



National Credit Regulator

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**

Requirements:

- The candidate must have one year post matric qualification in office administration with at least two years relevant experience within financial services or regulatory environment.

Duties:

- Provide administrative support to the department and registrants.
- Manage and maintain a functional filing and storage system.
- Resolve debt counselling and Debt Help System related queries.
- Send and receive correspondence to and from registrants.
- Coordinate the administrative process for compliance monitoring and support of debt counsellors.
- Take calls on debt counselling related queries and attend to walk-in clients.
- Liaise with various stakeholders to resolve debt counselling queries.

Knowledge:

- National Credit Act 34 of 2005
- Debt counselling process
- General administrative principles

Skills:

- Computer skills (Word, Excel and PowerPoint)
- Communication skills (verbal and written)
- Customer Relations
- Presentation skills
- Planning and organising skills

Closing Date: 05 October 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: 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/9/18