



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: Website Administrator

Paterson Grade: C-Lower

Salary ranges from R 159 100 – R 302 300 maximum

Requirements:

- The successful candidate will hold a relevant Degree/National Diploma in Information Technology/Computer Science/ Web Development/ Web Design or equivalent, with a minimum of three (3) years website administration using Joomla and experience in a public service environment would be an added advantage.

Duties:

- Publishing of NCR website content
- Maintaining of web system performance by performing monitoring and analysis and performance tuning.
- Website maintenance and management.
- Troubleshooting system hardware and software.
- Reviewing and updating web page content or links in a timely manner, using appropriate tools.
- Maintaining website security.
- Website backup.
- Test backup or recovery plans regularly and resolve any related problems.
- Maintaining continuity of themes.
- Ensuring up-to-date awareness of marketing techniques.
- Website upgrade.
- Recommend website improvements and develop budget to support recommendations.
- Desktop support
- Resolving various ICT incidents logged on helpdesk.

Knowledge:

- Website administration and website development in Joomla.
- PHP, HTML and CSS.
- MySQL
- Telecommunication techniques.
- Internet Technologies.
- Server Software and operating systems.
- Microsoft exchange.
- Active directory.
- Photoshop.

Skills:

- Verbal and written communication skills.
- System development.
- Ability to work under pressure.
- Strong interpersonal and professional ethics.
- Research, interpretation and presentation skills.

Closing date: 18 November 2024

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.



REF: ITWA/11/24