



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

Project Manager: Incubation Programmes – 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 **Project Manager: Incubation Programmes** in a **permanent contract** position with three months' probation. The successful candidate will report directly to the **Senior Project Manager: Incubation Programmes**.

POSITION	:	Project Manager: Incubation Programmes X2
PERIOD	:	Permanent Contract
LOCATION	:	Incubator at Silverton and Rossly
ADVERT REF NO	:	2020/06-4
DEPARTMENT	:	Incubation Programmes
TCOE	:	R 476 760,78 per annum
JOB GRADE	:	D1

Purpose of Position

Provide professional Project Management services for the implementation of improvement programmes that employ best practices and ultimately lead towards industry global competitiveness. Furthermore to plan, direct and coordinate designated development projects to achieve objectives within timeframes and funding parameters, technical requirements, customer expectations, and provide general support to the Department.

The successful incumbent will report to the **Senior Project Manager: Incubation Programmes** 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
1. Project Plans <ul style="list-style-type: none"> • Develop project plans, • Identify Subprojects, • Identify Resources required • Milestones, and • Project budget • Stakeholder sign off of plan 	15%
2. Project Charters <ul style="list-style-type: none"> • Develop project charter • Identify Client and Stakeholders • Identify Risks, • Project budget 	15%
3. Project Execution <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 project risk • Documenting and storing evidence of closed risks • Manage project budget on Maconomy • Project Administration • Updating of project scorecards and filing of project delivery evidence • Close out report • Prepare input to Annual Report 	35%
4. Monitor Performance to Plan <ul style="list-style-type: none"> • Track progress and highlight non-compliance • Redefine project timelines • Progress reports monthly, quarterly and annually • Preparation and presentation at monthly project review meeting • Report on project budget (monthly) and highlight variances • Raise budget deviation request where necessary 	10%
5. Marketing and Sales <ul style="list-style-type: none"> • Develop proposals and feasibility studies on various potential projects • Client Identification and engagement • Brand representation: <ul style="list-style-type: none"> 5..1 Industry forums; 5..2 Event participation 	5%



MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)	TIME SPENT
5..3 Seminars 5..4 Marketing of the services <ul style="list-style-type: none"> • Research 	
6. Stakeholder relationship management <ul style="list-style-type: none"> • Communication to stakeholders, funders and clients • Update and feedback regular project information • Visits to stakeholders, funders and clients • Maintain relationships in terms of the SLA and company policy 	10%
7. People Management <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 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; Technical Diploma (Logistics/Industrial/Mechanical Engineering)

Technical/Legal certification: Project Management.

Experience: 5 years in an automotive and/or manufacturing projects environment The successful candidate will be highly involved in the implementation of Quality management systems for production. The candidate should have a proven ability to communicate with shop floor teams as well as senior management in the production environment in order to facilitate decision making and execution of tasks.

Level of Competencies Required:

Supply Chain Management

Automotive Industry Understanding

Finance

Policies and Procedures

PMFA

Logistics

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.