



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 Administrator
Paterson Grade: B Upper
Salary ranges from: R103 300 – R185 900
Ref: RA/09/26

Requirements:

- The suitable candidate must have a relevant one year post matric qualification with at least two years relevant experience in data capturing.

Duties:

- Handling of incoming calls.
- Receiving and distribution of incoming mail
- Capturing of application forms
- General office administration
- Printing of registration certificates
- Printing of proposed conditions of registration
- Attend to walk in clients.
- Receiving and recording of application forms on the register.
- Allocation of application forms to Data Captures.

Knowledge:

- National Credit Act.
- Registration of credit providers and debt counsellor
- Understanding of regulatory framework.
- Compliance by registrants(credit providers and debt counsellors)

Skills:

- Computer literate
- Report and letter writing skills.
- Detail orientated
- Presentation skills
- Good communication skills – verbal and written.
- Must have strong personal and professional ethics.
- Ability to work under pressure

Closing date: 24 September 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. By responding to this advert, you acknowledge that you will be subjected to a security vetting process.

