

Date Issued: 24 October 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 date of the interview. Applicants in possession of 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 THE POST.

Closing Date: Friday, 8 November 2024 at 16h00.

#### 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 to a mandatory vetting/security clearance appropriate to the level of the position.**

1. **POSITION** : **SENIOR MANAGER: FLEET MANAGEMENT**
- SALARY** : **R1 100 000 - R1 300 000 (all-inclusive remuneration package)**
- CENTRE** : **PRETORIA**
- DIVISION** : **FACILITIES**
- REFERENCE NUMBER** : **BMA 1/6/2024**
- EMAIL ADDRESS** : [SM-Fleet@bma.gov.za](mailto:SM-Fleet@bma.gov.za)

### MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Minimum Qualifications	<ul style="list-style-type: none"> <li>An undergraduate qualification at NQF level 7 as recognised by SAQA in Transportation, Public Management/administration, Logistics, Business Administration/ Equivalent or related qualifications.</li> <li>A post graduate qualification at NQF 8 will serve as advantage.</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>8 years minimum experience of which 4 years at management level, within this environment</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Knowledge of South African Constitution; Knowledge and understanding of Criminal Procedure Act; Knowledge of International treaties; Knowledge of the Public Service Regulatory Framework; Knowledge and understanding of all Acts administered by the Department; Border Management Authority Act, 2020; Public Administration Management Act; Protected Disclosures Act, 2000 (Act No. 26 of 2000); Public Finance Management Act.</li> </ul>
Professional registration or license requirements	<ul style="list-style-type: none"> <li>SAICA, CIMA, SAIPA, etc as 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>



Responsibilities/Duties

❖ The successful candidate will be responsible for, amongst others, the following specific tasks: Manage day-to-day fleet operations, including vehicle dispatching, routing, and scheduling. Ensure timely and efficient allocation of vehicles to meet organisational needs. Manage the maintenance and repair of the fleet to ensure vehicle safety, and reliability. Develop preventive maintenance programs to minimise downtime and extend vehicle lifespan. Coordinate with external service providers for maintenance and repair services. Maintain accurate records of fleet assets, including vehicle registration, insurance, and maintenance history. Oversee the procurement of new vehicles and disposal of old ones. Ensure optimal utilisation and availability of fleet assets. Developing and administering policies regarding fuel usage, maintenance schedules, and insurance requirements. Assist with formulation, implementation and monitoring of policies and procedures to ensure effective and efficient management of internal audit and risk management systems for the unit. Preparing reports on fleet activity, including fuel usage and vehicle maintenance schedules. 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. 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, PPFA, 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. 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



2. **POSITION** : **SENIOR AGRICULTURE SPECIALIST**
- SALARY** : **R1 003 000 - R1 130 000 (all-inclusive-remunerative package)**
- CENTRE** : **PRETORIA: BORDER MANAGEMENT AUTHORITY HEADQUARTERS**
- DIVISION** : **SPECIALISED FUNCTIONS**
- REFERENCE NUMBER** : **BMA 2/6/2024**
- EMAIL ADDRESS** : [senior-agricspecialist@bma.gov.za](mailto:senior-agricspecialist@bma.gov.za)

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> <li>A qualification in Agricultural Management/ Natural Science or related qualification at NQF level 7 as recognized by SAQA.</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>Minimum of 8 years' experience in Agriculture biosecurity or related environment.</li> </ul>
Knowledge	<p>Knowledge of the South African Constitution. BMA Act 2020 International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food quality matters. Export and import programmes and their requirements. Understanding of legislation and prescripts applicable in the corporate environment. Understanding of corporate governance best practice e.g. COSO Framework, ISO International Standard, King Report on Corporate Governance, and Ethics Frameworks.</p>
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>May be required to work overtime</li> <li>Valid driver's License</li> </ul>



