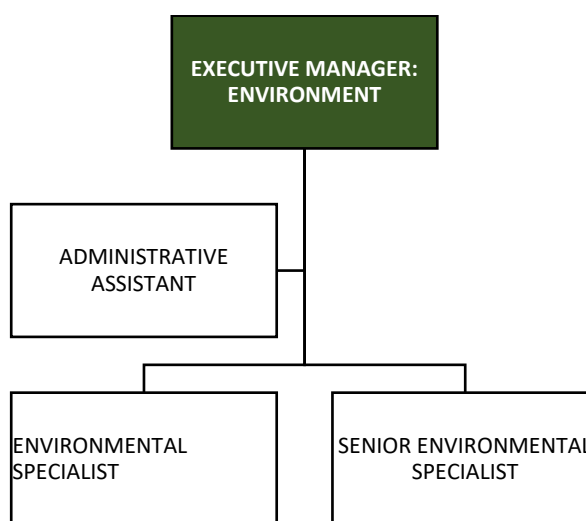


Job Profile

PROFILE INFORMATION					
JOB TITLE	EXECUTIVE MANAGER: ENVIRONMENT				
JOB CLUSTER AND RANK	Executive Management (Deputy Assistant Commissioner)				
REGION/DIVISION	Specialised Functions				
LOCATION	Head Office				
MANAGER/SUPERVISOR	Chief Officer: Specialised Functions				
SUPERVISION	Environmental Senior Specialist Environmental Specialist Administrative Assistant				
PEER RELATIONSHIPS	OTHER EXECUTIVE MANAGERS				
LIAISON	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #d3d3d3;">INTERNAL</td> <td>All Business Units</td> </tr> <tr> <td style="background-color: #d3d3d3;">EXTERNAL</td> <td>Service Providers, Government Departments, Minister of Home Affairs, Law Enforcement</td> </tr> </table>	INTERNAL	All Business Units	EXTERNAL	Service Providers, Government Departments, Minister of Home Affairs, Law Enforcement
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EXTERNAL	Service Providers, Government Departments, Minister of Home Affairs, Law Enforcement				

PURPOSE STATEMENT
To maintain the national safety, security and environmental protection regulations that govern the operations of the BMA ports of entry.

ORGANOGRAM



DESCRIPTION



Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
<p>Strategic Leadership</p>	<ul style="list-style-type: none"> • Lead in the development, management and execution of the Specialised Function strategy and provide input into the overall strategy, policy, and decision-making direction of the BMA. • Develop monitoring and evaluation plans for the entire organisation in line with the relevant frameworks and best practice. • Set and drive comprehensive goals and objectives for performance and growth to support the BMA's strategy and objectives. • Lead and ensure the establishment, maintenance and improvement of Standard Operating Procedures, policies, and guidelines relating to Specialised Functions and all related business units in consultation with the Chief Officer 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. • Implement best practice methods through conducting research, assessment, monitoring, evaluating, development and making the necessary recommendations. 	<p>20%</p>	<ul style="list-style-type: none"> • Inputs into BMA's Strategy and Annual Operational Plan and reporting • Risk Management Strategy • Quarterly Monitoring Reporting (QMR) • Management Reports • Annual Report • Approved Policies and Procedures • Employee Engagement Survey Reports
<p>Functional Leadership Environmental Services</p>	<ul style="list-style-type: none"> • Effective provision of biosecurity services at the ports of entry. • Co-ordinate the development and deployment of biosecurity interventions at ports of entry to prevent the entry of (potentially) invasive species into the country. • Provide strategic leadership, coordination, and support for the implementation of post-border compliance and enforcement functions and other relevant Authority functions. • Manage data management, monitoring and evaluation, and research and administrative functions, for the effective provision of biosecurity management in the BMA. 	<p>40%</p>	<ul style="list-style-type: none"> • Risk Management Registers • Approved standards related to goods movement



Key Performance Areas (KPAs)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	<ul style="list-style-type: none"> • Collaborate with the necessary organs of state and domestic and international organisations to promote and enhance effective, efficient, and secure goods movement. • Improve processes related to environmental management that take place within the Border Law Enforcement Area and at Ports of Entry related to domestic and international trade obligations. • Prepare and improve standards related to goods movement to and from the Republic that takes place within the Border Law Enforcement Area and at Ports of Entry. • Analyse and report on the impact of international trade and goods movement. 		
<p>Stakeholder Management and Relations</p>	<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 environmental priorities. • 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 a member of the executive team. • Lead the implementation of timeous communication on progress and challenges in achieving the strategic and operational plans to impacted stakeholders. • Take the lead in industry related forums, conferences, and workshops to gain industry insight for the purpose of business improvement, and positioning of the BMA. 	<p>10%</p>	<ul style="list-style-type: none"> • Staff Satisfaction Survey
<p>Governance, Risk and Compliance</p>	<ul style="list-style-type: none"> • Facilitate and oversee the development and monitoring of policies, standard operating procedures, systems, and controls. • Lead 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 	<p>10%</p>	<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)
	<p>implementation of sound governance and compliance processes and tools to identify and manage risks.</p> <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. • 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 Operations 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. 		<ul style="list-style-type: none"> • Risk Registers and Reports
<p>Budget & Financial Management</p>	<ul style="list-style-type: none"> • 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). • Maximise revenue and reduce expenditure through effective cost control measures. <p>Set, and establish goals for budget adherence and controls for relevant areas and establish best practice principles in process and application.</p>	<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 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 	<p>10%</p>	<ul style="list-style-type: none"> • All staff members have revised up to date job profiles • Approved Succession Plan • % Succession Plans • Performance contracts and reviews



Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	<p>performance goals and measures based on agreed-upon objectives.</p> <ul style="list-style-type: none"> • Drive a working environment that augments employee engagement, recognition, and productivity. • Lead and drive the management of poor performance and disciplinary matters in line with the BMA's policies and procedures. 		<ul style="list-style-type: none"> • Employee Culture Survey • Audit Report • Timeous resolution of disciplinary and grievance procedures

CAREER PATH

Executive Manager: Environment	Chief Officer: Specialised Functions	Deputy Commissioner: Operations
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MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE

Minimum Qualifications	<ul style="list-style-type: none"> • An undergraduate qualification in Social Sciences / Law / equivalent qualification at NQF level 7 as recognized by SAQA. • An NQF level 8 and above qualification will be an added advantage.
Minimum Experience	<ul style="list-style-type: none"> • Minimum of 5 years' experience at senior managerial level, and minimum of 8 years' experience in border law enforcement or related 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. • Knowledge of South Africa's Foreign Policy. • Understanding of the Aviation and Maritime Industry requirements. • 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 National Treasury and Risk Management Framework. • 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"> • None
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

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"> • Environmental Management • Strategic Leadership and Planning • Stakeholder Management and relations • Research and Analytical • Financial Management • Communication (Verbal and Written) • Report Writing • Information Management • Change Management • Conflict Management • Risk Management • Project and programme Management • People Management • Policy Development • Public Speaking and Presentation 	<ul style="list-style-type: none"> • Client Orientation and Customer Focus • Planning and organising • Emotional Intelligence • Decision Making & Problem Solving • Quality Orientation • Resilience • Interpersonal Relations • Team Leadership • Persuasion and Influencing • Attention to Detail • Adaptability

SYSTEM SKILLS	
Title	Level
Microsoft Office Suite	Intermediate