

Date Issued: 08 August 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 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: Wednesday, 21 August 2024 at 16h00.

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);
- **Appointments will be subject a mandatory vetting/security clearance appropriate to the level of the position.**



POSITION : **EXECUTIVE MANAGER: FINANCIAL MANAGEMENT AND REPORTING**

SALARY : MARKET RELATED

CENTRE : PRETORIA: BORDER MANAGEMENT AUTHORITY HEADQUARTERS

DIVISION : FINANCE; FACILITIES AND SUPPLY CHAIN MANAGEMENT

REFERENCE NUMBER : **BMA 1/4/024**

EMAIL ADDRESS : **EXEC-FINMN@bma.gov.za**

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> B. Com Accounting degree or equivalent (NQF 7) A post graduate qualification in Finance or equivalent (NQF 8) CA(SA)
Minimum Experience	<ul style="list-style-type: none"> 8 years' experience in Financial Management, Budgeting and Reporting 3 years' Senior management experience
Knowledge	<ul style="list-style-type: none"> Generally Recognised Accounting Practice (GRAP) Public Finance Management Act (PFMA) National Treasury Regulations 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"> 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



<p>Responsibilities/Duties</p>	<p>Strategic Leadership</p> <p>The successful candidate will be amongst other be expected to provide input into the development of the Financial Management and Accounting frameworks and strategy; Develop supporting operational plans for the Financial Management and Reporting business unit to ensure execution of the strategic objectives and goals; Drive the implementation of the operational plan by developing and allocating operational activities to various business units and ensuring alignment to the achievement of operational targets; Ensure the establishment, maintenance and improvement of Standard Operating Procedures, policies, and guidelines relating to the Financial Management and Accounting business unit in consultation with the Chief Financial Officer; Provide advocacy on a financial management, payroll, and Accounting perspective to the BMA's strategic decision-making process; Use insights gained through business information to compile reports, and metrics to measure success and inform the business decision making process and realign objectives; Keep abreast of changes in legislation, regulations and respond to changes through adjustments to the strategy and operational plans as required; Monitor and continuously evaluate progress of the business unit's achievements against the operational plan and strategic objectives.</p> <p>Functional Leadership</p> <p>Implement the operational plan by developing operational activities, ensuring alignment to the achievement of strategic objectives; Direct and lead the coordination and implementation financial management and reporting systems and processes across all BMA locations; Plan for the BMA's financial management and reporting related activities, specify priorities and resources requirements, and monitor effectiveness; Drive and ensure awareness and adherence to Financial Management and statutory reporting protocols within the BMA offices; Provide input and coordinate the planning and compilation of the BMA's annual budget aligned to the operational delivery plans to support the implementation of set objectives; Oversee and ensure the maintenance and accuracy of journal entries for the General Ledger and Trial Balance accounts for BMA; Oversee and ensure the accuracy of journal entries and all General Ledger reconciliations to ensure accuracy of Trial Balance; Ensure timely submission of quarterly and annual statutory returns and resolve all BMA queries in a timeous manner; Oversee and ensure the effective management of subsidiary ledgers and timely resolution of all bank transaction related enquiries; Review and ensure the accuracy, validity and completeness of creditors invoices processing and ensure that creditors are settled as per Standard Operating Procedures; Oversee and ensure the accuracy of information pertaining to mandatory grants; Oversee the petty cash process and review all petty cash disbursement vouchers, reconciliations and reimbursements; Ensure that funds are collected on time to support the cash flow objectives of the BMA; Develop SLAs with each Unit within BMA; Review the BMA's financial and management accounts and cost centre reports, present to the Chief Officer and distribute in line with Service Level Agreements; Assist in the preparation of Annual Financial statements in accordance with the Public</p>
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	<p>Finance Management Act, and Generally Recognised Accounting Practice (GRAP); Oversee and ensure the compilation of the Annual Financial Statement highlights document for publication on the BMA's platforms; Monitor the financial month-end process for effective controls and improve where required; Oversee and ensure the accurate processing of payroll instructions, payroll banking file through collaboration with Human Capital and SAGE 300 Consultants</p> <p>Risk and Compliance</p> <p>Prepare and present reports for submission to the BMA Management/Executives and Governance committees and other stakeholders; Ensure policies are reviewed, developed and implemented in line with relevant legislature; Provide input into the business unit's risk register in consultation with the Chief Officer: Finance and Facilities Management; Ensure the mitigation of the business unit's 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; Coordinate and maintain a quality risk management system in line with relevant requirements; Monitor changes in the regulatory environment and ensure that appropriate operational controls are implemented to address new requirements; Manage the internal and external audits; Oversee the maintenance and enforcement of all Financial Management and Accounting related Service Level Agreements to minimise business risk and ensure business continuity; Ensure adherence in the team to all relevant laws, policies and Standard Operating Procedures throughout the organisation.</p> <p>Stakeholder Management and Relations</p> <p>Ensure sound relationships with internal and external stakeholders; Engaging with the right internal stakeholders can ensure procurement functions gain understanding of strategic issues, cost-saving goals, value-add, compliance and organizational input moving forward; Ensure internal customer service and satisfaction; Build and maintain relationships with all BMA officers including EXCO, the Governance Committees for the purposes of expectations management and knowledge sharing; Provide advocacy on matters related to management 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; Implement timeous communication on progress and challenges in achieving the tactical work plans to impact stakeholders; Attend industry related forums, conferences and workshops to gain industry insight for the purpose of business improvement.</p>
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MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

