



Date Issued: 7 May 2024

Corporate Services

The BMA is established as an armed service in terms of Section 199(3) of the Constitution of the Republic of South Africa, a third in the country in addition to the South African National Defence Force (SANDF) and the South African Police Service (SAPS). As a newly established organisation, BMA is in a recruitment drive to attract capable employees with high ethics stature who will drive the success and growth of this newly organisation.

## IMPORTANT INFORMATION FOR THE APPLICANTS

### APPLICATIONS:

- 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), must be forwarded to the correct email address.
- Applications forwarded to the incorrect email address will not be considered.
- Copies of educational qualifications, ID or driver's license 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.
- It is the applicant's responsibility to have all foreign qualifications evaluated by South African Qualification Authority (SAQA) and to confirm the appropriate NQF level and to provide proof of such evaluation report.
- Should you not be contacted within 3 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.
- ALL inquires may be send to [recruit.enquires@bma.gov.za](mailto:recruit.enquires@bma.gov.za)
- BMA RESERVES THE RIGHT TO FILL THE POSITION.

### SELECTION:

**Closing Date: 20 May 2024**

- 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 also be conducted.
- Vetting/security clearance appropriate to the level of the position is mandatory.
- **Applicants must be South African citizens.**

**1. POSITION** : CHIEF OFFICER: OFFICE OF THE COMMISSIONER  
**SALARY** : MARKET RELATED  
**CENTRE** : PRETORIA: BORDER MANAGEMENT AUTHORITY (HQ)  
**DIVISION** : OFFICE OF THE COMMISSIONER  
**REFERENCE NUMBER** : BMA1/2/2024  
**EMAIL ADDRESS** : commissioner1@bma.gov.za

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> <li>A postgraduate qualification (NQF level 8) as recognized by SAQA in Business Administration, Business/Public Management or related qualification. A Master's degree or equivalent (NQF level 9) as recognized by SAQA would be an added advantage.</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>10 years minimum experience, of which 5 years at senior management within these environment.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>South African Constitution. BMA Act 2020. Legislations relating to the BMA core business. Public Finance Management Act. Understanding of legislation and prescripts applicable in the corporate environment. National Treasury Regulations. National Treasury Public Sector Risk Management Framework. Understanding of corporate governance best practice e.g. COSO Framework, ISO International Standard, King Report on Corporate Governance, and Ethics Frameworks. Understanding of the Public Sector Integrity Management and Inter-Governmental Frameworks. Ability to build strategic working relations.</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>Flexibility in working hours will be required to meet demands of the role. May be required to work overtime. Valid driver's License.</li> </ul>

<p>Responsibilities/Duties</p>	<ul style="list-style-type: none"> <li>The appointee will be expected to perform the following duties: Oversee critical functions in the Office of the Commissioner including audit, risk management, integrity management, governance and administration. Lead the development, management and execution of the strategy in the Commissioner’s Office. Provide input into the overall strategy, policy and decision-making direction of the BMA. Lead and ensure the establishment, maintenance and improvement of Standard Operating Procedures, policies, and guidelines relating to Strategic Support and all related business units in consultation with the Deputy Commissioner and other Executive members. Serve as the key contact and coordination point for the office of the Commissioner. Ensure Commissioner is kept informed and up to date with all communications and changes with direct and indirect impact on the industry and organisation. Act as a trusted strategic advisor and operator for the Commissioner, who can fill in as necessary in meetings, synthesizing information and feedback for quick decision-making. Work closely with the Executive Manager: Risk to identify, assess, and mitigate risks that may impact the organization’s operations or reputation. Ensure that the preparations of the division’s budget are in line with strategic plans &amp; objectives of the organisation. Ensure proper implementation of the division’s budget by monitoring, projecting &amp; reporting on expenditure. Ensures that communication strategies are in place to create awareness of section related matters by ensuring that consultation forums remain operational, and that accurate information is communicated to all stakeholders. Build and lead an effective and cohesive team through the effective management of resources. Develop and implement governance processes, polices, frameworks and procedures within the Unit associated with statutory Office of the Commissioner responsibilities.</li> </ul>
--------------------------------	---

**2. POSITION : EXECUTIVE MANAGER: INTEGRITY MANAGEMENT**  
**SALARY : MARKET RELATED**  
**CENTRE : PRETORIA: BORDER MANAGEMENT AUTHORITY (HQ)**  
**DIVISION : OFFICE OF THE COMMISSIONER**  
**REFERENCE NUMBER : BMA 2/2/2024**  
**EMAIL ADDRESS : commissioner2@bma.gov.za**

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> <li>A postgraduate qualification (NQF level 8) as recognized by SAQA in law/criminology or related qualification. A Master's degree or equivalent (NQF level 9) as recognized by SAQA would be an advantage.</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>10 years minimum experience, of which 5 years at senior management within these environment.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>South African Constitution. BMA Act 2020; Legislations governing the BMA core business Criminal Procedure. Public Finance Management Act; Understanding of legislation and prescripts applicable in the corporate environment. Ethics and Anti-Corruption Frameworks. Understanding of the Public Sector Integrity Management Framework. National Treasury Regulations. National Treasury Public Sector Risk Management Framework. Understanding of corporate governance best practice e.g. COSO Framework, ISO International Standard, King Report on Corporate Governance, and Ethics Frameworks.</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>Flexibility in working hours will be required to meet demands of the role. May be required to work overtime. Valid driver's License.</li> </ul>

