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JOB PROFILE

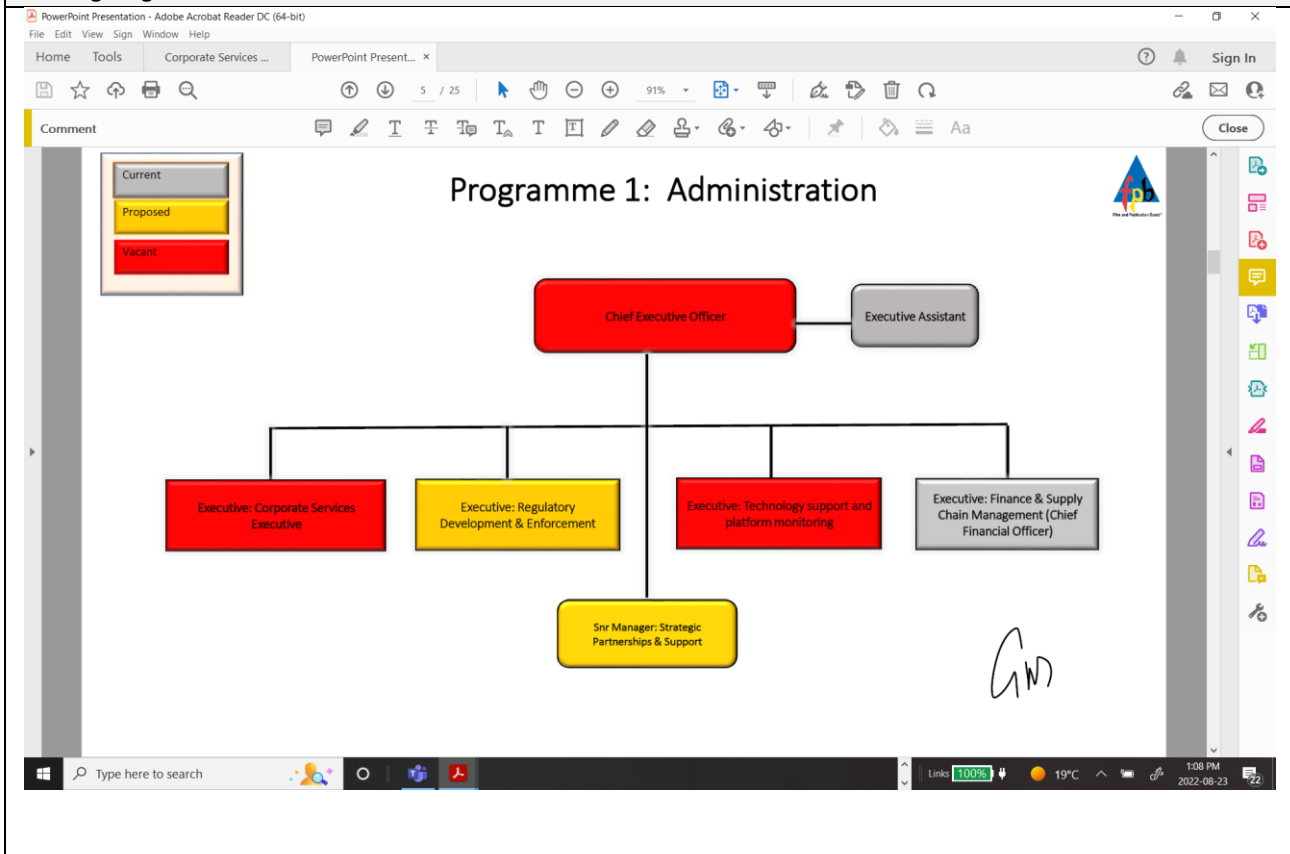
1. JOB DETAILS

Job Title	Regulatory Development and Enforcement 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
Regulatory, Development and Enforcement Executive	Chief Executive Officer

1.2 Organogram





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2. OUTPUT PROFILE

2.1 Purpose
The FPB's Regulatory Development and Enforcement Executive manages the development of regulations and monitors compliance and enforcement of services with the Act and prescribed regulations and license (certificate) conditions.

