

Date Issued: 21 February 2025

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 currently in a recruitment drive to attract capable employees with high ethics stature who will drive the success and growth of this new organisation.

IMPORTANT INFORMATION FOR THE APPLICANTS

APPLICATIONS:

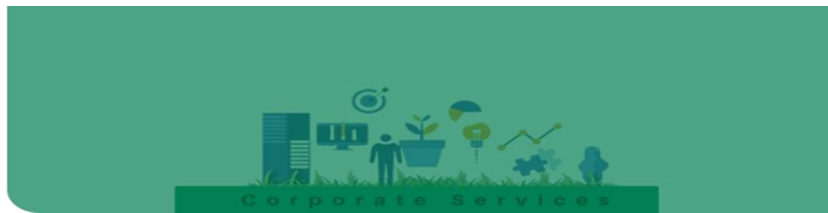
Applications must be -

- A duly completed BMA Employment Application Form downloadable from the BMA website submitted, 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 POSITION.

Closing Date: 7 March 2025

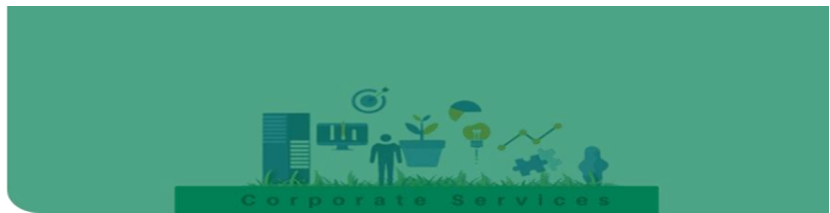
SELECTION:

- 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) as well as **vetting/security clearance appropriate to the level of the position is mandatory.**
- **Applicants must be South African citizens.**



1. POSITION : **EXECUTIVE MANAGER: ADMINISTRATION**
SALARY : **R1 479 429 – 1 691 565 (all-inclusive remuneration package)**
CENTRE : **PRETORIA: BORDER MANAGEMENT AUTHORITY HEAD QUARTERS**
DIVISION : **OFFICE OF THE COMMISSIONER**
REFERENCE NUMBER : **BMA 1/1/2025**
EMAIL ADDRESS : execmanadmin@bma.gov.za

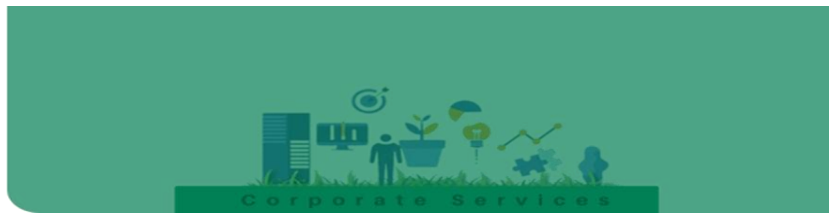
MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> A postgraduate qualification (NQF level 8) as recognised by SAQA in business administration/management, public administration or related qualification. A Master's degree or equivalent (NQF level 9) as recognised by SAQA would be an advantage
Minimum Experience	Minimum of 8 - 10 years' experience in Administration and Governance environments. A minimum of which 5 years' experience at management within these environments.
Knowledge	<ul style="list-style-type: none"> 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.
Other requirements	Flexibility in working hours will be required to meet demands of the role. May be required to work extensive hours. Valid driver's License



MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Responsibilities/Duties

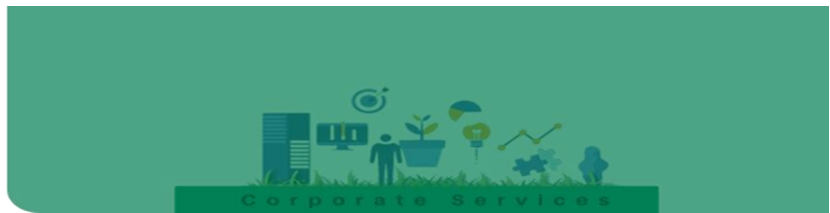
The successful candidate will be amongst others, be expected to perform these functions: Oversee the coordination of the needs, requirements and obligations of the BMA's Statutory, Advisory and Governance Committees. Oversee the review of all legal and regulatory developments affecting the BMA's operations 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 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.



2. POSITION : **SENIOR MANAGER: VETTING AND ETHICS**
SALARY : **R1 200 000 - R1 400 000 (all-inclusive remuneration package)**
CENTRE : **PRETORIA: BORDER MANAGEMENT AUTHORITY HEAD QUARTERS**
DIVISION : **INVESTIGATIONS**
REFERENCE NUMBER : **BMA 2/1/2025**
EMAIL ADDRESS : snrmanvettingandethics@bma.gov.za