<p>Responsibilities/Duties</p>	<ul style="list-style-type: none"> <li>The successful candidate will be amongst others be expected to perform these functions: Develop and implement policy, compliance standards and procedures for conducting inspections and investigations relevant to Integrity Management. Conduct internal independent and impartial investigations of identified offenses allegedly committed by employees of the BMA. Initiate appropriate disciplinary procedures supported by Human Capital against employees for identified non-compliance with policies, standards and procedures. Refer to and assist relevant prosecuting authorities such as SAPS in further investigations and prosecutions. Ensure the mitigation of the business units' risk profile through the application of fraud controls and risk prevention principles and the implementation of sound governance and compliance processes and tools to identify and manage risks. Lead and ensure effective support in the provision of evidence to all internal and external audit requirements. Lead the deployment and enforcement of proper financial controls to manage the departmental budget and ensure that the Integrity Management business unit maintain full and proper oversight of its financial resources. Supervise the team, by planning, assigning and monitoring tasks aligned to deliver on performance objectives and in response to changes in processes. Provide support in creating a high-performance culture and manage team performance effectively and provide input into the annual performance goals and measures into individual work plans based on agreed upon objectives.</li> </ul>
--------------------------------	--

**3. POSITION** : EXECUTIVE MANAGER: ADMINISTRATION  
**SALARY** : MARKET RELATED  
**CENTRE** : PRETORIA: BORDER MANAGEMENT AUTHORITY (HQ)  
**DIVISION** : OFFICE OF THE COMMISSIONER  
**REFERENCE NUMBER** : BMA3/2/2024  
**EMAIL ADDRESS** : commissioner3@bma.gov.za

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> <li>A postgraduate qualification (NQF level 8) as recognized by SAQA Business Administration/Management related qualification. A Master's degree or equivalent (NQF level 9) as recognized by SAQA would be an advantage.</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>Minimum of 8 - 10 years' experience in Administration and Governance Environments. A minimum of 5 years' experience at managerial in these environments.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>South African Constitution. BMA Act 2020, Legislations governing the BMA core business, Public Sector Regulatory Framework. Public Finance Management Act. Understanding of legislation and prescripts applicable in the corporate environment. Understanding of the Public Sector Integrity Management Framework. National Treasury Regulations.</li> </ul>
	<ul style="list-style-type: none"> <li>Flexibility in working hours will be required to meet demands of the role. May be required to work extensive hours. Valid driver's License.</li> </ul>



<p>Responsibilities/Duties</p>	<ul style="list-style-type: none"><li>• The successful candidate will be amongst other be expected to perform these functions: Oversee the coordination of the needs, requirements and obligations of the BMA’s Statutory, Advisory and Governance Committees. Oversee the review of all legal and regulatory developments affecting the BMA’s operations and ensuring relevant Committees are briefed accordingly. Oversee the development of the BMA’s Corporate Governance Framework, Policies and Procedures. Oversee the development and implementation of policy compliance standards and procedures. Provide advocacy on governance-related matters within the BMA and to external stakeholders. Ensure adherence to legal and regulatory requirements, organisational policies, and best practices related to governance and compliance. Ensure the mitigation of the business units’ risk profile through the application of fraud controls and risk prevention principles and implementation of sound governance and compliance processes and tools to identify and manage risks. Oversee the management of Protection Services in the Unit by managing security, safety, and emergency preparedness programs to safeguard personnel, assets, and facilities. Develop and implement security policies, procedures, and protocols to mitigate risks and ensure compliance with regulatory requirements. Coordinate with internal and external stakeholders to address security concerns and incidents effectively. Oversee the management of the administrative functions in the Office of the Commissioner. Oversee the execution of Special Projects assigned to the Office of the Commissioner. Provide Secretariat Services to relevant Committees. Lead and drive the planning, compilation and monitoring of the annual budget for the Office of the Commissioner. Lead the deployment and enforcement of proper -</li></ul>
--------------------------------	---

continued to next page





	<ul style="list-style-type: none"> <li>-financial controls to manage the Office budget and ensure that the administration business unit maintains full and proper oversight of its financial resources. Build and maintain effective internal and external stakeholder relationships for the purpose of expectations management, knowledge sharing and integration. Provide support in creating a high- performance culture and manage team performance effectively and provide input into the annual performance goals and measures into individual work plans based on agreed upon objectives.</li> </ul>
--	---

**4. POSITION : EXECUTIVE MANAGER: INFORMATION & RISK ANALYSIS: REGULATED GOODS (Re-advert)**

**SALARY : MARKET RELATED**

**CENTRE : PRETORIA: BORDER MANAGEMENT AUTHORITY (HQ)**

**DIVISION : NATIONAL RISK & TARGETING MANAGEMENT**

**REFERENCE NUMBER : BMA 4/2/2024**

**EMAIL ADDRESS : operations1@bma.gov.za**

**MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES**

Minimum Qualifications	<ul style="list-style-type: none"> <li>A postgraduate qualification (NQF level 8) as recognized by SAQA in Police Science, Health Sciences, Data Science, Data Analytics, Human Resource Management, Business Management or Risk Management, A Master’s degree or equivalent (NQF level 9) as recognized by SAQA in Risk Management, Human Resource Management, Data Science, Police Science, Health Science, Information Technology, Economics would be an advantage.</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>Minimum of 8 Years’ experience in Risk Management or Intelligence environment Minimum of 5 years’ experience at managerial level.</li> </ul>



<p>Knowledge</p>	<ul style="list-style-type: none"> <li>• Knowledge of the South African Constitution. Knowledge of the Border Management Authority Act. Understanding of Multi-lateral Environment Agreements and Regional Protocols. Knowledge of environmental policies, legislation, international instruments, constitutional law and administrative law; together with practical experience in the application thereof to cases of non-compliance within the biodiversity and conservation environment. In-depth understanding of environmental law, specifically the Biodiversity Act and its associated Regulations, as well as the implementation of environmental compliance and enforcement management systems and best practices. Knowledge and understanding of port security risks in relation to Port health, Immigration, biosecurity and illicit wildlife trade risks. Understanding of broad security risks in the border environment. Knowledge of the National Treasury and Risk Management Framework. Knowledge of the Public Service Act and Regulations as well as the Public Finance Management Act. Knowledge of applicable human resource legislature.</li> </ul>
<p>Other requirements</p>	<ul style="list-style-type: none"> <li>• Must be willing to have flexibility in working hours to meet demands of the role, may be required to work overtime, travel extensively and should have a valid driver's license.</li> </ul>
<p>Responsibilities/Duties</p>	<ul style="list-style-type: none"> <li>• The Executive Manager will be expected to manage, monitor and improve the intelligence-, risk management-, targeting/ case selection- and national contact point functions for the BMA National. Regional - and Port Targeting Centres supporting regulated goods movement within the border law enforcement areas and ports of entry through automation of an integrated risk management system. -</li> </ul>

