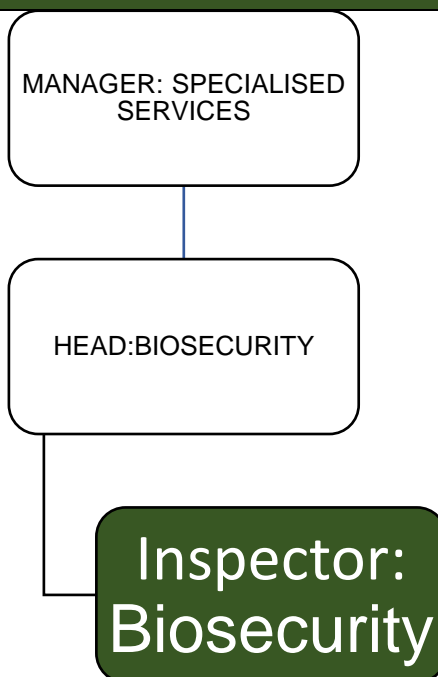


Job Profile

PROFILE INFORMATION		
JOB TITLE	INSPECTOR: BIOSECURITY	
JOB CLUSTER AND RANK	Senior Border Guard	
REGION/DIVISION	Bio Security	
LOCATION	Port of Entry	
MANAGER/SUPERVISOR	Head: Biosecurity	
SUPERVISION	Assistant Manager: Biosecurity	
PEER RELATIONSHIPS	Other Biosecurity Inspectors	
LIAISON	INTERNAL	All Ports Business Units
	EXTERNAL	Service Providers

PURPOSE STATEMENT
To protect the environment against potentially damaging imports and exports such as pests and diseases. They assess trade documentation, perform inspections, and conduct surveillance.

ORGANOGRAM



DESCRIPTION

Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
Functional	<ul style="list-style-type: none"> • Conduct inspections at international passengers' terminals, cargo and mail centre and keep records thereof. • Handle complaints, queries and enquiries from customers/stakeholders, Compile records of intercepted specimens. • Compile records of intercepted specimens. • Complete the EMI pocket book to ensure an effective chain of custody process in cases that require enforcement action. • Conduct awareness sessions in line with the biosecurity advocacy plan and ensure the inspection reports are submitted for necessary enforcement interventions. • Participate in joint operations and routine inspections at other ports of entry. • Compile non-compliance inspection reports. • Facilitate hand over of the inspection report and confiscated specimens to DFFE Enforcement 	40%	
Customer services	<ul style="list-style-type: none"> • Promptly attentively respond to customer requests within established parameters and time frames. • Assess or check with the customer to ensure solution meets request. • Ensure the provision of effective and efficient Biodiversity services and solutions to various departments within BMA to enable them to achieve their strategic objectives. 	30%	<ul style="list-style-type: none"> • Customer satisfaction survey questionnaire • Customer satisfaction survey analysis reports
Risk & compliance	<ul style="list-style-type: none"> • Assist with the conceptualising of the unit's risk register. • Ensure the mitigation of the business units' risk profile through the application of fraud controls and risk prevention principles and implementing of sound governance and compliance processes and tools to identify and manage risks. 	30%	<ul style="list-style-type: none"> • Strategic Risk Register • Approved Policies and Procedures • Audit Reports



Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	<ul style="list-style-type: none"> • Lead the coordination and maintenance of quality risk management in line with the relevant requirements. • 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. • Drive the maintenance and enforcement of all Operations 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. 		

CAREER PATH

Inspector: Biodiversity	Head: Biosecurity	
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MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE

Minimum Qualifications	<ul style="list-style-type: none"> • Degree (NQF Level7) / National Diploma (NQF Level 6) in Environmental Management/Science, Natural Science or equivalent qualification
Minimum Experience	<ul style="list-style-type: none"> • 2-3 years' experience in related field.

MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE

Knowledge	<ul style="list-style-type: none"> • Biodiversity Act (NEMBA) and its associated Alien & Invasive Species Regulations. • Border Management Authority Act, 2020. • Working Knowledge of alien and invasive species management as well as the inspection procedure. • Good understanding of biodiversity conservation, ecological interactions at population, community and ecosystem level especially related to Alien & Invasive Species • The Convention on Biological Diversity (CBD). • The World Trade Organization Agreement on the Application of Sanitary and Phytosanitary (WTO- SPS Agreement). • International Plant Protection Convention (IPPC) • The World Organisation for Animal Health (WOAH)
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

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"> • Report Writing Skills • Analytical Skills • Project management • Good Communication Skills • Organisation and Planning 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