<p>Responsibilities/Duties</p>	<ul style="list-style-type: none"> <li>❖ The successful candidate will be responsible for, amongst others, the following specific tasks: Lead in the development of the strategy and budget for the business unit in consultation with the Executive Manager. Develop supporting operational plans to ensure execution of the strategic objectives and goals. Implement the operational work plan by developing operational activities, ensuring alignment to the achievement of strategic objectives. Ensure the implementation of quality assurance initiatives to support BMA in the implementation of its strategy and achieve its objective. Monitor and continuously evaluate progress of the operational and strategic objectives. Facilitate and audit the implementation and enforcement of relevant legislature and all regulations, policies and guidelines pertaining to animal disease risk management, including law enforcement activities. Render national plant and animal risk management inspection/auditing services at official ports of entry points. Support the formulation of policy and reduce sanitary risks in the import and export of animals and animal products. Develop and ensure implementation of norms and standards for the Border Management Authority agriculture activities. Improve processes related to 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 goods movement to and from the Republic that take place within the Border Law Enforcement Area and at Ports of Entry. Manage the Interpretation, analysis and conducting of research relating to goods movement data and trends. Provide advocacy on Agriculture related matters to relevant stakeholders. Collaborate with the necessary organs of state and domestic and international organizations to promote and enhance effective, efficient and secure animal and plant movement. Ensure the development and effective stakeholder relations management with both local and international communities in support of national objectives and agriculture 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. Lead the implementation of timeous communication on relevant information and legislation to the Ports of Entry. Participate in industry related forums, conferences and workshops to gain industry insight for the purpose of business improvement and position the BMA. Keep abreast of changes in agriculture legislation and regulations and respond to changes through adjustments to the strategy and operational plans as required. Ensure submission of mandatory reports and information. Assist in the establishment, maintenance and improvement of Standard Operating Procedures, policies, and guidelines relating to the business unit in consultation with the Executive Manager. Monitor changes in the regulatory environment and ensure that appropriate operational controls are implemented to address new requirements. Ensure effective support in the provision of evidence to all internal and external audit requirements. Adherent to all relevant laws, policies and Standard Operating Procedures throughout the BMA.</li> </ul>
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- 3 POSITION : STATE VETERINARIAN**
- SALARY RANGE : R1 003 000 – R1 130 000 (all-inclusive-remunerative package)**
- CENTRE : CAPE TOWN: SOUTHERN REGION**
- REFERENCE NUMBER : BMA 3/6/2024(A)**
- EMAIL ADDRESS : [State-Vet@bma.gov.za](mailto:State-Vet@bma.gov.za)**
- CENTRE : CITY DEEP (Central Region)**
- REFERENCE NUMBER : BMA 3/6/2024 (B)**
- EMAIL ADDRESS : [State-Vet2@bma.gov.za](mailto:State-Vet2@bma.gov.za)**
- DIVISION : OPERATIONS AND LAW ENFORCEMENT**

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> <li>An undergraduate qualification in BVSc Degree or BVMCh degree or relevant Qualification recognised by the South African Qualification Authority and the South African Veterinary Council</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>1 years' experience in a veterinary environment field;</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Knowledge of the South African Constitution. Knowledge of the International Agreements, Conventions and Bilateral Agreements relating to sanitary, phytosanitary and food quality matters. Border Management Act, 2020. Lab animal housing and routines. A good knowledge of hygiene and micro-organisms, e.g. bacteria, viruses, parasites. animal breeding procedure. Relevant legislation and regulations, norms and standards., animal welfare.</li> </ul>
Professional registration or license requirements	<ul style="list-style-type: none"> <li>Registration with the South African Veterinary Council</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>
	<ul style="list-style-type: none"> <li>❖ The successful candidate will be responsible for, amongst others, the following specific tasks: Plan, implement, maintain and coordinate disease surveillance measures (eg Early warning systems), identify controlled and non-controlled diseases, and take appropriate corrective actions. Management of animal identification and traceability. Issuing of permits and health certificates for the movement of animals across borders/diseases free and infected zones. Identification of prevalent animal diseases, development and implementation of appropriate intervention strategies (e.g. Primary Health Care. Design and implementation of herd health programs to</li> </ul>