	<p>Financial Management</p> <p>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; Set, establish goals for budget adherence and controls for relevant area and establish best practice principles in process and application.</p> <p>People Management</p> <p>Assist with the supervision of the team, by planning, assigning and monitoring tasks aligned to deliver on performance objectives and in response to changes in processes; Provide support in the enhancement of relevant knowledge and skills through continuous coaching, mentoring and nurturing of supervised talent; 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; Provide support in the management of poor performance and disciplinary matters in line with the BMA's policies and procedures.</p>
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POSITION : **EXECUTIVE MANAGER: PROPERTY AND FACILITIES MANAGEMENT**

SALARY : MARKET RELATED

CENTRE : PRETORIA: BORDER MANAGEMENT AUTHORITY HEADQUARTERS

DIVISION : FINANCE; FACILITIES AND SUPPLY CHAIN MANAGEMENT

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

EMAIL ADDRESS : **EXEC-PRPF@bma.gov.za**

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> Bachelor's degree (NQF level 7) in Facilities Management, Properties Studies, Quantity Surveying, Engineering, or relevant qualification NQF level 8 in Facilities Management, Properties Studies, Quantity Surveying, Engineering, or relevant qualification
Minimum Experience	<ul style="list-style-type: none"> 8 years' experience in Property and/or Facilities and/or Fleet Management 3 years' Senior management experience
Knowledge	<ul style="list-style-type: none"> Generally Recognized Accounting Practice (GRAP) Public Finance Management Act (PFMA) National Treasury Regulations King Governance Code Property, Facility and Fleet related Legislation 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"> SAMFA or IFMA Certification will be advantageous
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	<p>Strategic Leadership</p> <p>The successful candidate will be amongst other be expected to Develop the Facilities Management frameworks and strategy in consultation with the Chief Financial Officer; Develop supporting operational plans for the Facilities Management business unit to ensure execution of the strategic objectives and goals; Drive the implementation of the operational plan by developing and allocating operational activities to various business units and ensuring alignment to the achievement of operational targets; Ensure the establishment, maintenance and improvement of Standard Operating Procedures, policies, and guidelines relating to the Facilities Management business unit in consultation with the Chief Financial Officer: Use insights gained through business information to compile reports, and metrics to measure success and inform the business decision making process and realign objectives; Keep abreast of changes in legislation, regulations and/or the occupational health and safety environment and respond to changes through adjustments to the strategy and operational plans as required; Monitor and continuously evaluate progress of the business unit's achievements against the operational plan and strategic objectives.</p> <p>Functional Leadership</p> <p>Plan for the BMA's facilities related activities, specify priorities and resources requirements, and monitor effectiveness; Facilitate and oversee multi-disciplinary teams which include cleaning, general maintenance, and space allocation, meeting room coordination, fleet, general building structures and health and safety; Coordinate and manage project plans in the periodic maintenance, refurbishment and use of facilities and equipment, to ensure timeous delivery of service; Manage the effective booking, scheduling and confirmation of facilities and related equipment, ensuring that all malfunctioning equipment is reported and repaired; Ensure the effective management of cleaning, waste disposal, catering, security and parking facilities; Plan and management any logistical arrangements pertaining the BMA's facilities and equipment; Ensure the effective management of BMA's fleet, including overseeing the maintenance, purchasing, registration, licensing, allocation and efficient utilisation of BMA vehicles; Design and implement processes that safeguard the utilisation of BMA property/assets; Drive and ensure awareness and adherence to Occupational Health and Safety Protocols with the BMA offices; Conduct regular inspection of facilities for adherence to standards and protocols and recommend corrective actions and set work priorities; Provide technical expertise in the transferring of properties between BMA and Departments; Ensure and oversee the recording and maintenance of accurate documentation and historical records as per Standard Operating Procedures; Ensure the design and implementation of an effective Records management framework and related protocols for the archiving, retrieving and disposal of BMA records; Ensure the effective security management of BMA's facilities through coordination of security resources and proper access management and control of BMA facilities. Efficiently and effectively manage the spending on repairs and maintenance performed by the BMA. Liaison with relevant stakeholders in ensuring that the mandate of the Unit is fulfilled.</p>
