



Date Issued: 21 February 2025

The BMA is established as an armed service in terms of Section 199(3) of the Constitution of the Republic of South Africa, a third in the country in addition to the South African National Defence Force (SANDF) and the South African Police Service (SAPS). As a newly established organisation, BMA is currently in a recruitment drive to attract capable employees with high ethics stature who will drive the success and growth of this new organisation.

IMPORTANT INFORMATION FOR THE APPLICANTS

APPLICATIONS:

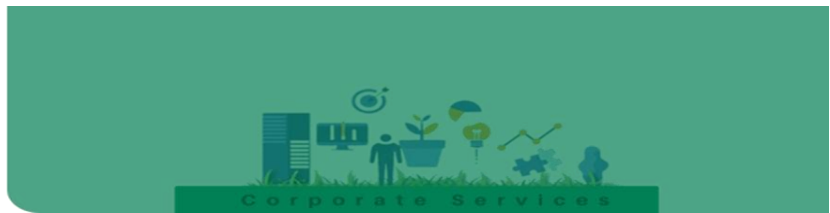
Applications must be -

- On a duly completed BMA Employment Application Form downloadable from the BMA website submitted, 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 (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 THE POSITION.

Closing Date: 07 March 2025

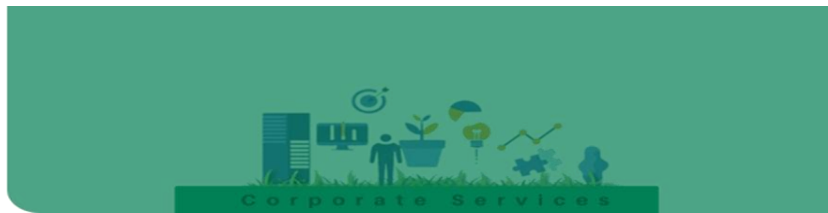
SELECTION:

- 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) as well as **vetting/security clearance appropriate to the level of the position is mandatory.**
- **Applicants must be South African citizens.**



1. POSITION : **EXECUTIVE MANAGER: ADMINISTRATION**
SALARY : **R1 479 429 – 1 691 565 (all-inclusive remuneration package)**
CENTRE : **PRETORIA: BORDER MANAGEMENT AUTHORITY HEAD QUARTERS**
DIVISION : **OFFICE OF THE COMMISSIONER**
REFERENCE NUMBER : **BMA 1/1/2025**
EMAIL ADDRESS : execmanadmin@bma.gov.za

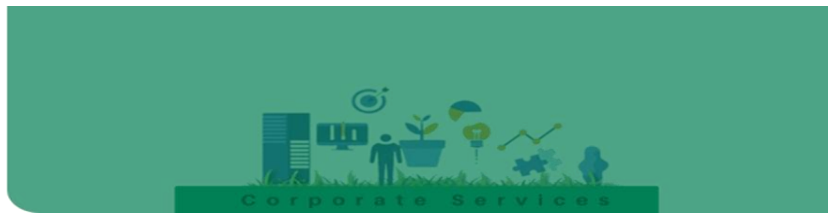
MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> A postgraduate qualification (NQF level 8) as recognised by SAQA in business administration/management, public administration or related qualification. A Master's degree or equivalent (NQF level 9) as recognised by SAQA would be an advantage
Minimum Experience	Minimum of 8 - 10 years' experience in Administration and Governance environments. A minimum of which 5 years' experience at management within these environments.
Knowledge	<ul style="list-style-type: none"> South African Constitution. BMA Act 2020, Legislations governing the BMA core business, Public Sector Regulatory Framework. Public Finance Management Act. Understanding of legislation and prescripts applicable in the corporate environment. Understanding of the Public Sector Integrity Management Framework. National Treasury Regulations.
Other requirements	Flexibility in working hours will be required to meet demands of the role. May be required to work extensive hours. Valid driver's License.



MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Responsibilities/Duties

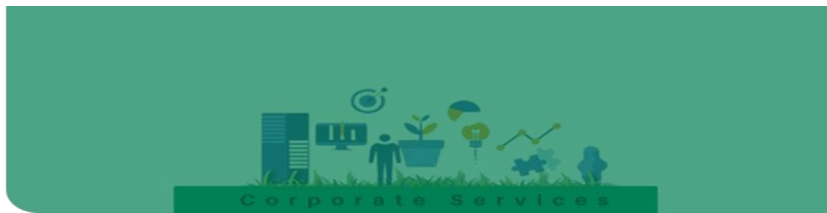
The successful candidate will be amongst others, be expected to perform these functions: Oversee the coordination of the needs, requirements and obligations of the BMA's Statutory, Advisory and Governance Committees. Oversee the review of all legal and regulatory developments affecting the BMA's operations and ensuring relevant Committees are briefed accordingly. Oversee the development of the BMA's Corporate Governance Framework, Policies and Procedures. Oversee the development and implementation of policy compliance standards and procedures. Provide advocacy on governance-related matters within the BMA and to external stakeholders. Ensure adherence to legal and regulatory requirements, organisational policies, and best practices related to governance and compliance. Ensure the mitigation of the business units' risk profile through the application of fraud controls and risk prevention principles and implementation of sound governance and compliance processes and tools to identify and manage risks. Oversee the management of Protection Services in the Unit by managing security, safety, and emergency preparedness programs to safeguard personnel, assets, and facilities. Develop and implement security policies, procedures, and protocols to mitigate risks and ensure compliance with regulatory requirements. Coordinate with internal and external stakeholders to address security concerns and incidents effectively. Oversee the management of the administrative functions in the Office of the Commissioner. Oversee the execution of Special Projects assigned to the Office of the Commissioner. Provide Secretariat Services to relevant Committees. Lead and drive the planning, compilation and monitoring of the annual budget for the Office of the Commissioner. Lead the deployment and enforcement of proper financial controls to manage the Office budget and ensure that the administration business unit maintains full and proper oversight of its financial resources. Build and maintain effective internal and external stakeholder relationships for the purpose of expectations management, knowledge sharing and integration. Provide support in creating a high-performance culture and manage team performance effectively and provide input into the annual performance goals and measures into individual work plans based on agreed upon objectives.



2. POSITION : **SENIOR MANAGER: VETTING AND ETHICS**
SALARY : **R1 200 000 - R1 400 000 (all-inclusive remuneration package)**
CENTRE : **PRETORIA: BORDER MANAGEMENT AUTHORITY HEAD QUARTERS**
DIVISION : **INVESTIGATIONS**
REFERENCE NUMBER : **BMA 2/1/2025**
EMAIL ADDRESS : snrmanvettingandethics@bma.gov.za

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Minimum Qualifications	<ul style="list-style-type: none"> An undergraduate degree in Law / Forensic Investigations/ Risk Management /Policing or equivalent related to Security Services, at NQF 8 as recognised by SAQA
Minimum Experience	<ul style="list-style-type: none"> 8 years minimum in Ethics/Integrity Management, Vetting or Investigation experience (of which 4 years at management level)
Knowledge	<ul style="list-style-type: none"> Constitution of the Republic of South Africa; Border Management Authority Act,2020; Public Finance Management Act; Prevention and Combating of Corruption Activities of 2004; Criminal Procedure Act, 1977; Promotion of Access to Information Act, 2000 (Act 2 of 2000); Protection of Personal Information Act of 2013 (Act 4 of 2013); Promotion of Administrative Justice Act, 2000 (Act 3 of 2000); National Anti-corruption Strategy 2020- 2030, and Minimum of Information Security Standard.
Professional registration or license requirements	<p>Possession of any of the following will be an added advantage:</p> <ul style="list-style-type: none"> Security Vetting Evaluation training. Membership of the Ethics Institute of South Africa Membership of the Association of Certified Fraud Examiners (ACFE) Membership of the Institute of Commercial Forensic Practitioners (ICFP)
Other requirements	<p>Must be willing to have flexibility in working hours to meet demands of the role, may be required to work overtime, travel extensively and should have a valid driver's license.</p>

