



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:*

## **Intern: Registrations Department Stipend R5 391 per month**

### **Requirements:**

- The candidate must hold a 1-year post matric qualification in office administration or relevant qualification.
- Applicants must have not participated in an internship before.
- No experience required.

### **Duties:**

- Responsible for capturing data.
- Providing administrative support to the Registrations Department.
- Printing of registration, renewal, replacement and additional branch certificates.
- Scanning of documents.
- Perform general office administration such as answering calls, emailing of documents to applicant/registrants and filing of documents.
- Attending to walk in clients.
- Updating of registrant's information on the system.

### **Knowledge:**

- Basic knowledge of Ms. Office
- Knowledge of the National Credit Act
- Registration of credit providers and debt counsellors
- Understanding of the South African Consumer Credit Market

### **Skills:**

- Good verbal and written communication skills.
- Planning and organising skills.
- Quality and detail oriented
- Ability to work independently and within a team
- Ability to meet tight deadlines, multi-task and work well under pressure.

### **Closing Date: 20 June 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.*

**Ref No: IRD/6/24**