Responsibilities/Duties

promote the productivity of livestock. Implement disease surveillance and other epidemiologic studies. Facilitate the development of a practical Early Warning System for all relevant diseases including disease modelling, simulation, and scenario mappings. Contribute to the development of emergency diseases control preparedness systems. Liaising with the public, animal owners, organised agriculture and international organisations on the prevention and treatment of diseases. Manage and control the importation and exportation of animals and animal products. Implementation and management of the prescribed official veterinary management systems including the implementation of the National Monitoring Residue Program. Conduct veterinary risk assessments. Ensure that slaughter and other import/export facilities comply with the registration requirements with the relevant authorities. Performance of abattoir ante and post-mortem inspections as required. Audit the hygiene management systems at the import/ export establishment (e.g. implementation of Hazard Analysis and Critical Control Point (HACCP) and Hygiene Assessment System (HAS). Certification of products in accordance with international norms and standards. Management of meat inspection and disposal of condemned material in accordance with the relevant legislation. Identify illegal slaughter practices and take corrective action with assistance when necessary. Undertake post-mortem, farm disease outbreak investigations and other examinations to identify causes of morbidity and mortality. Provide advocacy on Agriculture related matters to relevant stakeholders; Participate in industry related forums, conferences and workshops to gain industry insight for the purpose of business improvement and position the BMA. Keep abreast of changes in agriculture legislation, regulations and respond to changes through adjustments to the strategy and operational plans as required. Assist in the establishment, maintenance and improvement of Standard Operating Procedures, policies, and guidelines relating to the business unit in consultation with the Executive Manager. Ensure effective support in the provision of evidence to all internal and external audit requirements. Adhere to all relevant laws, policies and Standard Operating Procedures throughout the BMA.



4. **POSITION** : **IMMIGRATION SPECIALIST**
- SALARY** : **R900 000 – R1 100 000 (all-inclusive remunerative package)**
- CENTRE HEADQUARTERS** : **PRETORIA: BORDER MANAGEMENT AUTHORITY**
- DIVISION** : **SPECIALISED FUNCTIONS**
- REFERENCE NUMBER** : **BMA 4/6/2024**
- EMAIL ADDRESS** : [imm-specialist@bma.gov.za](mailto:imm-specialist@bma.gov.za)

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> <li>A relevant qualification at NQF level 7 as recognised by SAQA in Business Administration, Public Management; Law or any related qualification.</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>A minimum of five years' experience, of which three years must be at a supervisory level within the immigration environment</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Knowledge of the South African Constitution. Knowledge of the Border Management Authority Act. Understanding of International and Regional Protocols. Knowledge of South Africa's Foreign Policy. Knowledge of the Refugees Act and Immigration Act. Knowledge and understanding of Criminal Procedure Act. Understanding of legislation and prescripts applicable in the border environment. Knowledge of applicable international Conventions relating to migration, biosecurity, environmental and human health. Knowledge and understanding of the port security risks in relation to port health, immigration, biosecurity and environmental risk. Understanding of broad security risks in the border environment. Knowledge of the National Treasury and Risk Management Framework. Knowledge of the Public Service Act and Regulations as well as the Public Finance Management Act. Knowledge of applicable human resource legislature</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>May be required to work overtime</li> <li>Valid driver's License</li> </ul>