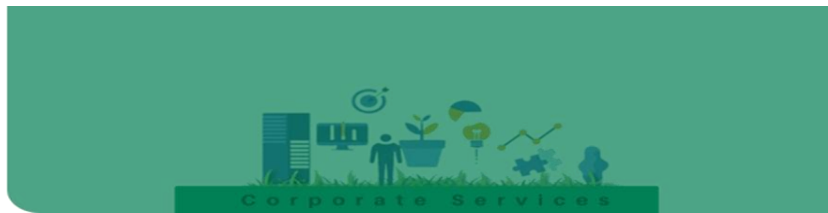


MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Responsibilities/Duties

- The incumbent will be expected to perform the following functions:

Provide leadership for the Ethics & Vetting department. Responsible for the development, implementation, and maintain an effective ethics program aligned with BMA values, mission, and strategic objectives. Ensure compliance with ethics policies, procedures, and regulations across the BMA. Supervise and support Vetting Specialists in conducting thorough background checks, due diligence investigations, and risk assessments on individuals and entities associated with the BMA. Ensure the integrity and accuracy of vetting processes and outcomes. Provide guidance and support in addressing ethics-related inquiries, concerns, and reports. Resolve complex ethical issues and facilitating ethical decision-making processes. 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 development and implementation of the risk register. Analyse and evaluate the internal controls to determine their effectiveness in mitigating fraud risks. Support the development of the fraud risk register. Collaborate with Risk Management to update fraud risks register in partnership with relevant stakeholders. Ensure compliance with the relevant legislation and regulations. 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 variance. Build and lead an effective and cohesive team through the effective management of divisional resources. 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.



3. POSITION : **SENIOR MANAGER: EMPLOYEE RELATIONS, HEALTH AND WELLNESS (RE-ADVERTISED)**
SALARY : **R1 100 000 – R1 300 000**
CENTRE : **PRETORIA: BORDER MANAGEMENT AUTHORITY HEAD QUARTERS**
DIVISION : **CORPORATE AFFAIRS**
REFERENCE NO : **BMA 3/1/2025**
EMAIL ADDRESS : snrmanemployeerelations@bma.gov.za

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

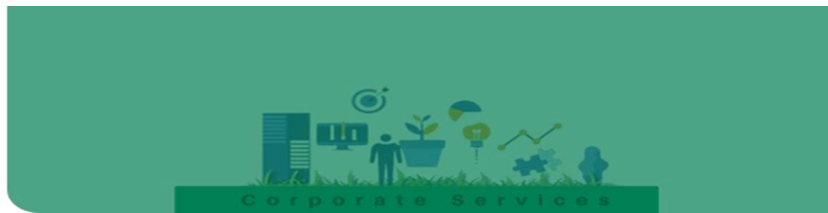
Minimum Qualifications	<ul style="list-style-type: none"> Bachelor's Degree in Labour Relations/ Labour Law Organizational Psychology, or any relevant qualification at NQF level 7 as recognised by SAQA. An NQF level 8 and above qualification will be an added advantage.
Minimum Experience	<ul style="list-style-type: none"> 8 years' experience in employee relations, of which 4 years should be in a managerial or leadership role. Proven experience in developing and implementing health and wellness programs.
Knowledge	<ul style="list-style-type: none"> 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. Knowledge and understanding 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.
Other requirements	<ul style="list-style-type: none"> May be required to work overtime. Valid driver's License.



MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Responsibilities/Duties

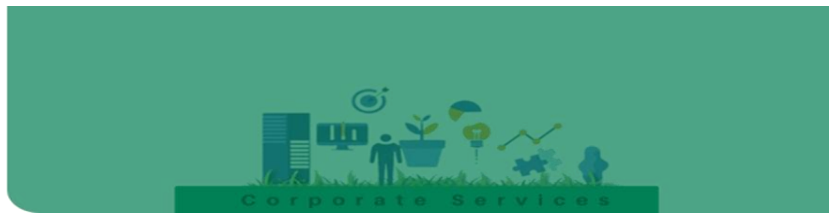
The candidate will be expected to:- Work closely with executive leadership to develop and implement strategic plans that align with the organization's goals and objectives. Oversee employee relations activities, including conflict resolution, disciplinary actions, and grievance procedures. Provide guidance 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.



4. POSITION : **MANAGER: INVESTIGATIONS**
SALARY : **R1 003 000 TO R1 130 000 (ALL-INCLUSIVE REMUNERATION PACKAGE)**
CENTRE : **PRETORIA: BORDER MANAGEMENT AUTHORITY HEAD QUARTERS**
DIVISION : **INVESTIGATIONS**
REFERENCE NUMBER : **BMA 4/1/2025**
EMAIL ADDRESS : managerinvestigation@bma.gov.za

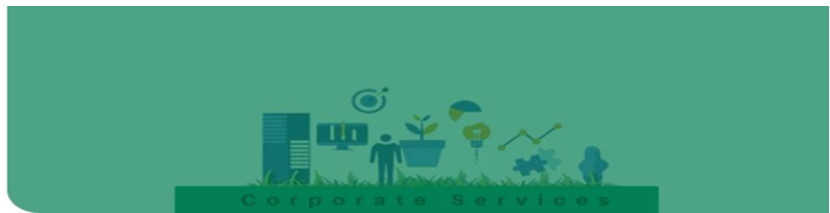
MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Minimum Qualifications	<ul style="list-style-type: none"> Bachelor's degree in criminal justice, law, forensic science, or related field
Minimum Experience	<ul style="list-style-type: none"> 5 years' experience in similar environment (of which 3 years at a supervisory level)
Knowledge	<ul style="list-style-type: none"> Constitution of the Republic of South Africa; Border Management Authority Act, 2020; Public Finance Management Act; Prevention and Combating of Corruption Activities of 2004; Criminal Procedure Act, 1977; Promotion of Access to Information Act, 2000 (Act 2 of 2000); Protection of Personal Information Act of 2013 (Act 4 of 2013); Promotion of Administrative Justice Act, 2000 (Act 3 of 2000); National Anti-corruption Strategy 2020- 2030, and Minimum of Information Security Standard
Professional registration or license requirements	<p>Membership of any of the following will be an added advantage:</p> <ul style="list-style-type: none"> Ethics Institute of South Africa Association of Certified Fraud Examiners (ACFE) Institute of Commercial Forensic Practitioners (ICFP)
Other requirements	<p>Must be willing to have flexibility in working hours to meet demands of the role, may be required to work overtime, travel extensively and should have a valid driver's license.</p>