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	<p>Governance, Risk and Compliance</p> <p>Prepare and present reports for submission to the BMA • Provide input into the business unit's risk register in consultation with the Chief Financial Officer; Ensure the mitigation of the business unit's 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; Coordinate and maintain quality risk management in line with relevant prescripts; Monitor changes in the regulatory environment and ensure that appropriate operational controls are implemented to address new requirements; Support and provide evidence to all internal and external audit requirements; Oversee the maintenance and enforcement of all Facilities Management related Service Level Agreements to minimise business risk and ensure business continuity; Ensure adherence in the Facilities Management team to all relevant laws, policies and Standard Operating Procedures throughout the organisation.</p> <p>Stakeholder Management and Relations</p> <p>Ensure sound relationships with internal and external stakeholders; Engaging with the right internal stakeholders can ensure procurement functions gain understanding of strategic issues, cost-saving goals, value-add, compliance and organizational input moving forward; Ensure internal customer service and satisfaction; Build and maintain relationships with all BMA officers including EXCO, the Governance Committees for the purposes of expectations management and knowledge sharing; Provide advocacy on matters related to facilities management 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; Implement timeous communication on progress and challenges in achieving the tactical work plans to impact stakeholders; Attend industry related forums, conferences and workshops to gain industry insight for the purpose of business improvement.</p> <p>Financial Management</p> <p>Develop and manage 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 BBEE) ; Reduce expenditure through effective cost control measures; Set, establish goals for budget adherence and controls for relevant area and establish best practice principles in process and application.</p>
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MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

	<p>People Management</p> <p>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, mentoring and nurturing of departmental talent; 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.</p>
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POSITION : **MANAGER: INTERNAL AUDIT**

SALARY : MARKET RELATED

CENTRE : PRETORIA: BORDER MANAGEMENT AUTHORITY HEADQUARTERS

DIVISION : INTERNAL AUDIT

REFERENCE NUMBER : **3/4/2024**

EMAIL ADDRESS : **MAN-IA@bma.gov.za**

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> Bachelor's degree at NQF 7 in Finance, Accounting, Internal Audit or related field
Minimum Experience	<ul style="list-style-type: none"> 5 years' Experience Internal Auditing Experience, of which 3 years should be at supervisory level
Knowledge	<ul style="list-style-type: none"> Public Finance Management Act (PFMA) National Treasury Regulations King Governance Code PFMA, Treasury Regulations and Public Service Regulations Understanding of legislation and prescripts applicable to public entities International Standards for the Professional Practice of Internal Auditing/ Global Internal Audit Standards Thorough knowledge of (Generally Recognized Accounting Practice) GRAP Border Management Authority Act,2020.
Professional registration or license requirements	<ul style="list-style-type: none"> Registered with the Institute of Internal Auditors (IIA) Certified Internal Auditor or Professional Internal Auditor (preference)
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	<p>The incumbent of the post will be expected to perform the following duties; Assist and provide inputs in the development of the Annual Performance Plan and operational Plans and ensuring progress against the approved annual targets. Develop an annual audit plan based on an assessment of organizational risks and priorities. Determine the scope, objectives, and methodologies for individual audits. Lead and supervise audit engagements to evaluate the effectiveness of internal controls and risk management processes. Conduct interviews, document reviews, and data analysis to identify control weaknesses and process inefficiencies. Test and evaluate financial and operational transactions to ensure compliance with policies, procedures, and regulations. Assess the accuracy and reliability of financial reporting and recommend improvements. Identify potential risks and vulnerabilities within the organization's processes, systems, and controls. Develop and implement risk mitigation strategies and control frameworks. Collaborate with management to enhance risk management practices and establish a strong internal control environment. Provide advocacy on Internal Audit related matters to relevant stakeholders. Collaborate with the necessary organs of state and domestic and international organisations 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. Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks. Maintain all related Service Level Agreements to minimise business risk and ensure business continuity. Review related Standard Operating Procedures in consultation with the Manager to ensure business optimisation. Ensure the effective implementation, management, monitoring of the business unit's budget, and mitigate and report on any variances. Build and lead an effective and cohesive team through the effective management of divisional resources. 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</p>



