



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

Department Manager: Supplier and Enterprise Development – 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 **Department Manager: Supplier and Enterprise Development** in a **permanent contract** position with three months' probation. The successful candidate will report directly to the **Executive: Industry Development**.

POSITION	:	Department Manager: Supplier and Enterprise Development
PERIOD	:	Permanent Contract
LOCATION	:	Automotive Supplier Park, Rosslyn
ADVERT REF NO	:	2020/06-2
DEPARTMENT	:	Supplier and Enterprise Development
TCOE	:	R 801 645,20 per annum
JOB GRADE	:	D4

Purpose of Position

To plan, direct, organize and control the Supplier and Enterprise Development Department in accordance with AIDC's and the automotive industry's strategy, through effective management of projects, finances, human resources, and stakeholder (including lending institutions) relationships. Interacting and communicating with automotive industry stakeholders at all levels, (private and public sector).

The successful incumbent will report to the **Executive: Industry Development** and will be expected to execute the following tasks but not limited to:

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
1. Departmental Business Planning	5%

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
<ul style="list-style-type: none"> • Develop, collect information, solicit inputs, draft and prepare the operational business plans of the department in accordance with AIDC Strategy, Business Plan, Policies and Procedures; • Lead the Bus Planning Process for Department • Business process improvement recommendations • Departmental business process optimization coordination 	
<p>2. Business Development, Marketing and Sales</p> <ul style="list-style-type: none"> • Identifies business needs and new opportunities to ensure growth and sustainability • Develop proposals and feasibility studies on various potential projects • Identify stakeholders and funders • Client Identification and engagement • Brand representation: <ul style="list-style-type: none"> ▪ Industry forums; ▪ Seminars ▪ Marketing of the services • Research 	15%
<p>3. Programme/Project Delivery</p> <ul style="list-style-type: none"> • Ensure delivery as per agreed business plan • Review performance data to monitor and measure productivity, goal progress and activity levels • Represent the Department and AIDC to all stakeholders; • Ensure effective and efficient utilization of resources in achieving plans and objectives; • Identify problems, develops alternatives and recommend courses of action in consultation with the Executive: Industry Development, through analysis, interpretation and evaluation of issues; • Accountable for budget • Accountable for risk 	45%
<p>4. Reporting</p> <ul style="list-style-type: none"> • Ensure that the correct project and departmental information is reported • Ensure on-time and accurate submission of all required reports • Ensure all evidence is collected and filed for auditing purposes 	10%
<p>5. Departmental Oversight</p> <ul style="list-style-type: none"> • Compile, review, update and maintain the Departmental Risk registers in line with AIDC's risk management process • Business process improvement recommendations • Plan, direct and co-ordinate the operations of the department • Plan and implement procedures and systems to maximize operating efficiency 	10%



MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)	TIME SPENT
<ul style="list-style-type: none"> • Establish and maintain controls • Ensure compliance with policies and procedures and contribute to the development and implementation of AIDC policies and procedures, consistent with AIDC strategic direction • Manage compliance to the Enterprise Resource Planning system policy, processes and operational requirements 	
<p>6. 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. 	<p>15%</p>
<p>TOTAL</p>	<p>100 %</p>

Required Education and Experience:

Education: Bachelor’s Degree (Industrial Engineering, Logistics or Transport Economics); An Honours Degree (Industrial Engineering) and or Business Management degree will be an added advantage.

Technical/Legal certification: Project Management Qualification (1-year diploma).

Experience: A minimum of 10 years working experience with at least 5 years in management, complemented by a minimum of 3 years in-depth working knowledge in Supply Chain Management, or Logistics, Industrial Engineering, or Lean Manufacturing (SDD), Project Management, or similar areas.



- Experience in marketing and sales within the professional service environment would be preferable
- Experience in acquiring and utilizing government and donor funding is an advantage;
- Business analysis
- Risk management;
- Project management and corporate governance.
- Corporate reporting in line with organisational performance

Level of Competencies Required:

PFMA; Financial Management principles

Contracts

Project Management

Strategy formulation and implementation

People Management

Risk management

Business operations management

Understanding of legislation that govern skills development environment:

SAQA, Employment Equity Act, Skills Development Act, Skills Development Levies Act

Change Management

Performance Measurement

Continuous improvement methods

Production management and quality management systems

Lean manufacturing concepts/ competitiveness improvement techniques

Supply Chain Management/Logistics Project 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.