



Head Office:

Eco Glades 2, 420 Witch Hazel Avenue, Eco Park, Centurion, 0169
Private Bag X31, Highveld Park, 0169
Tel: +27 12 003 1400 | Fax: +27 12 661 0074
Email: clientsupport@fpb.org.za | Website: www.fpb.org.za



External Advert

Manager Human Capital

The Film and Publication Board (FPB) The Film and Publication Board (FPB) is a statutory body, with its main task being content classification of films, videos, DVDs, computer games and certain publications, including online content for the suitable age viewership. Our mission is to "ensure effective and efficient consumer protection through regulation of media content, while empowering the public, especially children, through robust information sharing".

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

Manager: Human Capital – Patterson D3
Remuneration Package: R969,000.00 per annum
(Fixed Term Contract – 36 months)

The Manager: Human Capital is responsible to provide an effective Human Capital strategic support service through the development and implementation of the Human Capital strategy and business plan (aligned to organizational strategy) and best practice Human Capital processes and procedures.

Requirements:

- A Post Graduate qualification in Behavioral Science or Human Resources (NQF 8 or higher)
- Five years' experience as a Manager in Human Capital.
- Knowledge of HR Best Practices, Payroll (Sage 300, Sage Premier and ESS) Staff Management, Labour Relations, Change Management and Talent Management, Financial Acumen and PFMA compliance as well as a deep understanding of all labour related legislation.
- Excellent Communication and business writing (report writing) skills
- Confidentiality
- Attention to detail and timeliness
- Ethical and Fairness
- Professional
- Innovative problem solving
- Excellent ability to plan and schedule
- Knowledge of different methodologies and data analysis tools.



- Computer Literacy on Word, Excel and Powerpoint at an advanced level.

Please note that the successful candidate for this position should have her or his own valid transport be available to travel and easy access to the FPB Head Office (Centurion, Pretoria).

Further details for this post can be obtained from the FPB website at www.fpb.org.za

Persons interested in applying for the above position are requested to download the Application Form from the FPB website www.fpb.org.za and submit a completed Application Form, comprehensive CV and certified copies of qualifications and ID to Jacqueline Steyn at recruitment@fpb.org.za. Please enter the position applied for in the email subject line.

The closing date for applications is Wednesday **14 October 2020**.

If you have not heard from us within 30 days of the closing date, please accept that your application has been unsuccessful. The Film and Publication Board reserves the right not to make an appointment. Persons with disability are encouraged to apply.

FPB hotline: 0800 148 148
www.fpbhotline.org.za



Posted: 8 October 2020