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:

Position: Data Capturer
Paterson Grade: B – Lower
Salary ranges from R 64 700 – R 116 500 maximum
Ref: RDC/11/26

Requirements:

- The successful candidate will have a 1 year post matric qualification in office administration or end user computing, with at least one-year relevant experience or Grade 12 with (2) two years' experience.

Duties:

- Responsible for capturing data
- Providing administrative support to the Registrations Department.
- Printing of registration, renewal, replacement and additional branch certificates
- Scanning of documents.
- Perform general office administration such as answering calls, emailing of documents to applicants/registrants and filing of documents.
- Attending to walk in clients.
- Updating of registrants information on the system.

Knowledge:

- National Credit Act
- Registration of credit providers and debt counsellors.

Skills:

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

Closing Date: 17 November 2026

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.

The NCR is committed to promoting employment equity, diversity and inclusion in the workplace. Preference may be given to candidates from designated groups in accordance with the NCR's Employment Equity Plan. Suitably qualified persons with disabilities are particularly encouraged to apply.

Ref: RDC/11/26