Responsibilities/Duties

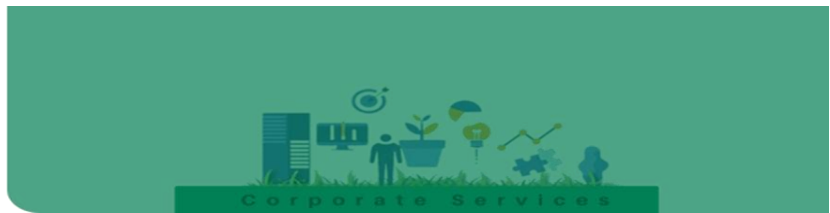
- The incumbent will be expected to perform the following function:
 Develop investigation plans, objectives, and methodologies tailored to each case, ensuring compliance with legal and regulatory requirements. Manage the execution of investigations, including evidence gathering, interviews, and analysis, to uncover facts and determine root causes. Direct the collection, preservation, and analysis of evidence obtained during investigations, ensuring accuracy, integrity, and admissibility. Prepare comprehensive investigation reports documenting findings, conclusions, and recommendations for corrective action. Maintain detailed and accurate records of investigations, evidence, interviews, and other relevant documentation. 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. Ensure the development and implementation of the fraud risk register. Analyse and evaluate the internal controls to determine their effectiveness in mitigating fraud risks. Support for the development of the fraud risk register. Update fraud risks register in partnership with relevant stakeholders. Ensure compliance with the relevant legislation and regulations. Provide input in the planning and compilation of the business unit's annual budget aligned to the operational plans to support the implementation of set objectives. Ensure the effective implementation, management, monitoring of the business unit's budget, and mitigate and report on any variances. Monitoring financial control, budget management and the procurement process to ensure compliance with the legislation e.g. (PFMA, PPFA, and BBBEE). Ensure the deployment of proper financial controls to manage the business unit budget. 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. 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.



5. POSITION : **MANAGER: ICT SERVICE MANAGEMENT**
SALARY : **R1 003 000 TO R1 130 000 (ALL-INCLUSIVE REMUNERATION PACKAGE)**
CENTRE : **PRETORIA: BORDER MANAGEMENT AUTHORITY HEAD QUARTERS**
DIVISION : **INFORMATION AND COMMUNICATION TECHNOLOGY**
REFERENCE NUMBER : **BMA 5/1/2025**
EMAIL ADDRESS : managerictservices@bma.gov.za

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Minimum Qualifications	<ul style="list-style-type: none"> An undergraduate qualification at NQF level 7 in Computer Science, or related field
Minimum Experience	<ul style="list-style-type: none"> 5 years' experience in ICT environment of which 3 years at a supervisory level
Knowledge	<ul style="list-style-type: none"> Border Management Authority Act, 2020. Support Troubleshooting, ICT Operations
Professional registration or license requirements	None
Other requirements	Must be willing to have flexibility in working hours to meet demands of the role, may be required to work overtime, travel extensively and should have a valid driver's license.



MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Responsibilities/Duties

- The incumbent will be expected to perform the following functions: Manage and ensure an effective service desk functioning including incidents and call management, telephonic and remote support, end-user training, user access and password management according to standard operating procedures and relevant policies. Manage overall effective technical desktop, laptop and printer support regards to set-up of PC/s, Laptops, as well as ongoing trouble shooting, installations, rebuilds, patching and remote support. Ensure overall management of ICT service requests to prevent escalation and complaints and meet SLA's. Create a knowledge base and service portal of relevant information, FAQs and guides that promote self-service and self-help and drive faster incident resolution. 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. Ensure the development and implementation of the risk register. Analyse and evaluate the internal controls to determine their effectiveness in mitigating risks. Assist in the development of the risk register. Update risks register in partnership with relevant stakeholders. Ensure compliance with the relevant legislation and regulations. 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. 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. Ensure the management of poor performance and disciplinary matters in line with the BMA's policies and procedures.

6. POSITION : **MANAGER: FINANCIAL ACCOUNTING**
SALARY : **R1 003 000 TO R1 130 000 (ALL-INCLUSIVE REMUNERATION PACKAGE)**
CENTRE : **PRETORIA: BORDER MANAGEMENT AUTHORITY HEAD**
DIVISION : **FINANCE; FACILITIES AND SUPPLY CHAIN MANAGEMENT**
REFERENCE NUMBER : **BMA 7/1/2025**
EMAIL ADDRESS : managerfinacc@bma.gov.za