continued to next page

	<ul style="list-style-type: none"><li>- This will include: The management of information, data and intelligence from various organs of state responsible for Border Law Enforcement and Border Security. The development and management of National Targeting Centre (NTC) and Regional Targeting Centre (RTC) and Port Targeting Centre (PTC) systems and processes supporting the Border Enforcement Area and Ports of Entry. Lead the development, management, and execution of the Intelligence &amp; Information Management strategy and provide input into the overall strategy, policy, and decision making direction of the BMA. Lead and ensure the establishment, maintenance and improvement of Standard Operating Procedures, policies, and guidelines relating to the NTC/RTC/PTC Functions and all related business units in consultation with the Chief Officer and other Executive members. 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. Develop and maintain risk engines for the BMA, including the generation of targets and selection of cases for the Border Law Enforcement Area and Ports of Entry through the application of the risk engines. Integrate risk management with other organs of state in the border environment aimed at improving secure facilitation of legitimate trade and travel while being responsive to high-risk cargo and travelers. Improve all border law enforcement agencies ability to work together in the identification and dealing with border risk posed by the growing number of travellers and goods through the Republic borders. Build and maintain working relationships with relevant organs of state such as State Security Agency, SAPS Crime Intelligence, Defence Intelligence, Border Policing, SARS in the coordination of intelligence information and risk management. -</li></ul>
--	--

continued to next page



	<ul style="list-style-type: none"> <li>• Guide field information operations of the RTC and PTC in the Border Law Enforcement environment to create situational awareness reports. Lead and drive the maintenance and enforcement of all Memoranda of Understanding and Service Level Agreements to minimise business risk and ensure business continuity. Ensure adherence in the divisional team to all relevant laws, policies and Standard Operating Procedures throughout the organisation.</li> </ul>
--	--

**5. POSITION** : **EXECUTIVE MANAGER: INFORMATION & RISK ANALYSIS: CROSS BORDER SMUGGLING (Re-advert)**

**SALARY** : **MARKET RELATED**

**CENTRE** : **PRETORIA: BORDER MANAGEMENT AUTHORITY (HQ)**

**DIVISION** : **NATIONAL RISK & TARGETING MANAGEMENT**

**REFERENCE NUMBER** : **BMA 5/2/2024**

**EMAIL ADDRESS** : **operations2@bma.gov.za**

**MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES**

Minimum Qualifications	<ul style="list-style-type: none"> <li>• A postgraduate qualification (NQF level 8) as recognized by SAQA in Police Science, Health Sciences, Data Science, Data Analytics, Human Resource Management, Business Management or Risk Management, A Master’s degree or equivalent (NQF level 9) as recognized by SAQA in Risk Management, Human Resource Management, Data Science, Police Science, Health Science, Information Technology, Economics would be an added advantage.</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>• Minimum of 8 years’ experience in Risk Management or Intelligence environment Minimum of 5 years’ experience at management level.</li> </ul>

<p>Knowledge</p>	<ul style="list-style-type: none"> <li>• Knowledge of the South African Constitution. Knowledge of the Border Management Authority Act. Understanding of Multi-lateral Environment Agreements and Regional Protocols. Knowledge of environmental policies, legislation, international instruments, constitutional law and administrative law; together with practical experience in the application thereof to cases of non-compliance within the biodiversity and conservation environment. In-depth understanding of environmental law, specifically the Biodiversity Act and its associated Regulations, as well as the implementation of environmental compliance and enforcement management systems and best practices. Knowledge and understanding of port security risks in relation to Port health, Immigration, biosecurity and illicit wildlife trade risks. Understanding of broad security risks in the border environment. Knowledge of the National Treasury and Risk Management Framework. Knowledge of the Public Service Act and Regulations as well as the Public Finance Management Act. Knowledge of applicable human resource legislature.</li> </ul>
<p>Additional Requirements</p>	<ul style="list-style-type: none"> <li>• Flexibility in working hours will be required to meet demands of the role. May be required to work extensive hours. Valid driver's License.</li> </ul>
<p>Responsibilities/Duties</p>	<ul style="list-style-type: none"> <li>• The Executive Manager will be expected to manage, monitor and improve the intelligence-, risk management-, targeting/ case selection- and national contact point functions for the BMA National -, Regional - and Port Targeting Centres supporting the fight against cross border smuggling within the border law enforcement areas and ports of entry through automation of an integrated risk management system. This will include: The management of information, data and intelligence from various organs of state responsible for Border Law Enforcement and Border Security. -</li> </ul>

	<ul style="list-style-type: none"><li>-The development and management of National Targeting Centre (NTC) and Regional Targeting Centre (RTC) and Port Targeting Centre (PTC) systems and processes supporting the Border Enforcement Area and Ports of Entry. Lead the development, management, and execution of the Intelligence &amp; Information Management strategy and provide input into the overall strategy, policy, and decision making direction of the BMA. Lead and ensure the establishment, maintenance and improvement of Standard Operating Procedures, policies, and guidelines relating to the NTC/RTC/ PTC Functions and all related business units in consultation with the Chief Officer and other Executive members. 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. Develop and maintain risk engines for the BMA, including the generation of targets and selection of cases for the Border Law Enforcement Area and Ports of Entry through the application of the risk engines. Integrate risk management with other organs of state in the border environment aimed at improving secure facilitation of legitimate trade and travel while being responsive to high-risk cargo and travellers. Improve all border law enforcement agencies ability to work together in the identification and dealing with border risk posed by the growing number of travellers and goods through the Republic borders. Build and maintain working relationships with relevant organs of state such as State Security Agency, SAPS Crime Intelligence, Defence Intelligence, Border Policing, SARS in the coordination of intelligence information and risk management. Guide field information operations of the RTC and PTC in the Border Law Enforcement environment to create situational awareness reports. Lead and drive the maintenance and enforcement of all -</li></ul>
--	---



