

Date Issued: 11 December 2024

The BMA is established as an armed service in terms of Section 199(3) of the constitution, a third in the country in addition to the South African National Defence Force (SANDF) and the South African Police Service (SAPS) through the Border Management Authority Act No 2 of 2020. The Border Management Authority invites suitable candidates to apply for the following vacant position.

IMPORTANT INFORMATION FOR THE APPLICANTS

APPLICATIONS:

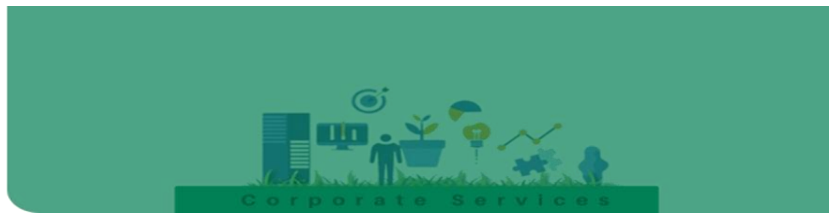
Applications must be -

- A duly completed BMA Employment Application Form downloadable from the BMA website, accompanied by a Comprehensive CV citing the start and end date (dd/mm/yr) of each employment period including the details of at least two contactable employment references (as recent as possible),
- Applications must be forwarded to the correct email address, all applications forwarded to the incorrect email address will not be considered.
- Copies of educational qualifications, ID or driver's licence must not be included with the application. Inclusion of these extra attachments might exceed the size limit, with the possibility that email may not be received;
- Only shortlisted candidates will be required to submit certified copies of their qualifications, ID document, a valid driver's license on/before the date of the interview. Applicants in possession of (a) foreign qualification(s); have a responsibility to simultaneously to ensure that such qualification(s) is/are accompanied by an evaluation certificate obtained from the South African Qualifications Authority (SAQA) to confirm the appropriate National Qualifications Framework (NQF) Level
- Should you not be contacted within 5 months of closing of the advertisement, please consider your application to be unsuccessful.
- Failure to comply with any of the above instructions may result in the application being disqualified.
- Applications received after the closing date will not be considered.
- **BMA RESERVES THE RIGHT TO FILL THE POST.**

Closing Date: 27 December 2024

SELECTION:

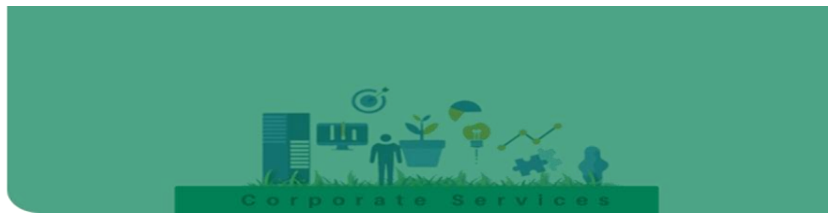
- Shortlisted Candidates may be subjected to an **interview** and **technical assessment(s)** (which assesses the Candidates' demonstrated professional and technical competency against the job requirements and duties).
- Candidates potentially considered suitable after the interview and technical test(s) for senior positions, will be subjected to a **competency assessment** (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post);
- **Employment suitability checks** (credit, criminal, citizenship, employment references and qualification verifications) will be conducted on possible candidates
- **Appointments will be subject a mandatory vetting/security clearance appropriate to the level of the position.**



POSITION : **EXECUTIVE MANAGER: TRAINING & DEVELOPMENT**
SALARY : **R1 479 426 – R1 691 565 (All-inclusive remuneration package)**
CENTRE : **PRETORIA (BMA HEAD OFFICE)**
DIVISION : **CORPORATE AFFAIRS**
REFERENCE NO : **BMA 1/7/2024**
EMAIL : ExcManager.TrainingDev@bma.gov.za

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

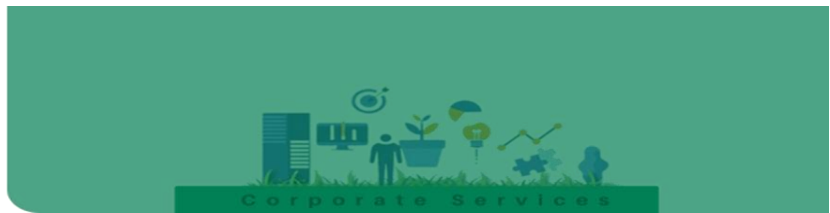
Minimum Qualifications	<ul style="list-style-type: none"> • A Bachelor Honours Degree or Postgraduate Diploma in Human Resource Management / Human Resource Development / Training and Development / Education or Education Management at NQF level 8 as recognized by SAQA. • A certificate in Occupationally Directed Education, Training and Development will be an added advantage
Minimum Experience	<ul style="list-style-type: none"> • Minimum of 10 years' experience at managerial level within Learning and Development environment of which 5 years must be at Middle/management level. • Experience in curriculum / learning unit standards development • Training and Development operational experience preferably within learning institutions / academy. • Understanding of SETA/SAQA/QCTO
Knowledge	<ul style="list-style-type: none"> • South African Constitution. BMA Act 2020 Knowledge of the Employment Equity Act, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act and all applicable human resources legislation. Understanding of legislation and prescripts applicable in the corporate environment.
Professional Registration or license requirements	<ul style="list-style-type: none"> • None
Other requirements	<ul style="list-style-type: none"> • May be required to work extended hours. • Valid driver's License



MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Responsibilities/Duties

- The successful candidate will be expected to perform the following duties:- Lead the development, management and execution of the function strategy and provide input into the overall strategy, policy and decision-making direction of the BMA. Contribute to key decisions on BMA processes, projects and policies and effectively incorporate and manage all relevant changes agreed-upon decisions. Manage the training institution in accordance with applicable legislation. Manage the knowledge and information library for all BMA employees. Promote and co-ordinate training and development interventions in the departments based on employee needs. Manage effective training and capacity building programmes. Maintain the quality and effectiveness of learning and development interventions. Administer, manage and support core learning centre functions. Manage applicable bursary schemes for employees. Promote professionalism of the Border Guard through research, training and development of BMA employees in accordance with the Act to ensure adherence to ethical standards. Ensure and compile quality research reports for submission to relevant stakeholders to inform key decision making. Establish, source, develop and implement a professional training programmes. Facilitate accreditation and registration of programmes. Facilitate lifelong learning within both public and private organisation as well as fostering long-distance learning for members across the country. Ensure development of competency models. Manage Staff Skills Audits for training alignment. Prepare annual Workplace Skills Plan and Submit Annual Training Reports. Manage relevant training and development Committees. Prepare and present reports for submission to the BMA Management/Executives and Governing committees and other stakeholders. Facilitate and oversee the development and monitoring of policies, standard operating procedures, systems and controls. Lead the conceptualising of the unit's risk register. Ensure the mitigation of the business units' risk profile through the application of fraud controls and risk prevention principles and implementing of sound governance and compliance processes and tools to identify and manage risks. Lead the coordination and maintenance of quality risk management in line with the relevant requirements. Develop and management of the budget of the Division by ensuring financial stability within the Division. Ensure expenditure is in line with budget requirements. Monitoring financial control, budget management and the procurement process to ensure compliance with the legislation e.g. (PFMA, PPFA, and BBBEE) Maximise revenue and reduce expenditure through effective cost control measures. Build and lead an effective and cohesive team through the effective management of departmental resources. Lead and drive a high performance culture by translating and communicating the annual performance goals and measures based on agreed upon objectives. Lead and drive the management of poor performance and disciplinary matters in line with the BMA's policies and procedures.



POSITION : **EXECUTIVE MANAGER: OPERATIONAL COMMAND CENTRE AND SPECIAL RESPONSE**

SALARY : **R1 479 426 – R1 691 565 (All-inclusive remuneration package)**

CENTRE : **PRETORIA (BMA HEAD OFFICE)**

DIVISION : **OPERATIONS AND LAW ENFORCEMENT**

REFERENCE NO : **BMA 2/7/2024**

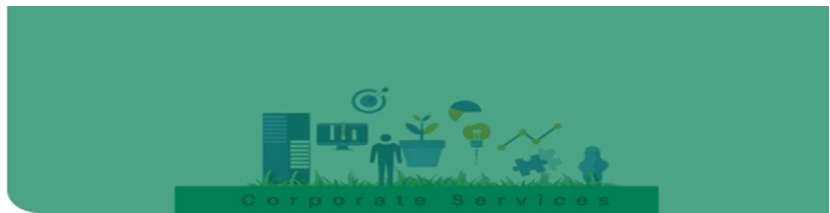
EMAIL : ExecManager.Opscommand@bma.gov.za

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Minimum Qualifications	<ul style="list-style-type: none"> • A qualification in Security Management, Law Enforcement or related qualification at NQF level 8 as recognized by SAQA. • NQF level 9 qualification in the above regards, will serve as an added advantage
Minimum Experience	<ul style="list-style-type: none"> • 10 Years Minimum Experience of which 5 years' experience at Middle management level
Knowledge	<ul style="list-style-type: none"> • South African Constitution. BMA Act 2020; Immigration Act 2002 (Act No. 13 of 2002); Understanding of legislation and prescripts applicable in the corporate environment. National Treasury Regulations. Ability to build strategic working relations.
Professional Registration or license requirements	<ul style="list-style-type: none"> • None
Other requirements	<ul style="list-style-type: none"> • May be required to work extended hours. • Valid driver's License

