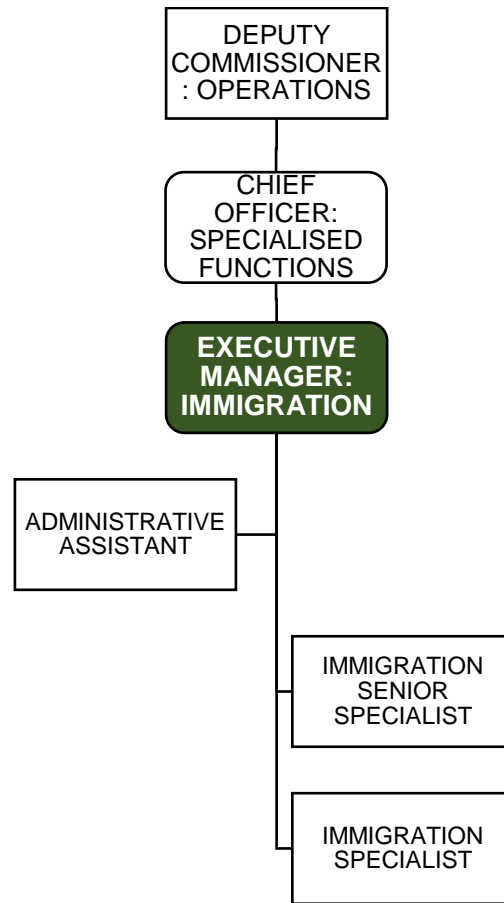


Job Profile

PROFILE INFORMATION		
JOB TITLE	EXECUTIVE MANAGER: IMMIGRATION	
JOB CLUSTER AND RANK	Executive Management (Deputy Assistant Commissioner)	
REGION/DIVISION	Specialised Functions	
LOCATION	Head Office	
MANAGER/SUPERVISOR	Chief Officer: Specialised Functions	
SUPERVISION	Immigration Senior Specialist Immigration Specialist Administrative Assistant	
PEER RELATIONSHIPS	OTHER EXECUTIVE MANAGERS	
LIAISON	INTERNAL	All Business Units
	EXTERNAL	Service Providers, various organs of state, industry partners and international organisations, External Auditors

PURPOSE STATEMENT	
To exercise intelligence-led risk driven command and control Border Law Enforcement functions and frontline operations within a Port of Entry at a tactical level.	

ORGANOGRAM



DESCRIPTION

Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
Strategic Leadership	<ul style="list-style-type: none"> Lead 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. 	15%	<ul style="list-style-type: none"> Inputs into BMA's Strategy and Annual Operational Plan and reporting Risk Management Strategy

Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	<ul style="list-style-type: none"> • 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. 		<ul style="list-style-type: none"> • %Quarterly Monitoring Reporting (QMR) • Management Reports • Annual Report • Approved Policies and Procedures • Employee Engagement Survey Reports
<p>Functional Leadership - Immigration Services</p>	<ul style="list-style-type: none"> • Provide leadership, guidance and advice to immigration component of the BMA. • Provide administrative and office support to the BMA • Ensure implementation and monitoring of progress of all immigration matters reflected on the office business and operational plans • Effectively implement policies, processes and procedures in order to enhance service delivery at the port of entry • Develop and implement strategic and operational plans within the Immigration Unit. • Ensure all people entering the country are on a lawful basis with correct documentation • Investigate the transgressions of immigration and departmental legislation and overseeing all deportations from the Republic of South Africa. • Oversee the clearance of travellers on arrival and departure 	<p>40%</p>	<ul style="list-style-type: none"> • Quarterly Performance Reports

Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	<ul style="list-style-type: none"> Oversee the issuing of prescribed administrative fines. Manage cross border permits of all eligible travellers in accordance with the Immigration Act Ensure all emergency travel documents for all eligible RSA citizens are issued in accordance with the SA Passport and Travel Documents Act 		
<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 Immigration 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 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 industry insight for the purpose of business improvement, and position the BMA as a preferred health care insurance provider. 	<p>15%</p>	<ul style="list-style-type: none"> Stakeholder Engagement 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 implementing 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. 	<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)
	<ul style="list-style-type: none"> • 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 BMA. 		
Budget & Financial Management	<ul style="list-style-type: none"> • 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. 	10%	<ul style="list-style-type: none"> • Annual Operational Budget • Variance Report • Budget Compliance Report
People Management	<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 performance goals and measures based on agreed upon objectives. • Drive a working environment that augments employee engagement, recognition and productivity. 	10%	<ul style="list-style-type: none"> • All staff members have revised up to date job profile • Talent Management Plan • % Succession Plans • Performance contracts and reviews • Employee Culture Survey • Audit Report

Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	<ul style="list-style-type: none"> 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"> Timeous resolution of disciplinary and grievance procedures

CAREER PATH

Executive Manager: Immigration	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 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 	<ul style="list-style-type: none"> Strategic Leadership and Planning 	<ul style="list-style-type: none"> Client Orientation and Customer Focus Planning and organising

COMPETENCIES

<ul style="list-style-type: none"> • Patriotism • Professionalism • Teamwork and Collaboration • Vigilance 	<ul style="list-style-type: none"> • 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"> • Emotional Intelligence • Decision Making & Problem Solving • Quality Orientation • Resilience • Interpersonal Relations • Team Leadership • Persuasion and Influencing • Attention to Detail • Adaptability
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SYSTEM SKILLS

Title	Level
Microsoft Office Suite	Intermediate