

## 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 regulate media content and protect the public from harmful and prohibited content.

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

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| <b>Position:</b>        | Human Capital Manager   |
| <b>Programme:</b>       | Programme 2: Corporate Service  |
| <b>Type:</b>            | Permanent   |
| <b>Reference:</b>       | M001  |
| <b>Patterson Grade:</b> | D4  |
| <b>Remuneration:</b>    | <b>R1,555,929.00 CTC per Annum</b>  |
| <b>Job purpose</b>      | To lead the development, implementation, and management of organisational-wide Talent Management and Organisational Development strategies that contribute to the HC strategy thus enabling the FPB to attract, develop, and retain to ensure that capacity is created for the current and future needs of the business across all the levels.<br>Develop lead practices and play a key role in nurturing talent, fostering a positive work culture, and promoting employee engagement. |
| <b>Requirements:</b>    | <ul style="list-style-type: none"> <li>• Matric / Grade 12, bachelor's degree / BCom in Human Resource Management (NQF 7), Business Management, or Industrial Psychology, a Postgraduate Degree will be an added advantage in Human Resources Management / Industrial Psychology / Business Management.</li> <li>• 5 -7 years Human Capital experience in leading and implementing Talent Management and Organisational Development strategies.</li> </ul>                              |

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|                      | <ul style="list-style-type: none"> <li>• Knowledge of Labour Legislation (Skills Development Act; Employment Equity act and all relevant legislations.</li> <li>• Project Management background.</li> <li>• Knowledge of HR Best Practices, Payroll (Sage People)</li> <li>• Financial Acumen and PFMA compliance as well as a deep understanding of all related legislation.</li> <li>• Proven leadership and Human Capital reporting skills.</li> </ul>   |
| <b>Competencies:</b> | <ul style="list-style-type: none"> <li>• Extensive work experience in a complete range of Human Capital functions and environment (Human Resource Planning and Recruitment, OD Employee Relations, Human Resource Performance and Development, Human Resource Administration and Employee Health Wellness at Management Level) and all regulatory frameworks and HR policies.</li> <li>• Understanding of strategic capability and leadership.</li> <li>• Knowledge of programme and project management. Understanding finance, change and knowledge management principles.</li> <li>• Planning and organizing skills. People and diversity management. Client orientation and customer focus.</li> <li>• Excellent communication skills both (verbal and written).</li> <li>• Accountability and ethical conduct.</li> </ul> |
| <b>Duties:</b>       | <p>Key Performance Areas:</p> <ul style="list-style-type: none"> <li>• Strategic Human Resource Management • Talent Management • Workforce Planning • Learning &amp; Development • Competency &amp; Benefits Management • Performance Management • Human Resource Management • Change Management • Organizational Development.</li> </ul>   |

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|                         | <b>Duties</b> <ul style="list-style-type: none"> <li>• Lead the management of the provision of human resource administration services.</li> <li>• Oversee the accurate and timely management of HR records payroll administration, benefits management and compliance with labour regulations.</li> <li>• Oversee the planning and talent management of the workforce.</li> <li>• Lead the development and execution of workforce planning strategies to ensure the organization attracts, develops, and retains top talent.</li> <li>• Lead the provision of employee health and wellness programmes.</li> <li>• Monitor the effectiveness of wellness programmes and make recommendations for continuous improvement.</li> <li>• Oversee the rendering of employee relations services.</li> <li>• Lead the resolution of employee conflicts, grievances, and disciplinary issues in accordance with organizational policies and legal requirements.</li> <li>• Lead the management of human resource development and professional capacity.</li> <li>• Oversee the identification of skill gaps and the creation of targeted development plans to build the workforce's professional capacity.</li> <li>• Promote and implement the framework on professionalization and leadership development programme in the organisation</li> <li>• Management of human and financial resources.</li> </ul> |
| <b>Position:</b>        | <b>Lead Developer</b>  |
| <b>Programme:</b>       | <b>Programme 4: Technology, Support and Platform Monitoring</b>  |
| <b>Type:</b>            | <b>Permanent</b>   |
| <b>Reference:</b>       | <b>M002</b>  |
| <b>Patterson Grade:</b> | <b>C5</b>  |
| <b>Remuneration:</b>    | <b>R798,324.00 CTC per Annum</b>   |

