



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

Senior Project Manager: Skills Development and Training – 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 **Senior Project Manager: Skills Development and Training** in a **permanent contract** position with three months' probation. The successful candidate will report directly to the **Department Manager: Skills Development and Training**.

POSITION	:	Senior Project Manager: Skills Development and Training (SD&T)
PERIOD	:	Permanent Contract
LOCATION	:	Automotive Supplier Park, Rosslyn
ADVERT REF NO	:	2020/06-3
DEPARTMENT	:	Skills Development and Training
TCOE	:	R 671 970,83 per annum
JOB GRADE	:	D3

Purpose of Position

Provide professional Project Management services to the Skills Development and Training Department on skills development initiatives with a strong focus on industry-wide "strategic" initiatives. Furthermore to plan, direct and coordinate activities of designated projects to ensure that goals or objectives of the projects are accomplished within prescribed time frames and funding parameters, technical requirements, and customer expectations; monitor, direct and provide support to Project Managers in the department with a focus on high quality delivery and milestone achievement; and provide general support to the Department Manager. Markets the services of the Skills Development and Training department projects and also the greater AIDC to the industry, and facilitates potential new service offerings.

The successful incumbent will report to the **Department Manager: Skills Development and Training** 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
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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. Programme Plans</p> <ul style="list-style-type: none"> • Develop Programme plans, • Identify Projects, • Identify Resources required, • Identify Risks, • Milestones, and • Programme budgets 	10%
<p>2. Programme Charters</p> <ul style="list-style-type: none"> • Develop Programme Charter • Identify Client and Stakeholders • Identify Risks, • Programme budgets 	5%
<p>3. Programme Execution</p> <ul style="list-style-type: none"> • Implement tasks in terms of the project plan • Oversee resources (staff and any other resources) • Ensure that procurement processes are adhered to and implemented • Manage Programme Risk • Manage Programme Budget • Programme Administration 	45%
<p>4. Monitor Performance to Plan</p> <ul style="list-style-type: none"> • Track progress and highlight non-compliance • Redefine project timelines • Progress reports monthly, quarterly and annually • Report on project budget (monthly) and highlight variances 	15%
<p>5. Business Development (Marketing and Sales)</p> <ul style="list-style-type: none"> • Develop proposals and feasibility studies on various potential projects • Identify products, programmes and projects • Identify stakeholders and funders • Client Identification and engagement • Brand representation: <ul style="list-style-type: none"> 5..1 Industry forums; 5..2 Seminars 5..3 Marketing of the services 5..4 Events planning and implementation • Research 	10%
<p>6. Stakeholder Relationship Management</p> <ul style="list-style-type: none"> • Communication to stakeholders, funders and clients • Update and feedback regular project information 	5%



MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<ul style="list-style-type: none"> • Visits to stakeholders, funders and clients • Maintain relationships in terms of the SLA and company policy 	
<p>7. People Management</p> <ul style="list-style-type: none"> • Manage employees as appropriate within the department to optimise business performance and the service to customers. • Ensure staff have the required skills and experience to execute their tasks. • Conduct Performance Planning Sessions. • Compile the Performance Management (KRA) documentation in collaboration with the staff member in terms of: <ul style="list-style-type: none"> • 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. • Appraise performance at the end of each performance period in accordance with policies and procedures. 	10%
TOTAL	100 %

Required Education and Experience:

Education: Grade 12; NQF Level 5 (HEQF Level 6) in Training and Development

Technical: Project Management. Registered SDF / Assessor / Moderator will be an added advantage; A Supervisory and/or Management qualification will be an advantage

Experience: 7 years Project Management, within the Skills Development Environment; Experience in managing Learnerships, Apprenticeships, Internships and Skills Programs is essential; Business Development experience essential; Experience in facilitation of Workshops and Forums essential



Level of Competencies Required:

PMBOK
ERP Systems
Skills Development Legislation
Industry Understanding
Finance
Policies and Procedures
Quality Management Systems
Schools and Tertiary Institutions
SETA processes
Technical Processes Understanding

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.