



*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 : Senior Data Administrator  
Paterson Grade : C-Lower**

**Requirements:**

- The successful candidate should have a three year Degree or National Diploma with 2 years working experience in a similar environment. Additional training on the NCR and Debt Counselling will serve as an added advantage.

**Duties:**

- Checking of accuracy of information captured on the system.
- Overseeing the certificates issuing process.
- Reviewing proposed conditions of registration prepared by the Data Administrator.
- Reviewing the registrations pack (Imposed conditions, certificates and covering letter).
- Reviewing acknowledgement letters, incomplete information letters and returned application letters.
- Monitoring the scanning and filling of all documents received from applicants/registrants.
- Provision of guidance and training support to Data Administrators.
- Ensuring that registrations policies and procedures are complied with at all times.
- Monitoring performance of data Administrators and report to the supervisor.
- Carrying out any other reasonable instruction as determined by the Manager or Supervisor.

**Knowledge:**

- Knowledge of the National Credit Act.
- General administration.
- Document Management.
- Registration process and procedures.

**Skills:**

- Computer literacy.
- Excellent customer service skills.
- Strong personal and professional ethics.

**Closing Date: 9 September 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](mailto: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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