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## JOB PROFILE

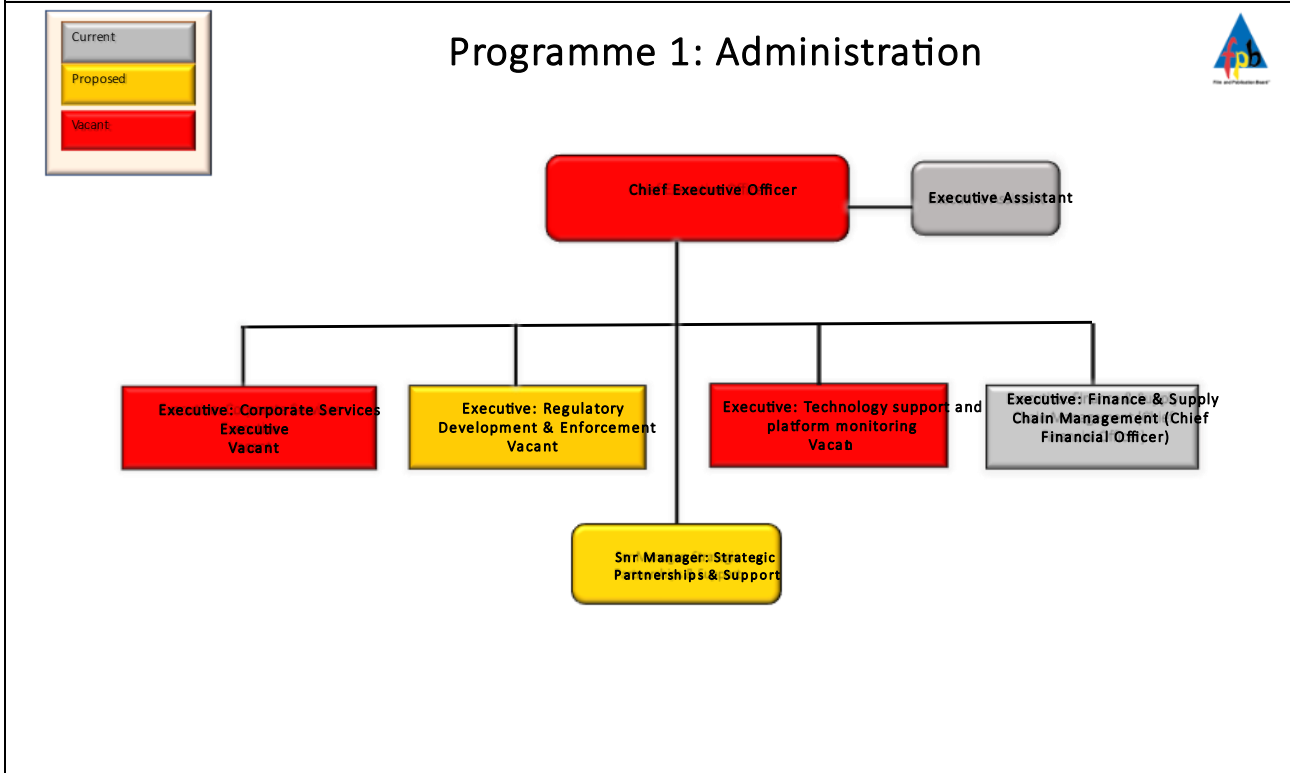
### 1. JOB DETAILS

<b>Job Title</b>	Technology and Platform Monitoring Executive	<b>Grade</b>	E4
<b>Discipline</b>	Chief Executive Officer	<b>Sub-Discipline</b>	
<b>Catalogue Code</b>			
<b>Date last reviewed</b>	22 August 2022	<b>Author</b>	Evaluated – Tremendis Learning August 2022

#### 1.1 Career Path

Job Title	Future Jobs
Technology and Platform Monitoring Executive	Chief Executive Officer

#### 1.2 Organogram





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## 2. OUTPUT PROFILE

<b>2.1 Purpose</b>
Responsible for business efficiency by managing FPB information technology resources, and for the implementation of the Film and Publication Amendment Act 11 of 2019 (FP Act) through strategy formulation, implementation, and resource optimization.

<b>2.2 Problem Solving</b>	Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline
<b>2.3 Planning Cycle</b>	Medium term (6 months - 1 year)
<b>2.4 Impact of decision making</b>	1 – 3 months

<b>2.5 Influence</b>	
<b>Who is the position required to influence?</b>	<b>Tick the applicable box</b>
Not expected to influence practices	x
Is expected to come up with suggestions on improved practices	x
Influences or changes specific administrative or operational practices in a team, section, or department	x
Influences or changes specific administrative or operational practices affecting more than one department	x
Influences or changes broad practices or policies affecting a whole division or business unit	x
Is required to convey information to others outside of own work area but inside organisation	x
Is required to convey information to others outside of own organisation	x
Is required to persuade individuals inside the organisation	x
<b>2.6 Influence</b>	
<b>Who is the position required to influence?</b>	<b>Tick the applicable box</b>
Is required to persuade individuals outside of the organisation	x
Is required to negotiate with individuals inside the organisation	x
Is required to negotiate with individuals outside of the organisation	x

