



The National Credit Regulator (NCR) was established as the regulator under the National Credit Act 34 of 2005 (the Act, as amended 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, debt counsellors, alternative dispute resolution agents and payment distribution agents), 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:

Senior Registrations Officer

Paterson Grade : C Upper

Requirements:

- The successful candidate will have a relevant 3 year Degree/Diploma coupled with 5 years relevant experience. A legal qualification/background will be an added advantage.

Duties:

- Reviewing all applications processed by the registration officers.
- Reviewing of applications with no payments and incomplete information.
- Reviewing memos to the finance department.
- Reviewing of renewal notice letters, final demand letters, withdrawal letters, refusal letters and reminder letters.
- Reviewing the proposed and imposed conditions of registration.
- Checking of registration certificates.
- Processing of applications from significant entities.
- Preparation of monthly reports.
- Assisting with provision of on the job training.
- Assisting in the review of departmental policies and procedures.
- Appraising the performance of registration officers and data capturers.

Knowledge:

- Knowledge of the NCA.
- Registration of credit providers, debt counsellors and credit bureaux.
- Regulatory framework.

Skills:

- High level of computer literacy.
- Communication skills written and verbal.
- A strong customer focus.
- Supervisory skills.

Closing Date: 21 October 2015

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.



Ref: RSRO/1/15