



Supplier Park Development Company SOC Ltd t/a
Automotive Industry Development Centre
Your partner in becoming globally competitive

Manager: Education, Training and Quality Assurance (ETQA) – Supplier Park Development Company (SOC) Ltd trading as AIDC, Rosslyn, Gauteng

The Supplier Park Development Company (SOC) Ltd trading as AIDC is a Government owned, public entity company established to provide support to the SA Automotive Industry in its drive for global competitiveness. It is a dynamic company that offers exciting career opportunities. The AIDC's success hinges on its human capital, and in the pursuit to realise its strategic objectives, the AIDC aims to recruit a **Manager: Education, Training and Quality Assurance (ETQA)** in a **permanent contract** position with three months' probation. The successful candidate will report directly to the **Operations Manager: Gauteng Automotive Learning Centre**.

POSITION	:	Manager: Education, Training and Quality Assurance (ETQA)
PERIOD	:	Permanent Contract
LOCATION	:	Automotive Supplier Park, Rosslyn
ADVERT REF NO	:	2020/06-5
DEPARTMENT	:	Gauteng Automotive Learning Centre
TCOE	:	R 709 898,23 per annum
JOB GRADE	:	D1

Purpose of Position

Manage the internal ETD Quality Management System and uphold the existing National accreditation. Ensure that all training materials are developed and approved in line with SETA ETQA, SAQA and QCTO requirements. Establish specifications for new materials and ensure they are developed and distributed over various platforms (classroom or e-learning). Furthermore the incumbent will be responsible for the development and implementation of strategies relating to ETQA for the automotive sector.

The successful incumbent will report to the **Operations Manager: Gauteng Automotive Learning Centre** and will be expected to execute the following tasks but not limited to:

Supplier Park Development Company SOC Ltd trading as AIDC - Automotive Industry Development Centre
Automotive Supplier Park, 30 Helium Road, Rosslyn X2, 0200, South Africa
Private Bag X35, Rosslyn, 0200, South Africa
Tel: +27 12 564 5000/1 Fax: +27 12 564 5301 www.aidc.co.za

Directors: Mr T M L Setiloane (Chairman), Mr A Ramabulana
Ms P N Mahanyele, Adv M Morake, Mr E Mahlaule,
Mr J Chand, Mr A S Mahlalela, Mr L C Schultz (CEO),
Mr M J Mulaudzi (Company Secretariat)

Reg. No. 2001/017051/30
A GGDA Group Company





Main Outputs and Responsibilities for This Position – (Please provide a short description under each heading/output)	Time spent
<p>1. Management of ETD Quality Management System</p> <ul style="list-style-type: none"> • Review current ETD QMS to ensure adherence to the LC operational requirements. • Develop relevant process and procedures to support TTC ETQA regulatory requirements. • Ensures implementation of ETD QMS for all LC projects and programmes. • Develop internal and external facilitator, assessor and moderator resources in line with approved QMS processes • Assist in preparation of relevant ISO documents to ensure receipt of ISO 9001 certification. • Ensure that the implementation of training projects is quality assured and meet agreed quality standards • Develop additional ETD QMS policies and procedures to support specific projects. • Ensure monitoring and evaluation of performance of accredited training providers against processes, procedures and activities. • Ensure compliance with all relevant SETA regulatory compliance frameworks. 	<p>40%</p>
<p>2. ETQA Oversight</p> <ul style="list-style-type: none"> • Manage the ETQA unit • Provide input into the preparation of the LC and TTC operational plan 	<p>15%</p>



Main Outputs and Responsibilities for This Position – (Please provide a short description under each heading/output)	Time spent
<ul style="list-style-type: none"> • Manage the ETQA financials and resources • Develop the ETQA business processes • Manage and implement the ETQA activities • Develop business process improvement recommendations • Expedite all materials development approvals with relevant statutory bodies. 	
<p>3. Accreditation Management</p> <ul style="list-style-type: none"> • Uphold accreditation of the LC • Facilitate TTC accreditation in line with NAMB regulation • Manage all requirements related to accreditation of the LC and TTC • Prepare for any internal and external SETA and DHET audits • Manage relationships with accreditation bodies • Communicate new requirements to the Operations Manager • Manage outputs of the MOU between ETQA bodies 	<p>15%</p>
<p>4. People Management</p> <ul style="list-style-type: none"> • Manage subordinates as appropriate to optimise business performance and the quality of service to customers. • Ensure subordinates have the required skills and experience to execute their tasks. • Conduct Performance Planning Sessions. 	<p>20%</p>



Main Outputs and Responsibilities for This Position – (Please provide a short description under each heading/output)	Time spent
<ul style="list-style-type: none"> • Compile the Performance Management documentation in collaboration with the staff member in terms of: • Job Profile requirements • Strategic Performance Objectives • Key Performance Areas • Personal Development Plan • Track and monitor performance in accordance with policies and procedures and performance planning documentation. • Continuously provide feedback and coaching to ensure that the staff member/s performs at optimum productivity level. • Conduct performance reviews in accordance with policies and procedures and take corrective actions where necessary. • Facilitate time, expense and leave approvals. • Build a database of suitable ad-hoc material developers and subject matter experts 	
<p>5. Reporting</p> <ul style="list-style-type: none"> • Provide input for M&E report • Provide input for Management report • Provide input for quarterly report • Prepare reports for submission to all statutory bodies 	<p>10%</p>



Main Outputs and Responsibilities for This Position – (Please provide a short description under each heading/output)	Time spent
<ul style="list-style-type: none">• Ensure all clients receive detailed Progress of Action reports relating to programme implementation	
TOTAL	100 %

Required Education and Experience:

Education/Technical: Grade 12; Appropriate tertiary qualification in Education, Occupationally-Directed Education Training Development Practitioner Qualification at NQF Level 5/6

Relevant Experience: Minimum of 5 years within the Skills Development Environment is essential. Experience in programme evaluation, assessment strategies, curriculum and material design.

Level of Competencies Required:

- SDA Act
- Knowledge of Skills Development landscape
- Finance Management
- Understanding Policies and Procedures
- Understanding of Quality Management Systems and Tertiary Institutions
- SETA processes
- Assessment
- Moderation
- Management
- Curriculum and materials Development
- Plan, Organise, Lead, Control (POLC)
- Business Acumen
- Knowledge on governance
- Customer Relations Management



Contact:

Applications must be accompanied by a curriculum vitae, certified copies of qualifications, academic transcripts and certified copies of identity document, quoting the position reference number and title in the subject.

Preference will be given to people with disabilities, women and previously disadvantaged individuals to promote Employment Equity within the company.

Please note:

1. Closing date for applications is **Friday 31 July 2020 @ 12h00 midday.**
2. Late and incomplete application documentation will not be considered
3. Correspondence and communication will only be conducted with short-listed candidates.