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JOB PROFILE

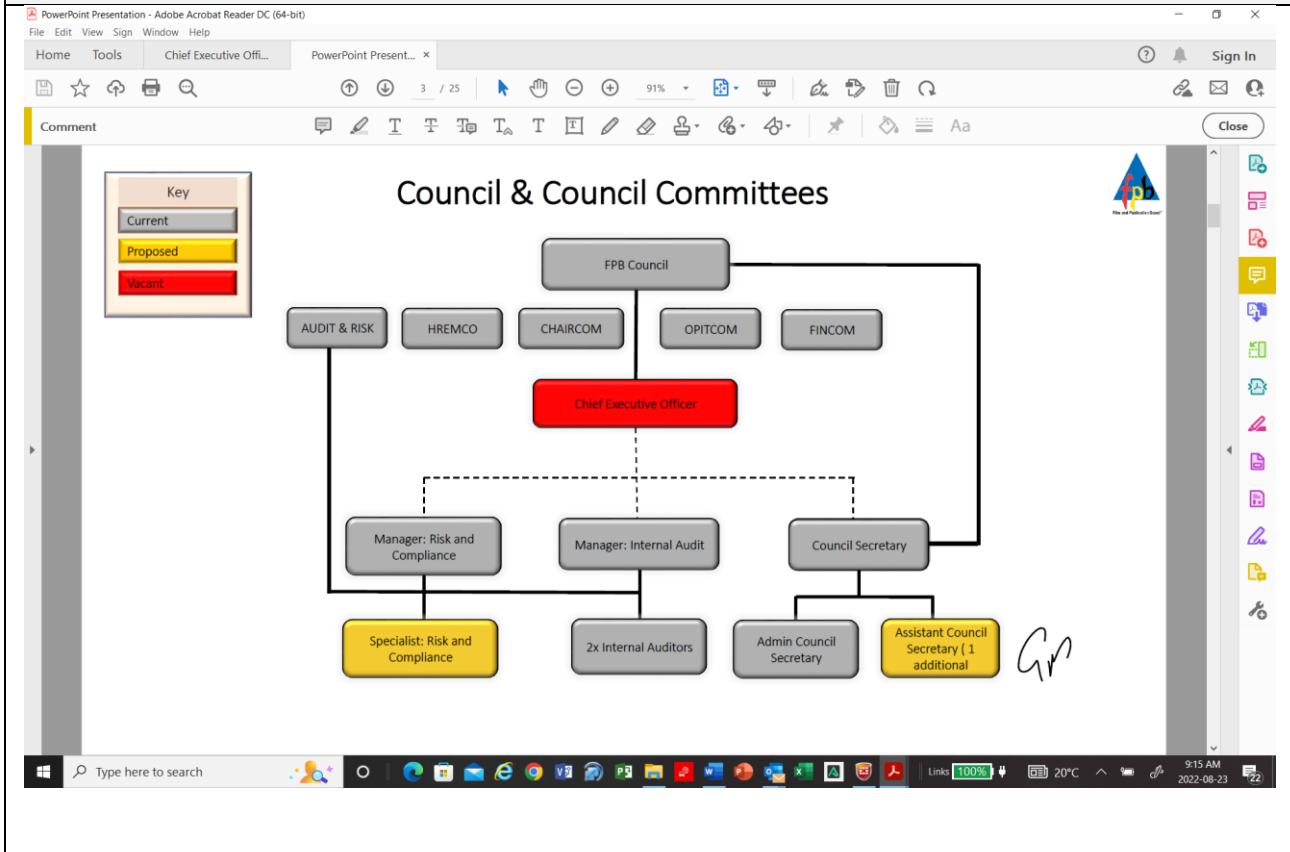
1. JOB DETAILS

Job Title	Chief Executive Officer	Grade	F1
Discipline	Council Chairperson	Sub-Discipline	Deputy Council Chairperson
Catalogue Code			
Date last reviewed	22 August 2022	Author	Evaluated – Tremendis Learning August 2022

1.1 Career Path

Job Title	Future Jobs

1.2 Organogram





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2. OUTPUT PROFILE

2.1 Purpose
To define the objectives and strategies for FPB and to ensure effective and efficient management and administration of the FPB as contemplated in chapter 2 of the Film and Publication Act of 1996.

