



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, alternative dispute resolution agents, payment distribution agents and debt counsellors, investigation of complaints, and enforcement of the Act. The Act requires the NCR 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
Salary ranges from R159 100 – R302 300 maximum
Ref: RO/5/24

Requirements:

- The successful candidate must hold a 3-year Degree/ National Diploma in Law or Commerce with at least 3 years relevant working experience.
- Experience in a regulatory environment will be an added advantage.

Duties:

- Assess/Evaluate applications for registrations and make recommendations for approval.
- Verify that data captured is accurate and report any discrepancies to the Supervisor.
- Make a concerted effort to follow up on outstanding documents required for registrations.
- Make recommendations for cancellations to the Senior Registrations Officer.
- Make recommendations for refusals.
- Process requests for withdrawals and refunds.
- Proactive portfolio management.
- Provide reports as and when required.
- Make presentations to both internal and external stakeholders.
- Compliance to all registrations policies and procedures.
- Provide superior customer services to internal and external stakeholders.
- Answer all Registrations queries effectively, efficiently, and professionally.
- Any ad hoc tasks as and when required.
- Attend to walk in clients.

Knowledge:

- Good knowledge of the National Credit Act.

Skills:

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

Closing Date: 31 May 2024

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: EST-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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