



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: Debt Counselling Administrator
Paterson Grade: B-Upper
Salary ranges from R103 300 – R185 900 Maximum

Requirements:

- A suitable candidate must have a minimum of one (1) year post matric qualification in office or general administration/ business or equivalent with at least two (2) years relevant experience within the financial services sector.
- A debt counselling course certificate and working experience will be an added advantage.

Duties:

- Provide administrative support on the departmental compliance monitoring function for debt counsellors, credit providers and payment distribution agents.
- Provide administrative support to debt counsellors, credit providers and payment distribution agents where necessary.
- Support the monitoring officers and payment distribution analysts within the department.
- Receive and manage transfer requests from debt counsellors.
- Assist in the lapsing process of debt counsellors.
- Maintain and control a functional filing and storage system.
- Take minutes during meetings.
- Resolve Debt Help System related queries.
- Send out communiqué to all industry participants.
- Liaise with other departments on debt counselling related issues.

Knowledge:

- National Credit Act, particularly the debt counselling provisions.
- General administrative principles.

Skills:

- Computer skills (Microsoft Office).
- Communications skills both verbal and written.
- Customer relations.
- Presentation skills.
- Planning and organising skills
- Interpersonal relations.

Closing Date: 20 July 2021

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: JF-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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