



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

Manager: Human Resources (D-Upper)
Salary ranges from R646 500 – R1 228 400 maximum

Requirements:

The suitable candidate must hold a relevant three year Degree or an equivalent qualification, coupled with 8 years' experience of which 5 years must be at a management or supervisory level

Responsibilities:

- Providing strategic direction to the Human Resources ("HR") Department, which includes Facilities and Securities unit.
- Drafting and monitoring of annual business plan for the HR Department.
- Developing and reviewing of the HR policies and procedures.
- Managing and reviewing of the performance management system to ensure internal consistency and standardisation.
- Managing of employee relations, including the internal staff forum, in conjunction with the Senior Labour Relations Specialist.
- Developing and implementing internal communication systems.
- Partnering with line managers to initiate and implement optimal organization structure and drive culture and engagement.
- Managing recruitment, training and development, benefits and compensation, labour relations, employee service and wellness, health and safety, HR audit and development of operational systems for the HR Department.
- Maintaining a pay plan by conducting periodic pay surveys, scheduling and conducting job evaluations, preparing budgets, recommending, planning, and implementing pay structure revisions.
- Managing, implementing and monitoring of Employment Equity plan and initiatives.
- Drive talent management processes.
- Ensure administration and compliance with legislative frameworks.
- Contribute to the identification, review and management of strategic and operational risks.
- Contribution towards the compilation of the Annual Performance Plan
- Procurement of services and management of service providers.
- Represent the NCR at Department of Trade, Industry and Competition (dtic) Central Bargaining Forum and CCMA as required.
- Facilitate B-BBEE related projects (skills development, employment equity and social economic development).
- Manage Covid-19 protocols and related projects within the NCR.

Knowledge:

- Strategic development and implementation.
- Personnel management
- Payroll knowledge
- Knowledge of SAGE will be an added advantage
- Relevant labour legislation i.e. BCEA, LRA, OHSA
- Drafting of organisational policies and procedures.
- Procurement within Public entities (PFMA)
- Experience in Workplace Skills Plan and Annual Training Report submissions

Skills:

- Conflict management.
- Contract management.
- Coaching/mentoring skills.
- Organizational and leadership skills.
- Interpersonal skills.
- Communication and facilitation skills.
- Problem solving skills.
- Diversity management.
- Project management.
- Able to establish and maintain working relationships with a wide variety of people.
- Demonstrate professional conduct in highly sensitive or volatile situations.
- Maintain objectivity and confidentiality.
- Establish performance standards and evaluate work.
- Resilient.

Closing date: 27 August 2021

Ref No: HRM8/21

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. As per the NCR Employment equity plan female candidates will be given a preference.

