

ERRATUM – CLOSING DATE - ADVERTISEMENT – INTERNAL AND EXTERNAL

The Film and Publication Board (FPB) is a statutory body, with its main task being the classification of films, videos, DVDs, computer games, and certain publications, including online content for their suitable age viewership. Our mission is to "ensure effective child protection, empowerment of consumers, and a contribution to the economic growth of the industry through regulation of media content".

It is the Film and Publication Board's intention to promote equity (race, gender, and disability) through the filling of this post with a candidate whose appointment will promote representativity in line with the numeric targets contained in our Employment Equity Plan

Applications are invited from suitably qualified persons for the following positions in the Head office of FPB based in Centurion Pretoria.

FPB hotline: 0800 148 148

www.fpbhotline.org.za

Permanent Positions

Position:	Information Security Officer
Programme:	Programme 4: Technology Support and Platform Monitoring
Type:	Permanent
Reference:	O002
Patterson Grade:	C4
Remuneration:	R 631 080.00 CTC per Annum

Requirements:	<p>Bachelor's degree in ICT/Information or cyber security with a Certified Information Systems Security Professional (CISSP)/Certified Information Security Manager (CISM) / CRISC/Certified Cloud Security Professional (CCSP) or related cybersecurity certification.</p> <p>3 years' experience as a security system administrator in a similar environment.</p>
Duties:	<p>Management of Organisational Enterprise Security & business and systems analysis.</p> <p>Develop, communicate and champion security policies to ensure information and data systems are protected from risk, fraud and unauthorised access.</p> <p>Monitor and measure compliance with Information Security Policies.</p> <p>Ensure that identified or suspected violations of policies and standards or compromises of sensitive information assets are reported.</p> <p>Ensure effective Information Security controls are implemented based on an in-depth understanding of FPB's business requirements and objectives.</p> <p>Ensure adequate tracking and management of Information Security requirements for broader projects.</p> <p>Concisely communicate Information Security risks to all management to ensure they are understood.</p> <p>Establish and maintain a high level of business engagement, championing information security awareness throughout the FPB</p> <p>Monthly SOC and Security Services report presentation and review</p> <p>Escalate cyber security incidents according to the FPB's Cyber Security Incident Response Plan</p>
Position:	Business Analyst
Programme:	Programme 4: Technology Support and Platform Monitoring
Type:	Permanent
Reference:	O003
Patterson Grade:	C5

Remuneration:	R 717 273.00 CTC per Annum
Requirements:	Bachelor Degree in Information Technology or a related field 3 years of operational experience as Business Analyst
Duties:	<p>Analysis of the business needs of the clients and stakeholders and to propose solutions; Assisting in the development of high-level business requirements and associated business cases; Provide input into sub-functional planning. Identify and initiate projects to improve existing business processes; Reporting on operational efficiency, project status, budget, and resource allocation to the unit; Contribute to the establishment of the business process management service offering and is instrumental in business process engineering; Documentation of business process instructions and procedures and all project-related business design and analysis using the relevant business analysis tools; Project management according to prescribed project management standards; Lead projects or participate in the implementation of projects such as development of information strategies, establishing business architectures and compiling user requirement specifications; Contribute to other administration and ad-hoc tasks required within the unit; Translating business strategy into technology initiatives; Modeling of client business in the current and future state as defined by its key strategies, stakeholders, mission, functions and organizational structures and processes; Involvement in the formulation of the ICT strategy and other operational policies; Provide business advice, consulting and system analysis to clients and other stakeholders; Improvement to ICT business processes, policies and procedures; Implementation of ICT strategy, policies and procedures; Providing quality assurance services according to set standards and procedures;</p>

