



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: Supervisor: Human Resources
Paterson Grade: D-Lower
Salary ranges from R 405 200 – R 769 900 maximum

Requirements:

- The suitable candidate must hold a relevant three-year degree or National Diploma or an equivalent qualification, coupled with 8 (eight) years' experience within the Human Resources ("HR") Function, which 3 (three) years must be on supervisory level.

Duties:

To partner with the Human Resources Manager and EXCO in delivering the HR Value proposition within NCR, which includes the following:

- Assist the HR Manager with the implementation of the HR business plan and policies
- Oversee/take ownership of the operational activities of the HR department
- Ensure that Payroll is administered/processed and managed effectively (full Payroll function)
- Assist the HR Manager to implement strategic objectives through business planning
- Assist the HR Manager in running the "end to end" HR Processes within the organisation (Employee Wellness, People Management, Change Management, Compensation and Benefits, Job Design and Job Evaluation, Recruitment and Training and Development.)
- Coaching and mentoring of HR staff members
- Support the HR Manager to detect, prevent, mitigate and manage HR risks
- Provide support for Business Continuity plan (BCP)
- Review and update the departmental risk register
- Develop, review and monitor HR related policies, as and when required
- Implementation of recommendations of internal audit and external audit
- Submission of all legislative and other reports as per the HR business plan and requests from the Risk and Audit Unit (Drafting of departmental and compliance reports)
- Assist the HR Manager with managing the HR Budget
- Procurement of HR related services and contract management of appointed service suppliers
- Facilitate the internal and external HR Audits
- Support Senior Labour Relations Specialist at CCMA and Central Bargaining Forum if required
- Assist the HR Manager with HR related projects

Knowledge:

- SAGE Payroll and ESS
- Relevant labour legislation i.e. BCEA, LRA, COIDA
- WSP/ATR
- Full HR Value chain (end to end process)
- MS Office proficiency
- Understanding the principles of budgeting
- Understanding the Risk Framework
- PFMA

Competencies:

- Drafting/ Reporting
- Contract management
- Organizational and Leadership skills
- Interpersonal skills
- Communication and Facilitation skills
- Problem solving skills
- Computer literacy
- Budgeting

- Resilient
- Staff management

Closing Date: 02 November 2021

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

Correspondence will only be entered into with short listed candidates. The National Credit Regulator reserves the right not to make an appointment.



Ref No: HRS/10/21

