Position: Registrations Officer X 2

Paterson Grade : C-Lower

(Re-Advertisement)

Requirements:

- The successful candidate will have a 3 year Degree/Diploma coupled with a minimum of 3 years working experience in a professional environment.

Duties:

- Assessing/Evaluating applications for registration and make recommendations to the Manager or Registration Committee.
- Verifying that data captured is accurate and report any discrepancies to the Supervisor.
- Making a conceited effort to follow up on outstanding documents.
- Making recommendations for cancellation to the Supervisor.
- Proactive portfolio management.
- Proposing new ways on how the processes, risk management may be improved to be efficient and effective.
- Providing reports as and when required.
- Making presentations to internal and external stakeholders.
- Compliance to all registration policies, procedures and process maps.
- Providing superior customer service to internal and external customers.
- Answering all Registration queries effectively, efficiently and professionally.
- Regular updating of registrants details.
- Collection of registration renewal fees from registrants.
- Follow up on outstanding registration renewal fees.
- Any ad hoc tasks as and when required.

Knowledge:
- Good knowledge of the National Credit Act.
- Banking experience will be and added advantage.
- Project Management.

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

Closing Date: 20 June 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