



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:

Filing Clerk: Registration & Compliance

Requirements:

- The candidate must have a relevant post matric qualification with 2 years relevant experience.

Duties:

- Add new material to file records, and create new records as necessary.
- Answer questions about records and files.
- Eliminate outdated or unnecessary materials, destroying them or transferring them to inactive storage according to file maintenance guidelines and/or legal requirements.
- Find and retrieve information from files in response to requests from authorized users.
- Keep records of materials filed or removed, using logbooks or computers.
- Modify and improve filing systems, or implement new filing systems.
- Perform periodic inspections of materials or files in order to ensure correct placement, legibility, and proper condition.
- Place materials into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to classification and identification information.
- Scan or read incoming materials in order to determine how and where they should be classified or filed.
- Sort or classify information according to guidelines such as content, purpose, user criteria, or chronological, alphabetical, or numerical order.
- Track materials removed from files in order to ensure that borrowed files are returned.
- Design forms related to filing systems.
- Gather materials to be filed from departments and employees.
- Perform general office duties such as typing, operating office machines, and sorting mail.
- Retrieve documents stored in microfile.

Skills:

- Excellent written and verbal communication skills
- Effective planning and time management
- Administration skills
- Interpersonal relations
- Ability to manage client expectations and deliver good service.

Knowledge:

- Filing systems
- Computer literacy

Closing Date: 10 October 2014

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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