	<ul style="list-style-type: none"><li>• -Memoranda of Understanding and Service Level Agreements to minimise business risk and ensure business continuity. Ensure adherence in the divisional team to all relevant laws, policies and Standard Operating Procedures throughout the organisation.</li></ul>
--	--

**6. POSITION : EXECUTIVE MANAGER: MONITORING AND COMPLIANCE**

**SALARY : MARKET RELATED**

**CENTRE : PRETORIA: BORDER MANAGEMENT AUTHORITY (HQ)**

**DIVISION : OPERATIONS - SPECIALISED FUNCTIONS**

**REFERENCE NUMBER : BMA 6/2/2024**

**EMAIL ADDRESS : operations3@bma.gov.za**

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> <li>A postgraduate qualification in Public Administration/Management, Social Science, Natural Sciences or related qualification at NQF level 8 as recognized by SAQA. A Master's Degree at NQF level 9 as recognized by SAQA will be an added advantage</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>Minimum of 8 years' experience within monitoring and compliance environment of which 5 years should be at management level.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>South African Constitution. BMA Act 2020; Legislation relevant to Immigration, Agriculture, Health and the Environment Specialized functions of the BMA; Public Sector Regulatory Framework. Public Finance Management Act. Understanding of legislation and prescripts applicable in the corporate environment. National Treasury Regulations. National Treasury Public Sector Risk Management Framework. Understanding of corporate governance best practice e.g. COSO Framework, ISO International Standard, King Report on Corporate Governance, and Ethics Frameworks. Understanding of the Public Sector Integrity Management Framework. Building strategic working relations. Ability to build strategic working relations.</li> </ul>



<p>Other Requirements</p>	<ul style="list-style-type: none"> <li>• Must be willing to have flexibility in working hours to meet demands of the role, may be required to work overtime, travel extensively and should have a valid driver's license.</li> </ul>
<p>Responsibilities/Duties</p>	<ul style="list-style-type: none"> <li>• Lead the development, management and execution of the Monitoring and Compliance strategy and provide input into the overall strategy, policy and decision-making direction of the BMA. Develop monitoring and evaluation plans in line with the relevant frameworks and best practice. Lead and ensure the establishment, maintenance and improvement of Standard Operating Procedures, policies, and guidelines relating to specialised services and all related business units in consultation with the Chief Officer and other Executive members. Develop and ensure implementation and compliance to norms and standards for the Border Management Authority activities (Agriculture, Health, Immigration and Environment). Prepare, consolidate and update operational policies and procedures to ensure that Specialised Functions regulations are sufficiently applied within the Border Law Enforcement Area and at Ports of Entry. Improve processes related to human and goods movement and trade facilitation that take place within the Border, Law Enforcement Area and at Ports of Entry related to domestic and international trade obligations. Lead and ensure effective support in the provision of evidence to all internal and external audit requirements. Lead and drive the maintenance and enforcement of all Operations Service Level Agreements to minimize business risk and ensure business continuity. Develop and manage the budget of the Division by ensuring financial stability within the Division ensuring expenditure is in line with budget requirements. 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.</li> </ul>

**7. POSITION : EXECUTIVE MANAGER: ENVIRONMENT**

**SALARY : MARKET RELATED**

**CENTRE : PRETORIA: BORDER MANAGEMENT AUTHORITY (HQ)**

**DIVISION : SPECIALISED FUNCTIONS**

**REFERENCE NUMBER : BMA 7/2/2024**

**EMAIL ADDRESS : operations4@bma.gov.za**

**MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES**

<p>Minimum Qualifications</p>	<ul style="list-style-type: none"> <li>A postgraduate qualification in Life Sciences/Natural Sciences / Environmental Management qualification at NQF level 8 as recognized by SAQA. A Master’s Degree at NQF level 9 as recognized by SAQA will be an added advantage.</li> </ul>
<p>Minimum Experience</p>	<ul style="list-style-type: none"> <li>Minimum of 8 years’ experience in the border law enforcement or related environment of which 5 years should be at middle/senior managerial level.</li> </ul>
<p>Knowledge</p>	<ul style="list-style-type: none"> <li>Knowledge of relevant South African Legislation such as the South African Constitution, the Border Management Authority Act, and their Regulations, the Criminal Procedure Act, Public Service Regulatory Framework, Public Finance Management Act, National Treasury Regulations and other legislation relevant for the border management environment in general and Environment Specialized Functions of the Border Management Authority in particular.</li> </ul>
	<ul style="list-style-type: none"> <li>Must be willing to have flexibility in working hours to meet demands of the role, may be required to work overtime, travel extensively and should have a valid driver’s license.</li> </ul>



<p>Responsibilities/Duties</p>	<p>Lead in the development and management of the Specialized Function strategy across different thematic areas of Environmental Management and provide input into the overall strategy, policy and decision-making direction of the BMA. 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 Specialized Functions and all related business units in consultation with the Chief Officer and other Executive members. Provide strategic leadership, co-ordination and support for the implementation of at-border compliance and enforcement functions and other relevant Authority functions. Create and develop systems to deal with non-compliance with environment legislation for Ports of Entry and the border line enforcement area. Facilitate inclusion of targets in the APP or AOP identified in various Environmental Strategies for the implementation of the Authority. Collaborate with the necessary organs of state and domestic and international organizations to promote and enhance effective, efficient and secure goods movement. Improve processes related to environmental management that take place within the Border Law Enforcement Area and at Ports of Entry related to domestic and international trade obligations. Ensure the promotion, networking and building of relationships, including liaison with key BMA stakeholders. Lead the implementation of timeous communication on progress and challenges in achieving the strategic and operational plans to impacted stakeholders. Monitor changes in the regulatory environment and ensure that appropriate operational controls are implemented to address new requirements budget of the Division by ensuring financial stability within the Division in compliance with the legislative framework. 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.</p>
--------------------------------	--