Position:	Systems Administrator
Programme:	Programme 4: Technology Support and Platform Monitoring
Type:	Permanent
Reference:	O004
Patterson Grade:	C5
Remuneration:	R 717 273.00 CTC per Annum
Requirements:	Bachelor's Degree in Information Technology with technical certification such as Microsoft Certified Solutions Associate (MCSA)/Microsoft Certified Systems Engineer (MSCSE) / Certified Novell Engineer (CNE) 3 years experience as IT Systems Administrator
Competencies:	<p>Excellent technical documentation preparation skills</p> <p>Exceptional attention to detail and thoroughness</p> <p>Research and analyse information and make recommendations based on relevant evidence</p> <p>Excellent problem-solving skills - Ability to break down complex problems into logical pieces.</p> <p>Good organizational and time management skills - the ability to handle multiple work streams.</p> <p>Exceptional Communication (Written and Verbal) and Interpersonal Skills</p> <p>A strong working knowledge of Microsoft Saver, Networks and dependencies, and End User Computing</p> <p>Resilient and Adaptable with the ability to work under pressure.</p> <p>Dependable and reliable.</p> <p>Strong problem-solving abilities.</p> <p>Detail-oriented.</p> <p>Focused – ability to work on complex tasks to completion</p>
Duties:	<p>Experience working with Microsoft operating systems and system security;</p> <p>Experience in SQL database administration, VMWare and SharePoint;</p>

	<p>Experience in Development of Systems, Policies and Procedures; Provide Systems and Infrastructure related Consulting Services to the Organization; Provision of operation services and support including Identification and resolving of technical problems; Knowledge of MS Office and CRM Software on an intermediate/advanced level; Serve as a technical escalation point for the Service Management Team with regards to infrastructure related incidents and requests; Deliver incident reporting with root cause analysis and mitigation recommendations; Document infrastructure, network, and system data flow diagrams into the knowledge base or configuration management system; Define, populate, engage, and update CMDB Cis (Configuration Items) associated with the change management process; Identify and mitigate Risks based on the Common Vulnerabilities and Exposures System (CVE); Identify process and knowledge gaps that may be addressed via formal training; Engage, define, and improve defined Information Security Framework control responsibilities as part of the ISMS; Submit daily, weekly, and monthly reports to the ICT Manager;</p>
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Position:	Lead Developer
Programme:	Programme 4: Technology, Support, and Platform Monitoring
Type:	Permanent
Reference:	O005
Patterson Grade:	C5
Remuneration:	R 717 273.00 CTC per Annum

Requirements	Bachelor's degree in computer science, Information Systems, or related field. 3 years' experience in RDBMS, MSSQL 16-19, Dev Environment: Net framework ASP Net Web 4.3-4.5. Production Env: IIS Webserver IDE: Microsoft Visual Studio 2022.
Duties:	Plan, consulted, and coordinated complex project assignments in the design, development, and implementation of applications software. Manage work assignments of internal staff and schedule and monitor adherence to procedures, protocols, and standards; Act as an on-site project manager responsible for managing projects from inception to completion. Plan and establish project framework and identify project milestones to ensure the project is completed according to project specifications and within specified timelines; Manage work assignments of internal staff and schedule and monitor adherence to procedures, protocols, and standards; Construct complex application software code that integrates various systems of the FPB using multiple platforms and new methodologies; Accountable for the clarification, rationalization, and documentation of project requests; Develop new application software specifications that encompass functional, programming and system process flows; Conduct business analysis, determine and implement a course of action, set priorities, and recognize and take into account changing events and conditions during projects ; Solve diverse and unusual problems by analysing information where considerable interpretation of processes is required; Provide walkthroughs of systems and their interconnectivity with other applications in the organization; Ensure the detailed client specifications for all system components are valid and meet a defined set of requirements; Determine business process flows; Act as a mentor to junior staff in the technical implementation aspects of projects; Estimate and plan project timelines and deliverables and adjust to unplanned changes and the impact on project schedules and resources; Develop and install new and modified administrative applications systems using project management and application life cycle best practices;

