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JOB PROFILE

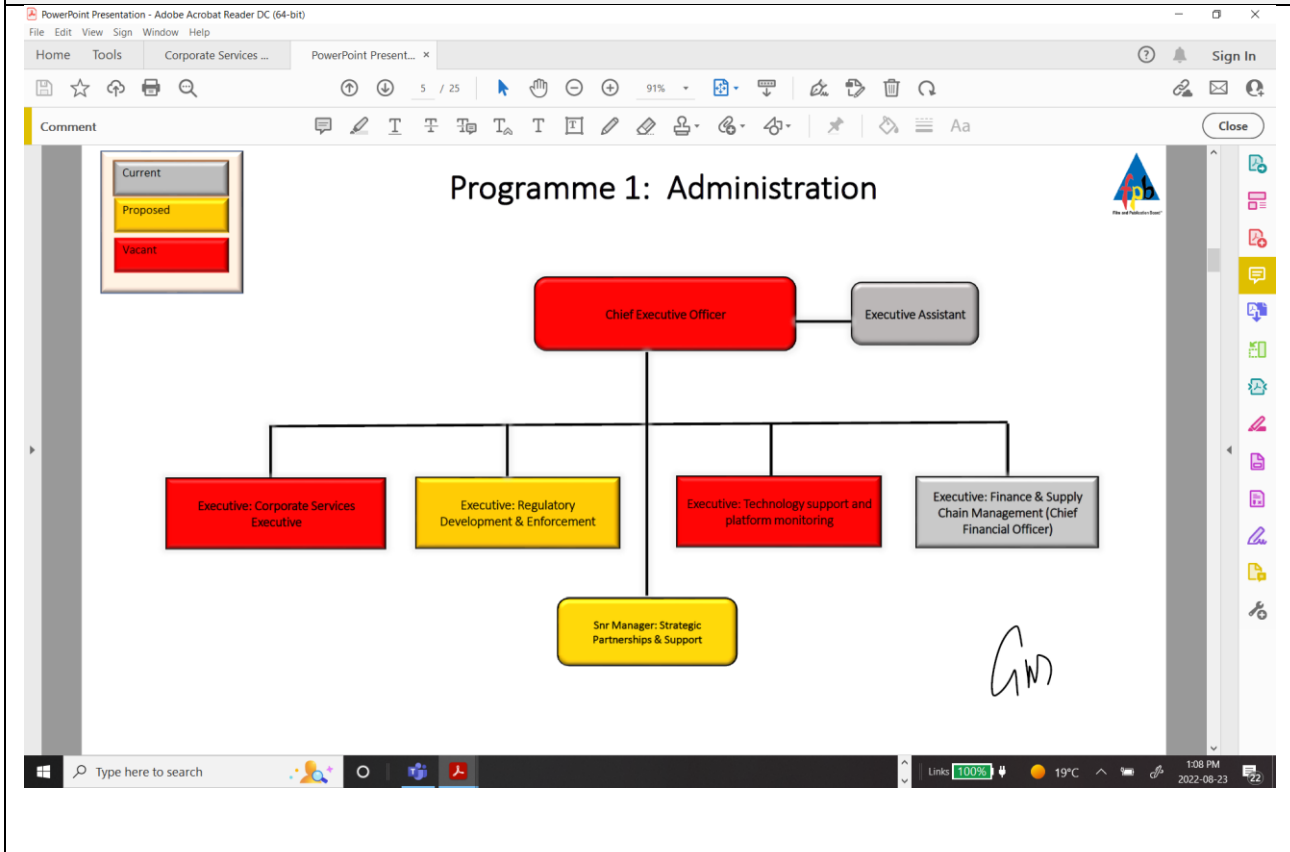
1. JOB DETAILS

Job Title	Corporate Services Executive	Grade	E4
Discipline	Chief Executive Officer	Sub-Discipline	
Catalogue Code			
Date last reviewed	22 August 2022	Author	Evaluated – Tremendis Learning August 2022

1.1 Career Path

Job Title	Future Jobs
Corporate Services Executive	Chief Executive Officer

1.2 Organogram





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2. OUTPUT PROFILE

2.1 Purpose
To oversee, direct and provide strategic leadership, advisory service to the Film and Publication Board with regards to Corporate Services.

