



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 and debt counsellors, investigation of complaints, and enforcement of the Act. The Act requires the Regulator 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 based in Midrand

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

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 general business environment experience.
- A debt counselling course certificate will be an added advantage.

Duties:

- Provide administrative support on the departmental compliance monitoring function for debt counsellors, credit providers and payment distribution agents.
- Support the monitoring officers and payment distribution analyst within the department.
- Receive and manage transfer requests of consumers under debt counselling.
- Participate 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 communicate to all industry participants.
- Liaise with other departments on debt counselling related issues.
- Capturing and reporting on Debt counsellor's annual reports Form 41s and statistical returns Form 42s.

Knowledge:

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

Skills:

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

Closing Date: 13/09/2023

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:

IF-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: DCA/9/23