POSITION : **SENIOR HEALTH SPECIALIST**

SALARY : MARKET RELATED

CENTRE : PRETORIA: BORDER MANAGEMENT AUTHORITY HEADQUARTERS

DIVISION : SPECIALISED FUNCTIONS

REFERENCE NUMBER : 4/4/2024

EMAIL ADDRESS : **SNR-HS@bma.gov.za**

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> A qualification in Environmental Health or equivalent qualification at NQF level 7 recognized by SAQA and Health Professions Council of South Africa
Minimum Experience	<ul style="list-style-type: none"> 5 years minimum experience in port health services , of which three (3) years' experience must be at junior management.
Knowledge	<ul style="list-style-type: none"> 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 port health environment. Inter-Governmental Frameworks. Knowledge of National Treasury and Risk Management Framework Border Management Authority Act,2020.
Professional registration or license requirements	<ul style="list-style-type: none"> Current Registration as an Independent Environmental Health Practitioner with the Health Professions Council of South Africa
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. Business writing and report writing , data management and data analysis capabilities. Valid driver's License



MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Responsibilities/Duties	<p>Assist in the development of the strategy and budget for the business unit in consultation with the Executive Manager. Develop supporting operational plans to ensure execution of the strategic objectives and goals. Implement the operational work plan by developing operational activities, ensuring alignment to the achievement of strategic objectives. Ensure the implementation of port health initiatives to support BMA in the implementation of its strategy and achieve its objective. Monitor, continuously evaluate and report on progress of the operational and strategic objectives. Provide co-ordination and support for the implementation of r compliance and enforcement functions and other relevant Authority functions in relation to Port Health. Ensure the implementation of all relevant Port Health related legislation and develop systems and program to ensure compliant and efficient service rendering of port health in the BMA. Improve processes related to Port Heath management that place within the Border Law Enforcement Area and at Ports of Entry. Ensure the provision of information and training of relevant ports of entry employees. Ensure data management, monitoring, analysis, evaluation and research as well as administrative functions for effective provision of port health. Ensure the development and effective stakeholder relations management with both local and international stakeholder representatives. Initiate and lead implementation of timeous communication on relevant information and legislation to ports of entry. Ensure effective support in the provision of evidence to all internal and external audit requirements</p>



POSITION : **HEALTH SPECIALIST**

SALARY : MARKET RELATED

CENTRE : PRETORIA: BORDER MANAGEMENT AUTHORITY HEADQUARTERS

DIVISION : SPECIALISED FUNCTIONS

REFERENCE NUMBER : **BMA 5/4/2024**

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

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> A qualification in Environmental Health or equivalent qualification at NQF level 7 recognized by SAQA.
Minimum Experience	<ul style="list-style-type: none"> 5 years minimum experience in port health services, of which three 3 years' experience must be at supervisory.
Knowledge	<ul style="list-style-type: none"> 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 port health environment. Inter-Governmental Frameworks. Knowledge of National Treasury and Risk Management Framework
Professional registration or license requirements	<ul style="list-style-type: none"> Current Registration as an Independent Environmental Health Practitioner with the Health Professions Council of South Africa
Other requirements	<ul style="list-style-type: none"> Flexibility in working hours will be required to meet the demands of the role. May be required to work overtime. Valid driver's License
Responsibilities/Duties	<p>Assist in monitoring the implementation of the International Health Regulations and all relevant Port Health Legislation in the Border Management Authority</p> <p>Monitor the development of contingency plans, disease surveillance programs from all regions countrywide</p> <p>Analyze port health related reports and prepare such reports for submitting to the National Department</p> <p>Assist in updating guidelines, standard operating procedures and reporting tools</p> <p>Assist in Developing project plans and project implementation and Information Education and Communication materials relevant to Port Health Services</p> <p>Assist in the development of systems, procedures and guidelines and operational tools for improvement and service efficiency in the unit. Liaison with internal and external stakeholders.</p>



