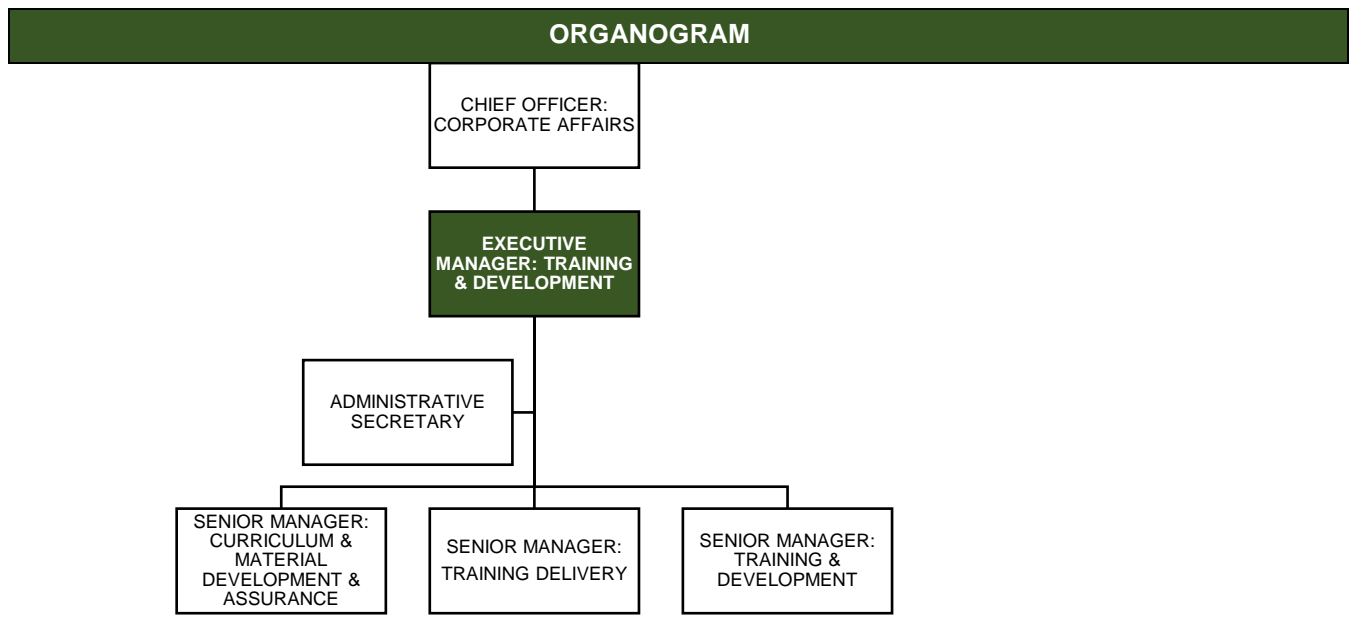


Job Profile

PROFILE INFORMATION	
JOB TITLE	EXECUTIVE MANAGER: TRAINING & DEVELOPMENT
JOB CLUSTER AND RANK	Executive Management (Deputy Assistant Commissioner)
REGION/DIVISION	Corporate Affairs
LOCATION	Gauteng, Head Office
MANAGER/SUPERVISOR	Chief Officer: Corporate Affairs
SUPERVISION	Senior Manager: Curriculum & Material Development & Assurance Senior Manager: Training Delivery Senior Manager: Learning & Development Administrative Secretary
PEER RELATIONSHIPS	OTHER EXECUTIVE MANAGERS
LIAISON	INTERNAL All Business Units
	EXTERNAL Service Providers, External Auditors,

PURPOSE STATEMENT
To transform the BMA into a learning organisation by providing centralised management, coordination and administration of learning and development, in order to build occupational and professional competence of the BMA workforce and establish and support the training institution.



DESCRIPTION

Key Performance Areas (KPA's)	Roles And Responsibilities	Weight %	Key Performance Indicators (KPIs)
<p style="text-align: center;">Strategic Leadership</p>	<ul style="list-style-type: none"> • Lead the development, management and execution of the 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 related Standard Operating Procedures, policies, and guidelines 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 style="text-align: center;">20%</p>	<ul style="list-style-type: none"> • Inputs into BMA 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 • Approved Policies and procedures • Skills Development Plan and reports • Employment Equity Plan and Reports
<p style="text-align: center;">Functional Leadership</p>	<ul style="list-style-type: none"> • Manage the training institution in accordance with applicable legislation. • Manage the knowledge and information library for all BMA employees. • Promote and co-ordinate training and development interventions in the 	<p style="text-align: center;">40%</p>	<ul style="list-style-type: none"> • Skills Development Plans • Annual Training Reports • Quality Assurance Reports