<b>2.7 Reports</b>	
Allocation	None
Coordination	1-5 staff



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Supervision	Yes
Direct Management	Yes
Leadership through others	Senior Manager: Human Capital; Senior Manager: Transversal Services; Senior Manager: Communications & Marketing

**2.8 Communication**

Type of communication	Employee needs to understand	Employee needs to carry out
Detailed technical and/or functional instructions or queries	x	x
Written company policy documents	x	x
Current legislation affecting the job holder's area of responsibility	x	x
Case law and legal findings affecting the job holder's area of responsibility	x	x
Articles and research affecting the job holder's area of responsibility	x	
Complex research findings published in scientific journals	x	
Program, system, or design specifications	x	x
Factual reports on aspects of the business	x	x
In depth technical reports, proposals or project briefs affecting one or more business units	x	x
Routine communication in connection with instructions, requests, or normal work tasks	x	x
Communication around escalated or difficult queries with customers or clients	x	x
Communication requiring a high level of diplomacy and sensitivity	x	x
Basic explanation of products or services to customers or clients	x	x
Detailed technical explanation of products, services, or systems to internal or external customers or clients	x	
Detailed verbal or written instructions or requests to employees or contractors	x	x

**2.8 Communication**

Type of communication	Employee needs to understand	Employee needs to carry out
Detailed e-mail, fax, or mail correspondence	x	x

**2.9 Job Outputs**



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Key Performance Area	Performance Outputs
<p>Strategy</p> <p>Weight 40%</p>	<ul style="list-style-type: none"> <li>• Formulate and implement information technology strategies in line with objectives of the FPB</li> <li>• Formulate and implement strategies with the aim of achieving the implementation of FP Act</li> <li>• Monitor and report performance and ensure all deadlines are met for the division</li> <li>• Provide leadership to ensure the optimized use of FPB limited resources (which includes budget, people, facilities, hardware, and software) to support FPB business and to achieve the implementation of approved strategies</li> <li>• Financial management which includes an oversight on irregular expenditure, over-expenditure, and compliance with</li> </ul>
<p>Operation Business Unit Management</p> <p>Weight 40 %</p>	<ul style="list-style-type: none"> <li>• Implement approved strategies, monitor, and report performance</li> <li>• Management of Procurement of products and services for the purpose of the division or business unit</li> <li>• Manage human resources to ensure they adhere to work ethics of the organisation and that they perform their tasks effectively and efficiently</li> <li>• Respond to audit finding and draw plans and meeting implementation deadlines to address the findings</li> <li>• Manage risk and ensure safeguards are in place and mitigation plans are documented, acted upon, and updated.</li> <li>• Ensure FPB information assets (both hardware and software) are safe from cybercrime and hackers; and ensure information Confidentiality, Integrity, and Availability</li> <li>• Manage business continuity and ensure business interruption is minimized during any unforeseen disaster.</li> <li>• Develop goals and strategies to ensure the efficiency and effectiveness of business processes</li> <li>• Implement measures to improve business performance, this includes improved turnaround times and improved business impact to the public</li> <li>• Monitor changes in the technology sector and 4IR to discover ways FPB can improve and develop.</li> <li>• Create and adapt technological platforms to improve the client experience.</li> <li>• Ensure that proper record keeping is done through Operations unit</li> <li>• Ensure effective administrative systems and document management systems are in place</li> <li>• Ensure effective processing of documents</li> <li>• Develop an Operational budget proposal for approval by COO</li> <li>• Manage the approved budget on an ongoing basis</li> <li>• Attend monthly MANCO, EXCO and other Committees meetings</li> <li>• Develop and implement an annual operational business plan for the unit</li> </ul>
<p>Reporting</p> <p>Weight 10%</p>	<ul style="list-style-type: none"> <li>• Compile, submit and present divisional report on a monthly and quarterly</li> <li>• Compile, submit and present Operational report on a monthly and quarterly</li> <li>• Compile, submit and present Risk management on a monthly and quarterly</li> <li>• Compile, submit and present Budget report on a monthly and quarterly</li> <li>• Any other operational reports requested</li> </ul>
<p>Staff Management</p> <p>Weight 10%</p>	<ul style="list-style-type: none"> <li>• Ensure that sufficient staff are available and properly trained</li> <li>• Prepare performance management contracts on an annual basis</li> <li>• Review performance management contracts on a quarterly basis</li> <li>• Approve leave applications</li> <li>• Provide coaching, mentoring and guidance to reporting staff</li> <li>• Identify any training requirements in reporting staff and ensure that these requirements are met</li> <li>• Guide staff in career development</li> <li>• Address any disciplinary issues</li> <li>• Create succession plans for direct reporting staff</li> </ul>