POSITION : **SENIOR INFORMATION TECHNOLOGY AUDITOR**

SALARY : MARKET RELATED

CENTRE : PRETORIA: BORDER MANAGEMENT AUTHORITY HEADQUARTERS

DIVISION : INTERNAL AUDIT

REFERENCE NUMBER : **BMA 6/4/2024**

EMAIL ADDRESS : **S-ITA@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, accounting or related field
Minimum Experience	<ul style="list-style-type: none"> 5 years' Experience ICT Auditing Experience
Knowledge	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

<p>Responsibilities/Duties</p>	<p>The incumbent of the post will be expected to perform the following duties: Prepare and input into the IT audit annual plan and three-year rolling plan. Examine and evaluate effectiveness of internal IT controls designed to: troubleshoot security and network problems, managing the entities` IT resources and the WIP, manage and respond to the risk cyber security , respond to all system and network security breaches. Test and identify network and system vulnerabilities and create counteractive strategies to protect the network. Prepared IT audit procedures aligned to IT Audit Frameworks to test effectiveness and efficient safeguarding, management and use of entities IT assets and provide recommendation. Prepare and perform regular/cyclical audits testing and provide recommendations. Review, evaluate, and test application controls. Provide recommendations and guidance on identified security and control risks. Communicate progress of the ICT Internal Audit to management throughout the audit. Prepare the ICT draft audit reports for submission and distribution to the various stakeholders and the adequacy and effectiveness of stakeholder action plans. Prepare and finalise Audit Reports for quality review purposes. Produce progress and information reports according to requirements and timelines. Liaise with relevant stakeholders during the audit process. Ensure awareness of the ICT audit process and address areas of concern with relevant stakeholders. Assist in ensuring that audit findings are discussed with stakeholders where appropriate. Assist ICT Audit management to ensure the development and implementation of the risk register.</p>
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POSITION : **OFFICER: HUMAN CAPITAL (3 posts)**

SALARY : MARKET RELATED

CENTRE : PRETORIA: BORDER MANAGEMENT AUTHORITY HEADQUARTERS

DIVISION : HUMAN CAPITAL

REFERENCE NO : **BMA 7/4/2024**

EMAIL ADDRESS : **O-HC@bma.gov.za**

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	NQF level 6 qualification in Business Management, Commerce or Human Resources or Equivalent.
Minimum Experience	<ul style="list-style-type: none"> • 3 years' HR administration experience; which includes but not limited to the following
Knowledge	<ul style="list-style-type: none"> • Knowledge of Labour Relations Act. Knowledge of HR Systems. Recruitment and Selection processes. Basic Conditions of Employment Act. Skills Development Act. Familiarity with office management procedures. Border Management Act, 2020. Legislative and Regulatory framework knowledge. Working knowledge of multiple human resource disciplines, including compensation practices, organizational diagnosis, employee and union relations, diversity and performance management
Other requirements	<p>May be required to work overtime.</p> <ul style="list-style-type: none"> • Valid driver's License



MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Responsibilities/Duties	<p>Coordinate the advertising of vacant positions and source replacements as per recruitment timelines and Standard Operating Procedures. Coordinate the recruitment process, including all interview panel members, logistics and relevant supporting packs. Manage access control to Human Resources related records in terms of controlling the movement of files. Maintain a filing system for all personnel information and other pertinent HR related activities such as recruitment, training, health and safety, performance management, amongst others. Assist in the capturing of relevant information and maintaining the database for the business unit, ensuring data integrity. Assist with the coordination and compilation of reports for the business unit for review and submission. Assist in the capturing of relevant information and maintaining the database for the business unit, ensuring data integrity. Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks. Maintain and enforce all related Service Level Agreements to minimise business risk and ensure business continuity. Adhere to all relevant laws, policies and Standard Operating Procedures throughout the organisation. Respond to enquiries by gathering, analysing, summarising, and interpreting data. Coordinate and arrange psychometric assessments and feedback with candidates and external providers as required. Send out rejection letters based on interview panel findings. Liaise with third party providers to ensure effectiveness and efficiency of services provided. Process all documentation according to BMA policies and procedures as well as document control principles within the set time frames to ensure compliance. Assist in the capturing of relevant information and maintaining the dataset for the business unit, ensuring data integrity.</p>