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Minimum Qualifications	<ul style="list-style-type: none"> • B. Com Accounting degree or equivalent (NQF 7) • Completed Articles • B. Com Honors (NQF8) will be an added advantage. • CA(SA)/ACCA/CIMA/CFA will be an added advantageous
Minimum Experience	<ul style="list-style-type: none"> • 6 years' experience in financial accounting, auditing and finance management • 3 years management experience
Knowledge	<ul style="list-style-type: none"> • Generally Recognised Accounting Practice (GRAP), Public Finance Management Act (PFMA), National Treasury Regulations; King Governance Code; SAGE ERP System; Basic Conditions of Employment Act; Employment Equity Act; Skills Development Levy Act; Border Management Authority Act,2020
Professional registration or license requirements	<ul style="list-style-type: none"> • SAICA registered or equivalent
Other requirements	<ul style="list-style-type: none"> • Flexibility in working hours will be required to meet demands of the role • May be required to work overtime • Valid driver's License



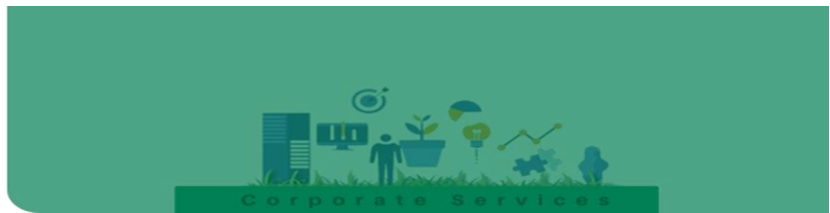
MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES

Responsibilities/Duties

The successful candidate will be amongst other be expected to: Provide input into the development of the Financial Management and Accounting frameworks and strategy; Assist and provide inputs in the development of the Annual Performance Plan and operational Plans and ensuring progress against the approved annual targets; Assist in the implementation of the financial operational plans for the Financial Management and Reporting business unit to ensure execution of the strategic objectives and goals; Assist in the establishment, maintenance and improvement of Standard Operating Procedures, policies, and guidelines relating to the Financial Management and Accounting business unit in consultation with the Senior Manager: Provide advocacy on a financial management and Accounting perspective to the BMA's operational decision-making process; 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 legislation, regulations and respond to changes through adjustments to the strategy and operational plans as required; Attend industry-related forums, conferences, and workshops to gain industry insight for the purpose of business improvement. Monitor and continuously evaluate progress of the business unit's achievements against the operational plan; Work closely with the Senior Manager to ensure smooth operations of all Finance-related matters. Develop and implement financial policies and procedures in line with the GRAP standards and other applicable legislations and regulations; ; Provide input and coordinate the planning and compilation of the BMA's annual budget aligned to the operational delivery plans to support the implementation of set objectives; Prepare and maintain reconciliations monthly;; Ensure financial procedures and process maps and internal controls are adhered to; Ensure policies are reviewed, developed and implemented in line with relevant legislature, Ensure sound relationships with internal and external stakeholders; Engaging with the right internal stakeholders to ensure they gain understanding of operational financial issues, cost-saving goals, value-add, compliance and organizational input moving forward; Ensure internal customer service and satisfaction. Provide support in the management of poor performance and disciplinary matters in line with the BMA's policies and procedures. Build and lead an effective and cohesive team through the effective management of divisional resources; Ensure supervision of the team, by planning, assigning and monitoring tasks aligned to deliver on performance objectives and in response to changes in processes.

