



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

## HUB MANAGER – 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 **Hub Manager** in a **permanent contract** position with three months' probation. The successful candidate will report directly to the **Programme Manager: Township Automotive Hubs**.

<b>POSITION</b>	:	<b>HUB Manager</b>
<b>PERIOD</b>	:	<b>Permanent Contract</b>
<b>LOCATION</b>	:	<b>Township Automotive Hubs</b>
<b>ADVERT REF NO</b>	:	<b>2020/06-7</b>
<b>DEPARTMENT</b>	:	<b>Township Automotive Hubs</b>
<b>TCOE</b>	:	<b>R 604 229,14 per annum</b>
<b>JOB GRADE</b>	:	<b>D2</b>

### Purpose of Position

To plan, direct, organize and control the Automotive Hub in accordance with the Hub's strategy, through effective management of projects, finances, human resources, and stakeholder (including lending institutions) relationships. Interacting and communicating with relevant stakeholders at all levels, (private and public sector). The extended responsibility of directing, guiding and advising the existing SMME's that are affiliated to the HUB to further improve their turnover and profitability. Further to this the incumbent will also ensure that the Hub is sustainable and meet Government objectives

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





The successful incumbent will report to the **Programme Manager: Township Automotive Hubs** and will be expected to execute the following tasks but not limited to the following:

<b>MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)</b>	<b>TIME SPENT</b>
<p><b>1. BUSINESS PLANNING</b></p> <ul style="list-style-type: none"> <li>• Provide input to the business planning Business Planning Process for the Hubs</li> <li>• Business process improvement recommendations</li> <li>• Business process optimization coordination</li> <li>• Develops budget</li> </ul>	5%
<p><b>2. PROGRAMME MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Implementation of approved business plan for the Hub</li> <li>• Ensure that identified, existing facility is upgraded in line with requirements</li> <li>• Operationalise the Hub</li> <li>• Ensure that Hub is suitably Resourced</li> <li>• Secure external business in line with business requirements of the Hub</li> <li>• Assessment and distribution of existing SMME's in area</li> <li>• Drafting and implementation of a Training and Development Plan for the SSME's</li> <li>• Sourcing, assessment, short-listing, selection and installation of relevant equipment</li> <li>• Oversee the implementation of the SMME development plan</li> <li>• Ensure buy-in from all stakeholders to the plan</li> <li>• Monitors milestone achievement against the agreed development plan</li> <li>• Implement corrective actions</li> </ul>	25%
<p><b>3. BUSINESS DEVELOPMENT, MARKETING AND SALES</b></p> <ul style="list-style-type: none"> <li>• Identify business needs and new opportunities to ensure growth and sustainability</li> <li>• Interaction with Government and private Sector Stakeholders to secure business</li> <li>• Develop proposals and feasibility studies on various potential projects for the Hubs as well as the SMME's</li> </ul>	5%



<ul style="list-style-type: none"> <li>• Identify stakeholders and funders for the programme</li> <li>• Client Identification and engagement for the Hubs as well as projects that are operational within the Hub.</li> <li>• Brand representation at relevant forums</li> <li>• Tours of the facilities</li> <li>• Marketing activities arranged to promote each of the SMME's, showcasing their individual abilities.</li> <li>• Media publications in automotive related magazines</li> <li>• Research into methods to improve the concept</li> </ul>	
<p><b>4. PROGRAMME/PROJECT DELIVERY</b></p> <ul style="list-style-type: none"> <li>• Ensure delivery as per agreed business plan</li> <li>• Ensure delivery in training and mentoring, for the SMME's and their employees</li> <li>• Performance management for staff within the various incubation centres.</li> <li>• Review performance of operational targets of the Hub and ensure corrective actions are in place for non-performance.</li> <li>• Oversee implementation of Quality Management Systems within the Hub</li> <li>• Ensure facility issues are resolved</li> <li>• Ensure Health and Safety requirements are adhered to</li> <li>• Intervene and mediate with political action</li> <li>• Ensure the Hubs are suitably capacitated with relevant Resources</li> <li>• Ensure effective and efficient utilization of resources in achieving plans and objectives;</li> <li>• Identify problems, develops alternatives and recommend courses of action in consultation with the Executive: Industry Development, through analysis, interpretation and evaluation of issues;</li> <li>• Accountable for budget</li> <li>• Accountable for risk management</li> <li>• Accountable for facility and asset upgrades</li> <li>• Advise on architectural requirements of new facility</li> <li>• Advise on layout of new facility</li> <li>• Oversee compilation of the financial/sustainability model</li> <li>• Plan manpower requirements</li> </ul>	<p>35%</p>