POSITION : **OFFICER: REMUNERATION AND BENEFITS ADMINISTRATION (2 posts)**

SALARY : MARKET RELATED

CENTRE : PRETORIA: BORDER MANAGEMENT AUTHORITY HEAD
QUARTERS

DIVISION : HUMAN CAPITAL

REFERENCE NO : **BMA 8/4/2024**

EMAIL ADDRESS : **O-RBA@bma.gov.za**

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	NQF level 6 qualification in Business Management, Commerce or Human Resources or Equivalent.
Minimum Experience	<ul style="list-style-type: none"> 3 years' HR administration experience
Knowledge	<ul style="list-style-type: none"> Knowledge in Administration of Employee Benefits- medical aids and pension funds. HR principles and practices. Business Process Improvement experience. Knowledge of Remuneration and Benefits principles, processes and procedures. Knowledge of Remuneration systems Capturing experience Border Management Authority Act,2020.
Other requirements	<p>May be required to work overtime.</p> <ul style="list-style-type: none"> Valid driver's License



MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Responsibilities/Duties	<p>Advise Human Capital in terms of BMA Remuneration and Benefits as a Service related to the following aspects but not limited to: a) Funeral benefits; b) Group Risk Insurance benefits Pension Fund Administration; c) Medical Aid benefits and Administration. Communication and up skilling of staff relating to the Remuneration and benefits policy. Advising and guiding staff in relation to decision outcomes and implementation of remuneration and benefits related matters. Provide information on eligibility for participation in particular benefits programs Administration of salary reviews, long-term and short-term incentive schemes. Update and maintain changes in Remuneration and Benefits on the ERP system. Verify and collate payroll inputs received from divisions. Review data for accuracy, compliance and completeness and follow up on all outstanding documents. Verify all supporting documents of new hired officials prior to uploading on the ERP system. Prepare remuneration input from documents and prepare spreadsheets for system upload and import onto the internal ERP system. Facilitate and administer new medical aid applications and amendments between employees and service providers. Run ERP Reports on remuneration and benefits as required. Reconcile all variables pays on a monthly basis. Resolve leave queries and allocate leave quotas on the ERP system for all employees. Process leave requests for temporary employees who do not have access to the ERP system. Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks.</p>



POSITION : **REVENUE AND BILLING OFFICER**

SALARY : MARKET RELATED

CENTRE : PRETORIA: BORDER MANAGEMENT AUTHORITY HEADQUARTERS

DIVISION : FINANCE; FACILITIES AND SUPPLY CHAIN MANAGEMENT

REFERENCE NUMBER : **9/4/2024**

EMAIL ADDRESS : **O-RB@bma.gov.za**

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> • Matric/Grade 12 • Preferred a degree or National Diploma - Finance, Public Administration and Business Management
Minimum Experience	<ul style="list-style-type: none"> • Minimum three (3) years' administration experience in Finance • Knowledge of revenue and billing processes including controls to ensure that revenue is valid, accurate and complete
Knowledge	<ul style="list-style-type: none"> • Public Service Regulations. Public Finance Management Act (PFMA). National Treasury Regulations. King Governance Code. Knowledge of financial accounting standards (GRAP), processes and controls (Revenue, reconciliations, etc.). SAGE ERP System. Basic Conditions of Employment Act. Employment Equity Act. Border Management Authority Act,2020
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



