Development).
- Payroll Oversight/ Supervision ( Reviewing).
- Job Design and Job Evaluation.
- Quality control of all the functions within the HR Value Chain.
- Implementation of Organisational Strategic objectives through business planning.
- Oversight of Facilities (Security and Cleaning)
- Compliance with Legislative Frameworks across HR.
- Budget Management.
- Risk Management
- Handling HR Audit queries.

### **Knowledge:**

- Understanding the budget processes.
- Relevant labour legislation i.e. BCEA, LRA,SDA,COIDA.
- Understanding Business Processes – Procurement, Annual Reporting and Business Plans.
- MS Office proficiency.
- Knowledge of the SAP system.
- Understanding the Risk Framework
- Presentation Skills (Conducting Workshops and Induction).
- Understanding of Legislative Reporting Framework.

### **Competencies:**

- Contract management.
- Analytical Skills.
- Organizational and Leadership skills.
- Interpersonal skills.
- Problem solving skills.
- Attention to detail.
- Cross Functional Awareness.
- Ability to work under Pressure.
- Public Service Experience will be an added advantage.

### **Closing Date: 9 November 2018**

The National Credit Regulator is an equal opportunity organization which offers competitive market related packages. Suitable persons should send a detailed CV quoting the relevant reference number to: [HRM-Recruitment@ncr.org.za](mailto: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 HRS/11/18