



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 : Debt Counselling Administrator
Paterson Grade : B-Upper**

Requirements:

- A suitable candidate must have a one year post matric qualification in Office Administration, with at least two years relevant experience within financial services or debt counselling environment.

Duties:

- Providing administrative support to debt counsellors and other registrants.
- Receiving and managing transfer requests from debt counsellors.
- Maintaining and controlling a functional filing and storage system.
- Taking minutes during meetings.
- Resolving Debt Help System related queries.
- Monitoring activities and maintaining records on the Debt Help System.
- Sending out communiqué to all industry stakeholders including Debt Counsellors.
- Liaising with other departments on debt review issues.
- Managing the administrative process for compliance monitoring and support of Debt Counsellors.

Knowledge:

- National Credit Act of 34 of 2005.
- Registration of credit providers, debt counsellors and credit bureaux.
- Understanding of regulatory frameworks.
- Compliance by registrants (credit providers, debt counsellors and credit bureaux).

Skills:

- Computer skills (Microsoft Office).
- Communications skills both verbal and written.
- Customer relations.
- Presentation skills.

Closing Date: 9 May 2017

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: HR-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: DCA/1/2017