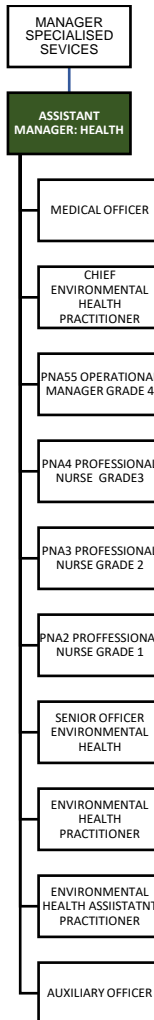


Job Profile

PROFILE INFORMATION		
JOB TITLE	ASSISTANT MANAGER: HEALTH	
JOB CLUSTER AND RANK	Management (Assistant Commandant)	
REGION/DIVISION	HEALTH	
LOCATION	Port of Entry	
MANAGER/SUPERVISOR	Manager: Specialised Services	
SUPERVISION	Medical officer Chief Environmental health Practitioner PNA5 Operational Manager Nurse Grade 4 (General Nursing) PNA4 Professional Nurse Grade 3 (General Nursing) PNA3 Professional Nurse Grade 2 (General Nursing) PNA2 Professional Nurse Grade 1 (General Nursing) Senior Officer Environmental Health Environmental Health Practitioner Environmental Health Assistant Practitioner Auxiliary Officers	
PEER RELATIONSHIPS	OTHER MANAGERS	
LIAISON	INTERNAL	All Business Units
	EXTERNAL	Service Providers, Department of Health, Microbiologists, Public Analysts, WHO

PURPOSE STATEMENT	
To manage the health specialised function by applying port health controls on imports in accordance with relevant statutory provisions, rules and international trading standards.	

ORGANOGRAM



DESCRIPTION

Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
Strategic Management	<ul style="list-style-type: none"> Assist and provide inputs in the development of the Annual Performance Plan and operational Plans and ensuring progress against the approved annual targets. Reports on the achievement on the department objectives. 	10%	<ul style="list-style-type: none"> Strategy and Annual Operational Plan Annual Performance Plan targets Monthly Quarterly Reports

Key Performance Areas (KPAs)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	<ul style="list-style-type: none"> Provides reasons for non-achievement of the Annual Performance Plan targets. Compile monthly and quarterly reports. 		
Functional Leadership Health	<ul style="list-style-type: none"> Manage and ensure implementation of all relevant Port Health related legislation. Develop and monitor rapid response plans for emergencies, including public health contingency plans. Update and share routine protocols for routine and urgent communication and collaboration during public health emergencies. Manage and facilitate the rendering of a comprehensive Port Health Services. Ensure a safe environment for travellers using the point of entry. Ensure that physical, identity, documentary etc. checks of products of animal origin (POAO) and high risks food not of animal origin are performed to only allow products that are safe to eat enter the food chain. Ensure that food sampling of high-risk food products as required by the control legislation or as a result of a risk assessment carried out in respect of relevant products are undertaken. Liaise with a public analyst or microbiologist in regard to formal samples. Undertake any additional checks relevant to national monitoring schemes or local sampling programmes. 	40%	<ul style="list-style-type: none"> Risk Management Reports Quarterly Performance Reports
Stakeholder Management and Relations	<ul style="list-style-type: none"> 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. 	15%	<ul style="list-style-type: none"> Stakeholder Engagement Survey



Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	<ul style="list-style-type: none"> Attend industry related forums, conferences and workshops to gain industry insight for the purpose of business improvement. 		
<p>Governance, Risk and Compliance</p>	<ul style="list-style-type: none"> 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. 	<p>10%</p>	<ul style="list-style-type: none"> Timeous submission of reports Strategic Risk Register Approved Policies and Procedures Audit Reports
<p>Financial Management</p>	<ul style="list-style-type: none"> 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. Monitoring financial control, budget management and the procurement process to ensure compliance with the legislation e.g. (PFMA, PPFA, and BBBEE). Ensure the deployment of proper financial controls to manage the business unit budget. Report on and communicate any costs improvements and shortfalls. 	<p>10%</p>	<ul style="list-style-type: none"> Annual Operational Budget Variance Report Budget Compliance Report
<p>People Management</p>	<ul style="list-style-type: none"> 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, 	<p>15%</p>	<ul style="list-style-type: none"> All employees have revised up to date job profiles Talent Management Plan Timeous submission of performance agreements and reviews



Key Performance Areas (KPAs)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	<ul style="list-style-type: none"> 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. 		<ul style="list-style-type: none"> % of staff in all training & development interventions Employee Engagement Surveys Timeous Resolution of disciplinary and Grievance procedures

CAREER PATH

Assistant Manager: Health	Manager: Specialised services	
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MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE

Minimum Qualifications	<ul style="list-style-type: none"> An undergraduate qualification in Environmental Health or equivalent qualification at NQF level 7 as recognised by SAQA A postgraduate qualification will an added advantage
Minimum Experience	<ul style="list-style-type: none"> Minimum of 5 years' experience at managerial level, and minimum of 5 years' experience in Environmental Health Management or related supervisory experience in similar environment.
Knowledge	<ul style="list-style-type: none"> Knowledge of the South African Constitution. Knowledge of the Border Management Authority Act. Understanding of International and Regional Protocols for Environmental Health. Understanding of the Aviation ,Maritime ,Land Border Industry requirements related to Environmental Health. Understanding of legislation and prescripts applicable in the border environment. Knowledge of applicable international Conventions relating to migration. 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 Public Service Act and Regulations as well as the Public Finance Management Act. Knowledge of applicable human resource legislation.
Professional registration or license requirements	<ul style="list-style-type: none"> Current HPCSA registration



MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE

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
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COMPETENCIES

VALUES	FUNCTIONAL	BEHAVIOURAL ATTRIBUTES (ENABLING)
<ul style="list-style-type: none"> • Excellence • Integrity • Innovation • Patriotism • Professionalism • Teamwork and Collaboration • Vigilance 	<ul style="list-style-type: none"> • Strategic Planning • Stakeholder Management and Relations • Financial Management • Communication (Verbal and Written) • Report Writing • Change Management • Conflict Management • Risk Management • People Management 	<ul style="list-style-type: none"> • Client Orientation and Customer Focus • Emotional Intelligence • Decision Making & Problem Solving • Resilience • Negotiating • Interpersonal Relations • Team Leadership • Persuasion and influencing • Confidentiality

SYSTEM SKILLS

Title	Level
Microsoft Office Suite	Intermediate