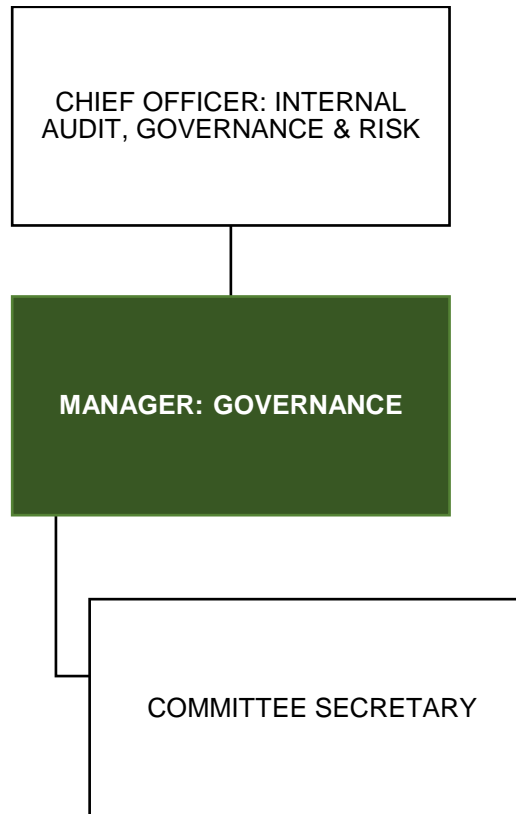


## Job Profile

PROFILE INFORMATION		
<b>JOB TITLE</b>	<b>MANAGER: GOVERNANCE</b>	
<b>JOB CLUSTER AND RANK</b>	Management (Commandant)	
<b>REGION/DIVISION</b>	<b>Internal Audit, Governance &amp; risk</b>	
<b>LOCATION</b>	Head Office	
<b>MANAGER/SUPERVISOR</b>	<b>Chief Officer: Internal Audit, Governance &amp; risk</b>	
<b>SUPERVISION</b>	Committee Secretary	
<b>PEER RELATIONSHIPS</b>	Other Managers	
<b>LIAISON</b>	<b>INTERNAL</b>	All Business Units
	<b>EXTERNAL</b>	Service providers, Members of the Advisory Committees, Government Entities, Auditors

PURPOSE STATEMENT
To provide secretarial services to the Management and Advisory Committees, plan and manage governance records and advice and instil an ethics culture for the BMA. The Governance Manager will act as a point of communication between the Advisory Committees and Executive Management.

## ORGANOGRAM



## DESCRIPTION

Key Performance Areas (KPs)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
<b>Strategic Management</b>	<ul style="list-style-type: none"> <li>Assist and provide inputs in the development of the Annual Performance Plan and operational Plans and ensure progress against the approved annual targets.</li> <li>Reports on the achievement of the border law enforcement objectives.</li> <li>Provide reasons for non-achievement of the Annual Performance Plan targets.</li> <li>Compile monthly and quarterly reports.</li> </ul>	<b>10%</b>	<ul style="list-style-type: none"> <li>Strategy and Annual Operational Plan</li> <li>Annual Performance Plan targets</li> <li>Monthly Quarterly Reports</li> </ul>
<b>Committee Management</b>	<ul style="list-style-type: none"> <li>Coordinates the fulfilling of Governance committee related needs, requirements and</li> </ul>	<b>40%</b>	<ul style="list-style-type: none"> <li>Advisory support</li> </ul>



Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	<p>obligations, i.e. Corporate Plan and providing input into the Annual Report.</p> <ul style="list-style-type: none"> <li>• Review all legal and regulatory developments affecting the BMA's operations, making sure that the members are properly briefed.</li> <li>• Ensures compliance with statutory requirements by submitting all annual returns and notification of changes in Committee Members with the Registrar of Companies.</li> <li>• Manages expiry of tenure for Members, reappointment of auditors, tabling of the annual report to stakeholders and ensures that BMA meets all legislative obligations.</li> <li>• Inducts new Committee Members, identifies training needs and facilitates such training.</li> <li>• Arrange and manage the process of calling and holding the Annual General Meeting, advise on matters to be tabled at this meeting, plan the Annual General Meeting, draft the script for the Chairperson and pursue proxies.</li> <li>• Manages, coordinates and liaises with Members in relation to confidentiality agreements, declarations of interests, remuneration and specialist advice where required.</li> <li>• Responsible for the custodianship and safe keeping of all Committee related documents including Committee attendance registers, minute books resolution books and packs.</li> </ul>		<ul style="list-style-type: none"> <li>• Annual Report</li> <li>• Governance Committee Calendar</li> </ul>
<p><b>Governance, Risk and Compliance</b></p>	<ul style="list-style-type: none"> <li>• Develops and updates a Corporate Governance Policy Framework which includes, Delegation of Authority, Whistle-blowing Policy, Fraud Prevention Policy, Code of Conduct for Committee and Staff, Committee Charter, Committee Terms of Reference, Legislative Compliance Matrix, etc.</li> <li>• Oversees overall company-wide legislative compliance requirements (PFMA, Kings IV, etc.) and reports on compliance /non-compliance to the Committee members and Stakeholders as required.</li> <li>• Develops overall company-wide legislative compliance matrix and provides reports to the</li> </ul>	<p>20%</p>	<ul style="list-style-type: none"> <li>• Approved TOR</li> <li>• Approved Policies and Procedures</li> <li>• Submission of committee reports</li> <li>• Annual Reports</li> <li>• Audit Reports</li> <li>• Corporate Governance Policy Framework</li> <li>• Delegation of Authority</li> </ul>



Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	<p>Committee and Stakeholders/ government structures.</p> <ul style="list-style-type: none"> <li>• Manages compliance with the Public Finance Management Act (PFMA), Board and Committee Charters in relation to meetings and documentation.</li> <li>• Provide and support the development and implementation of legal and regulatory framework which includes litigation, drafting and contracting for the BMA.</li> <li>• Oversee the development and implementation of policy compliance standards and procedures.</li> <li>• Develop and manage Corporate Governance Policies and Procedures such as committee terms of reference.</li> <li>• Maintain and update the company register of Committee members.</li> <li>• Coordinate the publication and distribution of the company's annual report and accounts in consultation with the Committee.</li> <li>• Ensure Committee members are adequately insured.</li> <li>• Raise matters in relation to adherence to internal policies and procedures.</li> <li>• Prepare and maintain attendance register, declaration of interest and confidentiality agreement of all meetings.</li> <li>• Develop tools to ensure Performance Assessments are concluded on an annual basis by all committee members.</li> </ul>		<ul style="list-style-type: none"> <li>• Submission of Quarterly Governance Reports</li> <li>• BMA Annual Reports</li> </ul>
<p><b>Stakeholder Management and Relations</b></p>	<ul style="list-style-type: none"> <li>• Provide advocacy on governance-related matters to relevant stakeholders.</li> <li>• Collaborate with the necessary organs of state and domestic and international organisations to promote and enhance effective, efficient and secure human movement.</li> <li>• Ensure the development and effective stakeholder relations management with both local and international communities in support of national objectives and Governance priorities.</li> <li>• Build and maintain effective internal and external stakeholder relationships for the purpose of</li> </ul>	<p>10%</p>	<ul style="list-style-type: none"> <li>• Stakeholder Engagement Report</li> </ul>

Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	<p>expectations management, knowledge sharing and integration.</p> <ul style="list-style-type: none"> <li>• Lead the identification and mitigation of internal systems and procedural barriers to enhance excellent customer service.</li> <li>• Represent and participate in the BMA's committees and tasks teams as a member of the executive team.</li> <li>• Lead the implementation of timeous communication on relevant information and legislation to the BMA.</li> <li>• Participate in industry-related forums, conferences and workshops to gain industry insight for the purpose of business improvement and position the BMA.</li> </ul>		
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Provide input in the planning and compilation of the business unit's annual budget aligned to the operational plans to support the implementation of set objectives.</li> <li>• Ensure the effective implementation, management, and monitoring of the business unit's budget, and mitigate and report on any variances.</li> <li>• Monitoring financial control, budget management and the procurement process to ensure compliance with the legislation e.g. (PFMA, PPFA, and BBBEE).</li> <li>• Ensure the deployment of proper financial controls to manage the business unit budget.</li> <li>• Report on and communicate any cost improvements and shortfalls.</li> </ul>	10%	<ul style="list-style-type: none"> <li>• Annual Operational Budget</li> <li>• Variance Report</li> <li>• Budget Compliance Report</li> </ul>
<b>People Management</b>	<ul style="list-style-type: none"> <li>• Build and lead an effective and cohesive team through the effective management of divisional resources.</li> <li>• Drive the implementation of talent acquisition, succession planning, development, and retention strategies for the division.</li> <li>• Ensure the enhancement of relevant knowledge and skills through continuous coaching, mentoring and nurturing of talent in the business unit.</li> </ul>	10%	<ul style="list-style-type: none"> <li>• All employees have revised up to date job profiles</li> <li>• Talent Management Plan</li> <li>• Timeous submission of performance agreements and reviews</li> <li>• % of staff in all training &amp; development</li> </ul>

Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	<ul style="list-style-type: none"> <li>• Create a high-performance culture and manage team performance effectively by translating and communicating the annual performance goals and measures into individual work plans based on agreed upon objectives.</li> <li>• Ensure the working environment contributes to improving employee engagement, recognition and increased productivity.</li> <li>• Ensure the management of poor performance and disciplinary matters in line with the BMA's policies and procedures.</li> </ul>		<p>interventions</p> <ul style="list-style-type: none"> <li>• Employee Engagement Surveys</li> <li>• Timeous Resolution of disciplinary and Grievance procedures</li> </ul>

### CAREER PATH

<b>Manager: Governance</b>	Chief Officer: Internal Audit, Governance & risk	Deputy Commissioner
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### MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE

Minimum Qualifications	<ul style="list-style-type: none"> <li>• Relevant bachelor's degree in law/LLB (NQF 8)</li> <li>• A Postgraduate Diploma or equivalent in Applied Corporate Governance will be an added advantage</li> <li>• Certification with the Institute of Chartered Secretaries</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>• 8 years' experience as Board or Company Secretary in Corporate Governance, Legal, and Compliance in the Public Service Sector/Entity environment.</li> <li>• Five (5) years regulatory experience at a managerial level</li> <li>• Experience in implementing strategy, plans, programmes and procedures.</li> <li>• Experience in a Public Sector environment will be additional advantage.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Border Management Authority Act, 2020.</li> <li>• Knowledge of relevant legislation (e.g. SDA, SDLA, PFMA and Treasury Regulations), compliance and governance requirements (including King Codes of Good Practice).</li> </ul>
Professional registration or license requirements	<ul style="list-style-type: none"> <li>• Certification with the Institute of Chartered Secretaries</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>• Flexibility in working hours will be required to meet demands of the role.</li> <li>• May be required to work overtime.</li> <li>• Valid driver's License</li> </ul>

### COMPETENCIES



VALUES	FUNCTIONAL	BEHAVIOURAL ATTRIBUTES (ENABLING)
<ul style="list-style-type: none"> <li>• Excellence</li> <li>• Integrity</li> <li>• Innovation</li> <li>• Patriotism</li> <li>• Professionalism</li> <li>• Teamwork and Collaboration</li> <li>• Vigilance</li> </ul>	<ul style="list-style-type: none"> <li>• Governance</li> <li>• Policy Development</li> <li>• Corporate Governance</li> <li>• Strategic Leadership</li> <li>• Stakeholder Management and Relations</li> <li>• Legislative Compliance</li> <li>• Budget and Financial Management</li> <li>• Programme and Project Management</li> <li>• People Management</li> <li>• Business Writing Skills</li> <li>• Communication (Verbal and Written)</li> <li>• Change Management</li> <li>• Conflict Management</li> <li>• Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Organisational and planning</li> <li>• Decision making</li> <li>• Problem solving and analysis</li> <li>• Interpersonal relations</li> <li>• Team leadership</li> <li>• Ability to work under pressure</li> <li>• Honesty and integrity</li> <li>• Innovative</li> <li>• Resilience</li> <li>• Attentive to detail and accuracy</li> <li>• Influencing</li> <li>• Time Management</li> </ul>