**ADVERT**

**Position: Registry Officer**

**Department: Legal**

**Closing date: 9 June 2017**

**REQUIREMENTS:**

* Matric;
* A completed post matric qualification in law;
* A minimum of 5 years’ experience in a supervisory role within a legal or regulatory environment;
* An understanding of how to operate within a legislative framework;
* Proficiency in MS Office, particularly Outlook, Word and Excel.

**KEY PERFORMANCE AREAS**

* To liaise with the Education and Transformation department with regard to individual and firm applications, maintain the register in this regard, and to keep a running record of the whereabouts of all applications received by Registry and the progress therein;
* To co-ordinate and supervise the activities within Registry;
* To answer queries from Registry staff and answer complex queries in the Manager: Registration’s absence;
* To train and supervise new staff;
* To manage the registry mailbox;
* To perform the monthly registrations reconciliation, co-ordinate refund requests of registration fees, respond to queries on registration fees and perform any investigations necessary, and to liaise with the Finance department in this regard;
* To manage Registry IT, stationery and procurement matters;
* To prepare registration statistics and BI reports and to assess the appropriateness and validity of such requests;
* To prepare letters of confirmation of registration and answer queries in this regard;
* To capture and process annual renewal documentation;
* To assist with the lapsing and cancellation of RAs for non-payment of fees and non-submission of annual renewal documentation;
* To work closely with the Manager: Registrations to co-ordinate efforts towards meeting the department’s deadlines and clarifying priorities.

**SKILLS AND PERSONAL ATTRIBUTES**

* Deadline driven with meticulous attention to detail
* Ability to compose complex correspondence and reports
* Ability to extrapolate core issues from complex documentation
* Excellent verbal and written interpersonal skills
* Excellent organisational and problem solving skills
* Ability to work independently
* Ability to work overtime if required
* Ability to innovate and problem solve;

The successful candidate will be expected to work without constant supervision in an open plan environment, as well as to operate as part of a team and assist with any other work as and when required.

***CV’s must be e-mailed to*** ***hr@irba.co.za***

***In compliance with the IRBA’s employment equity plans, first preference will be given to candidates from designated groups (Africans, Indians, Coloureds and females). Correspondence will be limited to only shortlisted candidates. By applying, the applicant gives permission to the IRBA to perform background, security and reference checks and verify documents and qualifications. The IRBA reserves the right not to make any appointment to the above position.***