



*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 (Compliance CP)**  
**Paterson Grade: B- Lower**  
**Salary ranges from: R64 700 – R116 500 maximum**

**Requirements:**

- The suitable candidate must have a 1 year post matric qualification in Office Administration or end user computing.
- One-year relevant experience will be an added advantage.

**Duties:**

- Sending out notices for submission of statutory reports, reminders and instructional letters to registrant.
- Administer the Returns and Submissions inbox and keep adequate records of all Forms and reports received.
- Ensure that (100%) of received CAT 1-9 statutory forms are captured accurately.
- All forms received must be reviewed for correctness prior to capturing and scanning.
- Consistent follow-up communication to credit providers on outstanding statutory submissions.
- Perform or participate relevant ad hoc duties as requested by senior personnel.
- Updating registrant's contact details as and when they change.
- Performing general office administration such as answering calls and filling of documents.

**Knowledge:**

- General Mandate of the National Credit Regulator

**Skills:**

- Computer literate
- Detail oriented
- Client Service
- Good communication skills – verbal and written

**Closing date: 24 July 2024**

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: [EST-Recruitment@ncr.org.za](mailto:EST-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. By responding to this advert, you acknowledge that you will be subjected to a security vetting process.*



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