

# JOB PROFILE

## 1. POSITION DETAIL

<b>CURRENT JOB TITLE</b>	Executive: Industry Development	<b>JOB GRADE</b>	E4
<b>PROPOSED JOB TITLE</b>			
<b>DEPARTMENT</b>	Industry Development		
<b>DATE REVIEWED</b>	01/04/2019		
<b>LOCATION</b>	Rosslyn		
<b>EMPLOYMENT STATUS</b>	Fixed term contract		
<b>PURPOSE STATEMENT</b>			
<p>Provide leadership in positioning the company to be at the forefront of the Industry through development, implementation and management of industry support programmes. Develop a strategic plan for the Industry Development Division, to advance the company's mission and objectives and to promote government's objectives for the sustenance of the automotive industry through revenue generation, profitability; growth and employability of skilled workforce.</p> <p>Ensure alignment to shareholder objectives and create shareholder value. Oversee company project operations by ensuring project delivery, production efficiency, quality, service and cost-effective management of resources. The incumbent of the position will manage the operational efficiency of AIDC projects which includes but not limited to:</p> <ul style="list-style-type: none"> <li>• Incubation Programmes</li> <li>• Skills Development and Training</li> <li>• Research, Innovation and Technology</li> <li>• SMME Development</li> </ul>			
<b>POSITION IN THE ORGANISATION</b>			
<b>2ND LINE MANAGER (2<sup>ND</sup> LEVEL)</b>	Board		
<b>1<sup>ST</sup> LINE MANAGER (1<sup>ST</sup> LEVEL)</b>	CEO		
<b>POSITION</b>	Executive Industry Development		
<b>SUBORDINATE (1<sup>ST</sup> LEVEL)</b>	Department Managers for Incubation Programmes; SD&T; Research and SMME Development and Executive PA		
<b>SUBORDINATE (2<sup>ND</sup> LEVEL)</b>	Senior Project Manager/s		

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## SUBORDINATE POSITIONS

*Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)*

Estimated 65 subordinates

## 2. POSITION DESCRIPTION

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p><b>1. Develop/Implement Divisional Strategy</b></p> <ul style="list-style-type: none"> <li>• Analyse consulting industry and public sector to determine the future trends, strategic direction and project operational strategy.</li> <li>• Develop the company strategy and roadmap in conjunction with CEO and Board, and relate to the Divisional roadmaps to determine the project operational direction and ensure Project Growth and Performance.</li> <li>• Support the development of a business plan and all subsequent business processes which satisfies the various requirements of all stakeholders.</li> <li>• Monitor all project activities across the Departments.</li> <li>• Implement the Strategy and Roadmap in accordance with the Delegation of Authority in line with planning document.</li> <li>• Continuously provide Business process improvement recommendations and implementation plan.</li> </ul>	<p>15%</p>
<p><b>2. Managing Strategic Relationships</b></p> <ul style="list-style-type: none"> <li>• Identify the relevant role players in accordance with project requirements and dependencies: <ul style="list-style-type: none"> <li>• Automotive Industry Stakeholders</li> <li>• National and Local Government</li> <li>• Regulatory Authorities</li> <li>• Business Partners</li> </ul> </li> </ul>	<p>10%</p>

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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"> <li>• Operating departments</li> <li>• Facilitate meetings with the role players to discuss the roles and responsibilities and possible areas of cooperation, improvement and conflict.</li> <li>• Obtain agreement on the resolution of issues, meetings required and the delivery of inter-dependent outputs and results.</li> <li>• Agree to the expected outcomes from each party and set-up SLA's where required.</li> <li>• Ensure that the agreements and other obligations are honoured by continuously monitoring the performance of all relevant role players.</li> <li>• Inform the relevant role players of the outcomes, deviations and actions required.</li> <li>• Maintain and develop relationships.</li> <li>• Maintain a database of role players.</li> </ul>	
<p><b>3. Industry Support Programmes</b></p> <ul style="list-style-type: none"> <li>• Identify industry needs and opportunities for the growth and sustainability of:               <ul style="list-style-type: none"> <li>• Incubation Programmes</li> <li>• Skills Development and Training</li> <li>• SMME development</li> </ul> </li> <li>• Research on industry development initiatives and opportunities</li> <li>• Drive innovative and efficiency programme offerings through research and technology</li> <li>• Collaborations with industry for sustained Incubation, SMME and Skills initiatives</li> </ul>	15%

