

Job Specification

PROFILE INFORMATION		
JOB TITLE	SENIOR MANAGER: ASSETS MANAGEMENT	
JOB CLUSTER AND RANK	Management (Commandant)	
REGION/DIVISION	Supply Chain & Asset Management	
LOCATION	Head Office	
MANAGER/SUPERVISOR	Executive Manager: Supply Chain & Asset Management	
SUPERVISION	Accountant: Assets Administrator: Assets Management	
LIAISON	INTERNAL	All Business Units
	EXTERNAL	Service Providers, Internal and External Auditors, Financial Institutions and Government Institutions.

PURPOSE STATEMENT
Senior Manager: Assets Management involves overseeing the management, optimization and safeguarding of the Border Management Authority assets.

KEY PERFORMANCE AREAS

Key Performance Areas (KPA's)	Roles and Responsibilities
Strategic Management	<ul style="list-style-type: none"> Assist and provide inputs in the development of the Annual Performance Plan and operational Plans and ensuring progress against the approved annual targets. Reports on the achievement on the Risk & Target management objectives. Provides reasons for non-achievement of the Annual Performance Plan targets. Compile monthly and quarterly reports.
Asset Management	<ul style="list-style-type: none"> Develop and maintain Asset Management and Inventory strategies, policies, and standard operating procedures across all regions. Participate in the planning and monitoring of the work-in-progress of new projects and upgrades of existing infrastructure. Facilitate continuous planning and implementation of business processes to enhance asset management effectiveness. Asset management enhancement through maintenance, refurbishment, and replacement plans for the medium to long term, including alignment with remaining useful residual values and impairment of strategic infrastructure assets on the Fixed Asset Register (FAR).

Key Performance Areas (KPA's)	Roles and Responsibilities
	<ul style="list-style-type: none"> • Oversee the costing and prioritization of maintenance, refurbishment and replacement plans in alignment with available funds. • Develop and maintain an asset disposal strategy for the medium to long-term including alignment with the FAR as required by GRAP. • Assist in the disposal of assets in line with the disposal policy, applicable regulations and GRAP requirements. • Ensure alignment of the depreciation/amortisation model for assets as per GRAP requirements and correctness in the FAR. • Develop and implement budget according to asset management strategies and targets, in line with organizational financial policies and procedures. • Analyse all work/business processes and identify inefficiencies within the asset management field; oversee and consolidate the asset replacement. • Manage the audit of assets with Internal and External auditors.
<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 regional priorities. • Build and maintain relationships with all BMA business units for the purposes of expectations management and knowledge sharing. • Facilitate stakeholder relationships within the border control environment. • Represent and participate in the BMA's committees and tasks teams. • Attend industry related forums, conferences and workshops to gain industry insight for the purpose of business improvement. • Build and maintain relationships with Internal and External auditors.
<p>Financial Management</p>	<ul style="list-style-type: none"> • 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. • Ensure the effective implementation, management, monitoring of the business unit's budget, and mitigate and report on any variances. • Monitoring financial control, budget management and the procurement process to ensure compliance with the legislation e.g. (PFMA, PPPFA, and BBBEE). • Ensure the deployment of proper financial controls to manage the business unit budget. • Report on and communicate any costs improvements and shortfalls.

Key Performance Areas (KPA's)	Roles and Responsibilities
People Management	<ul style="list-style-type: none"> • Build and lead an effective and cohesive team through the effective management of divisional resources. • Drive the implementation of talent acquisition, succession planning, development, and retention strategies for the division. • Ensure the enhancement of relevant knowledge and skills through continuous coaching, mentoring and nurturing of talent in the business unit. • 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. • Ensure the working environment contributes to improving employee engagement, recognition and increased productivity. • Ensure the management of poor performance and disciplinary matters in line with the BMA's policies and procedures.

MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE	
Minimum Qualifications	<ul style="list-style-type: none"> • B. Com Accounting degree or equivalent (NQF7) • Postgraduate qualification in Accounting or equivalent (NQF 8) • CA(SA)/ACCA/CIMA add advantage
Minimum Experience	<ul style="list-style-type: none"> • 8 years' experience in Fixed Asset Management • 3 years' management experience
Knowledge	<ul style="list-style-type: none"> • Generally Recognised Accounting Practice (GRAP) • Public Finance Management Act (PFMA) • National Treasury Regulations • King Governance Code • SAGE ERP System • Basic Conditions of Employment Act • Employment Equity Act • Skills Development Levy Act • Border Management Authority Act,2020
Professional registration or license requirements	<ul style="list-style-type: none"> • SAIPA/SAICA Registered or equivalent
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

CRITICAL SKILLS AND ATTRIBUTES

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"> • Financial Management • Interpretation of financial information • Excellent Communication (verbal, written and presentation) • Report Writing • People Management • Facilitation • Negotiation • Time Management • Organizing and Planning • Presentation Skills 	<ul style="list-style-type: none"> • Persuasive and Influencing • Ability to work under pressure • Analytical and problem solving • Deadline driven • Attention to detail • Interpersonal relations • Integrity • Proactive/Initiative • Team Leadership • Networking and Influencing skills • Listening Skills • Focused on results • Initiative & Responsibility • Work well under pressure

SYSTEM SKILLS

Title	Level
Microsoft Office Suite	Intermediate
SAGE ERP	Proficiency