



Date Issued: 13 June 2024

The BMA is established as an armed service in terms of Section 199(3) of the constitution, a third in the country in addition to the South African National Defence Force (SANDF) and the South African Police Service (SAPS) through the Border Management Authority Act No 2 of 2020. The Border Management Authority invites suitable candidates to apply for the following vacant position.

### IMPORTANT INFORMATION FOR THE APPLICANTS

#### APPLICATIONS:

Applications must be -

- A duly completed BMA Employment Application Form downloadable from the BMA website, accompanied by a Comprehensive CV citing the start and end date (dd/mm/yr) of each employment period including the details of at least two contactable employment references (as recent as possible),
- Applications must be forwarded to the correct email address, all applications forwarded to the incorrect email address will not be considered.
- Copies of educational qualifications, ID or driver's licence must not be included with the application. Inclusion of these extra attachments might exceed the size limit, with the possibility that email may not be received;
- Only shortlisted candidates will be required to submit certified copies of their qualifications, ID document, a valid driver's license on/before the a date of the interview. Applicants in possession of (a) foreign qualification(s); have a responsibility to simultaneously to ensure that such qualification(s) is/are accompanied by an evaluation certificate obtained from the South African Qualifications Authority (SAQA) to confirm the appropriate National Qualifications Framework (NQF) Level
- Should you not be contacted within 5 months of closing of the advertisement, please consider your application to be unsuccessful.
- Failure to comply with any of the above instructions may result in the application being disqualified.
- Applications received after the closing date will not be considered.
- BMA RESERVES THE RIGHT TO FILL POST.

Closing Date: 28 June 2024

#### SELECTION:

- Shortlisted Candidates may be subjected to an **interview** and **technical assessment(s)** (which assesses the Candidates' demonstrated professional and technical competency against the job requirements and duties).
- Candidates potentially considered suitable after the interview and technical test(s) for senior positions, will be subjected to a **competency assessment** (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post);
- **employment suitability checks** (credit, criminal, citizenship, employment references and qualification verifications);
- **Appointments will be subject a mandatory vetting/security clearance appropriate to the level of the position.**

**POSITION** : SENIOR MANAGER: EMPLOYEE RELATION AND EMPLOYEE WELLNESS  
**SALARY** : MARKET RELATED  
**CENTRE** : PRETORIA: BORDER MANAGEMENT AUTHORITY HEAD QUARTERS  
**DIVISION** : HUMAN CAPITAL  
**REFERENCE NO** : **BMA 1/3/2024**  
**EMAIL ADDRESS** : [Corporate.HC1@bma.gov.za](mailto:Corporate.HC1@bma.gov.za)

### MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Minimum Qualifications	<ul style="list-style-type: none"> <li>Bachelor's Degree in Labour Relations/ Labour Law Organizational Psychology, or any relevant qualification at NQF level 7 as recognized by SAQA. An NQF level 8 and above qualification will be an added advantage.</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>8 years' experience in employee relations, of which 5 years should be in a managerial or leadership role. Proven experience in developing and implementing health and wellness programs.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Strong knowledge of employment laws and regulations. Knowledge of integrated Employee Health and Wellness strategic framework. Understanding of Wellness Management including psychosocial, physical, and organisational wellness. Understanding of HIV/AIDS and TB Management. Understanding Safety Health Environment Risk Quality Management including processes of COIDA. In-depth knowledge in conducting counselling. Understanding of special programmes such as Gender and Disability. Knowledge and understanding of research methods.</li> <li>Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, LRA, PSR etc. Knowledge and understanding of bargaining process and dispute resolutions. Basic knowledge of Health and Wellness policies, processes and systems. Border Management Authority Act,2020.</li> </ul>
Other requirements	<p>May be required to work overtime.</p> <ul style="list-style-type: none"> <li>Valid driver's License</li> </ul>

## MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

### Responsibilities/Duties

The candidate will be expected to:- Work closely with executive leadership to develop and implement strategic plans that align with the organization's goals and objectives. Oversee employee relations activities, including conflict resolution, disciplinary actions, and grievance procedures. Provide guidance and coaching to managers and employees on employee relations matters, ensuring fair and consistent application of policies. Develop and implement comprehensive health and wellness programs that promote physical, mental, and emotional well-being. Collaborate with cross-functional teams to design and deliver wellness initiatives, such as fitness programs, stress management workshops, and mental health support services. Evaluate the effectiveness of wellness programs through data analysis, employee feedback, and participation rates, and make recommendations for improvement. Facilitate and oversee the development and monitoring of policies, standard operating procedures, systems and controls. Lead the conceptualising of the unit's risk register. Cultivate strategic partnerships and collaborations with relevant institutions. Provide advocacy on matters related to Employee Relations, Health and Wellness to empower the BMA stakeholders to make informed decisions. Develop and management of the budget of the Division by ensuring financial stability within the Division. Build and lead an effective and cohesive team through the effective management of departmental resources

**POSITION** : SENIOR MANAGER: ICT OPERATIONS  
**SALARY** : MARKET RELATED  
**CENTRE** : PRETORIA: BORDER MANAGEMENT AUTHORITY HEAD  
 QUARTERS  
**DIVISION** : ICT INFRASTRUCTURE AND OPERATIONS  
**REFERENCE NO** : **BMA 2/3/2024**  
**EMAIL ADDRESS** : [Corporate.ICT2@bma.gov.za](mailto:Corporate.ICT2@bma.gov.za)

**MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES**

Minimum Qualifications	<ul style="list-style-type: none"> <li>Advanced Diploma / B-Degree (NQF Level 7) in Computer Science, Information Technology/ Equivalent. Certification in ITIL. Certification in COBIT will be an added advantage. Honors Degree or postgraduate will be an added advantage</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>8 Years relevant work experience in ICT Operations of which 5 years' experience must be in a middle management</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Knowledge and experience in- ICT Operations. Proficiency in IT service management frameworks and practices, such as ITIL (Information Technology Infrastructure Library). Border Management Authority Act, Act 2 of 2020. Support Troubleshooting.</li> </ul>
Other requirements	<p>May be required to work overtime.</p> <ul style="list-style-type: none"> <li>Valid driver's License</li> </ul>
Responsibilities/Duties	<p>The candidate will be expected to:- Develop and implement strategic plans for ICT operations aligned with organizational goals and objectives. Identify opportunities to optimize ICT services to enhance business efficiency and effectiveness. Manage the delivery of ICT services to meet the needs of internal and external stakeholders. Implement best practices and standards for incident management, problem management, and change management. Oversee the resolution of ICT incidents and problems, ensuring timely response and resolution to minimize service disruptions. Develop and Implement an effective incident and problem management process, including proper documentation, tracking, and reporting. Manage the service desk function, ensuring prompt and accurate handling of user requests, incidents, and inquiries. Ensure compliance with licensing agreements and regulatory requirements. Manage relationships with ICT vendors and service providers, including contract negotiation, performance evaluation, and vendor risk management. Ensure compliance with contractual agreements and service level commitments. Ensure the effective implementation, management, monitoring of the business unit's budget, and mitigate and report on any variances. Build and lead an effective and cohesive team through the effective management of divisional resources</p>

**POSITION** : MANAGER: APPLICATIONS DEVELOPMENT  
**SALARY** : MARKET RELATED  
**CENTRE** : PRETORIA: BORDER MANAGEMENT AUTHORITY HEAD  
 QUARTERS  
**DIVISION** : BUSINESS APPLICATION  
**REFERENCE NUMBER** : **BMA 3/3/2024**  
**EMAIL ADDRESS** : [corporate.BA3@bma.gov.za](mailto:corporate.BA3@bma.gov.za)

**MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES**

Minimum Qualifications	<ul style="list-style-type: none"> <li>o Advanced Diploma / B-Degree in Computer Science, information systems or related field.</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>• 5 years' experience in Business Applications development and implementation. Supervisory experience within Applications Development</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Proficiency in business application platforms, enterprise resource planning (ERP) systems, and other relevant software. Experience with specific technologies such as, C#,ASP.net, Java or others may be required depending on the employer's tech stack. Knowledge of development Frameworks and libraries. Knowledge of database management systems. Understanding of software development methodologies (e.g., Agile, Scrum, Waterfall). Familiarity with SDLC phases including requirements gathering, design, development, testing, deployment, and maintenance. Border Management Authority Act,2020; PFMA</li> </ul>
Other Requirements	<ul style="list-style-type: none"> <li>• Valid driver's License</li> </ul>
Responsibilities/Duties	<ul style="list-style-type: none"> <li>• Manage the strategic planning and execution of business application development projects aligned with organizational goals and objectives. Manage the design, development, deployment, and maintenance of business applications across the organization. Collaborate with development teams and external vendors to deliver high-quality applications within defined timelines and budgets. Ensure applications meet performance, security, and scalability standards. Manage user acceptance testing and ensure smooth application rollouts and transitions. Monitor and report on the performance, availability, and utilization of business applications. Build and maintain relationships with all BMA business units for the purposes of expectations management and knowledge sharing. Develop and implement risk management strategies to identify, assess, and mitigate risks associated with business application processes. Ensure the effective implementation, management, monitoring of the business unit's budget, and mitigate and report on any variances. Build and lead an effective and cohesive team through the effective management of divisional resources.</li> </ul>

**POSITION** : MANAGER: BUSINESS ANALYSIS  
**SALARY** : MARKET RELATED  
**CENTRE** : PRETORIA: BORDER MANAGEMENT AUTHORITY HEAD  
 QUARTERS  
**DIVISION** : BUSINESS APPLICATION  
**REFERENCE NUMBER** : **BMA 4/3/2024**  
**EMAIL ADDRESS** : [corporate.BA4@bma.gov.za](mailto:corporate.BA4@bma.gov.za)

**MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES**

Minimum Qualifications	<ul style="list-style-type: none"> <li>Bachelor's degree in Computer Science, Information Technology or equivalent. Certificate in Business Analysis.</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>5 years' experience as a business analyst. Supervisory experience within the Business Analysis environment. Must have experience in Business Intelligence Systems, Scrum Methodology or any other that is used in systems development.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>In-depth knowledge of business analysis methodologies, techniques, and best practices. ITIL foundation Version 3 or higher. Business Intelligence Systems. Scrum Methodology or any other that is used in systems development. SDL Methodology. Border Management Authority Act, 2020.</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>Valid driver's License. May be expected to work extensive hours.</li> </ul>
Responsibilities/Duties	<p>Develop and implement strategies to streamline business processes and optimize resource allocation. Document, analyse and design business processes. Work closely with stakeholders across various business units to gather and document business requirements for new projects and initiatives. Translate business requirements into clear and concise specifications for development teams, ensuring alignment with organizational objectives. Develop and maintain business analysis frameworks, methodologies, and best practices to standardize processes and deliver consistent results. Facilitate the solution design process. Collaborate with the ICT Project Manager to define strategic objectives and develop a roadmap for business analysis initiatives. Participate in project planning sessions to provide input on business analysis requirements and deliverables. Develop and implement risk management strategies to identify, assess, and mitigate risks associated with business analysis processes.</p>

**POSITION** : APPLICATIONS DEVELOPER  
**SALARY** : MARKET RELATED  
**CENTRE** : PRETORIA: BORDER MANAGEMENT AUTHORITY HEAD  
 QUARTERS  
**DIVISION** : APPLICATIONS DEVELOPMENT  
**REFERENCE NUMBER** : **BMA 5/3/2024**  
**EMAIL ADDRESS** : [Corporate.AD5@bma.gov.za](mailto:Corporate.AD5@bma.gov.za)

**MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES**

## MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Minimum Qualifications	<ul style="list-style-type: none"> <li>Advanced Diploma / B-Degree in Computer Science, information systems or related field</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>3 years' in Business Applications development and implementation</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Proficiency in business application platforms, and other relevant software. Experience with specific technologies such as, C#,ASP.net, Java or others may be required depending on the employer's tech stack. Knowledge of development Frameworks and libraries. Knowledge of database management systems. Understanding of software development methodologies (e.g., Agile, Scrum, Waterfall). Familiarity with SDLC phases including requirements gathering, design, development, testing, deployment, and maintenance. Border Management Authority Act, 2020.</li> </ul>
Other Requirements	<ul style="list-style-type: none"> <li>May be required to work overtime.</li> <li>Valid driver's License</li> </ul>
Responsibilities/Duties	<ul style="list-style-type: none"> <li>The appointee will be expected to perform the following duties- . Develop high-quality software solutions based on technical specifications. Participate in all phases of the software development lifecycle, including requirements gathering, design, implementation, testing, and maintenance. Perform unit testing and debugging to ensure software quality. Develop and implement application maintenance plans, including version upgrades, patches, and enhancements. Monitor application performance and troubleshoot issues. Provide technical support and assistance to end-users as needed. Build and maintain relationships with all BMA business units for the purposes of expectations management and knowledge sharing. Communicate change initiatives to stakeholders and manage resistance.</li> </ul>

**POSITION** : WAN TECHNICIAN  
**SALARY** : MARKET RELATED  
**CENTRE** : PRETORIA: BORDER MANAGEMENT AUTHORITY: HEAD  
 QUARTERS  
**DIVISION** : ICT INFRASTRUCTURE AND OPERATIONS  
**REFERENCE NUMBER** : **BMA 6/3/2024**  
**EMAIL ADDRESS** : [Corporate.ICT6@bma.gov.za](mailto:Corporate.ICT6@bma.gov.za)

## MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Minimum Qualifications	<ul style="list-style-type: none"> <li>Diploma/Bachelor's degree in Computer Science, Information Technology, or a related field. Certification in relevant networking technologies (e.g., Cisco CCNA)</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>3 years' experience as a WAN Administrator or in a similar role</li> </ul>

## MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Knowledge	<ul style="list-style-type: none"> <li>In-depth knowledge of WAN protocols, architectures, and technologies. Proficient in the configuration and management of networking equipment (routers, switches, firewalls). Familiarity with security best practices and protocols. Strong troubleshooting and problem-solving skills. Excellent communication and interpersonal skills.</li> </ul>
Other Requirements	<ul style="list-style-type: none"> <li>May be required to work overtime. Valid driver's License</li> </ul>
Responsibilities/Duties	<p>Design, implement, and manage the organization's Wide Area Network (WAN) infrastructure. Ensure secure and efficient data transmission across geographically distributed locations. •Utilize monitoring tools to assess and optimize WAN performance. Analyze network traffic patterns to identify and resolve performance bottlenecks. Implement Quality of Service (QoS) policies to prioritize critical traffic. Implement and maintain security measures to protect WAN infrastructure. Conduct regular security audits. Develop and maintain WAN disaster recovery plans. Implement redundant connections and failover mechanisms for critical network paths. Test and update disaster recovery procedures regularly</p>

**POSITION** : **SENIOR MANAGER: DEMAND AND CONTRACT MANAGEMENT**  
**SALARY** : **MARKET RELATED**  
**CENTRE** : **PRETORIA: BORDER MANAGEMENT AUTHORITY HEAD QUARTERS**  
**DIVISION** : **SUPPLY CHAIN AND ASSET MANAGEMENT**  
**REFERENCE NO** : **BMA 6/3/2024**  
**EMAIL** : [Corporate.SCM6@bma.gov.za](mailto:Corporate.SCM6@bma.gov.za)

## MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Minimum Qualifications	Bachelor Degree (NQF Level 8) in Procurement/Supply Chain Management/Logistics/ Commercial Law/ Purchasing
Minimum Experience	8 years relevant work experience in Procurement/Supply Chain Management of which 3 years' experience in middle management
Knowledge	<ul style="list-style-type: none"> <li>Good knowledge and understanding of the PFMA, Treasury Regulations and Guidelines.</li> <li>Knowledge and understanding of the SCM Regulations, Practice Notes, Circulars, Policy Frameworks. Knowledge and understanding of the Preferential Procurement Policy Framework Act and its associated regulations.</li> <li>Good working knowledge of the Broad Based Black Economic Empowerment Act, 53 of 2003. Knowledge of ERP Accounting System (SAGE). Broad-Based Black Economic Empowerment Act 53 of 2003. King Governance Code. General Recognized Acceptable Practice (GRAP). Contract Management</li> </ul>
Professional Registration or license requirements	Chartered Institute of Professional and Supply (CIPS), (SAICA), (SAIPA) membership registration will be added advantage.



## MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Other requirements	<ul style="list-style-type: none"> <li>May be required to work extended hours.</li> <li>Valid driver's License</li> </ul>
Responsibilities/Duties	<ul style="list-style-type: none"> <li>The successful candidate will be expected to perform the following duties:-</li> <li>Verification and submission of needs analysis.</li> <li>Ensure valid completeness Annual and quarterly review of procurement plan. Contract management administration.</li> <li>Assist in the assessment and investigation of irregular, fruitless and wasteful expenditure (IFWE) in accordance with the IFWE guidelines and framework.</li> <li>Assist with the compliance in the coordination of the disposal of redundant / obsolete furniture or /and equipment. Keep a record of non-complying suppliers captured on the system.</li> <li>Perform declarations of interest checks, National Treasury restricted database and defaulters list for all recommended bidders.</li> <li>Provide input into the development of SCM and Finance policies, procedures and processes.</li> <li>Build and maintain relationships with all BMA officers including Governance Committees for the purposes of expectations management and knowledge sharing.</li> <li>Ensure the effective implementation, management, monitoring of the business unit's budget, and mitigate and report on any variances.</li> <li>Build and lead an effective and cohesive team through the effective management of divisional resources.</li> </ul>

**POSITION** : **MANAGER: SECURITY, VETTING AND RECORDS MANAGEMENT**  
**SALARY** : **MARKET RELATED**  
**CENTRE** : **PRETORIA**  
**DIVISION** : **SUPPLY CHAIN MANAGEMENT**  
**REFERENCE** : **BMA 7/3/2024**  
**EMAIL ADDRESS** : [Corporate.SC7@bma.gov.za](mailto:Corporate.SC7@bma.gov.za)

## MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Minimum Qualifications	<ul style="list-style-type: none"> <li>Bachelor's degree/ B Tech Security Management, Public Management, Criminal and Forensic Investigation, Office/Business Management or equivalent related to Security Services (NQF 7)</li> <li>PSIRA certificate Grade A</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>4 years' experience in Security Services / Crime and forensic Information analysis/Intelligence/ Surveillance Security and document management.</li> <li>3 years' experience in security services and document management especially as a Security Services Manager.</li> </ul>

## MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Knowledge	<ul style="list-style-type: none"><li>• Border Management Authority Act,2020</li><li>• Security Services related regulations</li></ul>
Professional Registration or license requirements	<ul style="list-style-type: none"><li>• National certificate of policing will be added advantages</li><li>• Investigation certification will be added advantages</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>

## MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

### Responsibilities/Duties

- Coordinate and provide support to the security services on the process operations and protection services, through guiding and advising management on crime trends and patterns, proactive measures to combat crime based on intelligence, and compliance with legal requirements while implementing effective security measures in their operations.
- Management of incidents reporting and investigations of theft and loss of assets, security breaches, and damage to company assets. Ensure effective stakeholder management by identifying potential conflict situations, taking proactive action, and minimizing implications.
- Coordinate and manage crime prevention and crime investigation activities.
- Develop, implement, and monitor processes to ensure a safe and secure working environment and optimize asset and resource protection.
- Identify security and investigation needs by monitoring security indicators and trends.
- Responsible for project management and continuous improvement initiatives.
- Conduct research into best practices. Identify and implement asset optimization initiatives for the department records management system (e-filing and paper-based filing system) designed to ensure that record-keeping practices meet the BMA objectives.
- Identify vital records, develop, and implement Business Continuity and Disaster Recovery Plans to ensure safe custody, protection, and preservation of all vital records.
- Research, design, review and maintain records and document retention schedules and plans. Maintain a register of all information requests in line with POPIA, Records Management Policy and the Retention Schedule.
- Maintain a Register of classified information across the BMA in line with the Information Classification Policy.
- Assist in the continuous review of record keeping system and make recommendations for required changes so that the system is aligned to the changing needs of the BMA and its users (Regularly review and when required update the filing systems to ensure that they remain relevant and effective).
- Manage the disposal and safe custody of information stored on the Corporate/Division server. Build and maintain relationships with all BMA business units for the purposes of expectations management and knowledge sharing.
- Ensure the development and implementation of the risk register.
- Analyse and evaluate the internal controls to determine their effectiveness in mitigating risks.
- Ensure the deployment of proper financial controls to manage the business unit budget.
- 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.

**POSITION** : **MANAGER: SCM LOGISTICS, STORES & DISPOSAL**  
**SALARY** : **MARKET RELATED**  
**CENTRE** : **PRETORIA (BMA HEAD OFFICER)**  
**DIVISION** : **SUPPLY CHAIN MANAGEMENT**  
**REFERENCE** : **BMA 8/3/2024**  
**EMAIL ADDRESS** : [Corporate.SCM7@bma.gov.za](mailto:Corporate.SCM7@bma.gov.za)

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> <li>• A bachelor's degree in Procurement / Supply Chain Management/ Logistics/ Finance/ Commerce and Accounting (NQF Level 7)</li> <li>• NQF8 of the above qualification will be an added advantage</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>• 4 years' minimum working experience in SCM, Logistics &amp; Stores</li> <li>• 3 years at supervisory Level</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Border Management Authority Act,2020</li> <li>• All applicable legislative framework (lets include the possible legislations)</li> </ul>
Professional Registration or license requirements	<ul style="list-style-type: none"> <li>• Chartered Institute of Procurement and Supply (CIPS) membership registration added advantage or SAICA</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>

## MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Responsibilities/Duties

- Processing placement of orders by ensuring all SCM process were adhere to. Record receiving goods as per the specification. Goods distribution as per the RFP instruction. Manage inventory and stores warehouse of goods. Conduct stocktaking as per approved guidelines. Matching documents and reconciliations. Preparation of payment documentation and ensure payment within 30 days. Ensure real time invoicing and record keeping. Travel and booking management oversee. Manage human resources including allocation of resources. Manage audit processes during audits. Preparation for disposal processes. Record Management in accordance with the National Archiving of disposal documentation. Ensure that SCM registers (open orders, deviations, irregular expenditure, contract and tender register) are reviewed and submitted to the Senior Manager and Executive Manager timeously. Manage all logistical arrangements ensuring proper quality control, specification compliance, monitoring, and verification deliveries. Assist in the assessment and investigation of irregular, fruitless and wasteful expenditure (IFWE) in accordance with the IFWE guidelines and framework.. Produce a monthly and quarterly compliance report for the SCM and Finance on the effectiveness of the Internal controls. Ensure through compliance check that accurate and completeness of record-keeping of suppliers: up to date B-BBEE, Tax information and any related information. Provide input into the development of SCM and Finance policies, procedures and processes. Ensure compliance with all statutory or legal requirements. Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks. Support and provide evidence to all internal and external audit requirements. Maintain quality risk management standards in line with relevant requirements. Build and maintain relationships with all BMA officers including Governance Committees for the purposes of expectations management and knowledge sharing. Provide advocacy on matters related to financial accounting activities to make informed decisions. 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. 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.