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 produce 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 conduct
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 conduct
Detailed e-mail, fax, or mail correspondence	x	x



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2.9 Job Outputs	
Key Performance Area	Performance Outputs
<p>Strategy</p> <p>Weight 10%</p>	<ul style="list-style-type: none"> Prepares the Strategic plan which will translate into an approved financial budget and Annual Performance Plans. Monitors National & International compliance & enforcement developments and commitments and makes recommendations on FPB's position in relation to relevant similar regulatory instrument Develop, review, and assess regulatory strategy, processes, and systems to enable achievement of FPB regulatory mandate Assists the Chief Executive Officer, FPB Council and Executive FPB in the drafting and review of strategic measures required in order to support the regulatory mandate and objectives of the Board. Initiates, formalizes, maintains and leverage on strategic partnerships to assist FPB achieve its regulatory and non-regulatory functions
<p>Regulatory</p> <p>Weight 10 %</p>	<ul style="list-style-type: none"> Implement and address programmes, raising public awareness, advocacy and addressing the broad Issues related to the mandate of the FPB Informs and consults the FPB Council and the Accounting FPB on any impacts arising from existing and proposed policy decisions. Takes decisions and endorses approvals on administrative, Compliance & Enforcement procedures, practices, and processes, and delegating own responsibility to employees as and when required in line with the FPB's policy. Raises recommendations and takes decisions on the entrusted function, as prescribed by law, or as delegated by the FPB Council. Raises recommendations on Legal Instruments and policy direction and decisions. Ensures all monitoring operations are effectively managed including sampling, testing, inspections, and onsite investigations, as may be required. Manage inspection and targeting plans, and judiciously employ other investigative and compliance tools as may be required. Supports the functions of the Enforcement committee and Appeals Tribunal while maintaining organizational administrative independence
<p>Operational</p> <p>Weight 15%</p>	<ul style="list-style-type: none"> Develops, and allocates employees within the entrusted units in line with approved business plans and budgets while ensuring employee development and training needs. Ensures an effective and efficient implementation of approved projects arising from external funding. Effective liaison, co-operation, and negotiation with other Regulators within the FPB, Ministry and other external entities. Assists in the securing of external funding towards the achievement of set goals and objectives of the Boards Revenue Enhancement Strategy and/or plan. Takes decisions as required, direction, supervision, discipline, development, and performance appraisal of the employees under direct responsibility. Authorizes expenditure within pre-set budget limits and in line with the Board's Policy and procedures. Addresses the operational requirements outlined in the Films and Publications Act and related legal instruments. Ensures that all reporting obligations are reached within the stipulated timeframes. Supports the achievement of the Board's objectives through effective programme management systems; and Conducts audit checks and directs the development and implementation of quality systems and activities.
<p>General Employee duties within the assigned responsibilities</p> <p>Weight 15%</p>	<ul style="list-style-type: none"> Performs duties within the provisions of the Films and Publications Act (FP Act, 2019 and Regulations), and/or related legislation, and ensures that all operations and activities comply with the relevant legal instruments. Ensures that the objectives of the FPB are met by effectively planning, organizing, leading, and controlling the assigned responsibilities. Serves as a point of reference for the FPB in the assigned responsibility. The Employee is expected to: <ul style="list-style-type: none"> represent the FPB in meetings including but not limited to commissions, committees, Board meetings, conferences, public consultation meetings, hearings, mediation, remedial action, legal hearings, tribunal sittings, court sittings within and outside the official working hours of the FPB, both locally and abroad.



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	<ul style="list-style-type: none"> • observe and comply with guidelines and directions as may be issued by direct senior Management. • Ensures that public's demands are reached and are in line with the FPB's responsibilities. • Informs, advises, and reports to immediate superiors on matters, developments, issues, and cases relating to this area. • Resolves issues and cases that fall within the assigned responsibilities. • Analyses, interprets, applies, and implements in a timely and appropriate manner any relevant National, and international legislation, directives, procedures, and similar obligations as well as any other relevant documents, and providing information and guidance to other Employees within the FPB. • Participates in media, awareness-raising and PR activities and campaigns. • Addresses enquiries and complaints and providing information and reports with recommendations. • Provides support to other FPB functions as required and participates in internal and external meetings. • Ensures that the Administration, coordination, reports, records, analysis and audit data, and information that is generated both internally and externally outside the FPB is conducted efficiently and in line with the FPB policies and procedures. • Ensures that proper management of the FPB operational databases is taking place. • Contributes to research studies. • Manages and adheres to the Policy Standards, Practices and Procedures set by the FPB. • Supports and substitutes and assists other Employees in attaining the FPB's goals and deliverables. • Reports and assists the FPB in HR-related matters. • Is expected to work outside normal office hours to meet deadlines; and • Performs other tasks and exercises as required and/ or directed by line senior management.
<p>Lead Weight 10%</p>	<ul style="list-style-type: none"> • Leads employees within the assigned areas of responsibility to ensure the delivery of effective results. • Mentors and motivates the Employees within the division, endorsing subordinates' work, and delegating own authority as authorized by the Senior Managers and Managers. • Raises recommendations to improve performance and effectiveness and constantly ensures that the right mechanism is in place for continuous improvement. • Makes decisions at the appropriate level of responsibility whilst considering the FPB's policies and procedures, goals, and objectives. • Provides advice to the Board on developments in both national and international fields within the area of responsibility and where necessary to function as a focal or contact point for the Board; and • Promotes a culture of collaboration, a positive working environment, work ethic and service to the public.
<p>Develop Weight 10%</p>	<ul style="list-style-type: none"> • Manages the review, development and drafting of policies, strategies, programmes, plans, legal documents (including contracts, notices, and regulations), procedures, and practices concerning assigned areas of responsibility. • Manages the development and implementation of well-researched technically sound actions on generic and particular subjects and situations. • Develops and implements business plans and budgets for the assigned responsibilities in line with the FPB's mission and vision. • Develops, reviews, and implements mechanisms, to ensure that any quantitative and qualitative targets, including those of any assigned subordinate employees, are attained. • Fosters internal and external stakeholder relationships by liaising, consulting, negotiating, networking. • Keeps abreast with relevant developments in both national and international fields; and • Analyses needs and possibilities for continued employee development and training both locally and abroad.
<p>Plan Weight 10%</p>	<ul style="list-style-type: none"> • Plans objectives, strategies, targets and indicators within the assigned unit or area of responsibility. • Schedules, coordinates, and prioritizes work with a view of delivering the objectives of the FPB.
<p>Monitor Weight 10%</p>	<ul style="list-style-type: none"> • Monitors and assesses employee performance. • Manages and monitors Annual Performance and Operational Plans, budgets, goals, policies, objectives, targets, contracts, and processes.



