

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

POSITION : **Business Development Manager: Programmes**
PERIOD : **Permanent Contract**
LOCATION : **Automotive Supplier Park, Rosslyn**
ADVERT REF NO : **2021/11-4**
DEPARTMENT : **Business Development**
TCOE : **R 803 110,30 per annum**
JOB GRADE : **D4**

CURRENT JOB TITLE	Business Development Manager: Programmes	JOB GRADE	D4
PROPOSED JOB TITLE			
JOB CODE			
DEPARTMENT	Business Development		
DATE REVIEWED	07.07.2021		
LOCATION	Rosslyn		
EMPLOYMENT STATUS	Permanent		
PURPOSE STATEMENT			
Plans, directs, organizes and controls the Business Development Department programmes in accordance with the business strategy, through implementation of new innovative business strategies in order to create and expand business opportunities. Builds relationships with the automotive, public and private sector; to safeguard, promote and develop the good name and values of the company in order for it to grow and maintain its benefits to the public and other stakeholders. The incumbent will develop new projects from concept to handover (to KFA Departments), including funding options. The incumbent will provide support and guidance to the Marketing function, Strategic Stakeholder Relations and Communications Manager and areas relating to business development.			

POSITION IN THE ORGANISATION	
LINE MANAGER	Senior Manager: Business Development
POSITION	Business Development Manager: Programmes
SUBORDINATE	Business Development Officers; Business Development Administrator
SUBORDINATE POSITIONS	
<i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i>	

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)	TIME SPENT
<p>1. Departmental Business and Performance Planning</p> <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 Business Planning Process for Department • Business process improvement recommendations • Departmental business process optimization coordination • Develop Departmental Scorecards 	10%
<p>2. Business Development</p> <ul style="list-style-type: none"> • Stakeholder Relationship Management (including CRM) • Identifies business needs (auto sector), government priorities and new opportunities to ensure growth and sustainability • Development of concepts for business opportunities • Develop proposals and feasibility studies on various potential projects • Identify stakeholders, funders and funding plans • Markets opportunities to key stakeholders • Attract and retain project sponsors • Manage relationships and expectations • Client Identification and engagement • Brand representation: <ul style="list-style-type: none"> ○ Industry forums; ○ Seminars ○ Marketing of the services • Research 	50%

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p>3. Programme/Project Delivery Oversight</p> <ul style="list-style-type: none"> • Ensuring delivery as per agreed business case • Reviews performance data to monitor and measure productivity, goal progress and activity levels • Represents the Department and AIDC to all stakeholders; • Ensures effective and efficient utilization of resources in achieving plans and objectives; • Identifies problems, develops alternatives and recommend courses of action in consultation with the Executive: Industry Development, through analysis, interpretation and evaluation of issues • Monitor Corrective Action processes • Corrective Action report 	10%
<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 • Monthly, Quarterly and Annual reports i.e. M&E and Management 	10%
<p>5. Departmental Management</p> <ul style="list-style-type: none"> • Plans, directs and co-ordinates the operations of the department • Plans and implements procedures and systems to maximize operating efficiency • Ensures compliance with policies and practices and contributes to the development and implementation of AIDC policies and procedures, consistent with the AIDC strategic direction • Establishes and maintains controls • Compiles, reviews, updates and maintains the Departmental Risk registers in line with AIDC's risk management process • Manages compliance to the Enterprise Resource Planning system policy, processes and operational requirements • Manages the departmental budget 	10%
<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 	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"> • 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. • Provide feedback to the relevant role players. • Maconomy approvals – staff and expenses • ESS – leave approvals 	
TOTAL	100 %

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> • Bachelor's Degree and/or Business management qualification • A tertiary qualification in Marketing, Economics or Accounting is preferable
TECHNICAL/ LEGAL CERTIFICATION	<ul style="list-style-type: none"> • Project Management Qualification (1 year diploma)
EXPERIENCE	<ul style="list-style-type: none"> • A minimum of 5 years management (collective) experience in business development, communications, economic, market or industrial development; or in the ownership/operation of a business; or as a business development specialist. • A minimum of 5 years automotive industry experience at all levels within the sector including supplier and OEM level. The incumbent must have the required network to function at a strategic level with government and industry.

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTRIBUTES
PFMA; Financial Management Principles	Communication and presentations	Time Management
Contracts Landscape	Advanced Computer	Patience
Project Management;	Interpersonal	Tact/Tolerance/Diplomacy
Business Planning	Management: PLOC	Attention to Detail
People Management	Problem Solving	Customer Focus
Risk management	Report writing and analysis	Innovation
Business operations management	Analytical	High stress tolerance
Continuous improvement methods	Business planning	Self-control
Project Management	Networking	Ability to work independently
Government Strategies and Policies	Coaching and mentoring	Organized
Production management and quality management systems; Supply Chain Management/Logistics	Stakeholder Relationship Management	Punctual
Enterprise Development	Relationship Versatility	Quality Oriented
Socio-Economic Programme Development	Conflict Management	Initiative
	Performance Management	Sound business acumen
	Key Account Management	Creativity

OTHER SPECIAL REQUIREMENTS

- Own transport

For full details on the above positions, including minimum requirements, qualifications and experience please visit the following respective website – www.ggda.co.za, www.aidc.co.za and www.conhill.org.za.

All enquiries and applications for Constitution to be addressed to recruitment@conhill.org.za. All enquiries and applications for GGDA holdings to be addressed to recruitment@ggda.co.za. All enquiries and applications for AIDC to be addressed to hrrecruitment@aidc.co.za

The closing date for all above positions is the 29th of November 2021 12:00HRS midday, diversity is encouraged, preference will be given to Women, Youth and People with Disabilities and only shortlisted candidates will be contacted.

“The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant’s or Employee’s Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as per POPIA”.