**POSITION** : **SPECIALIST: SCM ACQUISITION**  
**SALARY** : **MARKET RELATED**  
**CENTRE** : **PRETORIA (BMA HEAD OFFICER)**  
**DIVISION** : **SUPPLY CHAIN MANAGEMENT**  
**REFERENCE** : **BMA 9/3/2024**  
**EMAIL ADDRESS** : [Corporate.SCM8@bma.gov.za](mailto:Corporate.SCM8@bma.gov.za)

**MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES**

Minimum Qualifications	<ul style="list-style-type: none"> <li>• Bachelor’s degree in supply chain, accounting or finance or Commerce (NQF Level 7)</li> <li>• A post graduate qualification in Finance, Supply Chain Management, Accounting or Finance or Commerce (NQF 8) will be an added advantage</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>• 5 years’ experience in Supply Chain Management</li> <li>• 3 years’ experience of which in a supervisory level</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Good knowledge and understanding of the PFMA, Treasury Regulations and Guidelines. Knowledge and understanding of the SCM Regulations, Practice Notes, Circulars, Policy Frameworks. Knowledge and understanding of the Preferential Procurement Policy Framework Act and its associated regulations. Good working knowledge of the Broad Based Black Economic Empowerment Act, 53 of 2003. Contract Management. Knowledge of ERP accounting system (SAGE). Border Management Authority Act,2020. Broad – based Black Economic Empowerment Act 53 of 2003.Kings Governance Code. General Recognized Acceptable Practice (GRAP)</li> </ul>
Professional Registration or license requirements	<ul style="list-style-type: none"> <li>• Chartered Institute of Procurement and Supply (CIPS) membership registration added advantage or SAICA</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>

## MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Responsibilities/Duties	<p>Observe the tender proceedings, to ensure proper processes are being followed and records are maintained. Review tender documents to ensure compliance, in line with SCM, PPPFA and B-BBEE policy requirements. Advise Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee on complex SCM matters. Promoting the compliance and adherence to the SCM policy. Assist in the implementation of control measures to enhance current processes. Assist with the audit process with the internal and external auditors. Ensure that SCM monthly and quarterly registers (quotations and tender) are reviewed and submitted to the Senior Manager and Executive Manager timeously. Propose enhancements / review of SCM Policy and procedures in line with the changes in the National Treasury regulations, instruction notes etc and ensure the same is implemented. Assist in the assessment and investigation of irregular, fruitless and wasteful expenditure (IFWE) in accordance with the IFWE guidelines and framework. Ensure through compliance check that accurate and completeness. Keep a record of non-complying suppliers captured on the system. Perform declarations of interest checks, National Treasury restricted database and defaulters list for all recommended bidders. Prepare reports on SCM overall compliance status. Provide input into the development of SCM and Finance policies, procedures and processes. Ensure compliance with all statutory or legal requirements. Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks. Build and maintain relationships with all BMA officers including Governance Committees for the purposes of expectations management and knowledge sharing. Provide advocacy on matters related to financial accounting activities 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. Monitoring financial control, budget management and the procurement process to ensure compliance with the legislation e.g. (PFMA, PPPFA, and BBEE). Ensure the deployment of proper financial controls to manage the business unit budget. Report on and communicate any costs improvements and shortfalls. 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</p>
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**POSITION** : **SPECIALIST: SCM DEMAND**  
**SALARY** : **MARKET RELATED**  
**CENTRE** : **PRETORIA (BMA HEAD OFFICER)**  
**DIVISION** : **SUPPLY CHAIN MANAGEMENT**  
**REFERENCE** : **BMA 10/3/2024**  
**EMAIL ADDRESS** : [Corporate.SCM10@bma.gov.za](mailto:Corporate.SCM10@bma.gov.za)