Key Performance Areas (KPA's)	Roles And Responsibilities	Weight %	Key Performance Indicators (KPI's)
	<p>departments based on employee needs.</p> <ul style="list-style-type: none"> • Manage effective training and capacity building programmes. • Maintain the quality and effectiveness of learning and development interventions. • Administer, manage and support core learning centre functions. • Manage applicable bursary schemes for employees. • Promote professionalism of the Border Guard through research, training and development of BMA employees in accordance with the Act to ensure adherence to ethical standards. • Ensure and compile quality research reports for submission to relevant stakeholders to inform key decision making. • Establish, source, develop and implement a professional training programmes. • Facilitate accreditation and registration of programmes. • Facilitate lifelong learning within both public and private organisation as well as fostering long-distance learning for members across the country. • Ensure development of competency models. • Manage Staff Skills Audits for training alignment. • Prepare annual Workplace Skills Plan and Submit Annual Training Reports. • Manage relevant training and development Committees. 		<ul style="list-style-type: none"> • Research Reports • Mentoring and Coaching Programmes • Number of capacity building programmes • % of employees trained
<p>Governance, Risk and Compliance</p>	<ul style="list-style-type: none"> • Prepare and present reports for submission to the BMA Management/Executives and Governing committees and other stakeholders. • Facilitate and oversee the development and monitoring of policies, standard operating procedures, systems and controls. 	<p>10%</p>	<ul style="list-style-type: none"> • Timeous submission of governance reports • Strategic Risk Register • Approved Policies and Procedures

Key Performance Areas (KPA's)	Roles And Responsibilities	Weight %	Key Performance Indicators (KPI's)
	<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 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. 		<ul style="list-style-type: none"> • Audit Reports
<p>Stakeholder Management and Relations</p>	<ul style="list-style-type: none"> • Cultivate strategic partnerships and collaborations with relevant institutions. • Build and maintain relationships with all BMA business units for the purposes of expectations management and knowledge sharing. • Provide advocacy on matters related to Learning & Development to empower the BMA stakeholders to make informed decisions. • Represent and participate in the organisation's committees and tasks teams when required. • Convene and attend meetings and present findings and business cases to relevant stakeholders when required. 	<p>10%</p>	<ul style="list-style-type: none"> • Implemented stakeholder engagement activities • Stakeholder Engagement Survey • Stakeholder Engagement Plan implemented • External Media Communication and press releases • Committee and task team attendance

Key Performance Areas (KPA's)	Roles And Responsibilities	Weight %	Key Performance Indicators (KPI's)
	<ul style="list-style-type: none"> • Implement timeous communication on progress and challenges in achieving the operational work plans to impact stakeholders. • Attend industry related forums, conferences, and workshops to gain industry insight for the purpose of business improvement. 		<ul style="list-style-type: none"> • Number of presentations
Budget and 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. 	15%	<ul style="list-style-type: none"> • Annual Operational Budget • Variance Report • Budget Compliance Report • BBEE 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. 	15%	<ul style="list-style-type: none"> • All staff members have revised up to date job profiles • Talent Management Plan • % Succession Plans • Performance contracts and reviews • Employee Culture Survey • Audit Report • Timeous resolution of disciplinary and grievance procedures

Key Performance Areas (KPAs)	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. 		

CAREER PATH		
Executive Manager: Training & Development	Chief Officer: Corporate Affairs	Deputy Commissioner:

MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE	
Minimum Qualifications	<ul style="list-style-type: none"> Postgraduate Degree or equivalent qualification at NQF level 8 is essential.
Minimum Experience	<ul style="list-style-type: none"> At least ten (10) years of relevant experience of five (5) must be at the senior management level (strategic management level) within the training and learning environment.
Knowledge	<ul style="list-style-type: none"> Experience in development of training and learning unit standards Understanding of Training and Training Management processes and systems. Understanding of SAQA /SETA /QCTO processes. Understanding of border law enforcement legislation. Understanding of strategy management principles and models. Understanding of Corporate Governance principles. Understanding of inter-governmental relations. South African Constitution. BMA Act 2020 Knowledge of the Employment Equity Act, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act and all applicable human resources legislation. 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.

MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE

Professional registration or license requirements	None
Other requirements	<ul style="list-style-type: none"> • Willingness to work outside of official hours • A valid driver's license and willingness to travel is essential.

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"> • Training and Development • Strategic Leadership and Planning • Budgeting & Financial Management • Communication (Verbal and Written) • Research and Analysis • Monitoring and Evaluation • Report Writing • Change Management • Conflict Management • Risk Management • People Management • Policy Development • Public Speaking and Presentation • Project and Programme Management 	<ul style="list-style-type: none"> • Client Orientation and Customer Focus • Emotional Intelligence • Resilience • Decision Making & Problem Solving • Interpersonal Relations • Team Leadership • Persuasion and Influencing • Attention to Detail

SYSTEM SKILLS

Title	Level
Microsoft Office Suite	Intermediate