



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**

Requirements:

- The suitable candidate must have a 1 year post matric qualification in Office Administration or end user computing, with at least 1 year relevant experience.

Duties:

- Capturing of all statistical returns on IRAS and DCRS systems (on a quarterly and annual basis).
- Recording all statutory reports received on the tracking sheet spreadsheet.
- Preparing a weekly report of returns received.
- Preparing notices, reminders and final demand letters for the submission of statutory reports.
- Updating registrants contact details as and when they change.
- Scanning all statutory reports received and other documents.
- Performing general office administration such as answering calls, and filling of documents.
- Making follow up for outstanding returns.
- Preparing confirmation of registration letters for both credit providers and debt councillors.
- Preparing cancellation letters after ensuring that relevant requirements for cancellation are in place.
- General office admin.

Knowledge:

- National Credit Act.
- Registration of credit providers, debt counsellors and credit bureaux.

Skills:

- Computer literate.
- Detail oriented.
- Client service.
- Very good communication skills . verbal and written.
- Team player.

Closing Date: 12 March 2018

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: RC-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: CPDC/1/18