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<b>2.10 Core Management Criteria</b>	
	Adhere to the Strategic and Performance Plan at all times, ensuring decisions and actions engulf the desired outcome aligned to the FPB.
	Managers and Monitors the Annual Performance and Operational Plans, including the assessing of employees/performance.
	Compile and Manages budgets, controls cashflow, institutes risk management and administers tenders
	Displays and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the public service
	Exchange information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince, and influence others to achieve the desired outcome.
	Initiates, supports, and champions Organisational transformation and change in order to successfully implement new initiatives and delivered on service delivery commitments.
	Innovator of new ways of delivering service, contributing towards the improvement of organizational processes, systems, procedures, and policies in order to achieve organizational goals.
	Manage and encourage people, optimizing their outputs effectively, Managing and/or upholding relationships in order to achieve organizational goals.
	Obtains, analyses, and promotes sharing of knowledge and learning in order to enhance the collective knowledge of the organisation, retaining knowledge and skill.
	Plans, Manages and Monitors while evaluating specific activities in order to deliver the desired outputs/outcomes.
	Procurement processes – in accordance with generally recognized financial practices in order to ensure the achievement of strategic organizational direction.
	Provides vision, setting the direction for the organisation and/or units. Ensuring a culture of deliverables within the organizational mandate.
	Systematically identifying, analysis and resolves existing and anticipated problems, in order to reach optimum solutions in a timely manner.
	Willing and able to deliver services effectively and efficiently in order to put the spirit of customer service into practice.

### 3. REQUIREMENTS PROFILE

<b>3.1 Qualifications</b>			
Type	Area	NQF Level	Importance
Honours in relevant field	Information Technology or Computer Science or Electrical/Electronic Engineering, Industrial Engineering ore any Digital Technology related field	8	Essential

<b>3.2 Professional Status</b>	
<b>Accreditations</b>	Not Applicable
<b>Registrations</b>	Not Applicable
<b>Legal Appointments</b>	Not Applicable
<b>Memberships</b>	Not Applicable

<b>3.3 Leadership</b>
Guidance, Direction and People Management



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Mentors and motivates the Employees within the division, endorsing subordinates' work, and delegating own authority as authorized by the Senior Managers and Managers.
Highest levels of emotional intelligence
E-Leads employees within the assigned areas of responsibility to ensure the delivery of effective results
Inspires others to deliver on the organisation mandate

3.4 Incumbent Liaises	
Chief Executive Officer	Direct Reporting Channel
Executives	Daily
Program Portfolio	As and when needed
Programmes: Senior Managers/Managers	As and when needed
Regulatory Development and Enforcement	Direct reporting channel

3.5 Personal Attributes
Assertive
Attention to detail
Methodical and deadline driven
Highest level of ethics
Dedication and Commitment
Ambassador lead by example always
Factual, Fair, Transparent and Unbiased
Excellent all-rounder (multitasking/multiskilled)

3.6 Experience			
Process/Place/Area	Involvement	Period	Importance
Executive Management in relevant field		8 years	Essential

<b>3.7 Skill level</b>	Professional knowledge of theory and techniques in a specialised field, or knowledge of a number of fields, acquired through tertiary education and/or considerable experience
<b>3.8 Job training/ familiarisation time</b>	Up to three months



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<b>3.9 Competencies</b>		
<b>Type</b>	<b>Description</b>	<b>Proficiency Level</b>
<b>Drivers Licenses</b>	Code B; Motor vehicle license	Essential
<b>Computer Literacy</b>	MS Office	Advanced
<b>Behavioral, Functional and Technical Competencies</b>	Client services orientated with customer focus	Advanced
	Emotional intelligence	Advanced
	Policy formulation	Advanced
	Business performance measurement (strategic, operational and financial)	Advanced
	Analytical Thinking	Advanced
	Relationship Building	Advanced
	Communication Verbal and Written	Advanced
	Negotiation Skills	Advanced
	Influencing	Advanced
	Planning and Organising	Advanced
	Coordination/Coordinating	Advanced
	Conflict Management	Advanced
	Business Acumen	Advanced
	Presentation Skills	Advanced
	Report Writing	Advanced
	Statistical Analysis	Advanced
	Research	Advanced
	Strategic Capabilities and leadership	Advanced
	Programme and Project Management	Advanced
	Financial Acumen	Advanced
Change Management	Advanced	
Knowledge Management	Advanced	
Service Delivery Innovation	Advanced	
Problem Solving and analysis	Advanced	
People Management and empowerment	Advanced	



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## 4. APPROVAL

	Name	Signature	Date
Employee			
Manager			
Executive			

### FPB VALUES

The FPB embraces the Batho Pele (People First) principles of government as the core values of the organization. These are to be observed at all times and demonstrated by all employees in all their engagements with both internal and external stakeholders. The above principles are key determinants that are meant to enable effectiveness. The strategy will promote the following values:

- a) Accountability
- b) Integrity
- c) Excellence
- d) Innovation
- e) Consultation

### Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.