Responsibilities/Duties

❖ The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the effective provision of immigration services at the ports of entry. Facilitate and audit the implementation and enforcement of the Immigration Act and all regulations, policies and guidelines pertaining to immigration risk management, including law enforcement activities. Render national risk management inspection/auditing services at official ports of entry points. Develop and ensure implementation of norms and standards for the Border Management Authority immigration activities. Improve processes related to human 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 movement to and from the Republic that take place within the Border Law Enforcement Area and at Ports of Entry. Co-ordinate the development and deployment of immigration interventions at ports of entry in order to prevent illegal human entry into the country. Improve processes related to immigration management that take place within the Border Law Enforcement Area and at Ports of Entry related to domestic and international obligations. Prepare and improve standards related to human movement to and from the Republic that take place within the Border Law Enforcement Area and at Ports of Entry. Analyse and report on the impact of the international and regional human movement. Ensure the provision of information and training of relevant Ports of Entry employees. Provide input into relevant capacity-building programmes. Ensure data management, monitoring and evaluation, and research for the effective provision of immigration management in the BMA. Use insights gained through business information to compile reports, and metrics to measure success and inform the business decision making process and realign objectives. Keep abreast of changes in immigration legislation, regulations and respond to changes through adjustments to the strategy and operational plans as required. Ensure submission of mandatory reports and information. 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. Provide advocacy on Immigration related matters to relevant stakeholders. Collaborate with the necessary organs of state and domestic and international organisations to promote and enhance effective, efficient and secure human movement. Represent and participate in the BMA's committees and tasks teams as member of the executive team.



5. **POSITION** : **AGRICULTURE SPECIALIST (X2 POSTS)**
- SALARY** : **R900 000 – R1 100 000 (all-inclusive remuneration Package)**
- CENTRE HEADQUARTERS** : **PRETORIA: BORDER MANAGEMENT AUTHORITY**
- DIVISION** : **SPECIALISED FUNCTIONS**
- REFERENCE NUMBER** : **BMA 5/6/2024**
- EMAIL ADDRESS** : [agric-specialist@bma.gov.za](mailto:agric-specialist@bma.gov.za)

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> <li>A qualification in Agricultural Management/ Natural Science related qualification at NQF level 7 as recognised by SAQA.</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>Minimum of 5 years' experience in Agriculture biosecurity or related environment.</li> </ul>
Knowledge	<p>Knowledge of the South African Constitution. BMA Act 2020 International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food quality matters. Export and import programmes and their requirements; Understanding of legislation and prescripts applicable in the corporate environment. Understanding of corporate governance best practice e.g. COSO Framework, ISO International Standard, King Report on Corporate Governance, and Ethics Frameworks.</p>
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>May be required to work overtime</li> <li>Valid driver's License</li> </ul>



Responsibilities/Duties

- ❖ The successful candidate will be responsible for, amongst others, the following specific tasks: Assist in conducting inspections and audits to enforce agricultural regulations and guidelines. Support national plant and animal risk management inspections at official ports of entry. Assist in policy implementation to mitigate sanitary and phytosanitary risks in the import and export of animal products and plant and plant products, as well as food safety and quality. Contribute to the development and implementation of norms and standards for agriculture activities within the Border Management Authority. Participate in improving processes related to goods movement and trade facilitation within the Border Law Enforcement Area and at Ports of Entry. Support the analysis and research of goods movement data and trends to inform policy enhancements. Collaborate with stakeholders to contribute to customs and trade facilitation regulations and policies. Provide advocacy on Agriculture related matters to relevant stakeholders. Use insights gained through business information to compile reports, and metrics to measure success and inform the business decision making process and realign objectives. Keep abreast of changes in agriculture legislation, regulations and respond to changes through adjustments to the strategy and operational plans as required. Ensure submission of mandatory reports and information. 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. Assist in the establishment, maintenance and improvement of Standard Operating Procedures, policies, and guidelines relating to the business unit in consultation with the Executive Manager. Monitor changes in the regulatory environment and ensure that appropriate operational controls are implemented to address new requirements. Ensure effective support in the provision of evidence to all internal and external audit requirements. Adhere to all relevant laws, policies and Standard Operating Procedures throughout the BMA