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	1-5 staff
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



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2.9 Job Outputs	
Key Performance Area	Performance Outputs
<p>Strategic planning</p> <p>Weight %</p>	<ul style="list-style-type: none"> Oversee the development of an effective short, medium, and long-term operating strategy for the programme. Oversee the development, delivery and achievement of the operational performance plans and budget for the programme. Oversee the development management effectiveness and leadership strategy. Align plans to meet business needs, achieving stipulated objectives. Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines, and processes, achieving compliance in line with legislation. Develop sound strategic relationships with relevant stakeholders to serve the interest of the programme. Oversee the provision of accurate, current advice regarding benefits administration to all stakeholders. Oversee the application of principles of good governance and legislative compliance to the operation of the programme. Oversee the analyses of service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies Oversee quality of service provided to internal and external stakeholders and organised groups to improve overall the programme's performance. Represent the FPB at all relevant committees and forums. Oversee the identification of risks and mitigation thereof. Oversee the analysis of trends and forecasting
<p>Management of Human Capital Services</p> <p>Weight %</p>	<ul style="list-style-type: none"> Drive the provision of effective Human Capital practices and administration services. Drive the development and maintenance of Human Capital strategies. Oversee and facilitate Human Capital strategy, institutional effectiveness, and wellness initiatives for the FPB. Drive the provision of integrated Human Capital Development initiatives aimed at enhancing individual and organisational performance. Oversee and facilitate the provision of labour relations services
<p>Management of property services, fleet and travel management, and physical security service</p> <p>Weight %</p>	<ul style="list-style-type: none"> Develop and, once approved manage Shared Services budget Ensure that the financial resources are utilised in line with approved programs Provide input into 3-year budget Provide input into annual budget Provide input into all reporting divisional budgets including HR, Communications and RPA Monitor annual and 3-year budgets for all reporting divisions Seek approval on all budget deviations Prevent fruitless, wasteful, and irregular expenditure within reporting divisions Request deviation approvals when necessary
<p>Management of the development and implementation of risk strategies, anti-fraud, and case management services:</p> <p>Weight %</p>	<ul style="list-style-type: none"> Oversee the establishment, maintenance of appropriate risk management service within the institution. Oversee fraud prevention and case management initiatives for the institution.
<p>Management of provision of legal services:</p> <p>Weight %</p>	<ul style="list-style-type: none"> Drive the provision of sound legal advice and litigation support to the FPB. Drive the provision of secretariat services to the FPB. Drive the provision of legislative services and contracts management to the FPB.
<p>Management of all the resources in the programme:</p> <p>Weight %</p>	<ul style="list-style-type: none"> Oversee the development and management of staff within the programme. Implement and maintain a relevant management approach to support effective business results within the programme. Develop and sustain a culture of high performance, professionalism, and integrity to support overall quality of service delivery. Oversee control of budgeting and expenditure process in-line with strategic objectives and relevant legislation.



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	<ul style="list-style-type: none"> Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the programme.
Reporting Weight 10%	<ul style="list-style-type: none"> Compile and submit Organisational quarterly and annual report Compile, submit and present divisional operational reports for on a monthly, quarterly, and annual basis Compile, submit and present divisional budget reports on a monthly, quarterly, and annual basis Compile, submit and present risk management reports for reporting divisions on a quarterly basis Oversee the Compilation, submission and presentation of the Organisational Equity plans and reports on a quarterly and annual basis Oversee the compilation and implementation of organizational skills plans and reports

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 organizational 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 organizational direction
	Provides vision, setting the direction for the organisation and/or units. Ensuring a culture of deliverables within the organizational mandate.
	Systematically identifying, analyzing 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
Honours in relevant field	Industrial Psychology / Human Resources / Social Sciences	8	Essential

3.2 Professional Status	
Accreditations	Not Applicable



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Registrations	Not Applicable
Legal Appointments	Not Applicable
Memberships	Not Applicable

3.3 Leadership
Guidance, Direction and People Management
Highest level of emotional intelligence
Ability to encourage and support
Excellent leadership, mentoring abilities
Expires other to deliver on the organizational 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

3.5 Personal Attributes
Honesty and Integrity
Respect, Integrity, transparency, and courtesy
Team Player
Methodical and deadline driven
Highest level of ethics
Dedication and Commitment
Ambassador lead by example always
Factual, Fair, Transparent and Unbiased
Excellent all-rounder (multi-tasking/multiskilled)

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



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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

3.9 Competencies		
Type	Description	Proficiency Level
Drivers Licenses	Code B; Motor vehicle license	Essential
Computer Literacy	MS Office	Advanced
Behavioral, Functional and Technical Competencies	Client service orientated with customer focus	Advanced
	Business performance measurement (strategic, operational, and financial)	Advanced
	Planning and organizing	Advanced
	Policy formulation	Advanced
	Analytical thinking	Advanced
	Communication Verbal and Written	Advanced
	Emotional Intelligence	Advanced
	Conflict Management	Advanced
	Business Acumen	Advanced
	Presentation Skills	Advanced
	Report Writing	Advanced
	Statistical Analysis	Advanced
	Customer relationship management (channel management)	Advanced
	Research	Advanced
	Relevant legislative requirements an GP AA policies and procedures	Advanced
	Pension Fund Regulation and Rules	Advanced
	Compliance Management	Advanced
Strategic Capabilities and leadership	Advanced	
Programme and Project Management	Advanced	
Financial Acumen	Advanced	
Change Management	Advanced	



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	Knowledge Management	Advanced
	Service Deliver Innovation	Advanced
	Problem Solving and analysis	Advanced
	People Management and Empowerment	Advanced

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.