

Position: BCCSA Registrar
Location: Burnside Office Park, 410 Jan Smuts Avenue, Craighall Park, JHB
Position Category: 5-year fixed term contract (renewable)
Work model: Hybrid / Flexible, subject to operational requirements
Remuneration: Market-related
Reporting to: Chairperson of the BCCSA

Role Summary

The BCCSA is a self-regulatory body that is recognised by ICASA. It aims to ensure that signatory broadcasters comply with the applicable Codes of Conduct across television, radio and online content and promotes responsible broadcasting, freedom of expression and public accountability.

We are seeking an experienced, independent professional to serve as Registrar, lead the BCCSA's complaints processes and oversee its administrative operations. This is a unique and exciting opportunity to make a meaningful contribution to South Africa's broadcasting landscape.

The successful incumbent will work closely with the Chairperson and Commissioners, to facilitate adjudications and hearings, oversee the BCCSA office and liaise with broadcasters, complainants and legal representatives.

Key responsibilities

- Receive, assess and process complaints.
- Determine whether complaints fall within the BCCSA's jurisdiction and assist members of the public in accessing the complaints process.
- Obtain and review relevant broadcast content and liaise professionally and impartially with broadcasters, complainants, legal representatives and other stakeholders.
- Coordinate meetings, adjudications, Tribunal and Appeal Tribunal hearings, including scheduling, preparation of documentation and communication with the parties.
- Maintain accurate and up-to-date records of complaints and ensure confidentiality.
- Assist the Chairperson in managing the BCCSA's daily operations, supervising administrative staff and ensuring prudent financial administration.
- Prepare and review correspondence, reports and meeting documentation and maintain the BCCSA's administrative records, databases and website.
- Contribute to improvement in policies, procedures and complaints management and support training and public awareness initiatives.

Qualifications and experience

- A relevant tertiary qualification in law, paralegal studies, media or communications, public policy, management, administration or a related field that provides a sound basis for complaints handling, procedural work or organisational administration.
- At least five years' relevant experience in complaints management, broadcasting, regulation, compliance or administration, with demonstrated responsibility for managing processes and operations.
- The ability to interpret and apply codes and procedural requirements.
- An understanding of South African legal systems and processes.
- Excellent written and verbal communication skills, including the ability to draft clear and accurate reports and correspondence.
- Strong analytical, organisational and interpersonal skills, with the ability to manage competing priorities and meet deadlines.
- Proficiency in relevant computer applications and digital record management.
- An understanding of broadcast content regulation would be advantageous.
- Must be willing and able to work within a hybrid and flexible model, with the understanding that operational requirements will determine when in-office attendance is required, including being available for hearings, meetings and the timely management of complaints.

Personal attributes

We are looking for an experienced, independent professional who exercises sound judgement, manages sensitive information and matters with integrity and impartiality, communicates confidently with diverse stakeholders, and demonstrates a strong commitment to fairness, accountability and freedom of expression and public accountability.

How to apply

All interested applicants to submit a detailed CV, certified copies of your qualifications and identity document via bccsajobs@nabsa.co.za

Closing date

The deadline for applications is **31 October 2026**