



**PROPERTY PRACTITIONERS
REGULATORY AUTHORITY**

**Vacancy: FFC Renewals Officer - Head Office
Permanent**

OVERALL RESPONSIBILITY

The role reports directly to the Manager: FFC Renewals. The role is responsible for provision of the effective, efficient, and accurate administration of FFC renewal processes.

MINIMUM REQUIREMENTS

- National Diploma or NQF level 6 equivalent.
- Minimum 2 years' experience in a similar environment
- Good background knowledge and understanding of Government policy and legal compliance issues in the Public Sector.
- Computer literacy - MS Office (Word, Excel, PowerPoint, Outlook, and Internet Explorer) at an intermediate level.
- Previous working experience in Paper-trail system will be an added advantage.
- Verbal and Written Communication.
- Interpersonal, Organisational Skills.
- Results & Stakeholder Orientation, Attention to detail.
- Problem Solving skills.

KEY RESPONSIBILITIES

- To support the optimization of the section/unit.
- To implement the effective and efficient FFC Renewal processes.
- Value adding relationships built with stakeholders.
- Ensure FFC documents are scanned and indexed.
- Assist and support in any other renewals functions (e.g., queries, amendments, etc.) when required.
- Manage stakeholder interactions.
- Reconciliation of debtors with credit balances.
- Manual invoicing of penalties.
- Attending activities of all unissued FFCs.

REMUNERATION:

Market related remuneration will be negotiated with the successful candidate.

TERM OF APPOINTMENT:

Permanent.

HOW TO APPLY:

- Applications must be submitted in writing and must contain a detailed CV and a motivation for application.
- 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: 18 February 2024

Candidates should communicate their interest to the above position by **18 February 2024** through e-mail to vacancies@theppra.org.za

Should applicants not receive any correspondence within three weeks after the closing date, they must accept that their applications have not been successful.