



**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](mailto:clientsupport@fpb.org.za) | Website: [www.fpb.org.za](http://www.fpb.org.za)



## EXTERNAL ADVERTISEMENT

**The Film and Publication Board (FPB)** is a statutory body, with its main task being the classification of films, videos, DVDs, computer games and certain publications, including online content for their suitable age viewership. Our mission is to "ensure effective child protection, empowerment of consumers and a contribution to the economic growth of the industry through regulation of media content".

Applications are invited from suitably qualified persons for the following **36 month Fixed-Term Contract** positions in the Head office of FPB based in Centurion Pretoria.

### **Payroll Specialist – Patterson C4 – R477,786.00 CTC**

The Payroll Specialist must be fully conversant and competent on Sage 300 and will be responsible to ensure accurate payroll administration, assist in administrative responsibilities and maintenance of the human resource information system.

#### **Requirements:**

- Bachelor's degree in Human Resource management and or any related social sciences degree, with an advanced diploma in payroll management (NQF 7)
- Advanced proficiency in Sage Premier, Employee Self-help Service (ESS) and Sage 300 People packages
- 4 to 5 years' working experience on payroll at a specialist level (Cost to company pay structures).
- Working knowledge of payroll best practices, and remuneration related taxation.
- High level of proficiency in benefit administration: advanced understanding and application of all employee benefits and its related fringe benefit taxation praxis.
- Strong work ethics and team player
- High degree of professionalism
- Expert level proficiency in data analytics
- Ability to deal with sensitive and confidential material
- Strong interpersonal (verbal and written) communication skills



- Excellent attention to detail.
- Decision making, problem-solving and analytical skills
- Organizational, multi-tasking, and prioritising skills
- Proficiency on MS Office (Excel – intermediate, Word – intermediate, PowerPoint – intermediate).

Further details and requirements for these posts can be obtained from the FPB website [www.fpb.org.za](http://www.fpb.org.za) or from Ms Thapelo Madutung on [Thapelo.madutung@fpb.co.za](mailto:Thapelo.madutung@fpb.co.za) or [Jacqueline.steyn@fpb.co.za](mailto:Jacqueline.steyn@fpb.co.za).

Persons interested in applying for the above positions are requested to download the application form from the FPB website. To apply submit a completed Application Form, comprehensive CV and certified copies of qualifications and ID to Jacque Steyn at [recruitment@fpb.org.za](mailto: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](http://www.fpbhotline.org.za)



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