6. **POSITION** : **ASSISTANT MANAGER: IMMIGRATION**
- SALARY RANGER** : **R850 000 – R950 000 (all-inclusive remuneration package)**
- CENTRE** : **FICKSBURG PORT OF ENTRY**
- DIVISION** : **OPERATIONS**
- REFERENCE NUMBER** : **BMA 6/6/2024**
- EMAIL ADDRESS** : [am-immigration@bma.gov.za](mailto:am-immigration@bma.gov.za)

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> <li>An undergraduate qualification in Social Sciences/ equivalent qualification at NQF level 7 as recognised by SAQA</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>Minimum of 4 years' experience in similar environment (of which 2 years at a supervisory level)</li> </ul>
Knowledge	<p>Knowledge of the South African Constitution, BMA Act 2020, South Africa's Foreign Policy, Refugees Act, Immigration Act, Criminal Procedure Act, Public Service Act and Regulations, and Public Finance Management Act. Understanding of legislation and prescripts applicable in the border environment, and International and Regional Protocols. Knowledge of applicable international Conventions relating to migration, biosecurity, environmental and human health. Knowledge and understanding of the port security risks in relation to port health, immigration, biosecurity and environmental risk. Understanding of broad security risks in the border environment. Knowledge of the National Treasury and Risk Management Framework, and applicable human resource legislature.</p>
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>May be required to work overtime</li> <li>Valid driver's License</li> </ul>



<p>Responsibilities/Duties</p>	<ul style="list-style-type: none"> <li>❖ The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the clearance of travellers and manage cross-border permits. Ensure compliance with immigration laws and regulations. Mitigate workplace hazards and promote health and safety policies. Manage surveillance operations and relocation of unauthorised individuals. Manage access control and maintain accurate immigration records. Ensure data integrity in immigration databases. 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. Prepare and present reports for submission to the Manager: Specialised Functions and other stakeholders. 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. Ensure effective support in the provision of evidence to all internal and external audit requirements. Ensure adherence in the team to all relevant laws, policies and Standard Operating Procedures throughout the organisation. Advocate an ethical culture within the BMA. Enforce counter corruption framework and systems. Monitoring financial control, budget management and the procurement process to ensure compliance with the legislation e.g. (PFMA, PPFA, and BBBEE). 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.</li> </ul>
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7. POSITION : ENVIRONMENT SPECIALIST (X4 POSTS)
- SALARY : R900 000 – R1 100 000 (all-inclusive remuneration package)
- CENTRE : CAPE TOWN INTERNATIONAL AIRPORT: SOUTHERN REGION (2 POSTS)
- REFERENCE NUMBER : BMA 7/6/2024 (a)
- EMAIL ADDRESS : [Enivonment-Specalist1@bma.gov.za](mailto:Enivonment-Specalist1@bma.gov.za)
- CENTRE : QHEBERHA: SOUTHERN REGION
- REFERENCE NUMBER : BMA 7/6/2024 (b)
- EMAIL ADDRESS : [Environment-Specalist2@bma.gov.za](mailto:Environment-Specalist2@bma.gov.za)
- CENTRE : KING SHAKA INTERNATIONAL AIRPORT: EASTERN REGION
- REFERENCE NUMBER : BMA 7/6/2024 (c)
- EMAIL ADDRESS : [Environment-Specalist3@bma.gov.za](mailto:Environment-Specalist3@bma.gov.za)
- DIVISION : OPERATIONS AND LAW ENFORCEMENT

- ❖ Kindly note that the posts for Cape Town International Airport and King Shaka International Airports are re-advertisements, candidates who applied previously are encouraged to apply again if still interested.

