



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: Website Administrator Paterson Grade: C-Lower

Requirements:

- The successful candidate must hold a Bachelor Degree or National Diploma in either Information Technology/ Computer Science/ Web Development/ Web Design or an equivalent qualification, with a minimum of three (3) years website administration experience preferably in a public service environment.

Duties:

- Publishing of NCR website content.
- Maintaining of Web system performance by performing system 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 web site improvements, and develop budgets to support recommendations.
- Desktop support.
- Resolving various ICT incidents logged on the helpdesk.

Knowledge:

- System Administration.
- Technical knowledge.
- Telecommunication technologies.
- Internet Technologies.
- Server Software and operating systems.
- Microsoft exchange.
- Active directory.

Skills:

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

Closing Date: 22 March 2016

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: 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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