	<p>Complete the technical design, detailed specifications, programming system components, and system and integration Complete the technical design, detailed specifications, programming system components, and system and integration ;</p> <p>Coordinate various tasks, resources, and people required to carry out problem solutions including the identification and sequencing of database administrator functions, and setting security authorizations;</p> <p>Create project plans which include task lists, test plans, and analysis and documentation of project implications on other functional areas. Write and document business requirements for projects;</p> <p>Define, develop, and perform application testing procedures;</p> <p>Adapt techniques and interpret or modify procedures to achieve objectives where any changes are within the agreed project scope and deliverables;</p> <p>Write complex programs using various computing and scripting languages;</p> <p>Debug computer program code;</p> <p>Develop and modify interfaces for existing applications and systems while maintaining the integrity of data and processes;</p> <p>Develop components for new multi-faceted computer systems and revise existing systems comprised of numerous application components ;</p> <p>Work with and understand complex data models and databases for the most effective and efficient organization of data based on processing requirements;</p> <p>Contribute to the review, development, and modification of best practices and technical solution;</p> <p>Search and gather information from a variety of sources including computer applications, internet, and legislative documentation and consolidate relevant information to complete environmental scans;</p> <p>Develop time and cost estimates for project assignments;</p> <p>Work cooperatively with others to effectively determine information and understand business requirements of a complex nature;</p> <p>Explain and exchange technical concepts and information to clients in a non-technical manner to ensure that the customer comprehends the issue. Provide advice to customers on alternative and recommended approaches to computing system solutions for meeting their business requirements;</p> <p>Provide expertise and working knowledge of application components such as internet, intranet, mainframe, personal computer, and database structures;</p> <p>Interpret complicated technical program specification documents, translate, and develop into application code</p> <p>Provide Level III post implementation support to users regarding technical issues;</p>
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Position:	Human Capital Administrator
Programme:	Programme 2: Corporate Services
Type:	Permanent
Reference:	O006
Patterson Grade:	B4
Remuneration:	R 331 228.00 CTC per Annum
Requirements:	National Diploma Social Sciences/Human Resources/ Public Administration or any related qualification 1-2 years' Experience in HC Administration or any relevant role
Competencies:	MS Office on an Intermediate Level Attention to detail. Organisation. Customer focus. Strong communication skills. Problem-solving abilities. Negotiation skills. Teamwork and collaboration abilities
Duties:	Render administrative support to all Human Capital Functions Create regular reports and trends on all HC metrics Answer employees' queries about HC-related issues Monitor and reconcile Time and Attendance and follow up on unaccounted days with all managers Arrange Travel accommodations and process expense forms Organise HC projects and events.

	Record minutes of meetings within the required timeframes Organize and maintain personnel records and ensure filing is up to date, manually and electronically Attend to HC Audit queries within set timelines .
Position:	Travel Administrator
Programme:	Programme 3: Finance, Revenue Enhancement and Supply Chain Management
Type:	Permanent
Reference:	O007
Patterson Grade:	B4
Remuneration:	R 331 228.00 CTC per Annum
Requirements:	National Diploma in Supply Chain Management/Finance/Travel and Tourism or relevant equivalent qualification. 1-2years' experience in travel management
Competencies:	Customer service Reading comprehension Scheduling Time management
Duties:	Engage with clients to understand their travel objectives, preferences, and budget constraints. Provide expert advice on destination options, itineraries, and travel packages; Create personalized travel itineraries that include accommodation, transportation, and activities; Ensure itineraries align with client interests and budgets; Make bookings for flights, accommodations, and other travel services; Confirm reservations and ensure all travel arrangements are accurate; Prepare and organize all necessary travel documentation, including itineraries, Visas and Passports Ensure clients have all required travel documents;

	<p>Maintain regular communication with clients before, during, and after their trips; Address any concerns, provide updates, and assist with any unexpected issues while traveling. Stay informed about travel industry trends, new destinations, and travel regulations. Continuously update knowledge of travel products and services.</p> <p>Resolve any travel-related issues or emergencies that may arise during a client's trip, providing quick and effective solutions.</p> <p>Maintain accurate client records, booking details, and financial transactions.</p> <p>Ensure compliance with company policies and procedures.</p> <p>Provide weekly, monthly, and quarterly travel reports.</p> <p>Reporting to the Theft and Loss Committee on instances of non-compliance with the S&T policy;</p>
Position:	Personal Assistant to the CEO
Programme:	Programme 1: Administration
Type:	Permanent
Reference:	O0011
Patterson Grade:	C3
Remuneration:	R 558 201 CTC per Annum
Requirements:	<p>Bachelor's degree in business administration or relevant equivalent qualification</p> <p>3 years relevant experience in Executive PA duties</p>
Competencies:	<p>Business Acumen</p> <p>Customer/ Stakeholder Commitment</p> <p>Drive for Results</p> <p>Collaboration</p> <p>Impact and Influence</p> <p>Self-Awareness and Insight</p>