<p>Responsibilities/Duties</p>	<p>The successful candidate will be amongst other be expected to Assist Management with Compiling monthly and quarterly reports for MANCO, EXCO; Coordinate and assist in the administration and clerical support of the departments to facilitate the smooth running thereof; Provide effective administrative support to ensure smooth running of the Revenue Department; Assist with responses and providing information to both internal and external audit in relation to the revenue management; Review and implementation of end-to-end processes to ensure that revenue is consistently valid, accurate and complete – drive continuous improvement through streamlining and optimising relevant practices, processes and systems; Monthly billing/invoicing process (revenue validation, correct client allocation, invoice and statement generation and distribution); Action checks and balances of all payments made by reconciling all financial reports and bank statements on a regular basis; Meet stakeholders expectations by ensuring agreed Service Level Agreements (SLA's) are adhered too; Provide customer satisfaction and feedback by investigating and resolving outstanding queries/complaints within the agreed time frames; Ensure accurate financial transactions by reconciling Revenue Bank Account and customer accounts according to policies and procedures; Clear any unreconciled items by investigating and noting follow up if unresolved for audit trail purposes; Clear any unreconciled items by investigating and noting follow up if unresolved for audit trail purposes; Ensure that cheques and electronic fund transfer (EFT) requisitions are authorised by departmental heads, with necessary supporting documentation received and sent to finance or managing executive for approval before payment; Work with external stakeholders to create and deliver reports including but not limited to collections, Accounts Receivables aging, transfers, refunds, and revenue; Accurate and timely invoicing and billing to clients, seamless collections, and following GRAP for accruals and write-offs; Reconcile Account Receivables Control account to the Account Receivables Analysis on a monthly basis; Prepare Monthly Revenue/Receivables Reconciliation by the 10th of every month for review by the Manager; Works with Bank Officer to ensure daily reports, such as Receivables reconciliations and bank reconciliations are accurate and complete; Ensure all print outs are filed and kept in the monthly reconciliation file; Perform month-end close processes, including account reconciliation preparation, and calculation of journal entries for revenue-related accounts and contra-revenue accounts; Meet reporting deadlines as set by Manager; Clearing reconciling Items on Revenue Account within 30 days mainly Unknown deposits/transfer; Work together with Revenue Officer to match customer payments to Invoices raised for inspection fees, fines etc.; Promptly attentively respond to customers' requests within established parameters and time frames; Assist Manager in providing input in the planning and compilation of the authority annual budget aligned to the operational plans to support the implementation of set objective; Client on-boarding and maintenance of customer database; Distribution of Customer Account Statements; Assist</p>
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MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

	<p>Manager in respect to report on and communicate any costs improvements and shortfalls; Collaboration with other departments to obtain necessary information for the accurate accounting of revenue; Process all documentation according to BMA policies and procedures as well as document control principals, within specified set time frames to ensure compliance; Adhere to all relevant laws, policies and Standard Operating Procedures throughout the organisation; Assist in the compilation, coordination and verification of relevant invoices and supporting documents for the business unit for submission to the Finance business unit; Adhere to all relevant laws, policies and Standard Operating Procedures throughout the organisation; Attendance to development workshops and interventions as per agreed Personal Development Plan (PDP).</p>
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POSITION : **BANK OFFICER: FINANCE AND TREASURY**

SALARY : MARKET RELATED

CENTRE : PRETORIA: BORDER MANAGEMENT AUTHORITY HEADQUARTERS

DIVISION : FINANCE; FACILITIES AND SUPPLY CHAIN MANAGEMENT

REFERENCE NUMBER : **BMA 10/4/2024**

EMAIL ADDRESS : **BO-FT@bma.gov.za**

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> • Matric/Grade 12 • Preferred three (3) degree or National Diploma - Finance, Public Administration and Business Management
Minimum Experience	<ul style="list-style-type: none"> • Minimum three (3) years' administration experience in Finance • Knowledge of banking processes including controls to ensure that banking processes are valid, accurate and complete.
Knowledge	<ul style="list-style-type: none"> • Public Service Regulations; Public Finance Management Act (PFMA); National Treasury Regulations; King Governance Code; Knowledge of financial accounting standards (GRAP), processes and controls (Banking and daily reconciliations, etc.); SAGE ERP System; Basic Conditions of Employment Act; Employment Equity Act; Border Management Authority Act,2020
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



