



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 Officer

Paterson Grade : C-Lower

Requirements:

- The successful candidate will have a 3 year Degree/Diploma coupled with a minimum of 3 years working experience in a professional environment.

Duties:

- Assessing/Evaluating applications for registration and make recommendations to the Manager or Registration Committee.
- Verifying that data captured is accurate and report any discrepancies to the Supervisor.
- Making a concerted effort to follow up on outstanding documents.
- Making recommendations for cancellation to the Supervisor.
- Proactive portfolio management.
- Proposing new ways on how the processes, risk management may be improved to be efficient and effective
- Providing reports as and when required.
- Making presentations to internal and external stakeholders.
- Compliance to all registration policies, procedures and process maps.
- Providing superior customer service to internal and external customers.
- Answering all Registration queries effectively, efficiently and professionally.
- Regular updating of registrants details.
- Collection of registration renewal fees from registrants
- Follow up on outstanding registration renewal fees.
- Any ad hoc tasks as and when required.

Knowledge:

- Good knowledge of the National Credit Act.
- Banking experience will be an added advantage.
- Project Management.

Skills:

- The candidate must be computer literate.
- Have excellent communication skills.
- Conflict resolution skills.
- Strong personal and professional ethics.

Closing Date: 30 May 2016

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.



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