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| <b>Requirements:</b> | <p>Bachelor's degree in computer science, Information systems or equivalent.<br/>         Minimum of 5 years' experience in Software Development: Front and Back-end, with track record completed project (to be listed on the resume) including one year of supervisory experience<br/>         Extensive experience in database design and management<br/>         Solid C# Experience<br/>         SQL Server Experience<br/>         IIS Experience<br/>         .NET Core<br/>         RESTful API<br/>         Experience in designing solutions that integrate seamlessly with the Microsoft 365 ecosystem<br/>         Experience with Microsoft products (Teams, SharePoint, Power Apps, Power Pages, Power Automate and Power BI<br/>         Proficiency in AI-assisted development practices as part of the Solution development toolkit.<br/>         Mobile Development Experience (Advantageous)<br/>         Experience in Using Structured Frameworks/methodologies for project and solution lifecycle management.</p>   |
| <b>Competencies:</b> | <p>The ability to design architectures, Set and Implement Coding standards, and make key technology decisions<br/>         The ability to communicate project progress to non-technical stakeholders.</p>   |
| <b>Duties:</b>       | <ul style="list-style-type: none"> <li>• Manage work assignments of Junior Developers, schedule and monitor adherence to procedures, protocols, and standards.</li> <li>• Construct complex application software code that integrates various systems of the FPB using multiple platforms and new methodologies.</li> <li>• Accountable for the clarification, rationalization and documentation of project requests.</li> <li>• Develop new application software specifications that encompass functional, programming, and system process flows.</li> <li>• Work closely with the Business Analyst and business in conducting business analysis to determine and implement a course of action, set priorities, and recognize and take into account changing events and conditions during projects.</li> <li>• Solve diverse and unusual problems by analysing information where considerable interpretation of processes is required.</li> <li>• Provide walkthroughs of systems and their interconnectivity with other applications in the organization.</li> <li>• Work closely with the Business Analyst to ensure the detailed client specifications for all system components are valid and meet a defined set of requirements.</li> </ul> |

- Work closely with the Business Analyst to 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 application systems using project management and application life cycle best practices.
- Work closely with the Business analyst and business on technical designs, detailed specifications, programming system components, and system integration.
- Define, develop, and perform application testing procedures.
- Adapt techniques and interpret or modify procedures to achieve objectives where any changes are within the agreed project scope and deliverables.
- Write complex programs using various computing and scripting languages.
- Debug computer program code.
- Develop and modify interfaces for existing applications and systems while maintaining the integrity of data and processes.
- Develop components for new multi-faceted computer systems and revise existing systems comprised of numerous application components.
- Work with and understand complex data models and databases for the most effective and efficient organization of data based on processing requirements.
- Contribute to the review, development, and modification of best practices and technical solutions.
- Search and gather information from a variety of sources, including computer applications, the internet, and legislative documentation, and consolidate relevant information to complete environmental scans.
- Develop time and cost estimates for project assignments.
- Work cooperatively with others to effectively determine information and understand the business requirements of a complex nature.
- Explain and exchange technical concepts and information with clients in a non-technical manner to ensure that the customer comprehends the issue.
- Provide advice to businesses on alternative and recommended approaches to computing system solutions for meeting business requirements.
- Provide expertise and working knowledge of application components such as internet, intranet, personal computer, and database structures.