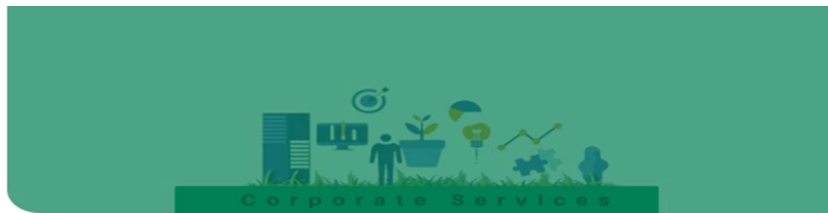
Responsibilities/Duties

- The successful candidate will be expected to perform the following duties:- Lead the development, management and execution of the Operational Command Centre & Special Response strategy and provide input into the overall strategy, policy and decision-making direction of the BMA. Develop monitoring and evaluation plans for the entire organisation in line with the relevant frameworks and best practice. Set and drive comprehensive goals and objectives for performance and growth to support the BMA's strategy and objectives. Lead and ensure the establishment, maintenance and improvement of Standard Operating Procedures, policies, and guidelines relating to the Operational Command Centre & Special Response and all related business units in consultation with the Chief Officer and other Executive members. Contribute to key decisions on BMA processes, projects and policies and effectively incorporate and manage all relevant changes agreed-upon decisions. Design, implement and use insights gained through business information to compile reports, and metrics to measure success and inform the business decision making process and realign objectives. Implement best practice methods through conducting research, assessment, monitoring, evaluating, development and making the necessary recommendations. Monitor and coordinate the Border Law Enforcement Operations. Serve as a national platform from where operations are directed and escalated to. Plan and control operations in the Border Law Enforcement environment. Issue operational directives, instructions, and plans. Collaborate with the National Targeting Centre to conduct intelligence-driven operations. Collaborate with other structures within the security cluster. Serve as a Special Response Unit to augment forces within the Border Law Enforcement area wherever that might be. Conduct special entry, search, seizure, arrest and detention efforts and activities. Provide operational capabilities on the ground at the Border Law Enforcement Area in order for the NTC to provide risk and intelligence awareness observation. React as the first line to intelligence and risk-based activities. Coordinate the assigned operations with the designated Regional Commander for a specific Port of Entry or Border Law Enforcement Area. Assume a crisis management role in the wake of major incidents. Ensure the development and effective stakeholder relations management



MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

with both local and international communities in support of Operational Command Centre & Special Response Objectives. Build and maintain effective internal and external stakeholder relationships for the purpose of expectations management, knowledge sharing and integration. Lead the identification and mitigation of internal systems and procedural barriers to enhance excellent customer service. Represent and participate in the BMA's committees and tasks teams as member of the executive team. Ensure the mitigation of the business units' risk profile through the application of fraud controls and risk prevention principles and implementing of sound governance and compliance processes and tools to identify and manage risks. Lead the coordination and maintenance of quality risk management in line with the relevant requirements. Develop and management of the budget of the Division by ensuring financial stability within the Division. Ensure expenditure is in line with budget requirements. Monitoring financial control, budget management and the procurement process to ensure compliance with the legislation e.g. (PFMA, PPFA, and BBBEE). Build and lead an effective and cohesive team through the effective management of departmental resources. Lead the implementation of talent acquisition, succession planning, development, and retention strategies for the department. Lead the enhancement of relevant knowledge and skills through continuous coaching. Lead and drive the management of poor performance and disciplinary matters in line with the BMA's policies and procedures.



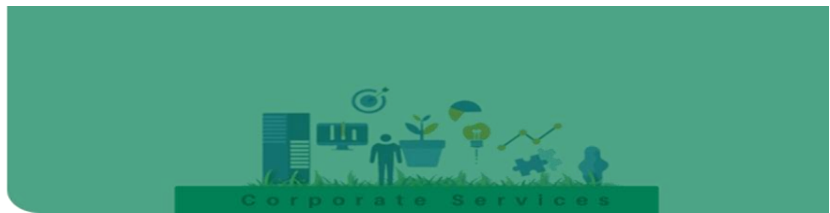
POSITION : **MANAGER: INFORMATION TECHNOLOGY AUDITOR**
SALARY : **R 1 003 000 - R 1 130 000 (All-inclusive remuneration package)**
CENTRE : **PRETORIA (BMA HEAD OFFICE)**
DIVISION : **INTERNAL AUDIT**
REFERENCE NUMBER : **BMA 3/7/2024**
EMAIL ADDRESS : Manager.ITAuditor@bma.gov.za

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> Bachelor's degree in information systems, computer science, informatics, auditing, internal auditing, accounting, or related qualification at NQF level 7 as recognized by SAQA.
Minimum Experience	<ul style="list-style-type: none"> 5 years' Experience ICT Auditing Experience
Professional Body/Association	ISACA
Knowledge	<ul style="list-style-type: none"> Strong understanding of IT governance, risk management, and compliance frameworks (e.g., COBIT, NIST, ISO, Public Sector IT Governance Frameworks).. Public Finance Management Act (PFMA). National Treasury Regulations. King Governance Code. PFMA, Treasury Regulations and Public Service Regulations. Internal Auditing / Auditing Standards. Knowledge of GRAP. Border Management Authority Act,2020.
Professional registration or license requirements	<ul style="list-style-type: none"> CISSP- Certified Information Systems Security Professional OR; CISSP-ISSMP Information Systems Security Management Professional OR; CISM Certified Information Security Manager OR; CISA Certified Information Systems Auditor or other equivalents
Other requirements	<ul style="list-style-type: none"> Flexibility in working hours will be required to meet demands of the role. May be required to work overtime. Valid driver's License

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
	<ul style="list-style-type: none"> The incumbent of the post will be expected to perform the following duties: Annually prepare an audit plan of the ICT audit function which comprehensively covers the BMA ICT environment audit universe ; for consideration of the CAE. Manage and conduct ICT audits in accordance with professional auditing standards, internal policies, and regulatory requirements. Ensure the ICT Audit team`s work is conducted in line with professional auditing standards, internal policies, and regulatory requirements. Periodically report to the CAE on the progress of ICT Audits. Evaluate the effectiveness of ICT internal controls relating to , information security measures, data integrity, system availability, third party management and compliance with applicable laws and regulations. Prepare

