



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.

**Position: Registrations Administrator
Paterson Grade: B – Upper**

Requirements:

- The candidate must have a one year post matric qualification in office administration and with at least two years relevant experience in data capturing.

Duties:

- Handling of incoming calls
- Receiving and distribution of incoming mail
- Sorting and franking of outgoing mail
- Capturing of application forms
- Initial review of application forms
- Administering of cheques payments
- Follow-ups on unclaimed certificates
- General office administration
- Printing of registration certificates
- Printing of proposed conditions of registration
- Attend to walk in clients

Knowledge:

- National Credit Act 34 of 2005
- Registration of credit providers and debt counsellors
- Understanding of regulatory frameworks
- Compliance by registrants (credit providers and debt counsellors).

Skills:

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

Closing Date: 7 September 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: RA/8/18