

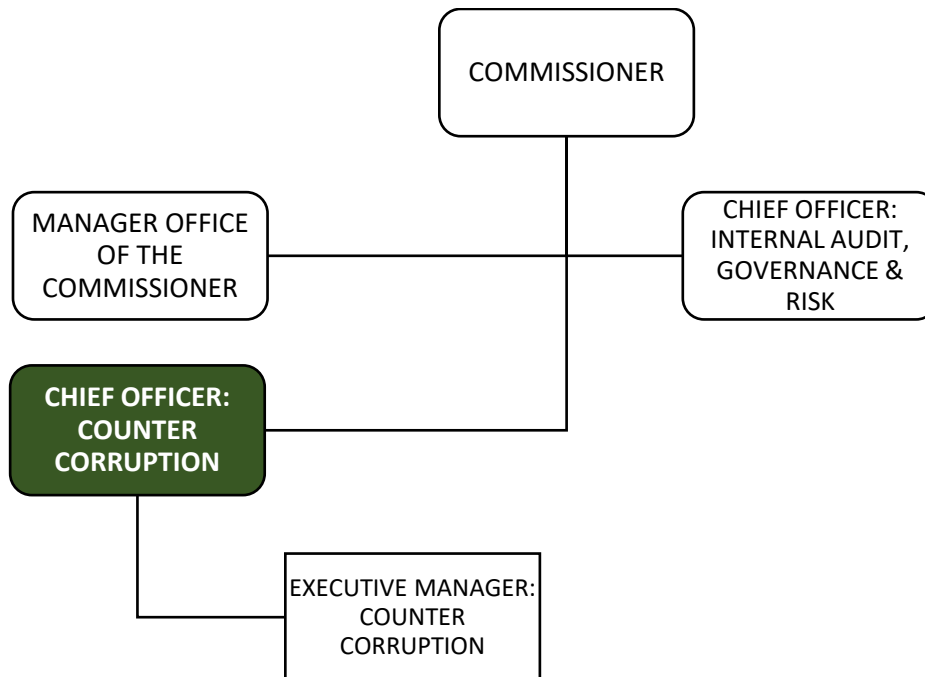


Job Profile

PROFILE INFORMATION		
JOB TITLE	CHIEF OFFICER: COUNTER CORRUPTION	
JOB CLUSTER	Executive Management (Assistant Commissioner)	
REGION/DIVISION	Counter Corruption	
LOCATION	Head Office	
MANAGER/SUPERVISOR	Commissioner	
SUPERVISION	Executive Manager: Counter Corruption	
PEER RELATIONSHIPS	Other Chief Officers	
LIAISON	INTERNAL	All Business Units
	EXTERNAL	Service Providers, Law Enforcement

PURPOSE STATEMENT
Responsible for leading and implementing strategies, policies, and programs to prevent, detect, and combat corruption within the BMA. Involved in establishing a strong anti-corruption framework, promoting ethical conduct, and ensuring compliance with relevant laws and regulations.

ORGANOGRAM



DESCRIPTION

Key Performance Areas (KPAs)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
Strategic Management	<ul style="list-style-type: none"> Lead the development, management and execution of the BMA's Counter Corruption strategy, and provide input into the overall strategy, policy and decision-making direction of the BMA. Ensure the alignment of the Counter Corruption strategy with the requirements of all Counter Corruption business units and Provincial offices, through the development and execution of tactical work plans. Set and drive comprehensive goals and objectives for performance and growth to support the BMA's strategy and objectives. 	20%	<ul style="list-style-type: none"> BMA Strategy and Annual Operational Plans and reporting Counter Corruption Strategy 100% implementation of Annual Operating Plan

Key Performance Areas (KPAs)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	<ul style="list-style-type: none"> • Lead and ensure the establishment, maintenance and improvement of Standard Operating Procedures, policies, and guidelines relating to Counter Corruption consultation with the Commissioner and other Executive members. • Contribute to key decisions on BMA processes, projects and policies and effectively incorporate and manage all relevant changes agreed-upon decisions. • 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. 		<ul style="list-style-type: none"> • Approved Policies and Procedures • Quarterly Operational Reports
<p>Functional Leadership: Counter Corruption</p>	<ul style="list-style-type: none"> • Develop and implement policy, compliance standards and procedures for conducting inspections, investigations and to counter corruption. • Provide internal independent and impartial investigations of identified offences 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. • Manage whistleblowing mechanisms and reporting of corruption. • Develop and promote internal ethics and integrity for the BMA. • Manage the awareness campaigns, programmes relating to counter corruption and misconduct within the BMA. • Make recommendations in respect of employees of the BMA resulting from investigations conducted. • Conduct internal independent and impartial investigations of identified offenses allegedly committed by employees of the BMA. 	<p>40%</p>	<ul style="list-style-type: none"> • Corruption Cases Investigated and Resolved

