



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: DATA CAPTURER: REGISTRATIONS
PARTESON GRADE: B-LOWER**

Requirements:

- The successful candidate will have a 1 year post matric qualification in office administration or end user computing, with at least one year relevant experience.

Duties:

- Responsible for capturing data.
- Preparing of acknowledgement, reminders and final demand letters for outstanding information required for registration of debt counsellors and credit providers.
- Follow-up on outstanding information required for processing applications for registration.
- Responsible for Initial review of applications for registration as debt counsellors and credit providers.
- Printing of registration certificates.
- Scanning of documents.
- Update registrants contact details as and when they change.
- Perform general office administration such as answering calls, filling and attending to walk in clients.

Knowledge:

- National Credit Act
- Registration of credit providers and debt counsellors

Skills:

- Computer literate(Word,Excel,and PowerPoint)
- Detail oriented
- Customer Relations
- Good communication skills (verbal and written)
- Presentation skills.

Closing Date: 28 October 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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