



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

Technical Skills Facilitator – 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 **Technical Skills Facilitator** in a **permanent contract** position with three months' probation. The successful candidate will report directly to the **ETQA Manager**.

POSITION	:	Technical Skills Facilitator
PERIOD	:	Permanent Contract
LOCATION	:	Automotive Supplier Park, Rosslyn
ADVERT REF NO	:	2020/06-6
DEPARTMENT	:	Gauteng Automotive Learning Centre
TCOE	:	R 427 187,24 per annum
JOB GRADE	:	C5

Purpose of Position

The incumbent will be responsible to conduct all technical practical and theoretical training functions, including course design and facilitation. Furthermore the incumbent will be required to train learners by using AIDC's vehicle assembly simulators, assess students, capture results and formulate reports. The incumbent will furthermore be responsible to maintain training material, training facilities and equipment where required.

The successful incumbent will report to the **ETQA Manager** 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. Planning</p> <ul style="list-style-type: none"> • Analyze training needs to develop new training programs or modify and improve existing programs • Liaise with ETQA Manager and/or HR Manager and providers of workplace training • Create and maintain own training schedule • Prepare training budget for desired objective • Liaise with Training Operations Coordinator for classroom logistics 	<p>10%</p>
<p>2. Implementing</p> <ul style="list-style-type: none"> • Maintain membership and contact with professional organizations and colleagues to keep abreast of current issues and trends • Develop and organize training manuals, multimedia visual aids, and other educational materials • Create learning resources for in house training • Conduct or arrange for ongoing technical training for staff members • Maintain discipline of students 	<p>10%</p>
<p>3. Documenting and Administration</p> <ul style="list-style-type: none"> • Prepare a Training & Development Plan • Create electronic folders for all training materials • Track Individual training goals and time lines • Create staff database to record staff Training and Development conducted • Document all training against budget • Review and or develop training material 	<p>25%</p>
<p>4. Evaluation and Reporting</p> <ul style="list-style-type: none"> • Record evaluation of all training events • Evaluate effectiveness of training programs, providing recommendations for improvement to ETQA Manager • Review and evaluate training programs for compliance with legislation • Evaluate and create evidence for reporting and future planning • Report on training interventions 	<p>15%</p>



5. Conduct Training Sessions <ul style="list-style-type: none">• Conduct appropriate training sessions with the pipeline of learners which will be created by other AIDC programmes• Ensure the highest level of training is conducted• Ensure that training conducted is in line with the SA standards and is recognised	20%
6. Assessments <ul style="list-style-type: none">• Assess all students• Consolidate feedback from the internal staff• Assess feedback against targets• Mentor and guide candidates to overcome problem/concern areas• Assessment reports	20%
TOTAL	100 %

Required Education and Experience:

Education: Grade 12. Trade Certificate in any technical /trade related occupations that link up with trade testing, preparations and technical lab training facilitation.

Technical: Minimum of 4 years post qualification experience in the Automotive Industry is essential. Registered Assessor; Moderator will be an added advantage; Registered ETD practitioner/facilitator

Experience: 3 Years demonstrated ability in workplace training, understanding of adult education and training as well as a experience in the automotive industry and/or a manufacturing environment are a necessity.

Level of Competencies Required:

Assessor

Policies and Procedures

SAQA, NQF

MERSETA processes

Skills Development legislation

Hydraulics and Pneumatics

Vehicle parts assembling

Technology used in manufacturing



Workplace training

EDT

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.