**8. POSITION : EXECUTIVE MANAGER: IMMIGRATION**

**SALARY : MARKET RELATED**  
**CENTRE : PRETORIA: BORDER MANAGEMENT AUTHORITY (HQ)**  
**DIVISION : SPECIALISED FUNCTIONS**  
**REFERENCE NUMBER : BMA 8/2/2024**  
**EMAIL ADDRESS : operations5@bma.gov.za**

**MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES**

<p>Minimum Qualifications</p>	<ul style="list-style-type: none"> <li>A postgraduate qualification in Social Sciences/Law/equivalent qualification at NQF level 8 as recognized by SAQA. A Master’s Degree at NQF level 9 as recognized by SAQA will be an added advantage.</li> </ul>
<p>Minimum Experience</p>	<ul style="list-style-type: none"> <li>A minimum of eight (8) years’ experience in border law enforcement or related environment of which five (5) years’ experience at middle/senior managerial level.</li> </ul>
<p>Knowledge</p>	<ul style="list-style-type: none"> <li>Knowledge of relevant South African Legislation such as the South African Constitution, the Border Management Authority Act, the Immigration Act, the Criminal Procedure Act, Public Service Regulatory Framework, Public Finance Management Act, National Treasury Regulations and other legislation relevant for the border management environment in general and Immigration Specialized Functions of the Border Management Authority in particular. Knowledge of South Africa’s Foreign Policy, applicable international Conventions relating to migration.</li> </ul>
<p>Other requirements</p>	<ul style="list-style-type: none"> <li>Must be willing to have flexibility in working hours to meet demands of the role, may be required to work overtime, travel extensively and should have a valid driver’s license.</li> </ul>

**MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES**

<p>Responsibilities/Duties</p>	<ul style="list-style-type: none"> <li>• Lead the development, management and execution of the immigration specialized functions strategy and provide input into the overall strategy, policy and decision-making direction of the BMA. Lead and ensure the establishment, maintenance and improvement of Standard Operating Procedures, policies, and guidelines relating to immigration Specialized Functions and all related business units in consultation with the Chief Officer and other Executive members. Develop and ensure implementation and compliance to norms and standards for the Border Management Authority activities (Immigration). Develop and implement strategic and operational plans within the Immigration Unit. Provide leadership, guidance and advice to immigration component of the BMA as well as administrative and office support to the BMA. Investigate the transgressions of immigration and departmental legislation and overseeing all deportations from the Republic of South Africa. Oversee the issuing of prescribed administrative fines. Manage cross border permits of all eligible travellers in accordance with the Immigration Act. Ensure all emergency travel documents for all eligible RSA citizens migrating through the Ports of Entry were issued in accordance with the SA Passport and Travel Documents Act. Build and maintain effective internal and external stakeholder relationships for the purpose of expectations management, knowledge sharing and integration. Develop and manage the budget of the Division by ensuring financial stability within the Division ensuring expenditure is in line with budget requirements. Build and lead an effective and cohesive team through the effective management of departmental resources.</li> </ul>
--------------------------------	--

**9. POSITION** : **PORT COMMANDER: OR TAMBO INTERNATIONAL AIRPORT (Re-advert)**

**SALARY** : **MARKET RELATED**

**CENTRE** : **OR TAMBO INTERNATIONAL AIRPORT**

**DIVISION** : **OPERATIONS AND LAW ENFORCEMENT**

**REFERENCE NUMBER** : **BMA 9/2/2024**

**EMAIL ADDRESS** : **operations6@bma.gov.za**

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> <li>A postgraduate qualification (NQF level 8) in social/life/Natural Science., an environmental management, public administration/Border Management/Security/Defence/Maritime Studies or International Relations as recognized by South African Quality Authority (SAQA). A Master's degree or equivalent (NQF level 9) as recognized by SAQA qualification in the above regards will be an advantage.</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>Minimum of 10 years' experience in border law enforcement (,maritime, aviation or land border environment) or related public security environment.</li> <li>Minimum of 5 years' management experience within the law enforcement environment.</li> <li>Must have Commanded/Manage officials/staff in the execution of law enforcement operations.</li> <li>Maritime Security experience is an added requirement.</li> <li>integrated Border Management as a new approach to border security/management.</li> </ul>



<p>Knowledge</p>	<ul style="list-style-type: none"> <li>• Knowledge of the South African Constitution. Knowledge of the Border Management Authority Act. Understanding of International and Regional Protocols. Knowledge of South Africa’s Foreign Policy. Understanding of the Aviation and Maritime Industry requirements. Understanding of legislation and prescripts applicable in the border environment. 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, bio-security and environmental risk. Understanding of broad security risks in the border environment. Knowledge of the National Treasury and Risk Management Framework. Knowledge of the Public Service Act and Regulations as well as the Public Finance Management Act. Knowledge of applicable human resource legislature.</li> </ul>
<p>Other requirements</p>	<ul style="list-style-type: none"> <li>• Must be willing to have flexibility in working hours to meet demands of the role, may be required to work overtime, travel extensively and should have a valid driver’s license.</li> </ul>
	<ul style="list-style-type: none"> <li>• Oversee all aspects of border Law enforcement and border security functions at OR Tambo International Airport. Facilitate and manage the legitimate movement of goods at the Port of Entry, whilst preventing and mitigating the illegitimate movement of illicit goods. Manage the integration of multiple work streams under a single command and control. Oversee the prevention of and combating of illegal activities within the Port of Entry, border law enforcement area as well as the vulnerable segments of the border line. Ensure the security and sterility of the Port of Entry by rendering inspections regarding Plant Health Quality and food hygiene.</li> </ul>