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MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p><b>4. Managing Divisional Budget/Finance</b></p> <ul style="list-style-type: none"> <li>• Analyse the business/project plans to determine the financial requirements.</li> <li>• Consult the business/project plans to determine requirements in terms of expenditure.</li> <li>• Approve budget and communicate the figures to each department.</li> <li>• Implement and monitor the expenditure against the budget and ensure that spending occurs within the budgetary restrictions, procedures and delegated authority</li> <li>• Analyse monthly reports indicating:               <ul style="list-style-type: none"> <li>• Monthly revenue targets and expenditure</li> <li>• Variance in terms of budgeted and actual figures</li> <li>• Savings achieved or budget overspent</li> <li>• Year to date figures</li> </ul> </li> </ul>	5%
<p><b>5. Divisional Oversight</b></p> <ul style="list-style-type: none"> <li>• Manage the Divisional Risk in line with company risk management process</li> <li>• Business process improvement recommendations</li> <li>• Plan, direct and co-ordinate the operations of the departments</li> <li>• Ensure high quality project delivery as per agreed business plan</li> <li>• Chair the company-wide projects review meeting</li> <li>• Ensure operating efficiency</li> <li>• Establish and maintain controls</li> <li>• Ensure compliance with policies and procedures</li> <li>• Review project performance data to monitor and</li> </ul>	20%

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MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p>measure productivity, goal progress and activity levels</p> <ul style="list-style-type: none"> <li>• Represent the division and AIDC to strategic stakeholders;</li> <li>• Identify problems, develop alternatives and recommend courses of action</li> </ul>	
<p><b>6. Strategic Project Management</b></p> <ul style="list-style-type: none"> <li>• Concept Development</li> <li>• Research and International Benchmarking</li> <li>• Key Account Management and Stakeholder Engagement</li> <li>• Strategic Project Design, Plan, enablement and execution</li> <li>• Managing the operational efficiency of AIDC project sites including:               <ul style="list-style-type: none"> <li>• Incubation Facility (FORD)</li> <li>• Incubation Facility (Nissan)</li> <li>• WInterveld Township Enterprise Hub</li> <li>• Gauteng Automotive Learning Centre</li> </ul> </li> </ul> <p>Oversee and mobilize key PMO structures as and when required</p> <ul style="list-style-type: none"> <li>• Provide new innovative ideas to support political Agenda and Strategy with regards to Industry</li> <li>• Be an Expert Advisor to Stakeholders on matters related to Automotive Industry</li> </ul>	20%
<p><b>7. Reporting</b></p> <ul style="list-style-type: none"> <li>• Responsible for company-wide project reporting to the shareholder</li> <li>• Responsible for reviewing, identifying corrective actions, and providing input for:               <ul style="list-style-type: none"> <li>▪ Annual report</li> </ul> </li> </ul>	10%

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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"> <li>▪ Monthly management reports</li> <li>▪ Quarterly reports</li> <li>▪ Project review reports</li> <li>• Staff briefing on project performance</li> </ul>	
<p><b>8. People Management</b></p> <ul style="list-style-type: none"> <li>• Manage employees as appropriate within the division to optimise business performance and the underwriting service to customers.</li> <li>• Time, expense and leave approvals</li> <li>• Ensure staff have the required skills and experience to execute their tasks.</li> <li>• Conduct Performance Planning Sessions.</li> <li>• Compile the Performance Management documentation in collaboration with the staff member in terms of: <ul style="list-style-type: none"> <li>• Job Profile requirements</li> <li>• Strategic Performance Objectives</li> <li>• Key Performance Areas</li> <li>• Personal Development Plan</li> </ul> </li> <li>• Track and monitor performance in accordance with policies and procedures and performance planning documentation.</li> <li>• Continuously provide feedback and coaching to ensure that the staff member/s performs at optimum productivity level.</li> <li>• Conduct performance reviews in accordance with policies and procedures and take corrective actions where necessary.</li> <li>• Appraise performance at the end of each performance period in accordance with policies and procedures.</li> <li>• Provide feedback to the relevant role players.</li> </ul>	5%

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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"> <li>Fosters a corporate culture that promotes ethical practices, integrity and a positive work climate, enabling the Company to attract, retain and motivate a diverse group of quality employees</li> </ul>	
<b>TOTAL</b>	<b>100 %</b>

### 3. JOB EVALUATION CRITERIA

<b>A) KNOWLEDGE AND SKILLS</b>	
<b>FORMAL EDUCATION</b>	<ul style="list-style-type: none"> <li>Honours Degree in Engineering or Production Management or Economics Development; Business Management</li> <li>Masters' Degree or Business Management qualification as an added advantage</li> </ul>
<b>TECHNICAL/ LEGAL CERTIFICATION</b>	<ul style="list-style-type: none"> <li>Project Management Qualification or</li> <li>Demonstrated Project Management Principles</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>A minimum of 10 years' working experience coupled with 5-years management complemented by 5 years working knowledge within the Automotive and Manufacturing Industry.</li> <li>Intimate understanding of the automotive industry's landscape and factors hindering growth;</li> <li>Experience in designing innovative auto and allied project solutions for undefined or complex problems / challenges;</li> <li>Experience in managing Incubation Programmes; Skills Development and SMME's</li> <li>Experience in marketing and sales desirable;</li> <li>Experience in acquiring and utilizing government and donor funding;</li> <li>Business analysis;</li> <li>Risk management;</li> <li>Corporate governance and corporate reporting in line with organisational performance.</li> </ul>