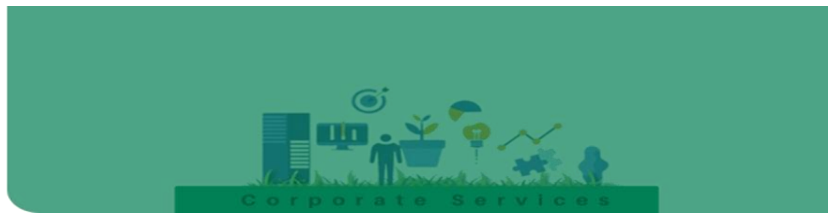
Responsibilities/Duties

comprehensive audit reports and recommendations for CAE's approval. Identify opportunities to enhance the efficiency and effectiveness of ICT audit processes and methodologies. Assist Internal Audit Unit with data analytics requirements and render support on audit management tools. Identify, evaluate, and operate value-add technology tools for ICT Audit and internal audit projects. Maintain all related Service Level Agreements to minimise business risk and ensure business continuity of the Internal Audit Unit at large. Provide advocacy on ICT Audit related matters to relevant stakeholders. Collaborate with the necessary organs of state and domestic and international assurance stakeholders to promote and enhance effective, efficient and secure human movement. Build and maintain effective internal and external stakeholder relationships for the purpose of expectations management, knowledge sharing and integration. Participate in industry related forums, conferences and workshops to gain industry insight for the purpose of business improvement and position the BMA. Review the ICT Risk Register to ensure that BMA maintains quality risk management standards in line with relevant requirements. Conduct comprehensive annual ICT process-level risk assessment interviews with CIO, ICT executives and other managers in the BMA; identify and incorporate risk data from multiple internal and external sources to assess risk and analyze results. Perform follow up of previously raised ICT audit findings. Provide input in the planning and compilation of the business unit's annual budget aligned to the operational plans to support the implementation of set objectives. Ensure the effective implementation, management, monitoring of the business unit's budget, and mitigate and report on any variances. Report on and communicate any costs improvements and shortfalls to the CAE. Ensure the ICT Audit team's work is conducted in line with professional auditing standards, internal policies, and regulatory requirements. Build and lead an effective and cohesive team through the effective management of divisional resources. Drive the implementation of talent acquisition, succession planning, development, and retention strategies for the division



POSITION : **MANAGER: SCM LOGISTICS, STORES & DISPOSAL**
SALARY : **R1 003 000 – R1 130 000 (all-inclusive remuneration package)**
CENTRE : **PRETORIA (BMA HEAD OFFICE)**
DIVISION : **SUPPLY CHAIN MANAGEMENT**
REFERENCE : **BMA 4/7/2024**
EMAIL ADDRESS : ManagerSCM.LogisticsDisposal@bma.gov.za

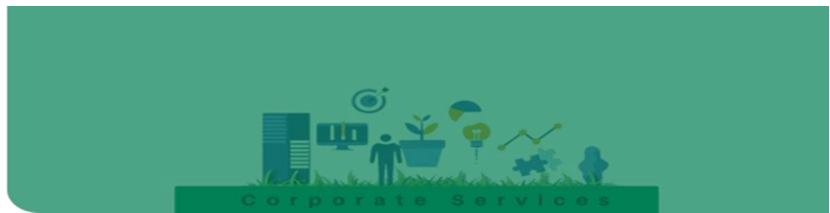
MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> A Grade 12 as well as a bachelor's degree in Procurement / Supply Chain Management/ Logistics/ Finance/ Audit/Commerce/Public Administration/Business management and Accounting (NQF Level 7) NQF8 of the above qualification will be an added advantage
Minimum Experience	<ul style="list-style-type: none"> 6 years' minimum working experience in SCM, Logistics & Stores 3 years at supervisory Level
Knowledge	<ul style="list-style-type: none"> Border Management Authority Act,2020 All applicable legislative framework (lets include the possible legislations)
Professional Registration or license requirements	<ul style="list-style-type: none"> Chartered Institute of Procurement and Supply (CIPS) membership registration added advantage or SAICA
Other requirements	<ul style="list-style-type: none"> Flexibility in working hours will be required to meet demands of the role. May be required to work overtime. Valid driver's License



MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

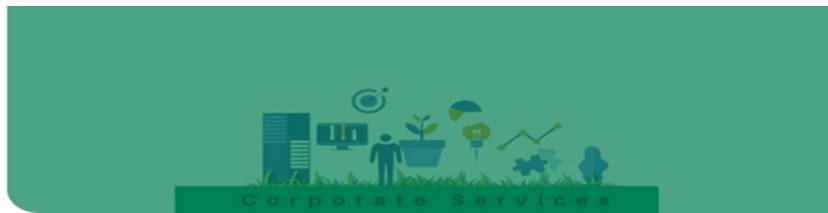
Responsibilities/Duties

- Processing placement of orders by ensuring all SCM process were adhere to. Record receiving goods as per the specification. Goods distribution as per the RFP instruction. Manage inventory and stores warehouse of goods. Conduct stocktaking as per approved guidelines. Matching documents and reconciliations. Preparation of payment documentation and ensure payment within 30 days. Ensure real time invoicing and record keeping. Travel and booking management oversee. Manage human resources including allocation of resources. Manage audit processes during audits. Preparation for disposal processes. Record Management in accordance with the National Archiving of disposal documentation. Ensure that SCM registers (open orders, deviations, irregular expenditure, contract and tender register) are reviewed and submitted to the Senior Manager and Executive Manager timeously. Manage all logistical arrangements ensuring proper quality control, specification compliance, monitoring, and verification deliveries. Assist in the assessment and investigation of irregular, fruitless and wasteful expenditure (IFWE) in accordance with the IFWE guidelines and framework. Produce a monthly and quarterly compliance report for the SCM and Finance on the effectiveness of the Internal controls. Ensure through compliance check that accurate and completeness of record-keeping of suppliers: up to date B- BBEE, Tax information and any related information. Provide input into the development of SCM and Finance policies, procedures and processes. Ensure compliance with all statutory or legal requirements. Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks. Support and provide evidence to all internal and external audit requirements. Maintain quality risk management standards in line with relevant requirements. Build and maintain relationships with all BMA officers including Governance Committees for the purposes of expectations management and knowledge sharing. Provide advocacy on matters related to financial accounting activities to make informed decisions. Provide input in the planning and compilation of the business unit's annual budget aligned to the operational plans to support the implementation of set objectives. Ensure the effective implementation, management, monitoring of the business unit's budget, and mitigate and report on any variances. Ensure the enhancement of relevant knowledge and skills through continuous coaching, mentoring and nurturing of talent in the business unit. Create a high-performance culture and manage team performance effectively by translating and communicating the annual performance goals and measures into individual work plans based on agreed upon objectives.



POSITION : **SPECIALIST: SCM ACQUISITION**
SALARY : **R 900 000 – R1 100 000 (All-inclusive remuneration package)**
CENTRE : **PRETORIA: (BMA HEAD OFFICE)**
DIVISION : **SUPPLY CHAIN MANAGEMENT**
REFERENCE : **BMA 5/7/2024**
EMAIL ADDRESS : SpecialistSCM.Acquisistion@bma.gov.za

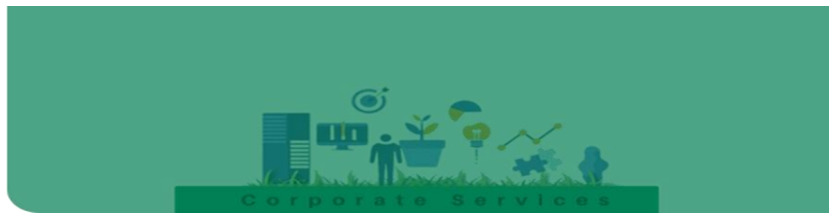
MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> • A Bachelor's degree in Procurement / Supply Chain Management/ Logistics/ Finance/ Audit/Commerce/Public Administration/Business management and Accounting (NQF Level 7) • A post graduate qualification in Finance, Supply Chain Management, Accounting or Finance or Commerce (NQF 8) will be an added advantage
Minimum Experience	<ul style="list-style-type: none"> • 6 years' experience in Supply Chain Management • 3 years' experience of which in a supervisory level
Knowledge	<ul style="list-style-type: none"> • Good knowledge and understanding of the PFMA, Treasury Regulations and Guidelines. Knowledge and understanding of the SCM Regulations, Practice Notes, Circulars, Policy Frameworks. Knowledge and understanding of the Preferential Procurement Policy Framework Act and its associated regulations. Good working knowledge of the Broad Based Black Economic Empowerment Act, 53 of 2003. Contract Management. Knowledge of ERP accounting system (SAGE). Border Management Authority Act,2020. Broad – based Black Economic Empowerment Act 53 of 2003.Kings Governance Code. General Recognized Acceptable Practice (GRAP)
Professional Registration or license requirements	<ul style="list-style-type: none"> • Chartered Institute of Procurement and Supply (CIPS) membership registration added advantage or SAICA
Other requirements	<ul style="list-style-type: none"> • Flexibility in working hours will be required to meet demands of the role. • May be required to work overtime. • Valid driver's License



MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Responsibilities/Duties

Observe the tender proceedings, to ensure proper processes are being followed and records are maintained. Review tender documents to ensure compliance, in line with SCM, PPPFA and B-BBEE policy requirements. Advise Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee on complex SCM matters. Promoting the compliance and adherence to the SCM policy. Assist in the implementation of control measures to enhance current processes. Assist with the audit process with the internal and external auditors. Ensure that SCM monthly and quarterly registers (quotations and tender) are reviewed and submitted to the Senior Manager and Executive Manager timeously. Propose enhancements / review of SCM Policy and procedures in line with the changes in the National Treasury regulations, instruction notes etc and ensure the same is implemented. Assist in the assessment and investigation of irregular, fruitless and wasteful expenditure (IFWE) in accordance with the IFWE guidelines and framework. Ensure through compliance check that accurate and completeness. Keep a record of non-complying suppliers captured on the system. Perform declarations of interest checks, National Treasury restricted database and defaulters list for all recommended bidders. Prepare reports on SCM overall compliance status. Provide input into the development of SCM and Finance policies, procedures and processes. Ensure compliance with all statutory or legal requirements. Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks. Build and maintain relationships with all BMA officers including Governance Committees for the purposes of expectations management and knowledge sharing. Provide advocacy on matters related to financial accounting activities to make informed decisions. Represent and participate in the organisation's committees and tasks teams when required. Convene and attend meetings and present findings and business cases to relevant stakeholders when required. Monitoring financial control, budget management and the procurement process to ensure compliance with the legislation e.g. (PFMA, PPPFA, and BBBEE). Ensure the deployment of proper financial controls to manage the business unit budget. Report on and communicate any costs improvements and shortfalls. Create a high-performance culture and manage team performance effectively by translating and communicating the annual performance goals and measures into individual work plans based on agreed upon objectives. Ensure the working environment contributes to improving employee engagement, recognition and increased productivity. Ensure the management of poor performance and disciplinary matters in line with the BMA's policies and procedures.



