



*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: Risk and Audit Administrator**  
**Paterson Grade: B-Upper**  
**Salary ranges from R103 300 – R185 900 maximum**

**Requirements:**

- The successful candidate must hold a one year post matric qualification in Business Administration or equivalent coupled with at least two years' working experience.

**Duties:**

- Provide administrative support to the Risk and Audit Services Department.
- Maintain and control a functional filing system for the department.
- Provide support in monitoring adherence to deadlines relating to statutory submissions.
- Follow up with departments on submission of reports.
- Monitor and follow-up on the internal audit actions plans.
- Assist with internal stakeholder management.
- Participate in meetings and committees as and when required.

**Skills:**

- Team player with the ability to multi task
- Good interpersonal and customer relations skills.
- Planning and organisational skills.
- Attention to detail and numeric ability.
- Computer skills (Microsoft Office).
- Conflict management skills.
- Good communication skills (written and verbal).
- Ability to handle pressure and good time management.

**Knowledge:**

- The National Credit Act.
- National Treasury Regulations
- South African Consumer Credit Market.

**Closing Date: 23 September 2021**

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](mailto: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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