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> <li>• Three (3) year Degree in Natural/Environmental Sciences or equivalent qualification at NQF 7 as recognised by SAQA</li> <li>• Post graduation qualification will be an added advantage</li> <li>• Environnemental Management Inspectorat Désignation Certificate</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>• Minimum of 6 years' relevant experience in biodiversity compliance and enforcement</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of the South African Constitution. Knowledge of biodiversity compliance and enforcement processes, knowledge of the provisions of the National Environmental Management Act (NEMA), the National Environmental Management Biodiversity Act (NEMBA), the National Environmental Management Protected Areas</li> </ul>





	<p>Act (NEMPAA) and associated regulations and norms and standards; Knowledge of applicable international Conventions relating to migration, biosecurity, environmental and human health. Border Management Act</p>
<p>Professional registration or license requirements</p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
	<ul style="list-style-type: none"> <li>❖ The successful candidate will be responsible for, amongst others, the following specific tasks: Supervision of junior personnel within the division. Plan and coordinate CITES activities to enhance facilitation of legitimate goods. Monitoring compliance with permits and licenses issued in terms of NEMBA (TOPS &amp; CITES), Norms and Standards. Render technical support in the development of and implementation of strategies, programmes and other relevant documents relating to compliance and enforcement with NEMBA. Maintain and administer compliance monitoring information management and reporting system pertaining to import, export and re-export requirements. Improve processes related to environmental management 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 CITES goods movement to and from the Ports of Entry. Analyse and report on the impact of international trade and goods movement. Ensure the provision of information and training of relevant Ports of Entry employees. Provide technical support to all CITES related Compliance and Enforcement projects. Perform administrative related functions. Provide co-ordination and support for the implementation of at-border compliance functions and other relevant Authority functions. Assist in the development of the strategy and budget for the business unit in consultation with the Executive Manager. Develop supporting operational plans to ensure execution of the strategic objectives and goals. Implement the operational work plan by developing operational activities, ensuring alignment to the achievement of strategic objectives. Ensure the implementation of quality assurance initiatives to support BMA in the implementation of its strategy and achieve its objective. Monitor and continuously evaluate progress of the operational and strategic objectives. Ensure data management, monitoring and evaluation, and research and administrative functions, for the effective provision of Environmental management in the BMA. Use insights gained through business information to compile reports, and metrics to measure success and inform the business decision making process and realign objectives. Provide</li> </ul>



<p><b>Responsibilities/Duties</b></p>	<p>advocacy on environmental related matters to relevant stakeholders. Collaborate with the necessary organs of state and domestic and international organisations to promote and enhance effective, efficient and secure goods movement. Ensure the development and effective stakeholder relations management with both local and international communities in support of national objectives. 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 relevant information and legislation to the Ports of Entry. Participate in industry related forums, conferences and workshops to gain industry insight for the purpose of business improvement and position the BMA. Keep abreast of changes in legislation, regulations and/or the environment and respond to changes through adjustments to the strategy and tactical plans as required. Ensure submission of mandatory reports and information. 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. Assist in the establishment, maintenance and improvement of Standard Operating Procedures, policies, and guidelines relating to the business unit in consultation with the Executive Manager. Monitor changes in the regulatory environment and ensure that appropriate operational controls are implemented to address new requirements. Ensure effective support in the provision of evidence to all internal and external audit requirements. Adhere to all relevant laws, policies and Standard Operating Procedures throughout the organisation.</p>
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8. **POSITION** : **EMPLOYEE RELATIONS OFFICER**
- SALARY** : **R510 948,91 – R627 737,23 (Basic Salary)**
- CENTRE** : **PRETORIA; HEAD OFFICE**
- REFERENCE NUMBER** : **BMA 8/6/2024**
- EMAIL ADDRESS** : [Employee-RO@bma.gov.za](mailto:Employee-RO@bma.gov.za)

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	A National Diploma (NQF 6) in Labour Law/Labour Relations/Human Resources or equivalent as recognised by SAQA
Minimum Experience	<ul style="list-style-type: none"> <li>• Minimum 3 years of relevant experience;</li> <li>• Exposure to PSCBC or CCMA representation</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of the RSA Constitution, Border Management Act,</li> <li>• Knowledge of dispute management in labour relations</li> <li>• Knowledge of the Labour Relations Act</li> <li>• Knowledge of the Basic Conditions of Employment Act, No.75 of 1997</li> <li>• Knowledge of Employee Equity Act;</li> <li>•</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>• May be required to work overtime</li> <li>• Valid driver's License</li> </ul>
	<ul style="list-style-type: none"> <li>• The successful candidate will be responsible for, amongst others, the following specific tasks: Assist to provide advice and guidance to employees and management on labour matters. Assist to provide advice and guidance to management regarding poor performance. Assist with handling of Disciplinary and grievances processes. Assist to compile disciplinary and grievance bundles. Assist to coordinate appeal, grievance hearings and review of disciplinary hearings. Assist</li> </ul>