	<ul style="list-style-type: none"><li>• Oversee the execution of powers of entry, search, seizure, arrest and detention at the Port of Entry. Ensure the development and effective stakeholder relations management with both local and international communities in support of national objectives and regional priorities. Contribute to the development and management of MOUs with strategic national and international stakeholders. Lead the identification and mitigation of internal systems and procedural barriers to enhance excellent customer service. Manage and facilitate implementation of the regional, continental and international standards, regulations and protocols related to Ports of Entry and the border law enforcement area. Manage all Service Level Agreements to minimize business risk and ensure business continuity. Compile and manage the budget of the Port of Entry by ensuring financial stability. Build and lead an effective and cohesive team through the effective management of BMA resources. Lead and drive a high-performance culture by translating and communicating the annual performance goals and measures based on agreed upon objectives.</li></ul>
--	--

<b>10. POSITION</b>	<b>: REGIONAL COMMANDER: BORDER MANAGEMENT AUTHORITY (4 POSTS) (Re-advert)</b>
<b>SALARY</b>	<b>: MARKET RELATED</b>
<b>DIVISION</b>	<b>: OPERATIONS AND LAW ENFORCEMENT</b>
<b>CENTRE</b>	<b>: NORTHERN REGION (LIMPOPO AND NORTH WEST)</b>
<b>REFERENCE NO</b>	<b>: BMA 10/2/2024 (a)</b>
<b>EMAIL ADDRESS</b>	<b>: RC-Northern@bma.gov.za</b>
<b>CENTRE</b>	<b>: CENTRAL REGION (GAUTENG AND FREE STATE)</b>
<b>REFERENCE NO</b>	<b>: BMA 10/2/2024 (b)</b>
<b>EMAIL ADDRESS</b>	<b>: RC-Central@bma.gov.za</b>
<b>CENTRE</b>	<b>: EASTERN REGION (MPUMALANGA AND KWA-ZULU NATAL)</b>
<b>REFERENCE NO</b>	<b>: BMA 10/20/2024 (c)</b>
<b>EMAIL ADDRESS</b>	<b>: RC-Eastern@bma.gov.za</b>
<b>CENTRE</b>	<b>: SOUTHERN REGION (WESTERN CAPE; EASTERN CAPE AND NORTHERNCAPE)</b>
<b>REFERENCE NO</b>	<b>: BMA 10/2/2024 (d)</b>
<b>EMAIL ADDRESS</b>	<b>: RC-Southern@bma.gov.za</b>

**MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES**

Minimum Qualifications	<ul style="list-style-type: none"> <li>A postgraduate qualification (NQF level 8) in social/life/Natural Science., an environmental management, public administration/Border Management/Security/Defence/Maritime Studies or International Relations as recognized by South African Quality Authority (SAQA). A Master's degree or equivalent (NQF level 9) as recognized by SAQA qualification in the above regards will be an advantage</li> </ul>
------------------------	--



<p>Minimum Experience</p>	<ul style="list-style-type: none"> <li>Minimum of 10 years' experience in border law enforcement (maritime, aviation or land border environment) or related public security environment. Minimum of 5 years' experience at management or Colonel level, (<b>no Lieutenant Colonel or Assistant Managers will be considered</b>). Must have Commanded/Manage officials/staff in the execution of law enforcement operations. Maritime Security experience will be an added advantage for Regional Commanders of the Eastern and Southern Region. Integrated Border Management as a new approach to border security/management.</li> </ul>
<p>Knowledge</p>	<ul style="list-style-type: none"> <li>Knowledge of the South African Constitution. Knowledge of the Border Management Authority Act. Understanding of International and Regional Protocols. Knowledge of South Africa's Foreign Policy. Understanding of the Aviation and Maritime Industry requirements. Understanding of legislation and prescripts applicable in the border environment. 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, bio-security and environmental risk. Understanding of broad security risks in the border environment. Knowledge of the National Treasury and Risk Management Framework. Knowledge of the Public Service Act and Regulations as well as the Public Finance Management Act. Knowledge of applicable human resource legislature.</li> </ul>



<p>Additional Requirements</p>	<ul style="list-style-type: none"> <li>Flexibility in working hours will be required to meet demands of the role. May be required to work extensive hours. Valid driver's License</li> </ul>
<p>Responsibilities/Duties</p>	<ul style="list-style-type: none"> <li>Oversee all aspects of border Law enforcement and border security functions within the BMA Regions (Ports of Entry and border/coastline). Coordinate/ facilitate and manage the legitimate movement of goods at the Port of Entry, whilst preventing and mitigating the illegitimate movement of illicit goods. Oversee the prevention of and combating of illegal activities within the Ports of Entry, border law enforcement area as well as the vulnerable segments of the border line. Ensure the security and sterility of the Port of Entry by rendering inspections regarding Plant Health Quality and food hygiene. Oversee the execution of powers of entry, search, seizure, arrest and detention at the Port of Entry. Facilitate service efficiency within the land, air, maritime ports of entry and border law enforcement areas. Ensure the development and effective stakeholder relations management with both local and international communities in support of national objectives and regional priorities. Lead the implementation of timeous communication on progress and challenges in achieving the strategic and tactical work plans to impacted stakeholders. Facilitate and oversee the development and monitoring of policies, standard operating procedures, systems and controls. 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. Develop and management of the budget of the Division by ensuring financial stability within the Division. Build and lead an effective and cohesive team through the effective management of departmental resources.</li> </ul>

**11. POSITION** : EXECUTIVE PERSONAL ASSISTANT TO THE COMMISSIONER  
**SALARY** : MARKET RELATED  
**CENTRE** : PRETORIA: BORDER MANAGEMENT AUTHORITY (HQ)  
**DIVISION** : COMMISSIONER'S OFFICE  
**REFERENCE NUMBER** : BMA/11/2/2024  
**EMAIL ADDRESS** : commissioner4@bma.gov.za

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> <li>An undergraduate qualification in Public Management/ Administration/ Social Science at NQF level 6 as recognized by SAQA</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>Minimum of 5 years' experience in an administration or executive assistant role</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>South African Constitution. BMA Act 2020; Basic accounting principles; Microsoft Office Packages; BMA Strategic Plan; BMA Policies and Procedures; Knowledge of the PFMA will be serve as an added advantage.</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>Extensive working hours; and Driver's license</li> </ul>