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	<ul style="list-style-type: none"> Appraises operations within the assigned area of responsibility to ensure effectiveness, proportionality, and consistency. Ensures that the FPB's policies are adhered to and helps secure proper regard for public safety in all the Boards actions; and Ensures that data and document policies are adhered to.
Governance Weight 10%	<ul style="list-style-type: none"> Formulates the strategic vision and direction necessary to meet the statutory obligations in the Films and Publications Act. Monitors, reviews, and strengthens the operations of the direct units, raising recommendations in consultation with management to direct superiors and to the FPB Council, and following approval ensures their proper implementation. Ensures effective communication within the FPB Council and creates a sense of purpose, promotes, and sustains a high level of morale in employees. Ensures good governance and coordination of Compliance & Enforcement including monitoring & compliance, policy, and reporting obligations within stipulated timeframes; and Ensures the effective and efficient management of the entrusted resources, safeguards the FPB's assets, prevention and detection of fraud and error.

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 audience 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 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. Managers and monitors whilst evaluating specific activities in order to deliver the desired outputs/outcomes
Procurement processes – in accordance with recognized financial practice in order to ensure the achievement of strategic organizational direction
Provides vision, setting the direction for the organisation and/or units. Ensuring ta 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

3.1 Qualifications

Type	Area	NQF Level	Importance
Honours in relevant field	Law/Legal	8	Essential

3.2 Professional Status



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Accreditations	Not Applicable
Registrations	Not Applicable
Legal Appointments	Not Applicable
Memberships	Not Applicable

3.3 Leadership
Inspires others to deliver on the organizational mandate
Leads employees within the assigned area of responsibility to ensure the delivery of effective results
Mentors and motivates the Employees within the divisions, endorsing subordinates' work, and delegating own authority as authorized by the Senior Managers and Managers
Highest levels of emotional intelligence
Guidance, Direction and People Management

3.4 Incumbent Liaises	
Chief Executive Officer	Direct Reporting Channel
Office of the CEO	Secondary reporting channel
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
Big picture thinking and fine eye for detail
Assertive
Attention to detail
Honesty and Integrity
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)



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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

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 services orientated with customer focus	Advanced
	Relationship Building	Advanced
	Negotiation Skills	Advanced
	Influencing	Advanced
	Planning and organizing	Advanced
	Coordinator/Coordinating	Advanced
	Conflict Management	Advanced
	Business Acumen	Advanced
	Business performance measurement (strategic, operational, and financial)	Advanced
	Budgeting and National Treasury Regulations	Advanced
	Understanding of protocol matters with regards to government, parliament, and other key stakeholders	Advanced
	Policy formulation	Advanced
	Presentation Skills	Advanced
	Report Writing	Advanced
	Resource planning and allocation	Advanced
Statistical Analysis	Advanced	



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	Research	Advanced
	Strategic Capabilities and leadership	Advanced
	Programme and Project Management	Advanced
	Financial Acumen	Advanced
	Change Management	Advanced
	Service Delivery Innovation	Advanced
	Problem Solving and Analysis	Advanced
	People Management and empowerment	Advanced
	Emotional intelligence	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.