<p>Responsibilities/Duties</p>	<p>The successful candidate will be amongst other be expected to Assist Management with Compiling monthly and quarterly reports for MANCO, EXCO; Coordinate and assist in the administration and clerical support of the departments to facilitate the smooth running thereof; Provide effective administrative support to ensure smooth running of the Banking and Treasury Department; Assist with responses and providing information to both internal and external audit in relation to the Cash management (including Petty cash); Review and implementation of end-to-end processes to ensure that cash management processes are consistently valid, accurate and complete – drive continuous improvement through streamlining and optimising relevant practices, processes and systems; Assist with the monthly / quarterly / annual reports for Head Office and for both internal and external audit; Prevent financial loss by ensuring accurate calculations and capturing; Action checks and balances of all payments made by reconciling all financial reports and bank statements on a regular basis; Ensure accurate financial transactions by reconciling bank/impersonal accounts according to policies and procedures;</p> <p>Clear any unreconciled items by investigating and noting follow up if unresolved for audit trail purposes; Ensure work is completed to plan by taking ownership and accountability for tasks and activities; Check daily volumes and report irregularities in the work flow; Contribute to process enhancements by identifying opportunities for improvement; Ensure that cheques and electronic fund transfer (EFT) requisitions are authorised by departmental heads, with necessary supporting documentation received and sent to finance or managing executive for approval before payment; Capture and process all payment to ABSA system and confirm that all payment details agree to supporting documents; Ensure that payments are made at least once a week for 7 days account supplier and employee reimbursements; Create journals for cash book entries on a monthly basis; Matching all invoices captured on SAGE X3 to payments made via ABSA Banking system; Process, maintain and reconcile a schedule of all payments for the month in a Payment Register to ensure proper recording and filing of all payments; Reconcile Monthly Payment Register to the Cash book; Prepare Monthly Bank Reconciliation by the 10th of every month for review by the Manager; Ensure daily monitoring of bank account and surplus cash must be transferred to Investment Account; Clearing reconciling Items on Bank file within 30 days including Unknown deposits/transfer; Work together with Revenue Officer to match customer payments to Invoices raised for inspection fees, fines and penalties, etc; Promptly attentively respond to service providers requests within established parameters and time frames; Assist Manager in providing input in the planning and compilation of the authority annual budget aligned to the operational plans to support the implementation of set objective; Process all documentation according to BMA policies and procedures as well as document control principals, within specified set time frames to ensure compliance; Liaise with Supply Chain Management and User Departments when making a payment to suppliers/service providers;</p> <p>Assist in the compilation, coordination and verification of relevant invoices and supporting documents for the business unit for submission to the Finance</p>
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MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

	business unit; Ensure that updated Bank Account Confirmation is on hand; Complete necessary documentation to update access and get approval from necessary signatories as well as submit documents to banks; Adhere to all relevant laws, policies and Standard Operating Procedures throughout the organisation; Attendance to development workshops and interventions as per agreed Personal Development Plan (PDP).
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POSITION : **ADMINISTRATIVE ASSISTANT: SPECIALISED FUNCTIONS HEALTH**

SALARY : MARKET RELATED

CENTRE : PRETORIA: BORDER MANAGEMENT AUTHORITY HEADQUARTERS

DIVISION : SPECIALISED FUNCTIONS

REFERENCE NUMBER : **BMA 11/4/2024**

EMAIL ADDRESS : **AA-SFH@bma.gov.za**

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Minimum Qualifications	<ul style="list-style-type: none"> Secretarial /Office Administration Qualification at NQF Level 6
Minimum Experience	<ul style="list-style-type: none"> Minimum of three years' experience in secretarial or administration experience. Previous experience in a similar environment will serve as an added advantage
Knowledge	<ul style="list-style-type: none"> Public Service Regulations. Financial and supply Chain Management Procedures. Treasury Regulations. Border Management Authority Act ,2020
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 extensive hours Valid driver's License Good communication (verbal and written), planning, organizing, telephone etiquette and computers skills



MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

<p>Responsibilities /Duties</p>	<ul style="list-style-type: none"> • Manage, coordinate and assist in the administration and clerical support of the unit to facilitate smooth running thereof. Develop and maintain a filing and records system for the unit in line with approved policies and procedures. Support the unit with all office administration tasks. Process travel documents for the unit and ensure supply management processes are adhered to. Maintain a professional and ethical image and environment in the unit. Manage the senior managers' diary and desk. Schedule and coordinate meetings and compile minutes. Ensure that the unit adheres to deadlines and keep track of submissions deadlines and manage follow-ups with internal and external staff. Support budgeting, financial reporting and bookkeeping /financial records procedures in the unit. Assist in compilation and verification of invoices. Draft and type letters, memos and ensure documents are formatted to professional standard. Editing, proof reading and quality assurance of documentation submitted for approval.
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