7. POSITION	:	ENVIRONMENTAL HEALTH PRACTITIONER)
SALARY	:	R364 963 – 443 402 (basic Salary)
CENTRE	:	Durban Harbour;
DIVISION	:	SPECIALISED FUNCTIONS
REFERENCE NUMBER	:	BMA 8/1/2025 (a)
EMAIL ADDRESS	:	envhealthdh@bma.gov.za
CENTRE	:	VAN ROOYENS GATE;
DIVISION	:	SPECIALISED FUNCTIONS
REFERENCE NUMBER	:	BMA 8/1/2025 (b)
EMAIL ADDRESS	:	envhealthvrg@bma.gov.za
CENTRE	:	KOSI BAY;
DIVISION	:	SPECIALISED FUNCTIONS
REFERENCE NUMBER	:	BMA 8/1/2025 (c)
EMAIL ADDRESS	:	envhealthkb@bma.gov.za
CENTRE	:	MANANGA ;
DIVISION	:	SPECIALISED FUNCTIONS
REFERENCE NUMBER	:	BMA 8/1/2025 (d)
EMAIL ADDRESS	:	envhealthm@bma.gov.za
CENTRE	:	BEIT BRIDGE ;
DIVISION	:	SPECIALISED FUNCTIONS
REFERENCE NUMBER	:	BMA 8/1/2025(f)
EMAIL ADDRESS	:	envhealthbb@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"> • Minimum of 3 years' experience in Environmental Health related environment • Experience in Port Health Services will be regarded as an added advantage
Knowledge	<ul style="list-style-type: none"> • 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.
Professional registration or license requirements	<ul style="list-style-type: none"> • Current registration with the HPCSA as an Environmental Health Practitioner and in good practice
Other requirements	<ul style="list-style-type: none"> • Flexibility in working hours will be required to meet demands of the role • May be required to work overtime • Valid driver's License • Shift Work



Responsibilities/Duties

- The successful candidate will be responsible for, amongst others, the following specific tasks: Monitor and control of the importation of health-related products. Inspection of baggage, cargo, containers, conveyances, goods and postal parcels for compliance to international health regulations and relevant legislation. Prevent and control communicable diseases in the Point of Entry (PoE). Provide general administrative duties. Compile daily, weekly and monthly statistics for PoE operations. Engage with relevant stakeholders. Promptly respond to customer requests within established parameters and time frames.

8. POSITION : **PROFESSIONAL NURSE (Salary to be determined by the years of Experience)**

SALARY: : **Grade 1: R308 153 – 362 773 (BASIC SALARY) or**

SALARY: : **Grade 2: R364 964 – 443 403 (Basic Salary) or**

SALARY: : **Grade 3: R443 795 – 503 649 (Basic Salary)**

CENTRE : **OR TAMBO INTERNATIONAL AIRPORT**

DIVISION : **SPECIALISED FUNCTIONS**

REFERENCE NUMBER : **BMA 9/1/2025(a)**

EMAIL ADDRESS : **profnurseor@bma.gov.za**

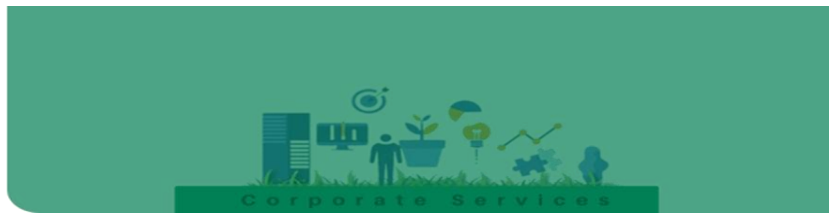
CENTRE : **LANSERIA INTERNATIONAL AIRPORT**

DIVISION : **SPECIALISED FUNCTIONS**

REFERENCE NUMBER : **BMA 9/1/2025(b)**

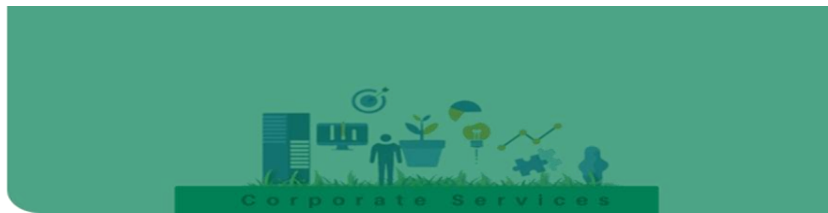
EMAIL ADDRESS : **profnurselans@bma.gov.za**