<p><b>5. STAKEHOLDER RELATIONSHIP MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Manage relationships with the relevant role players in accordance with project requirements and dependencies:</li> <li>• Automotive Industry Stakeholders</li> <li>• Business Partners including business partners and any other third parties as required from time to time.</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 mutual 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>• Monitor the performance of all relevant role players continuously to ensure that the agreements and other obligations are honoured.</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 stakeholders/role players.</li> </ul>	<p>10%</p>
<p><b>6. REPORTING</b></p> <ul style="list-style-type: none"> <li>• Ensure that the correct project and Hub's information is reported on</li> <li>• Progress against approved development Plan</li> <li>• Ensure on-time and accurate submission of all required reports</li> <li>• Ensure all evidence is collected and filed for auditing purposes</li> <li>• Reports on performance to budget</li> <li>• Statutory reporting</li> <li>• Reporting to stakeholders as required:</li> <li>• Reporting on project Risk registers for the various sites</li> <li>• Reporting on employment and training within the Hub</li> </ul>	<p>5%</p>
<p><b>7. PROJECT OFFICE OVERSIGHT</b></p> <ul style="list-style-type: none"> <li>• Compile, review, update and maintain the Hub Risk registers in line with AIDC's risk management process</li> <li>• Business process improvement recommendations</li> </ul>	<p>5%</p>



<ul style="list-style-type: none"> <li>• Plans, directs and co-ordinates the operations</li> <li>• Plan and implement procedures and systems to maximize operating efficiency</li> <li>• Establish and maintain controls</li> <li>• Ensure compliance with policies and practices and contributes to the implementation of AIDC policies and procedures, consistent with the AIDC strategic direction</li> <li>• Accountable for the implementation and maintenance of all SHEQ policies, procedures and practices</li> </ul>	
<p><b>8. PEOPLE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Manage employees as appropriate within the department to optimise business performance and the service to customers.</li> <li>• Ensure subordinates have the required skills and experience to execute their tasks.</li> <li>• Conduct Performance Planning Sessions.</li> <li>• Compile the Performance Management (KRA) 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>• Cross functional communication from a matrix management perspective</li> <li>• Manage staff</li> </ul>	<p>10%</p>
<p><b>TOTAL</b></p>	<p><b>100 %</b></p>



### **Required Education and Experience:**

**Technical/Legal certification:** Industrial or Mechanical Engineering Degree; Project Management Qualification (1-year diploma)

**Education:** Business Management qualification an advantage

**Experience:** A minimum of 5 years working experience with at least 2 years in management, complemented by a minimum of 1 year experience in running an automotive workshop or working in an Automotive Original Equipment Manufacturer (OEM) will be advantages. Automotive industry experience.

- Experience Quality Management; Production Management, Lean Manufacturing, Business Process Optimization,
- SHEQ and OHS Legislation and implementation,
- 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
- Business Development
- Contract drafting/reviewing
- Union interactions
- Disciplinary processes
- Labour Relations Act

### **Level of Competencies Required:**

- PFMA; Financial Management principles
- Contracts
- Project Management;
- Business Planning and modelling
- People Management
- Risk management
- Change Management
- Performance Measurement
- Production management and quality management systems;
- Entrepreneurial inclination and incubation methods
- Internal Relations Dynamics



**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.