Key Performance Areas (KPAs)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	<ul style="list-style-type: none"> • Refer to and assist relevant prosecuting authorities such as SAPS in further investigations and prosecutions. • Conduct internal independent and impartial inspections to ensure compliance with policy standards and procedures. • Report on all corruption matters identified through the hotline. • Develop public awareness campaigns. • Facilitate the development and monitoring of the Border Management Authority strategy and Operational Plan. • Ensure promotion of effective management of information and communication technology as an enabler and a strategic resource. 		
<p>Governance, Risk and Compliance</p>	<ul style="list-style-type: none"> • Lead the conceptualising of the Counter Corruption risk register. • 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. • 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. • 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 Counter Corruption Service Level Agreements to minimise business risk and ensure business continuity. 	<p>10%</p>	<ul style="list-style-type: none"> • Strategic Risk Register • Approved Policies and Procedures • Audit Reports

Key Performance Areas (KPAs)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	<ul style="list-style-type: none"> Ensure adherence in the Counter Corruption team to all relevant laws, policies and Standard Operating Procedures throughout the organisation. 		
Financial Management	<ul style="list-style-type: none"> Lead and drive the planning and compilation of the Counter Corruption business unit's annual budget and capital requests aligned to the tactical delivery plans to support the implementation of set objectives. Lead and ensure the effective implementation, management, and monitoring of the Counter Corruption financial resources and mitigate and report on any variances. Lead the deployment and enforcement of proper financial controls to manage the departmental budget and ensure that the Counter Corruption business unit maintain full and proper oversight of its financial resources. Verify and approve Counter Corruption related payments based on the Delegation of Authority. 	10%	<ul style="list-style-type: none"> Annual Operational Budget Variance Report Budget Compliance Report Variance Report approved budget
Stakeholder Management	<ul style="list-style-type: none"> Build and maintain effective internal and external stakeholder relationships for the purpose of expectations management, knowledge sharing and integration. 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 as member of the executive team. Lead the implementation of timeous communication on progress and challenges in achieving the strategic and tactical work plans to impacted stakeholders. Take the lead in industry related forums, conferences and workshops to gain 	10%	<ul style="list-style-type: none"> Staff Satisfaction Survey

Key Performance Areas (KPAs)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	industry insight for the purpose of business improvement and position the BMA as a preferred health care insurance provider.		
People Management	<ul style="list-style-type: none"> 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. 	10%	<ul style="list-style-type: none"> All staff members have revised up to date job profiles Talent Management Plan Timeous Submission of Units Performance Agreements and reviews % of staff in all training & development interventions Staff Engagement Surveys Timeous resolution of disputes and grievance procedures

CAREER PATH

Chief Officer: Counter Corruption	Commissioner	
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MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE

Minimum Qualifications	<ul style="list-style-type: none"> Bachelor Honours degree (NQF 8) in Law, Criminology or a related field. Master's degree (NQF 9) would be an advantage.
Minimum Experience	<ul style="list-style-type: none"> Minimum of 8-10 years' experience at senior managerial level Anti Corruption environment Minimum of 3 – 5 years management experience

<p>Knowledge</p>	<ul style="list-style-type: none"> • South African Constitution. • BMA Act 2020 • Immigration Act 2002 (Act No. 13 of 2002) • Public Service 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.
<p>Professional registration or license requirements</p>	<ul style="list-style-type: none"> • None
<p>Other requirements</p>	<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 style="text-align: center;">COMPETENCIES</p>		
<p style="text-align: center;">VALUES</p>	<p style="text-align: center;">FUNCTIONAL</p>	<p style="text-align: center;">BEHAVIOURAL ATTRIBUTES (ENABLING)</p>
<ul style="list-style-type: none"> • Excellence • Integrity • Innovation • Patriotism • Professionalism • Teamwork and Collaboration • Vigilance 	<ul style="list-style-type: none"> • Applicable Legislation Governing BMA Policies and Procedures • Budgeting & Financial Management • Communication (Verbal and Written) • Conflict Management • Risk Management • Information Management • Interrogation • Knowledge Management • Regulatory and Legal Compliance • Research and Analysis • People Management • Public Speaking and Presentation 	<ul style="list-style-type: none"> • Change, Adaptability & Flexibility • Critical Thinking • Decision Making & Problem Solving • Initiative/ Perseverance • Interpersonal Relations • Personal Leadership • Persuasion and Influencing • Planning & Organising • Reasoning Ability • Resilience • Self-Control • Quality and Detail Orientation



	<ul style="list-style-type: none">• Strategic Thinking• Analytical	
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SYSTEM SKILLS	
Title	Level
Microsoft Office Suite	Intermediate