

ADVERTISEMENT – EXTERNAL

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 positions in the Head office of FPB based in Centurion Pretoria.

Position:	Legal Specialist
Programme:	Programme 2: Corporate Services
Type:	Permanent
Reference:	F003
Patterson Grade:	D1
Remuneration:	R 814 312.00 CTC per Annum
Requirements:	Bachelor of Laws or equivalent NQF level 7 related qualification. Must be and admitted attorney. At least 3-5 years' experience middle management experience in a law environment.

Competencies:	<p>In-depth understanding and application of legislation. Proven record of contract management and arbitration. Knowledge and understanding of procurement and supply chain management. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership.</p>
Duties:	<p>Render an effective legal advice service in the Organisation.</p> <p>Prepare all agreements/contracts that are legally sound and that are compliant with existing legislation and policies.</p> <p>Draft and provide general and specific legal advice and opinions.</p> <p>Attend to and manage all legal correspondences. Manage and co-ordinate all litigation issues.</p> <p>Compiling briefs to external legal consultants, State Attorneys, and counsel and managing the progress of matters and the inputs received.</p> <p>Ensuring that the administrative and contractual decisions of the Organisation are compliant with governing legislation and render advice on the impact of any new legislative requirements.</p> <p>Drafting of commercial contracts including contract templates and guidelines.</p> <p>Resolving Corporate legal disputes.</p> <p>Plan, gather evidence and prepare for representing at arbitration and mediation hearings and in a court of law.</p> <p>Remaining up to date with legal developments in the realm of contract law.</p>

Position:	Internal Auditor
Programme:	Programme 1: Administration
Type:	Permanent
Reference:	F005
Patterson Grade:	C4
Remuneration:	R 631 080.00 CTC per Annum
Requirements:	<p>Degree in Internal Auditing or Accounting at NQF level 7.</p> <p>2 years' work experience in Internal Auditing within the Public Sector environment.</p> <p>IIASA membership will be to your advantage</p>
Competencies:	<p>Proficiency on MS Office (MS Word, MS Excel, MS Power point)</p> <p>Working knowledge of Internal Audit Software (BarnOwl)</p>
Duties:	<p>Internal Audit Performance – Performing audits in accordance with the annual audit operational plan, including any special tasks or projects as directed by the Internal Audit Manager; Update the Audit Actions Plan Register for previously raised Internal Audit and Auditor General findings and Perform follow ups to ensure root causes of identified findings are addressed; Assist with the investigation of suspected fraudulent activities within the FPB as and when required to; Systematically analyse and evaluate business processes, providing value mechanisms to improve the auditees' internal control environment; Provide timely updates to the Internal Audit Manager</p>

	<p>regarding instances of fraud corruption, unethical behaviour and irregularities as identified/discovered during execution of audits; Conduct audits in accordance with the International Standards for the professional Practice of Internal Auditing established by the Institute of Internal Auditors (IIA); Identification of root causes for audit findings and being able to provide value adding recommendations to address them; Ability to perform peer reviews on work performed by other staff members to ensure quality output is maintained; Development and update/review of audit programmes to ensure audit objectives are effectively addressed; Ability to identify risks for audit findings noted.</p> <p>Reporting – Draft Internal Audit reports at the conclusion of each assignment for both planned and a hoc audits; Draft monthly management reports summarising results of audit activities; Draft quarterly Internal Audit reports for review by the Internal Audit Manager prior to issuing at the Audit and Risk Committee;</p> <p>Records Management – Maintain adequate filing and records management in the Unit in line with the Records Management Policy; Ensure all files and records for the Internal Audit function are stored in a manner that facilitates ease of retrieval; Provide and retain supporting evidence for internal audit findings; Ensure all working papers are cross reference appropriately.</p> <p>Professional Conduct – Maintain good relations with the auditees during the performance of audits; Exhibit good communication (verbal and written) skills; Comply with the IIA’s Code of Ethics and Standards for the Professional Practice of Internal Auditors (SPPIA).</p>
Closing Date:	14 March 2024 17h00

Persons interested in applying for the above positions are requested to download the application form from website. To apply submit a completed Application Form, comprehensive CV and certified copies of qualifications and ID to recruitment@fpb.org.za. Please enter the position applied for and the reference number in the email subject line.

FPB Hotline: 0800 148 148



www.fpb.hotline.org.za