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|                         | <ul style="list-style-type: none"> <li>Develop, maintain, and optimize SQL Server databases, including tables, views, stored procedures, and queries.</li> <li>Interpret complicated technical program specification documents, translate, and develop into application code. Provide Level III post-implementation support to users regarding technical issues.</li> </ul>   |
| <b>Position:</b>        | <b>Personal Assistant to the CEO</b>  |
| <b>Programme:</b>       | <b>Programme 1: Administration</b>  |
| <b>Type:</b>            | <b>Linked to the Term of the CEO (Ending 31 January 2031)</b>   |
| <b>Reference:</b>       | <b>(M003)</b>   |
| <b>Patterson Grade:</b> | <b>C3</b>   |
| <b>Remuneration:</b>    | <b>R621,278.00 CTC Per annum</b>  |
| <b>Requirements:</b>    | <ul style="list-style-type: none"> <li>Bachelor's degree in business administration or a relevant equivalent qualification</li> <li>3 years relevant experience in Governance, Compliance, and Executive support duties</li> <li>Discretion &amp; Confidentiality: Absolute trustworthiness with sensitive information.</li> <li>Organisational Skills: Exceptional ability to multitask, prioritize, and manage complex schedules.</li> <li>Communication: Excellent written and verbal skills to represent the CEO effectively.</li> <li>Proactivity: Taking initiative and anticipating needs.</li> <li>Technical Proficiency: Advanced skills in MS Office Suite and other relevant software</li> </ul> |
| <b>Competencies:</b>    | <ul style="list-style-type: none"> <li>Business Acumen</li> <li>Customer/ Stakeholder Commitment</li> <li>Drive for Results</li> <li>Collaboration</li> <li>Impact and Influence</li> <li>Self-Awareness and Insight</li> </ul>   |

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| <b>Duties:</b>       | <ul style="list-style-type: none"> <li>• The successful candidate will report to the CEO of the FPB, and their responsibilities will include:</li> <li>• Acting as the first point of contact, handling calls, filtering correspondence, and drafting high-level communications.</li> <li>• Compile a wide variety of administrative tasks for the CEO, including managing an extremely active calendar for appointments.</li> <li>• Collaborate with other teams to facilitate smooth communication and workflow in the CEO’s office.</li> <li>• Handling confidential documents on behalf of the CEO.</li> <li>• Organizing complex itineraries, accommodation, and transportation.</li> <li>• Arrange EXCO and Joint MANCO meetings.</li> <li>• Provide the Agenda, Matters arising, and previous Minutes ahead of the scheduled meetings.</li> <li>• Coordinates and consolidates monthly and quarterly reporting to Council and Ministry.</li> <li>• Maintain and monitor a dynamic action list, ensuring timely follow-up on tasks delegated by the CEO</li> <li>• Ensure that all direct reports of the CEO have signed performance agreements in place.</li> <li>• Plan, coordinate, and ensure the CEO’s schedule is followed and respected.</li> <li>• Communicate directly and on behalf of the CEO with Council members on matters related to the CEO’s initiatives and activities.</li> <li>• Research, prioritize, and follow up on incoming issues and concerns addressed to the CEO.</li> <li>• Provide a bridge for smooth communication between the CEO’s Office and internal employees, demonstrating trust and support with Executive Management.</li> <li>• Assist Council with the information needed.</li> <li>• Screen and prioritize incoming communications, including emails, phone calls, and correspondence, ensuring prompt and accurate responses.</li> <li>• Maintain discretion and confidentiality in relationships with Council and Executive Management.</li> <li>• Ensure that the CEO’s bio is kept updated and respond to requests for materials regarding the Council and the Organization in general.</li> <li>• Assist the CEO with ad hoc tasks.</li> <li>• Follow up on contacts made by the CEO and support the cultivation of ongoing relationships.</li> </ul> |
| <b>Closing Date:</b> | <b>Sunday, 22 March 2026 at 17h00</b>   |

Persons interested in applying for the above positions are requested to download the application form from website. To apply submit a completed Application Form, comprehensive CV and certified copies of qualifications and ID to Thapelo Baloyi/Steven Mahlangu at [recruitment@fpb.org.za](mailto:recruitment@fpb.org.za). Please enter the position applied for in the email subject line.

**FPB Hotline: 0800 148 148**

[www.fpb.org.za](http://www.fpb.org.za)



Applicants are informed that, if no notification of appointment / response is received within six (6) weeks of the closing date, they must accept that this application was unsuccessful. By submitting your application for a position at the FPB, you hereby consent to the following risk checks should your application be shortlisted. • Credit record • CV validation and • Employment record verification, • Criminal check, and • Identity validation.