Responsibilities/Duties

to draft warnings to be issued to employees; - Maintain records of ER training, disciplinary, appeal and grievance processes. Assist to advise management on developments within the labour relations field. Assist with working relationships between Management and employees are conducive. Assist with handling of CCMA and Labour Court processes. Assist to manage process of employment relations litigation and ensure fairness and consistency. Assist with labour relations training. Assist with finalisation of grievances. Assist to investigate and prepare a report on findings and recommendations of the grievance. Assist to implement outcomes of grievance processes. Assist with unresolved grievances to Management within the required time frame. Assist to report on the progress of the grievances received and finalised. Ensure misconduct cases are finalised. Assist to Investigate and prepare a report on the findings and recommendations of the misconduct cases. Ensure structured and legislatively complaint policy, practices and processes and provide the support where there are gaps. Assist to maintain effective policies and procedures so that labour disputes and grievances are minimised. Assist with recommendations for changes to existing policies and procedures to ensure compliance with new or proposed BMA regulations. Assist to advise on proper procedures to be followed during disciplinary and grievance enquires. Assist with Contribution to the development of best practice and alignment to industry standards. Assist to drive the adoption of the employee relations documentation and policies by management. Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks. Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks. Assist in the capturing of relevant information and maintaining the database for the business unit, ensuring data integrity. Monitor payments for Unit related activities. Conduct induction and training workshops as and when needed. Liaise with internal and external stakeholders. Communicate and liaise with employees concerning Employee & Labour Relations queries



9. **POSITION** : **FIREARMS RESPONSIBLE OFFICER**
- SALARY** : **R443 795,63 – R518 248,18 (basic salary)**
- CENTRE** : **HEAD OFFICE;**
- DIVISION** : **OPERATIONS & LAW ENFORCEMENT**
- REFERENCE NUMBER** : **BMA 9/6/2024**
- EMAIL ADDRESS** : [am-firearm@bma.gov.za](mailto:am-firearm@bma.gov.za)

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> <li>A qualification in Law Enforcement / Security Management or related qualification at NQF level 6 as recognised by SAQA. Occupationally Directed Education, Training &amp; Development Practices qualification or Assessor and/or Moderator courses in firearms. Firearm competency/proficiency certificate in pistol and rifle</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>A Minimum of 2 years' experience working with firearms and ammunition in similar environment</li> </ul>
Knowledge	<p>Knowledge of the South African Constitution. BMA Act 2020, Immigration Act 2002 (Act No. 13 of 2002), Firearm Control Act, 2000 (Act No 60 Of 2000). Criminal Procedure Act, 1977 (Act 51 of 1997) Public Service Regulatory Framework, and Public Finance Management Act. Understanding of legislation and prescripts applicable in the corporate environment, National Treasury Regulations, and National Treasury Public Sector Risk Management Framework. Understanding of corporate governance best practice e.g. COSO Framework, ISO International Standard, SABS/SANS Standards. King Report on Corporate Governance, and Ethics Frameworks. Understanding of the Public Sector Integrity Management Framework. Building strategic working relations.</p>
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>May be required to work overtime</li> <li>Valid driver's License</li> </ul>