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> • Diploma in Nursing (NQF Level 6) qualification or equivalent qualification
Minimum Experience	<ul style="list-style-type: none"> • A minimum of 5 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
Knowledge	<ul style="list-style-type: none"> • Border Management Authority Act, 2020; Codes of Ethics; Mental Health Care Act of 2002; Knowledge of nursing care processes and procedures
Professional registration or license requirements	<ul style="list-style-type: none"> • Registration with South African Nursing Council (SANC)
Other requirements	<ul style="list-style-type: none"> • Flexibility in working hours will be required to meet demands of the role • May be required to work overtime • Valid driver's License • Shift Work



Responsibilities/Duties

- The successful candidate will be responsible for, amongst others, the following specific tasks: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations. Promptly attentively respond to customer requests within established parameters and time frames. Assess or check with the customer to ensure solution meets request. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care for ports of entry. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively.



9. POSITION : DRIVER (HEAVY DUTY VEHICLE)
SALARY : R167 883 – 204 379 (BASIC SALARY)

CENTRE : OR TAMBO INTERNATIONAL AIRPORT
DIVISION : OPERATIONS AND LAW ENFORCEMENT
REFERENCE NUMBER : BMA 10/1/2025 (a)
EMAIL ADDRESS : driveror@bma.gov.za

CENTRE : BEIT BRIDGE PORT OF ENTRY
DIVISION : OPERATIONS AND LAW ENFORCEMENT
REFERENCE NUMBER : BMA 10/1/2025 (b)
EMAIL ADDRESS : driverbb@bma.gov.za

CENTRE : LEBOMBO PORT OF ENTRY
DIVISION : OPERATIONS AND LAW ENFORCEMENT
REFERENCE NUMBER : BMA 10/1/2025 (c)
EMAIL ADDRESS : driverleb@bma.gov.za

CENTRE : CAPE TOWN INTERNATIONAL AIRPORT
DIVISION : OPERATIONS AND LAW ENFORCEMENT
REFERENCE NUMBER : BMA 10/1/2025 (d)
EMAIL ADDRESS : driverct@bma.gov.za

MINIMUM JOB REQUIREMENTS, KNOWLEDGE AND RESPONSIBILITIES	
Minimum Qualifications	<ul style="list-style-type: none"> A Senior Certificate/ Grade 12 certificate (NQF 4). Code EC unendorsed driving licence. Professional Driving Permit category "P & G"
Minimum Experience	<ul style="list-style-type: none"> Minimum 5 years' experience driving buses and/or heavy motor vehicles.
Knowledge	<ul style="list-style-type: none"> Border management Authority Act, 2020; Road safety; Diversity Management; Public Service Regulations; Government systems and structure.
Professional registration or license requirements	<ul style="list-style-type: none"> None
Other requirements	<ul style="list-style-type: none"> Flexibility in working hours will be required to meet demands of the role May be required to work overtime

Responsibilities/Duties

- The successful candidate will be responsible for, amongst others, the following specific tasks:

Maintain accurate and up-to-date schedule trip sheets; i.e. log official trips, daily mileage, fuel consumption. Loading, transporting, and delivering items to clients or businesses in a safe, timely manner. Assisting with loading and unloading items from vehicles. Drive safely, obey the traffic laws, and respect the rights of other drivers. Transport staff. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Ensure proper and secure control over movement of documents. Adhere to all relevant laws, policies and standard operating procedures throughout the Business. Assist in ensuring a safe, hygienic and secure environment. Report any emergencies to the relevant Manager/Supervisor as and when they occur. Take part in “in-service” training as required. Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Report incidents and accidents timeously and compile vehicle condition reports and other records required by Management. Coordinate and liaise with Facilities Management to ensure that minor/major vehicle maintenances are carried out. Provide assistance to guests with disabilities. Genuinely appreciate and thank guests for their visit. Apply professional language in communicating with guests and other clients.

END