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## COMPETENCIES

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KNOWLEDGE	SKILLS	ATTRIBUTES
<ul style="list-style-type: none"> <li>▪ Automotive Industry</li> <li>▪ Basic Accounting</li> <li>▪ BBEE Act</li> <li>▪ Business Development and Project Acquisition</li> <li>▪ Business Process Knowledge</li> <li>▪ Engineering</li> <li>▪ ERP and Financial Systems</li> <li>▪ Lean Manufacturing and Optimisation Principles</li> <li>▪ Operational and strategic understanding of Business Incubation principles</li> <li>▪ PFMA</li> <li>▪ PMBOK best practices</li> <li>▪ Policies and Procedures</li> <li>▪ Preferential Procurement Act</li> <li>▪ Skills Development and Training</li> <li>▪ Process and Systems Integration</li> <li>▪ Production Engineering</li> <li>▪ Productivity Improvement Programmes</li> <li>▪ TPS / Kanban / JIT / JIS</li> <li>▪ Quality Management Standards: TS16949, ISO 90001, ISO 14001</li> </ul>	<ul style="list-style-type: none"> <li>▪ Advanced Computer Literacy</li> <li>▪ Business Planning</li> <li>▪ Capacity Planning</li> <li>▪ Coaching and Mentoring</li> <li>▪ Communication</li> <li>▪ Conflict Handling</li> <li>▪ Decision making</li> <li>▪ Facilitation</li> <li>▪ Inter personal skills</li> <li>▪ Management: Planning, Leading, Organising, Control</li> <li>▪ Mentoring</li> <li>▪ Negotiation</li> <li>▪ Performance Management</li> <li>▪ Performance Measurement</li> <li>▪ Presentation Skills</li> <li>▪ Problem solving</li> <li>▪ Quality Assurance</li> <li>▪ Written communication skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to work in a highly technical, multi-site production environment</li> <li>▪ Ability to work under pressure</li> <li>▪ Attention to detail</li> <li>▪ Confidentiality</li> <li>▪ Creativity</li> <li>▪ Honesty</li> <li>▪ Innovation</li> <li>▪ Inspirational</li> <li>▪ Integrity</li> <li>▪ Motivational</li> <li>▪ Resilient</li> <li>▪ Sense of Humour</li> <li>▪ Ability to succeed</li> <li>▪ Dynamic</li> <li>▪ Diplomacy</li> <li>▪ Time Management</li> </ul>

#### 4. OTHER SPECIAL REQUIREMENTS

- Own reliable transport essential



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## B) DECISION MAKING

What are the most regular and complex challenges in the job? Please provide a couple of examples of regular problems that need to be resolved and not ad hoc scenarios or cases. Also, indicate how these problems or challenges will be resolved.

- Complex project environment with many “first time” application of business principles
- Capacity and competency to deliver on project requirements
- Balancing conflicting priorities
- Managing stakeholder/shareholder expectations
- Ensuring quality in the output deliverable
- Key decisions on the management and strategic direction of project sites

Please name the resources utilised by the jobholder to solve problems or make decisions, e.g. the internet, manuals, policies, procedures, external resources, etc.

- The internet, manuals, policies, procedures, internal/external resources, various legislation, industry bodies/forums

Please provide the typical planning cycle of the job – macro as well as micro planning, e.g. macro – 3 – 5 years and micro – 1 year. Also, provide examples to elaborate on the answer.

- Micro – Weekly, monthly, quarterly, annually.
- Macro – 3-year strategic project planning

How long will it normally take before the impact of the judgement calls made by the jobholder will be felt in the business?

Immediate, and longer term

What type of practices, procedures, policies, systems or outputs does the jobholder influence or change in his/her role as a Professional/Technical consultant or specialist – operational, tactical or strategic? Please apply the 60/40 rule and provide examples to elaborate on the answer.

- Strategic direction
- Tactical budgets
- Operational procedures and processes

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## C) ACCOUNTABILITY

What type of decisions can the jobholder take within his/her area of accountability and what type of decisions will typically be referred to the direct manager for sign off? Please provide a couple of examples of regular decisions/problem solving or judgement calls and not ad hoc scenarios or cases.

### **Jobholder accountability**

- Within delegated authority

### **Referral to Line Manager for approval**

- Some strategic issues

## D) COMMUNICATION

Please provide examples on the context, range and complexity of subject matters being communicated by the jobholder as well as the context, format and process of communication used to reach the target audience. Please refer to both verbal and written communication.

*(Concentrate on issues that make the communication process complex, e.g. communicating information to an audience that is not familiar with the concepts and technology, communicating to an audience that has their own opinions and the subject matter is of such a nature that no single interpretation can be shown to be correct and the jobholder must persuade the audience under these circumstances of what he/she thinks the best practice is, etc.)*

- Verbal – networking, negotiations, presentations, facilitation of discussions, engagement with stakeholders, and the like
- Written – operational plans, presentations – internal and external, reporting, e-mail, network correspondence

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## APPROVED BY 2<sup>ND</sup> LEVEL LINE MANAGER

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPROVED BY 1<sup>ST</sup> LEVEL LINE MANAGER

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CONFIRMED BY HR EXECUTIVE

Signature: \_\_\_\_\_ Date: \_\_\_\_\_