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> <li>• Bachelor’s degree in supply chain, accounting or finance or internal audit (NQF Level 7).</li> <li>• A post graduate qualification in Finance, Supply Chain Management, Accounting or Finance or Internal audit or equivalent (NQF 8) will be an added advantage.</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>• 5 years’ experience in Audit of Supply Chain Management</li> <li>• 3 years’ experience of which in a supervisory level</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Generally Recognised Accounting Practice (GRAP). Public Finance Management Act (PFMA). National Treasury Regulations and Preferential Procurement Policy Framework Act. Broad – based Black Economic Empowerment Act 53 of 2003 . King Governance Code. SAGE ERP System. Basic Conditions of Employment Act. Employment Equity Act. Skills Development Levy Act. Border Management Authority Act,2020</li> </ul>
Professional Registration or license requirements	<ul style="list-style-type: none"> <li>• Chartered Institute of Procurement and Supply (CIPS), SAICA, SAIPA membership registration will be an added advantage</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>



## MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

### Responsibilities/Duties

Compile and consolidate needs analysis. Co-ordinate inputs and completion of quarterly and annual procurement plan. Compilation of specifications and terms of reference submitted by user department. Promote compliance and adherence to the SCM policy. Assist in the implementation of control measures to enhance current processes. Assist with the audit process with the internal and external auditors. Risk management of the SCM. SCM performance review. Reporting on SCM information. Optimum system utilization. Entire adequate controls are in place for safeguarding of SCM information. Ensure that SCM registers (deviations, irregular expenditure, contract. management register) are reviewed and submitted to the Senior Manager and Executive Manager timeously. Propose enhancements / review of SCM Policy and procedures in line with the changes in the National Treasury regulations, instruction notes etc and ensure the same is implemented. Assist in the assessment and investigation of irregular, fruitless and wasteful expenditure (IFWE) in accordance with the IFWE guidelines and framework. Ensure that SCM monthly and quarterly for the SCM. Monitor and evaluate supplier utilisation and performance. Keep record all National Treasury report submissions. Provide input into the development of SCM and Finance policies, procedures and processes. Ensure compliance with all statutory or legal requirements. Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks. Support and provide evidence to all internal and external audit requirements. Maintain quality risk management standards in line with relevant requirements. Maintain and enforce all related Service Level Agreements to minimise business risk and ensure business continuity. Review related Standard Operating Procedures in consultation with the Mangers to ensure business optimization. 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. 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.

**POSITION** : **TRAVEL OFFICER**  
**SALARY** : MARKET RELATED  
**CENTRE** : PRETORIA (BMA HEAD OFFICER)  
**DIVISION** : **FACILITIES AND SCM**  
**REFERENCE** : **BMA 11/3/2024**  
**EMAIL ADDRESS** : [Corporate.FSCM11@bma.gov.za](mailto:Corporate.FSCM11@bma.gov.za)

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> <li>National Diploma (NQF Level 6) in hospitality management, Business Administration, Business Management, Public Administration discipline</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>3 Years' experience within the hospitality and travelling environment</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Border Management Authority Act,2020; Public Finance Management Act, National Treasury Regulations</li> </ul>
Professional Registration or license requirements	<ul style="list-style-type: none"> <li>None</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>Required to work overtime (afterhours bookings).</li> <li>Valid driver's License</li> </ul>

## MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

### Responsibilities/Duties

- Assist employees in planning and arranging their travel itineraries, including flights, accommodations, ground transportation, and any necessary visas or travel documents. Make travel bookings, including flights, hotels, rental cars, and other transportation services, ensuring cost-effective options and adherence to travel policies and budgets. Assist in monitoring and managing travel expenses, reviewing and reconciling travel-related invoices, receipts, and expense reports for accuracy and adherence to policies. Provide guidance and support to employees regarding travel documents, visa requirements, travel insurance, and other necessary travel-related. Build and maintain relationships with all BMA business units for the purposes of expectations management and knowledge sharing. 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. Implement timeous communication on progress and challenges in achieving the tactical work plans to impact stakeholders. Attend industry related forums, conferences, and workshops to gain industry insight for the purpose of business improvement. Close communication with various business units with regards to order placement. Ensure the development and implementation of the risk register. Analyse and evaluate the internal controls to determine their effectiveness in mitigating risks. Update risks register in partnership with relevant stakeholders. Ensure compliance with the relevant legislation and regulations.