POSITION : **SPECIALIST: SCM DEMAND**
SALARY : **R 900 000 – R1 100 00 (all-inclusive remuneration package)**
CENTRE : **PRETORIA (BMA HEAD OFFICE)**
DIVISION : **SUPPLY CHAIN MANAGEMENT**
REFERENCE : **BMA 6/7/2024**
EMAIL ADDRESS : SpecialistSCM.Demands@bma.gov.za

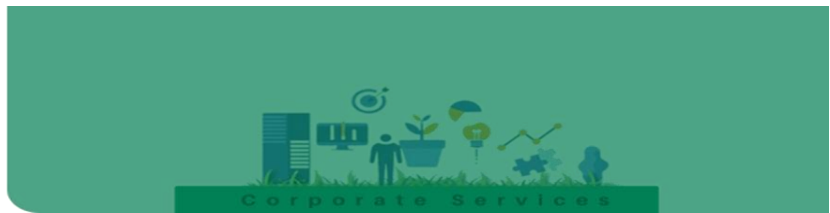
MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> A Grade 12 as well as a bachelor's degree in Procurement / Supply Chain Management/ Logistics/ Finance/ Audit/Commerce/Public Administration/Business management and Accounting (NQF Level 7) A post graduate qualification in Finance, Supply Chain Management, Accounting or Finance or Internal audit or equivalent (NQF 8) will be an added advantage.
Minimum Experience	<ul style="list-style-type: none"> 6 years' experience in Audit of Supply Chain Management 3 years' experience of which in a supervisory level
Knowledge	<ul style="list-style-type: none"> Generally Recognised Accounting Practice (GRAP). Public Finance Management Act (PFMA). National Treasury Regulations and Preferential Procurement Policy Framework Act. Broad – based Black Economic Empowerment Act 53 of 2003. King Governance Code. SAGE ERP System. Basic Conditions of Employment Act. Employment Equity Act. Skills Development Levy Act. Border Management Authority Act,2020
Professional Registration or license requirements	<ul style="list-style-type: none"> Chartered Institute of Procurement and Supply (CIPS), SAICA, SAIPA membership registration will be an added advantage
Other requirements	<ul style="list-style-type: none"> Flexibility in working hours will be required to meet demands of the role. May be required to work overtime. Valid driver's License



MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Responsibilities/Duties

Compile and consolidate needs analysis. Co-ordinate inputs and completion of quarterly and annual procurement plan. Compilation of specifications and terms of reference submitted by user department. Promote compliance and adherence to the SCM policy. Assist in the implementation of control measures to enhance current processes. Assist with the audit process with the internal and external auditors. Risk management of the SCM. SCM performance review. Reporting on SCM information. Optimum system utilization. Entire adequate controls are in place for safeguarding of SCM information. Ensure that SCM registers (deviations, irregular expenditure, contract. management register) are reviewed and submitted to the Senior Manager and Executive Manager timeously. Propose enhancements / review of SCM Policy and procedures in line with the changes in the National Treasury regulations, instruction notes etc and ensure the same is implemented. Assist in the assessment and investigation of irregular, fruitless and wasteful expenditure (IFWE) in accordance with the IFWE guidelines and framework. Ensure that SCM monthly and quarterly for the SCM. Monitor and evaluate supplier utilisation and performance. Keep record all National Treasury report submissions. Provide input into the development of SCM and Finance policies, procedures and processes. Ensure compliance with all statutory or legal requirements. Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks. Support and provide evidence to all internal and external audit requirements. Maintain quality risk management standards in line with relevant requirements. Maintain and enforce all related Service Level Agreements to minimise business risk and ensure business continuity. Review related Standard Operating Procedures in consultation with the Mangers to ensure business optimization. Ensure the effective implementation, management, monitoring of the business unit's budget, and mitigate and report on any variances. Monitoring financial control, budget management and the procurement process to ensure compliance with the legislation e.g. (PFMA, PPPFA, and BBBEE). Ensure the deployment of proper financial controls to manage the business unit budget. Build and lead an effective and cohesive team through the effective management of divisional resources. Drive the implementation of talent acquisition, succession planning, development, and retention strategies for the division. Ensure the enhancement of relevant knowledge and skills through continuous coaching, mentoring and nurturing of talent in the business unit.



