



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: Snr Registrations Officer

Paterson Grade : C-Upper

Requirements:

- The successful candidate will have a relevant 3 year Degree/Diploma coupled with 5 years relevant experience. A legal qualification/background will be an added advantage.

Duties:

- Reviewing all applications processed by the registration officers.
- Reviewing memos to the finance department.
- Reviewing of renewal notice letters, final demand letters, withdrawal letters, refusal letters, cancellation letters, lapsing letters and reminder letters.
- Reviewing of proposed and imposed conditions of registration.
- Checking of registration certificates.
- Assessing/Evaluating applications from significant entities for registration and make recommendations to the Manager or Registration Committee.
- Preparation of monthly reports.
- Assist with provision of on the job training.
- Assist in the reviewing of departmental policies and procedures.
- Appraise the performance of registration officers and data capturers.
- Provide superior customer service to internal and external customers.
- Collection of registration renewal fees from registrants.
- Making presentation to internal and external stakeholders.

Knowledge:

- Knowledge of the NCA.
- Registration of credit providers, debt counsellors and credit bureaux.
- Regulatory framework.

Skills:

- High level of computer literacy.
- Communication skills written and verbal.
- A strong customer focus.
- Supervisory skills.

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.



Ref: RSRO/1/16