<p>Responsibilities/Duties</p>	<ul style="list-style-type: none"> <li>❖ The successful candidate will be responsible for, amongst others, the following specific tasks: Lead the process of acquiring firearms, ammunition and related accessories for the Authority. Manage and administer the usage of all firearms, ammunition and related accessories of the authority. Manage the safe transportation and storage of firearms, ammunition and related accessories. Lead and administer the process of disposing firearms, ammunition and related accessories. Develop; maintain and review the Firearms &amp; Ammunition Policy; Standard Operating Procedure and work instructions. Coordinate the firearms training and maintenance shooting exercises. Ensure effective stakeholder relations management with both The Central Firearms Registrar’s office; Ports of Entries and SAPS Designated Firearms Officers. Build and maintain effective internal and external stakeholder relationships. Contribute to the Business unit’s operational risk register. Responding to firearms risk related queries and mitigations. Ensuring clean audit relating to firearms and ammunition related matters. Monitor legislative amendments 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 relating to firearms and ammunition matters. Ensure adherence in the divisional team to all relevant laws, policies and Standard Operating Procedures throughout the organisation relating to arms and ammunition matters. Contributing to the Business Unit annual operational budget. Submission of procurement requisitions and follow through on purchase orders relating to firearms, ammunitions and related accessories. Ensure expenditure is in line with budget requirements. Conduct annual and bi-annual Performance Reviews with staff. Consistent day to day performance management of staff. Monitor staff compliance with HR and IR policies and procedures. Support the training of staff within all systems, policies and procedures to minimise non-conformances. Communicate relevant information to individuals/team through various communication mediums. Deal with all problems on an ongoing basis and provide advice/support/information where required.</li> </ul>
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10. **POSITION** : **ENVIRONMENTAL HEALTH PRACTITIONER (X2)**
- SALARY** : **R364 963,50 – R443 402,92 (BASIC SALARY)**
- CENTRE** : **OR TAMBO INTERNATIONAL AIRPORT**
- DIVISION** : **OPERATIONS**
- REFERENCE NUMBER** : **BMA 10/6/2024**
- EMAIL ADDRESS** : [environmental-hp@bma.gov.za](mailto:environmental-hp@bma.gov.za)

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	A Bachelor's degree qualification in Environmental Health at NQF level 7 as recognised by SAQA.
Minimum Experience	<ul style="list-style-type: none"> <li>• Minimum of 3 years' experience in environmental health related environment</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Technical and practical knowledge of Environmental and Port Health services. Knowledge of the legislative and policy framework informing this complex area of operation. Ability to interpret and implement applicable legislation and guidelines. Border Management Authority Act,2020.</li> </ul>
Professional registration or license requirements	<ul style="list-style-type: none"> <li>• Registration with the HPCSA as an Environmental Health Practitioner</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> <li>• Shift Work</li> </ul>



Responsibilities/Duties

- The successful candidate will be responsible for, amongst others, the following specific tasks: Support the control of the importation of health-related products. Support the Inspection of baggage, cargo, containers, conveyances, goods and postal parcels for compliance with international health regulations and relevant legislation. Provide communicable diseases control in the Port of Entry (PoE). Support the plans and undertake specific monitoring and registration requirements associated with industrial and occupational controls. Assist with evaluating risk reduction, intervenes in respect of Major Hazardous Installations. Enforces the law by implementing national, provincial and local legislation, SABS and departmental codes of practices and policies, international treaties etc. Participates in the delivery of awareness and educational programmes on environmental health approaches to safe and healthy living to the community. Coordinates and controls tasks/ activities associated with controlling personnel performance, productivity and discipline. Co-ordinates specific administrative and reporting requirements associated with the key performance and result Indicators of the functionality. Plans and co-ordinates specific financial administrative and general administrative functions and reporting requirements in light thereof. Promptly attentively respond to customer requests within established parameters and time frames. Assess or check with the customer to ensure solution meets request. Ensure the provision of effective and efficient Environmental Health services and solutions to various departments within BMA to enable them to achieve their strategic objectives. Assist with 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. Monitor changes in the regulatory environment and ensure that appropriate operational controls are implemented to address new requirements. Ensure effective support in the provision of evidence to all internal and external audit requirements. 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.