POSITION : **ASSISTANT MANAGER: IMMIGRATION**
SALARY_RANGE : **R850 000 – R950 000 (all-inclusive remuneration package)**
CENTRE : **PORT OF ENTRY: OR TAMBO INTERNATIONAL AIRPORT**
DIVISION : **OPERATIONS**
REFERENCE NUMBER : **BMA 7/7/2024**
EMAIL ADDRESS : AssistantManager.Immigration@bma.gov.za

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> An undergraduate qualification in Social Sciences/ equivalent qualification at NQF level 7 as recognised by SAQA
Minimum Experience	<ul style="list-style-type: none"> Minimum of 4 years' experience in similar environment (of which 2 years at a supervisory level)
Knowledge	<p>Knowledge of the South African Constitution, BMA Act 2020, South Africa's Foreign Policy, Refugees Act, Immigration Act, Criminal Procedure Act, Public Service Act and Regulations, and Public Finance Management Act. Understanding of legislation and prescripts applicable in the border environment, and International and Regional Protocols. Knowledge of applicable international Conventions relating to migration, biosecurity, environmental and human health. Knowledge and understanding of the port security risks in relation to port health, immigration, biosecurity and environmental risk. Understanding of broad security risks in the border environment. Knowledge of the National Treasury and Risk Management Framework, and applicable human resource legislature.</p>
Professional registration or license requirements	<ul style="list-style-type: none"> None
Other requirements	<ul style="list-style-type: none"> Flexibility in working hours will be required to meet demands of the role May be required to work overtime Valid driver's License

Responsibilities/Duties

- The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the clearance of travellers and manage cross-border permits. Ensure compliance with immigration laws and regulations. Mitigate workplace hazards and promote health and safety policies. Manage surveillance operations and relocation of unauthorised individuals. Manage access control and maintain accurate immigration records. Ensure data integrity in immigration databases. Ensure the development and effective stakeholder relations management with both local and international communities in support of national objectives and regional priorities. Build and maintain relationships with all BMA business units for the purposes of expectations management and knowledge sharing. Facilitate stakeholder relationships within the border control environment. Represent and participate in the BMA's committees and tasks teams. Attend industry related forums, conferences and workshops to gain industry insight for the purpose of business improvement. Prepare and present reports for submission to the Manager: Specialised Functions and other stakeholders. Ensure the mitigation of the business units' risk profile through the application of fraud controls and risk prevention principles and implementing of sound governance and compliance processes and tools to identify and manage risks. Ensure effective support in the provision of evidence to all internal and external audit requirements. Ensure adherence in the team to all relevant laws, policies and Standard Operating Procedures throughout the organisation. Advocate an ethical culture within the BMA. Enforce counter corruption framework and systems. Monitoring financial control, budget management and the procurement process to ensure compliance with the legislation e.g. (PFMA, PPFA, and BBBEE). Build and lead an effective and cohesive team through the effective management of divisional resources. Drive the implementation of talent acquisition, succession planning, development, and retention strategies for the division. Ensure the enhancement of relevant knowledge and skills through continuous coaching, mentoring and nurturing of talent in the business unit. Create a high-performance culture and manage team performance effectively by translating and communicating the annual performance goals and measures into individual work plans based on agreed upon objectives. Ensure the working environment contributes to improving employee engagement, recognition and increased productivity. Ensure the management of poor performance and disciplinary matters in line with the BMA's policies and procedures.



POSITION	:	EXECUTIVE ASSISTANT (7 POSTS)
SALARY	:	R 443 796 – R518 249 (BASIC SALARY)
CENTRE	:	PRETORIA (BMA HEAD OFFICE)
DIVISION	:	CHIEF OFFICE: OFFICE OF THE COMMISSIONER
REFERENCE	:	BMA 8/7/2024 (A)
EMAIL ADDRESS	:	Executive.AssistanceA@bma.gov.za
DIVISION	:	CHIEF OFFICE: NATIONAL TARGETING CENTER
REFERENCE	:	BMA 8/7/2024 (B)
EMAIL ADDRESS	:	National.targetingcentreB@bma.gov.za
DIVISION	:	CHIEF OFFICE: SPECIALIST FUNCTIONS
REFERENCE	:	BMA 8/7/2024 (C)
EMAIL ADDRESS	:	Special.FunctionsC@bma.gov.za
DIVISION	:	CHIEF OFFICE: OPERATIONS AND LAW ENFORCEMENT
REFERENCE	:	BMA 8/7/2024 (D)
EMAIL ADDRESS	:	Operations.LawD@bma.gov.za
DIVISION	:	CHIEF OFFICE: INFORMATION COMMUNICATION TECHNOLOGY
REFERENCE	:	BMA 8/7/2024 (E)
EMAIL ADDRESS	:	Information.CommuncationTechE@bma.gov.za
DIVISION	:	CHIEF OFFICE: FINANCE AND SUPPLY CHAIN MANAGEMENT
REFERENCE	:	BMA 8/7/2024 (F)
EMAIL ADDRESS	:	Finance.SCMF@bma.gov.za
DIVISION	:	CHIEF OFFICE: CORPORATE AFFAIRS
REFERENCE	:	BMA 8/7/2024 (G)
EMAIL ADDRESS	:	Corporate.AffairsG@bma.gov.za



MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Minimum Qualifications	<ul style="list-style-type: none"> A post matric qualification in Business Administration or related at NQF 6 as recognized by SAQA
Minimum Experience	<ul style="list-style-type: none"> Minimum of 5 years' experience in an executive assistant role
Knowledge	<ul style="list-style-type: none"> South African Constitution. BMA Act 2020; Basic accounting principles; Microsoft Office Packages; BMA Strategic Plan; BMA Policies and Procedures; Knowledge of the PFMA will serve as an added advantage.
Professional Registration or license requirements	<ul style="list-style-type: none"> None
Other requirements	<ul style="list-style-type: none"> Flexibility in working hours will be required to meet demands of the role. May be required to work overtime. Valid driver's License



MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Responsibilities/Duties

- The successful candidate will be expected to perform the following duties- Completes a broad variety of administrative tasks for the Chief Officer including managing the active calendar of appointments; completing expense reports. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the Chief Officer 's time and office. Communicates directly, and on behalf of the Chief Officer, with governance members, employees, and others, on matters related to Chief Officer 's Office. Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Chief Officer. Determines appropriate course of action, referral, or response. Provides a bridge for smooth communication between the Chief Officer's office and internal Divisions demonstrating leadership to maintain credibility, trust and support with senior management staff. Works closely and effectively with the Chief Officer to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. To conduct research/ analysis as directed by the Chief Officer. To coordinate departmental reports and documentation for the governance meetings and other meetings with outside partners. Ensure that the division adheres to all organizational deadlines. Assist with the submission of mandatory reports and information. Prepare reports by collecting information for the Chief Officer. Co-ordinate and compile the Division's monthly and quarterly reports. Edits and proofreads reports and presentations. Track commitments, report deadlines and manage follow-ups. Ensure general secretarial work including typing, answering telephones, managing diaries, appointments and arranging meetings. Receive and send correspondence on behalf of the Office. Proactively coordinate the pre-planning of trips, including arranging appropriate travel and accommodations, agendas, necessary contacts, itineraries, visas, marketing materials and other necessary preparations. Draft and type letters, reports, memos and ensure that all documents are formatted to professional standard. Schedule and coordinate Committee meetings and coordinate the necessary documentations and meeting packs. Compile, transcribe, and distribute minutes of meetings when required. Oversee logistics and preparation of materials for meetings Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Chief Officer. Promptly attentively respond to customer requests within established parameters and time frames. Support budgeting and bookkeeping procedures. Ensure Supply Chain management process are followed when making the necessary travel arrangements, including flights, accommodation, hire cars, etc. for the Division. Prepare quotations, requisitions and receipting on for Goods and Services received and ensure invoices are paid on time. Assist in reduction of wasteful expenditure by assisting the Chief Officer in ensuring that all minor work done by sub-contractors is executed.



POSITION : **BIODIVERSITY OFFICER**
SALARY : **R 308 154 – R362 774 (BASIC SALARY)**
CENTRE : **PORT OF ENTRY: OR TAMBO INTERNATIONAL AIRPORT**
DIVISION : **SPECIALISED FUNCTIONS**
REFERENCE : **BMA 9/7/2024**
EMAIL ADDRESS : Biodiversity.Officer@bma.gov.za

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> A degree (NQF 7) in Natural or Environmental Sciences or equivalent qualification
Minimum Experience	<ul style="list-style-type: none"> 3 years' experience in a relevant field and Environmental Management Inspector certificate/training/experience will be an added advantage. Appropriate experience in biosafety, Genetics, Plant Pathology, Plant Physiology and Biochemistry Microbiology, Biotechnology, Management and research entailing alien and invasive species
Knowledge	<ul style="list-style-type: none"> National Environmental Management Biodiversity Act, 2004 (Act 10 of 2004). Border Management Authority, 2020. Genetically Modified Organisms Act, 1997(Act 15 of 1997). National Environmental Management Act (NEMA). National Environmental Management Protected Areas Act (NEMPAA). Good understanding of the utilization of genetically modified organisms and environmental risk assessment and their management. Good understanding of biodiversity conservation, ecological interactions at population, community and ecosystem level especially related to Alien Invasive Species.
Professional Registration or license requirements	<ul style="list-style-type: none"> None
Other requirements	<ul style="list-style-type: none"> Flexibility in working hours will be required to meet demands of the role. May be required to work overtime. Valid driver's License



MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Responsibilities/Duties

- The successful candidate will be expected to perform the following duties- Supporting the implementation of the Biosafety laws, legislations and management of biosafety functions within the department. Provide support to the competent authorities to control and eradicate existing invasive species listed in terms of the National Environmental Management: Biodiversity Act, 2004 (Act 10 of 2004). Conduct environmental risk assessment on GMO applications submitted in terms of the GMO Act; Conduct environmental risk assessment on Alien and Invasive Species applications. Plan and conduct compliance inspections to ensure compliance with the National Environmental Management Act, National Environmental Management: Biodiversity Act, the National Environmental Management: Protected Areas Act, its associated regulations and norms and standards. Plan and coordinate national activities/ joint operations on compliance monitoring at Ports of Entry/Exit. Maintain and administer compliance monitoring information management and reporting system pertaining to import and export requirements/ control. Participate in the implementation of compliance and enforcement measures to protect biodiversity. Provide technical support on the national implementation of international agreements i.e. Cartagena Protocol on Biosafety and the programme of work on invasive alien species under the Convention on Biological Diversity. Facilitate within the Sub-directorate: AIS and Biosafety, the coordination of national stakeholder consultations. Ensure the provision of effective and efficient Biodiversity services and solutions to various departments within BMA to enable them to achieve their strategic objectives. Ensure the mitigation of the business units' risk profile through the application of fraud controls and risk prevention principles and implementing of sound governance and compliance processes and tools to identify and manage risks.