



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 based in Midrand*

## **Data Capturer: Registrations & Compliance**

### **Requirements:**

- The candidate must have a 1 year post matric qualification in office administration or end user computing, with at least one year relevant experience.

### **Duties:**

- The successful candidate will be responsible for data capturing,
- Prepare acknowledgement, reminders and final demand letters for outstanding information required for registration of debt counsellors and credit providers
- Follow –up on outstanding information required for processing applications for registration
- Initial review of applications for registration as debt counsellors and credit providers
- Printing of registration certificates
- Scanning of documents
- Update registrants' contact details as and when they change
- Perform general office administration such as answering calls, filing and attending to walk in clients.

### **Knowledge:**

- National Credit Act 34 of 2005
- Registration of credit providers and debt counsellors

### **Skills:**

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

### **Closing Date: 8 August 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](mailto: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: RCDCC/2/14