	Diversity and Inclusiveness
Duties	<p>Handle and respond to all CEO's office queries daily;</p> <p>Compile a broad variety of administrative tasks for the CEO including managing an extremely active calendar of appointments;</p> <p>Collaborate with other teams to facilitate smooth communication and workflow in the CEO's office;</p> <p>Handling confidential documents on behalf of the CEO;</p> <p>Arrange travel-related meetings;</p> <p>Arrange EXCO meetings;</p> <p>Provide the Agenda, Matters arising, and previous Minutes ahead of the scheduled meetings;</p> <p>Plan, coordinate, and ensure the CEO's schedule is followed and respected;</p> <p>Communicate directly and on behalf of the CEO with Council members on matters related to the CEO's initiatives and activities;</p> <p>Research, prioritize, and follow up on incoming issues and concerns addressed to the CEO;</p> <p>Provide a bridge for smooth communication between the CEO's Office and internal employees, demonstrate trust and support with Executive Management;</p> <p>Assist Council with the information needed;</p> <p>Screen and prioritize incoming communications, including emails, phone; calls, and correspondence, ensuring prompt and accurate responses;</p> <p>Maintain discretion and confidentiality in relationships with Council and Executive Management;</p> <p>Ensure that the CEO's bio is kept updated and respond to requests for materials regarding the Council and the Organization in general;</p> <p>Follow up on contacts made by the CEO and support the cultivation of ongoing relationships;</p>
Position:	Talent Management Specialist
Programme:	Programme 2: Corporate Services
Type:	Permanent
Reference:	O008

Patterson Grade:	C4
Remuneration:	R 631 080.00 CTC per Annum
Requirements:	Bachelor's degree in industrial / Organisational Psychology 3-years' experience in a Talent Management and Skills development role Registered Skills Development Facilitator
Competencies:	Organisational culture transformation Talent management methodologies and practices Change management Leadership development Performance management process design, implementation, and management Development and maintenance of Competency Frameworks Implementation of 360-degree assessments Coaching and Mentoring Team Effectiveness interventions OD intervention design and implementation Team and conflict facilitation skills Research skills Organization behaviour Psychometric and behavioural assessment Talent Board Management
Duties:	Support the business with an assessment service for screening and selection to support the appointment and development of talent, and to provide team assessments. Ensure that onboarding and performance management processes are correctly understood and applied throughout the organization. Lead the implementation and maintenance of a robust talent identification, succession, and career development program that supports current and future leadership needs for identified areas of the business. Implement and maintain a robust process for career development at all levels and across disciplines in the business. Advise managers and coordinate coaching services (internal network and external vendors) to the business.

	<p>Support managers in developing and managing retention strategies, plans, and initiatives that address the risk of high employee turnover.</p> <p>Provide input and support to the development, implementation, and maintenance of identified Employee Experience and culture Enablement processes and related systems/initiatives.</p> <p>Conduct training needs analysis and co-ordinate all relevant information</p> <p>Identify and assess training providers and their products to assist with training needs</p> <p>Implement training strategy</p> <p>Compile regular management reports</p> <p>Compile and monitor IDPs and progress reports</p> <p>Compile Workplace Skills Plans and Annual Training reports for all units</p> <p>Ensure that grants are received as per agreements with Seta's.</p> <p>Liaise with relevant Seta to identify strategic industry programs and funding opportunities.</p> <p>;</p>
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Fixed Term Contracts

Positions:	<ol style="list-style-type: none"> 1. Personal Assistant to the Corporate Services Executive C2 2. Personal Assistant to the Chief Financial Officer C2 3. Personal Assistant to the Technology & Platform Monitoring Executive C2
Programme:	<p>Programme 2: Corporate Services (0012)</p> <p>Programme 3: Finance, Revenue Enhancement and Supply Chain Management(0013)</p> <p>Programme 4: Technology, Support and Platform Monitoring(0014)</p>
Type:	12 Months Fixed Term Contract
Reference:	O009
Patterson Grade:	C2
Remuneration:	R 489 626.00 CTC per Annum