<p>Responsibilities/Duties</p>	<ul style="list-style-type: none"> <li>The successful candidate will be expected to perform the following functions- Work closely and effectively with the Commissioner to keep him/her well informed of upcoming commitments and responsibilities. Complete a broad variety of administrative tasks for the Commissioner. Compile and manage the Commissioner’s year planner and diary on a daily basis. Coordinate documentation for the Commissioner. Provide “gatekeeper” &amp; gateway” role, creating win-win situations for direct access to the Commissioner’s time and office. Communicate directly and on behalf of the Commissioner with key stakeholders such as the Ministry, BMA policy Departments and border environment role-players on matters related to the Commissioner’s Office. Research, priorities, and follow up on incoming issues and concerns addressed to the Commissioner. Track commitments, report deadlines and manage follow-ups. Ensure general secretarial work including typing, answering telephones, managing diaries, appointments and arranging meetings. Draft submissions, letters, reports, memos and ensure that all documents are formatted to professional standards. Compile, transcribe and distribute minutes of meetings when required. Follow-up on internal and external meeting outcomes affecting the Commissioner. Proactively coordinate the pre-planning of trips, including arranging appropriate travel and accommodations, agendas, necessary contacts, itineraries, visas, marketing materials and other necessary preparations. Prepare the Commissioner’s claims. Receive clients, stakeholders and guests on behalf of the Commissioner. Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks. Ensure Supply Chain management processes are followed when making the necessary travel arrangements, including flights, accommodation, hire cars, etc. for the Commissioner.</li> </ul>
--------------------------------	---

- 12. POSITION : PORT COMMANDER: BORDER MANAGER AUTHORITY (X4 Re-Advert)**
- SALARY : MARKET RELATED**
- DIVISION : OPERATIONS AND LAW ENFORCEMENT**
- CENTRE : PORT OF ENTRY: BEIT BRIDGE**
- REFERENCE NUMBER : BMA 12/2/2024**
- EMAIL ADDRESS : PC-beitbridge@bma.gov.za**
- CENTRE : PORT OF ENTRY: LEBOMBO**
- REFERENCE NUMBER : BMA 10/2/2024**
- EMAIL ADDRESS : PC-lebombo@bma.gov.za**
- CENTRE : PORT OF ENTRY: KING SHAKA INTERNATIONAL AIRPORT**
- REFERENCE NUMBER : BMA 12/2/2024**
- EMAIL ADDRESS : PC-ksia@bma.gov.za**
- CENTRE : PORT OF ENTRY: CAPE TOWN INTERNATIONAL AIRPORT**
- REFERENCE NUMBER : BMA 12/2/2024**
- EMAIL ADDRESS : PC-ctia@bma.gov.za**

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> <li>A Bachelor's degree qualification (NQF level 7) in social/Life/Natural Science/environmental management/ public Administration /Border Management/ Security/Defense/Maritime Studies or International Relations or related qualification as recognized by South African Qualifications Authority (SAQA). A postgraduate degree or equivalent (NQF level 8) as recognized by SAQA qualification in the above regards will be an advantage</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>Minimum of 8 years' experience in border law enforcement (,maritime, aviation or land border environment) or related public security environment.</li> <li>Minimum of 4 years' management experience within the law enforcement environment.</li> <li>Must have Managed officials/staff in the execution of law enforcement operations.</li> <li>Maritime Security experience will be an added advantage for Port Commanders of the Eastern and Southern Region</li> <li>integrated Border Management as a new approach to border security/management</li> </ul>

continued to next page





	<ul style="list-style-type: none"> <li>• Integrated Border Management as a new approach to border security/management.</li> <li>• Executive Management Courses (Joint Military Staff Course) within the Security Sector will be an added advantage.</li> </ul>
<p>Knowledge</p>	<ul style="list-style-type: none"> <li>• Knowledge of the South African Constitution. Knowledge of the Border Management Authority Act. Understanding of International and Regional Protocols. Knowledge of South Africa’s Foreign Policy. Understanding of the Aviation and Maritime Industry requirements. Understanding of legislation and prescripts applicable in the border environment, including the aviation and maritime industry. 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, bio-security and environmental risk. Understanding of broad security risks in the border environment. Knowledge of the National Treasury and Risk Management Framework. Knowledge of the Public Service Act and Regulations as well as the Public Finance Management Act. Knowledge of applicable human resource legislature.</li> </ul>
<p>Other requirements</p>	<ul style="list-style-type: none"> <li>• Must be willing to have flexibility in working hours to meet demands of the role, may be required to work overtime, travel extensively and should have a valid driver’s license</li> </ul>

<p>Responsibilities/Duties</p>	<ul style="list-style-type: none"> <li>Oversee all aspects of border Law enforcement and border security functions at OR Tambo International Airport. Facilitate and manage the legitimate movement of goods at the Port of Entry, whilst preventing and mitigating the illegitimate movement of illicit goods. Manage the integration of multiple work streams under a single command and control. Oversee the prevention of and combating of illegal activities within the Port of Entry, border law enforcement area as well as the vulnerable segments of the border line. Ensure the security and sterility of the Port of Entry by rendering inspections regarding Plant Health Quality and food hygiene. Oversee the execution of powers of entry, search, seizure, arrest and detention at the Port of Entry. Ensure the development and effective stakeholder relations management with both local and international communities in support of national objectives and regional priorities. Contribute to the development and management of MOUs with strategic national and international stakeholders. Lead the identification and mitigation of internal systems and procedural barriers to enhance excellent customer service. Manage and facilitate implementation of the regional, continental and international standards, regulations and protocols related to Ports of Entry and the border law enforcement area. Manage all Service Level Agreements to minimise business risk and ensure business continuity. Compile and manage the budget of the Port of Entry by ensuring financial stability. Build and lead an effective and cohesive team through the effective management of BMA resources. Lead and drive a high-performance culture by translating and communicating the annual performance goals and measures based on agreed upon objectives.</li> </ul>
--------------------------------	---