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Minimum Qualifications	<ul style="list-style-type: none"> An undergraduate degree in Law / Forensic Investigations/ Risk Management /Policing or equivalent related to Security Services, at NQF 8 as recognised by SAQA
Minimum Experience	<ul style="list-style-type: none"> 8 years minimum in Ethics/Integrity Management, Vetting or Investigation experience (of which 4 years at management level)
Knowledge	<ul style="list-style-type: none"> Constitution of the Republic of South Africa; Border Management Authority Act,2020; Public Finance Management Act; Prevention and Combating of Corruption Activities of 2004; Criminal Procedure Act, 1977; Promotion of Access to Information Act, 2000 (Act 2 of 2000); Protection of Personal Information Act of 2013 (Act 4 of 2013); Promotion of Administrative Justice Act, 2000 (Act 3 of 2000); National Anti-corruption Strategy 2020- 2030, and Minimum of Information Security Standard.
Professional registration or license requirements	<p>Possession of any of the following will be an added advantage:</p> <ul style="list-style-type: none"> Security Vetting Evaluation training. Membership of the Ethics Institute of South Africa Membership of the Association of Certified Fraud Examiners (ACFE) Membership of the Institute of Commercial Forensic Practitioners (ICFP)
Other requirements	<p>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.</p>

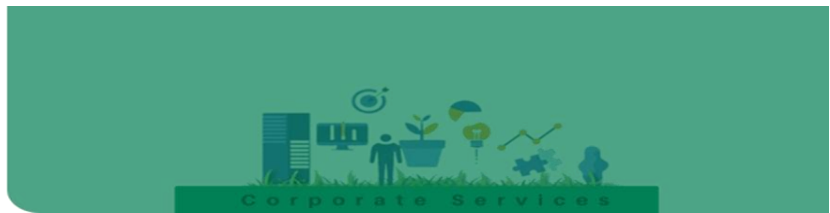


MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Responsibilities/Duties

- The incumbent will be expected to perform the following functions:

Provide leadership for the Ethics & Vetting department. Responsible for the development, implementation, and maintain an effective ethics program aligned with BMA values, mission, and strategic objectives. Ensure compliance with ethics policies, procedures, and regulations across the BMA. Supervise and support Vetting Specialists in conducting thorough background checks, due diligence investigations, and risk assessments on individuals and entities associated with the BMA. Ensure the integrity and accuracy of vetting processes and outcomes. Provide guidance and support in addressing ethics-related inquiries, concerns, and reports. Resolve complex ethical issues and facilitating ethical decision-making processes. Build and maintain relationships with all BMA business units for the purposes of expectations management and knowledge sharing. 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. Ensure the development and implementation of the risk register. Analyse and evaluate the internal controls to determine their effectiveness in mitigating fraud risks. Support the development of the fraud risk register. Collaborate with Risk Management to update fraud risks register in partnership with relevant stakeholders. Ensure compliance with the relevant legislation and regulations. 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 variance. Build and lead an effective and cohesive team through the effective management of divisional resources. 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.



3. POSITION : **SENIOR MANAGER: EMPLOYEE RELATIONS, HEALTH AND WELLNESS (RE-ADVERTISED)**
SALARY : **R1 100 000 – R1 300 000**
CENTRE : **PRETORIA: BORDER MANAGEMENT AUTHORITY HEAD QUARTERS**
DIVISION : **CORPORATE AFFAIRS**
REFERENCE NO : **BMA 3/1/2025**
EMAIL ADDRESS : snrmanemployeerelegation@bma.gov.za

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Minimum Qualifications	<ul style="list-style-type: none"> Bachelor's Degree in Labour Relations/ Labour Law Organizational Psychology, or any relevant qualification at NQF level 7 as recognised by SAQA. An NQF level 8 and above qualification will be an added advantage.
Minimum Experience	<ul style="list-style-type: none"> 8 years' experience in employee relations, of which 4 years should be in a managerial or leadership role. Proven experience in developing and implementing health and wellness programs.
Knowledge	<ul style="list-style-type: none"> Strong knowledge of employment laws and regulations. Knowledge of integrated Employee Health and Wellness strategic framework. Understanding of Wellness Management including psychosocial, physical, and organisational wellness. Understanding of HIV/AIDS and TB Management. Understanding Safety Health Environment Risk Quality Management including processes of COIDA. In-depth knowledge in conducting counselling. Understanding of special programmes such as Gender and Disability. Knowledge and understanding of research methods. Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, LRA, PSR etc. Knowledge and understanding of bargaining process and dispute resolutions. Basic knowledge of Health and Wellness policies, processes and systems. Border Management Authority Act,2020.
Other requirements	<ul style="list-style-type: none"> May be required to work overtime. Valid driver's License

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Responsibilities/Duties

The candidate will be expected to:- Work closely with executive leadership to develop and implement strategic plans that align with the organization's goals and objectives. Oversee employee relations activities, including conflict resolution, disciplinary actions, and grievance procedures. Provide guidance and coaching to managers and employees on employee relations matters, ensuring fair and consistent application of policies. Develop and implement comprehensive health and wellness programs that promote physical, mental, and emotional well-being. Collaborate with cross-functional teams to design and deliver wellness initiatives, such as fitness programs, stress management workshops, and mental health support services. Evaluate the effectiveness of wellness programs through data analysis, employee feedback, and participation rates, and make recommendations for improvement. Facilitate and oversee the development and monitoring of policies, standard operating procedures, systems and controls. Lead the conceptualising of the unit's risk register. Cultivate strategic partnerships and collaborations with relevant institutions. Provide advocacy on matters related to Employee Relations, Health and Wellness to empower the BMA stakeholders to make informed decisions. 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.