Requirements:	Bachelor's Degree in Administration 3 years experience as support to a Senior Manager or providing comprehensive organization process administration.
Competencies:	MS Office on Intermediate Level and English proficiency Have advanced knowledge and experience of MS Suite / Extensive Computer Literacy Be able to manage the offices, diaries, and logistical arrangements in the offices of the Executive Managers; Be able to liaise with internal and external stakeholders on various matters related to the duties of the Executive Managers; Be able to plan, organize, coordinate, and control all administrative and operational procedures, activities, and documentation for the Executive
Duties:	Be able to interact with both internal and external stakeholders and have regular exposure to confidential information. Keep sensitive business and personal matters private and confidential. Coordinate weekly Management meetings for the Programme and ensure minutes and action outcomes are disseminated and followed upon. Manage the Calendar/Diary of the Executive. Render Secretariat service to all Programme meetings with internal and external stakeholders. Have excellent administrative and multitasking skills. Prepare Programme monthly, and quarterly Reports, Presentations for performance monitoring. Compile and submit Programme performance evidence for Executive sign-off and submission for monitoring and evaluation. Compile Programme time and attendance reports for reporting purposes Manage overall travel arrangements for the Executive Managers; Oversee Programme budget and expenditure for reporting purposes Oversee the compliance reporting for the Programme in consultation with relevant Units.

Position:	Risk Admin Assistant
Programme:	Programme 1: Administration
Type:	12 Months Fixed Term Contract
Reference:	O015
Patterson Grade:	B4
Remuneration:	R 331 228.00 CTC per Annum
Requirements:	National Diploma in Risk Management/Accounting/Internal Auditing or any related degree. (NQF Level 6) 1-2 years of operational experience in the Risk and Compliance environment
Competencies:	MS Office on intermediate level Knowledge of Leis Nexis Risk Management Software would be to your advantage
Duties:	<p>Implementation of risk analysis and monitoring: Coordinate inputs from Units into Risk Management reporting and controls; Identify and assess operational and ICT-related risks in the organization; Assist in providing recommendations for the risk management action plan Assist in reviewing risk strategies to be in line with FPB objectives ; Maintain and compile risk register; Analysis of Management information to identify and provide guidance on the deterioration and improvements in business units' risk profiles; Verify management action plans and make follow-ups on the outstanding management action plans; Conduct risk awareness campaigns; Update risk and fraud registers and submit monthly and quarterly reports to the Manager of Risk and Compliance; Implementation of risk compliance: Update the operational and compliance risk matrix on a quarterly basis; Perform ad hoc gap analysis of the enterprise risk management framework;</p>

	Escalate risk issues to management for follow-up action; Compile operational risk and compliance reports on a quarterly basis ; Provide training plan, and schedule and provide end-user training on Risk Management software; Educate and train risk champions/coordinators and divisions on risk management principles and processes, to enhance the risk management culture; Administrative Tasks; Coordinate Quarterly Risk and Compliance meetings in preparation for MANCO reporting;
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Position:	Administrative Assistants (Data Captures x4)
Programme:	Programme 2: Corporate Services
Type:	4 Months Fixed Term Contract
Reference:	O016
Patterson Grade:	A3
Remuneration:	R 16 181.92 per month
Requirements:	National Diploma in Administration NQF Level 5 1-2 years experience in Administration and Data Capturing
Competencies:	Strong computer skills, including proficiency in data entry. Attention to detail and a high degree of accuracy Time Management
Duties:	Accurate and efficient data-capturing tasks; Perform general administrative/filing functions; Accurately and efficiently capture data into the company's database; Organize and maintain physical and electronic files; Assist with the Recruitment Administration;

	Maintain office filing and storage systems; Keep filing/document management system for electronic and paper documents organized; General office administration.
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Closing Date:	17 NOVEMBER 2023
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Persons interested in applying for the above positions are requested to download the application form from the website. To apply submit a completed Application Form, comprehensive CV, and certified copies of qualifications and ID to recruitment@fpb.org.za. Please enter the position applied for and the reference number in the email subject line.

FPB Hotline: 0800 148 148



www.fpb.hotline.org.za