**13. POSITION : SPECIALIST: FRAUD RISK**

**SALARY : MARKET RELATED**

**CENTRE : PRETORIA: BORDER MANAGEMENT AUTHORITY (HQ)**

**DIVISION : ENTERPRISE RISK**

**REFERENCE NUMBER : BMA 13/2/2024**

**EMAIL ADDRESS : commissioner5@bma.gov.za**

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> <li>Bachelor’s Degree/Advance Diploma at (NQF Level 7) in Risk Management/ Internal Audit/Criminology/Policing/Compliance Management or related as recognised by South African Qualifications Authority (SAQA).</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>At least 5 years Fraud Risk Management Experience</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Relevant Regulatory Knowledge. Relevant Software and System knowledge. Knowledge of risk management processes and frameworks. Border Management Authority Act. Flexibility in working hours; and Driver’s license</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>Extensive working hours; and Driver’s license</li> </ul>
Responsibilities/Duties	<ul style="list-style-type: none"> <li>The candidate will be expected to:- Assist in the development of the strategy and budget for the business unit in consultation with the Executive Manager; Conduct fraud risk assessments Using ERM techniques, in order to determine fraud risks. Create awareness on fraud, corruption and any form of malfeasance. Coordinate all the ethics functions including other remunerative work, gift management and financial disclosures. Act as the Subject Matter Expert on the content of the procedures, processes and fraud risk methodologies in the business.</li> </ul>

	<ul style="list-style-type: none"> <li>- ensure the development and effective stakeholder relations management with both local and international communities in support of national objectives and Fraud Risk priorities Participate in industry related forums, conferences and workshops to gain industry insight for the purpose of business improvement and position the BMA</li> </ul>
--	---

**14. POSITION : SPECIALIST: ENTERPRISE RISK**

**SALARY : MARKET RELATED**  
**CENTRE : PRETORIA: BORDER MANAGEMENT AUTHORITY (HQ)**  
**DIVISION : ENTERPRISE RISK**  
**REFERENCE NUMBER : BMA 14/2/2024**  
**EMAIL ADDRESS : commissioner6@bma.gov.za**

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> <li>Bachelor’s Degree/Advance Diploma in Risk Management/ Internal Audit/Criminology/Policing/Compliance Management or related as recognised by South African Qualifications Authority (SAQA).</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>At least 5 years Fraud Risk Management Experience</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Relevant Regulatory Knowledge. Relevant Software and System knowledge. Knowledge of risk management processes and frameworks. Border Management Authority Act. Flexibility in working hours; and Driver’s license</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>Flexibility in working hours will be required to meet demands of the role. May be required to work overtime. Valid driver’s License</li> </ul>

<p>Responsibilities/Duties</p>	<ul style="list-style-type: none"> <li>The incumbent will render the following functions:            Assist in the development of the strategy and budget for the business unit in consultation with the Executive Manager. Ensure that risk and control self-assessments, control assurance, key risk indicators, internal loss data, the risk register and any other agreed operational risk metrics are adequately documented and maintained. Provide input on Business Continuity Management to ensure alignment to business processes and structures. Ensure the completion and management of risks in the agreed internal operational risk tool to assist with management and reporting of risks. Assist in the establishment, maintenance and improvement of Standard Operating Procedures, policies, and guidelines relating to the business unit in consultation with the Executive Manager. Build and maintain effective internal and external stakeholder relationships for the purpose of expectations management, knowledge sharing and integration</li> </ul>
--------------------------------	---

**15. POSITION : REGIONAL ENVIRONMENTAL SPECIALIST (X2)**

**SALARY : MARKET RELATED**  
**DIVISION : SPECIAL FUNCTIONS**  
**CENTRE : (EASTERN REGION) DURBAN**  
**REFERENCE NUMBER : BMA 15/2/2024 (a)**  
**EMAIL ADDRESS : ooperations7@bma.gov.za**  
**CENTRE : (SOUTHERN REGION) CAPE TOWN**  
**REFERENCE NUMBER : BMA 15/2/2024 (b)**  
**EMAIL ADDRESS : ooperations8@bma.gov.za**

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> <li>• Three (3) year Degree (NQF Level 7) in Natural/Environmental Sciences or equivalent qualification within the related field as recognised by South African Qualifications Authority (SAQA). Post graduation qualification will be an added advantage</li> <li>• Environmental Management Inspector (EMI) designation will be an added advantage</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>• Minimum of 6 years' relevant experience</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of biodiversity compliance and enforcement experience or knowledge of the provisions of the National Environmental Management Act (NEMA), the National Environmental Management Biodiversity Act (NEMBA), the National Environmental Management Protected Areas Act NEMPAA) and associated regulations and norms and standards</li> </ul>
Professional Registration or license requirements	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>• May be required to work overtime.</li> <li>• Valid driver's License</li> </ul>



	<ul style="list-style-type: none"> <li>• Provide co-ordination and support for the implementation of at-border compliance functions and other relevant Authority functions at a Regional level. Supervision of junior personnel within the division. Assist in the development of the strategy and budget for the business unit in consultation with the Executive Manager. Monitoring compliance with permits and licenses issued in terms of NEMBA (TOPS &amp; CITES), Norms and Standards. Render technical support in the development of and implementation of strategies, programmes and other relevant documents relating to compliance and enforcement with NEMBA and associated Regulations. Maintain and administer compliance monitoring information management and reporting system pertaining to import, export and re-export requirements. Provide technical support to all CITES &amp; TOPS related Compliance and Enforcement projects within the Region. Ensure submission of mandatory reports and information. Improve processes related to environmental management that take place within the Border Law Enforcement Area and at Ports of Entry related to domestic and international trade obligations. 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. Assist in the establishment, maintenance and improvement of Standard Operating Procedures, policies, and guidelines relating to the business unit in consultation with the Executive Manager. Adhere to all relevant laws, policies and Standard Operating Procedures throughout the organisation. Monitor changes in the regulatory environment and ensure that appropriate operational controls are implemented to address new requirements. Ensure effective support in the provision of evidence to all internal and external audit requirements. 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 at the Port and regional level.</li> </ul>
--	--