



**PROPERTY PRACTITIONERS
REGULATORY AUTHORITY**

Vacancy: FFC Renewal Officer x6
(Permanent), Head Office

OVERALL RESPONSIBILITY

FFC Renewals is responsible for the provision of the effective, efficient, and accurate administration of FFC renewal processes.

REQUIREMENTS

- National Diploma or NQF level 6 equivalent
- Accounting will be highly advantageous
- 2-3 years' experience in a similar Legislative environment, requirements and framework
- Good background knowledge and understanding of Government policy and legal compliance issues in the Public Sector
- Understanding of PPRA policies and procedures relating to training and education
- Computer literacy - MS Office (Word, Excel, PowerPoint Outlook and Internet Explorer) at an intermediate level
- Previous working experience on Paper-trail system will be an added advantage
- Verbal and Written Communication

KEY RESPONSIBILITIES

- To support the optimisation of the department/unit
- Maintain FFC Renewals systems i.e. Online, and Walk-in applications
- To implement the effective and efficient FFC Renewal processes
- Attending activities of all unissued FFC's
- Reconciliation of debtors with credit balances,
- Identify issues and problems within the allocated area and make recommendations to implement changes as and when required
- Ensure FFC documents scanned and indexed
- Assist and support in any other renewals functions (e.g. queries, amendments, etc.) when required
- Manage stakeholder interactions
- Manual invoicing of penalties

REMUNERATION:

R 280,140 ctc per annum

TERM OF APPOINTMENT:

Permanent

HOW TO APPLY:

- Applications must be submitted in writing and must contain the following: detailed CV, motivation for appointment,
- Preference will be given to candidates whose appointment will enhance representivity.
- Applications received after the closing date will not be considered.



The PPRA is an equal opportunity employer. The post is open to all without distinction.

CLOSING DATE: 07 DECEMBER 2022

Candidates should communicate their interest to the above positions by, 07 DECEMBER 2022 through e-mails to vacancies@theppra.org.za (late responses will not be considered)

If no correspondence is received within two weeks of the closing date applicants must accept that their applications have been unsuccessful.