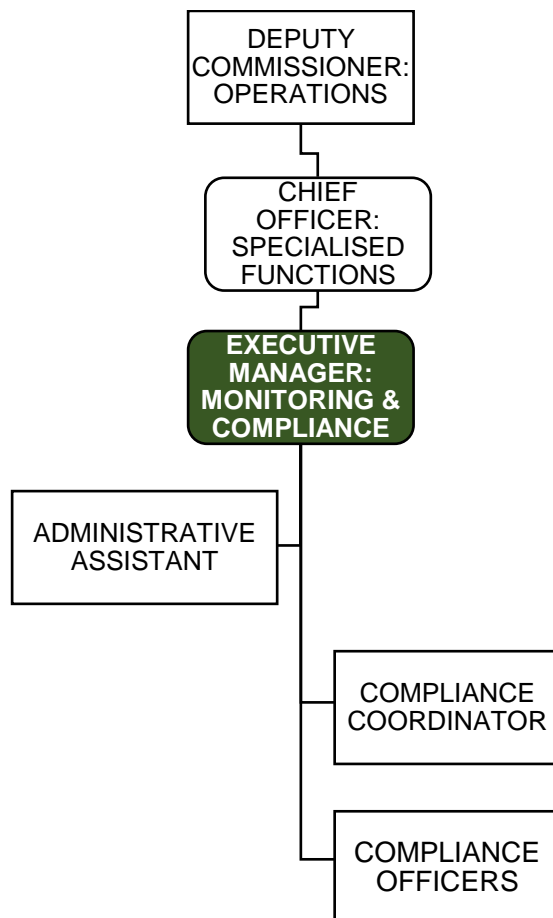


Job Profile

PROFILE INFORMATION		
JOB TITLE	EXECUTIVE MANAGER: MONITORING & COMPLIANCE	
JOB CLUSTER AND RANK	Executive Management (Deputy Assistant Commissioner)	
REGION/DIVISION	Specialised Functions	
LOCATION	Head Office	
MANAGER/SUPERVISOR	Chief Officer: Specialised Functions	
SUPERVISION	Compliance Coordinator Compliance Officers Administrative assistant	
PEER RELATIONSHIPS	OTHER EXECUTIVE MANAGERS	
LIAISON	INTERNAL	All Business Units
	EXTERNAL	Service Providers

PURPOSE STATEMENT	
To develop border law enforcement norms and standards. To also provide specialist technical expertise and advice relating to the application of human movement, international trade, customs and excise, goods movement, plant and animal products related obligations and agreements within the Border Law Enforcement Areas and Ports of Entry. Lastly to monitor compliance to border law enforcement norms and standards.	

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 Monitoring and Compliance 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. 	20%	<ul style="list-style-type: none"> Inputs into BMA 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 services 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 • Approved Policies and procedures
<p>Functional Leadership – Monitoring & Compliance</p>	<ul style="list-style-type: none"> • Develop and ensure implementation of norms and standards for the Border Management Authority activities (Agriculture, Health, Immigration and Environment). • Prepare and update operational policies and procedures to ensure that immigration, environment, health and agriculture regulations are sufficiently applied within the Border Law Enforcement Area and at Ports of Entry. • Improve processes related to human and goods movement and trade facilitation 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 human and goods movement to and from the Republic that take place within the Border Law Enforcement Area and at Ports of Entry: 	<p>40%</p>	<ul style="list-style-type: none"> • Risk Management Reports • Quarterly Performance Reports

Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	<ul style="list-style-type: none"> • Manage the Interpretation, analysis and conducting of research relating to human and goods movement data and trends: • Contribute to immigration, agriculture, health and environment regulation and policy enhancements. • Contribute to customs and trade facilitation regulation and policy enhancement. • Oversee research and development relating to leading practice in the management of human movement and the institutionalisation thereof: • Collaborate with the necessary organs of state and domestic and international organisations to promote and enhance effective, efficient and secure movement of persons and goods. • Analyse and report on the impact of immigration policy and the international and regional bilateral and multilateral agreements. • Ensure compliance to norms and standards associated with specialised services. 		
<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 Monitoring and Compliance 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 operational plans to impacted stakeholders. • Take the lead in industry related forums, conferences and workshops to gain industry 	<p>10%</p>	<ul style="list-style-type: none"> • Stakeholder Engagement Survey

Key Performance Areas (KPAs)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	<p>insight for the purpose of business improvement, and positioning of the BMA.</p>		
<p>Governance, Risk and Compliance</p>	<ul style="list-style-type: none"> • 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. • 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 divisional team to all relevant laws, policies and Standard Operating Procedures throughout the organisation. 	<p>10%</p>	<ul style="list-style-type: none"> • Strategic Risk Register • Approved Policies and Procedures • Audit Reports
<p>Budget and Financial Management</p>	<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. 	<p>10%</p>	<ul style="list-style-type: none"> • Annual Operational Budget • Variance Report • Budget Compliance Report



Key Performance Areas (KPAs)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
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. • Lead and drive 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 profile • Approved Succession Plan • % Succession Plans • Performance contracts and reviews • Employee Culture Survey • Audit Report • Timeous resolution of disciplinary and grievance procedures

CAREER PATH		
Executive Manager: Monitoring & Compliance	Chief Officer: Specialised Functions	Deputy Commissioner: Operations

MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE	
Minimum Qualifications	<ul style="list-style-type: none"> • An undergraduate qualification in Social Sciences or related qualification at NQF level 7 as recognized by SAQA.
Minimum Experience	<ul style="list-style-type: none"> • Minimum of 5 years' experience at senior managerial level.

MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE

Knowledge	<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.
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"> • Monitoring and Compliance • Strategic Leadership and Planning • Budgeting & Financial Management • Communication (Verbal and Written) • Report Writing • 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 • Emotional Intelligence • Decision Making & Problem Solving • Resilience • Interpersonal Relations • Team Leadership • Persuasion and Influencing

SYSTEM SKILLS

Title	Level
Microsoft Office Suite	Intermediate