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

2.5 Influence	
Who is the position required to influence?	Tick the applicable box
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

2.6 Influence	
Who is the position required to influence?	Tick the applicable box
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

2.7 Reports	
Allocation	None



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Coordination	7 staff
Supervision	Yes
Direct Management	Yes
Leadership through others	Yes

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



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2.9 Job Outputs	
Key Performance Area	Performance Outputs
Leadership and strategic planning Weight 20%	Develop long term organisational direction
	Develop strategic leadership and organisational capacity
	Ensure FPB is positioned as a leading media regulatory and content classification organisation
	Define the organisational purpose, vision, mission and culture of the FPB
	Formulate vision, integrated strategic plans, defined targets and measures for FPB
	Create strategy and business plan
	Ensure approval of strategy and business plan by Minister
	Ensure strategy and business plan of the organisation are translated, communicated and cascaded to all levels of the business
	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	
Contribution to Strategy Development and Implementation Weight 40%	Translating business strategy into technology initiatives
	Modelling 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 of ICT business processes, policies and procedures
	Implementation of ICT strategy, policies and procedures



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	Providing quality assurance services according to set standards and procedures
2.9 Job Outputs	
Key Performance Area	Performance Outputs
Reporting	Obtain, check and refine information.
	Collate and submit reports.
	Run data exception reports and take corrective action.
	Conduct document control spot-checks.
Finance Management	Provide input into annual budget planning process and submit to line management for approval.
	Monitor and allocate expenses.
	Assess expenditure and resolve gaps.
	Support identification, implementation and development of processes to optimise cost efficiency.
Stakeholder Relations	Build, support and maintain healthy, diverse internal and external relationships to ensure achievement of organisational goals.
	Implement remedial actions where required.
	Provide specialised technical / professional support to internal and external stakeholders to ensure achievement of functional and organisational objectives.



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2.10 Core Management Criteria	
	Complies 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 public service
	Exchanges information and ideas in a clear and concise manner appropriate for the audiences in order to explain, persuade, convince and influence others to achieve desired outcomes.
	Initiates, supports and champions organizational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments.
	Innovator of new ways of delivering service, contributing towards the improvement of Organisational processes, systems, procedures and policies in order to achieve Organisational goals.
	Manage and encourage people, optimizing their outputs effectively. Managing and/or upholding relationships in order to achieve organisational goals.
	Obtains, analyses and promotes sharing of knowledge and learning in order to enhance to collective knowledge of the organisation, retaining knowledge and skill.
	Plans, manages and monitors whilst 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 organisational direction
	Provides vision, setting the direction for the organisation and/or units. Ensuring a culture of deliverables within the organisational mandate.
	Systematically identifying, analysing and resolves existing and anticipated problems, in order to reach optimum solutions in a timely manner.
	Willing and able to deliver services effectively in order to put the spirit of customer service in practice.

3. REQUIREMENTS PROFILE

3.1 Qualifications			
Type	Area	NQF Level	Importance
Bachelors Degree (3 years - 360 credits)	Industrial Psychology / Human Resources / Social Sciences	7	Further studies
Honours Degree	Industrial Psychology / Human Resources / Social Sciences	8	Essential

3.2 Professional Status	
Accreditations	Not Applicable
Registrations	Not Applicable
Legal Appointments	Not Applicable
Memberships	Not Applicable



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3.3 Leadership
Inspires others to deliver on the organisaitonal mandate
Excellent leadership, mentoring abilities
Ability to encourage and support
Highest levels of emotional intelligence
Guidance, Direction and People Management

3.4 Incumbent Liases	
Council Chairperson	Direct Reporting Channel
Deputy Council Chairperson	Secondary Reporting Channel
Executives	Daily

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

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

3.7 Skill level	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
3.8 Job training/ familiarisation time	Up to three months



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3.9 Competencies		
Type	Description	Proficiency Level
Drivers Licenses	Code B;Motor vehicle licence	Essential
Computer Literacy	MS Office	Advanced
Behavioural, Functional and Technical Competencies	Analytical Thinking	Advanced
	Strategic Capabilities and Leadership	Advanced
	Relationship Building	Advanced
	Communication – Verbal and Written	Advanced
	Problem Solving and Analysis	Advanced
	Negotiation Skills	Advanced
	Influencing	Advanced
	Planning and Organising	Advanced
	Coordination	Advanced
	Conflict Management	Advanced
	Business Acumen	Advanced
	Change Management	Advanced
	Knowledge Management	Advanced
	Service Delivery Innovation	Advanced
	Presentation Skills	Advanced
	Report Writing	Advanced
	Programme and Project Management	Advanced
	Statistical Analysis	Advanced
	Research	Advanced
	Financial Acumen	Advanced
	Business performance measurement (strategic, operational, and financial)	Advanced
	Emotional intelligence	Advanced
Policy Formulation	Advanced	
Client service orientated with customer focus	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.