

Department Manager: Special Programmes (SP) – 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: Special Programmes (SP)** in a **permanent contract** position with three months' probation. The successful candidate will report directly to the **Executive: Industry Development**.

POSITION : **Department Manager: Special Programmes**
PERIOD : **Permanent Contract**
LOCATION : **Automotive Supplier Park, Rosslyn**
ADVERT REF NO : **2021/11-3**
DEPARTMENT : **Industry Development**
TCOE : **R 839 137,06 per annum**
JOB GRADE : **D4**

CURRENT JOB TITLE	Department Manager: Special Programmes	JOB GRADE	D4
PROPOSED JOB TITLE			
JOB CODE			
DEPARTMENT	Special Projects		
DATE REVIEWED	07.07.2021		
LOCATION	Rosslyn		
EMPLOYMENT STATUS	Permanent		
PURPOSE STATEMENT			
To plan, direct, organise and control the Special Programmes in accordance with AIDC 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).			
POSITION IN THE ORGANISATION			

2ND LINE MANAGER (2ND LEVEL)	Chief Operations Officer
1ST LINE MANAGER (1ST LEVEL)	Executive: Industry Development
POSITION	Department Manager: Special Projects
SUBORDINATE (1ST LEVEL)	Project Managers, Department Administrator
SUBORDINATE (2ND LEVEL)	Junior Project Manager
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
1. Departmental Business Planning <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 optimisation coordination 	5%
2. Business Development, Marketing and Sales <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 	10%
3. Programme/Project Delivery <ul style="list-style-type: none"> • Ensuring delivery as per agreed business plan • Reviews performance data to monitor and measure productivity, goal progress and activity levels 	50%

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"> • Represents the Department and AIDC to all stakeholders; • Ensures effective and efficient utilisation 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; • Accountable for budget • Accountable for risk 	
<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"> • Manage the Divisional Risk in line with AIDC's risk management process • Business process improvement recommendations • Plan, direct and co-ordinate the operations of the departments • Ensure high quality project delivery as per agreed business plan • Ensure operating efficiency • Establish and maintain controls • Ensure compliance with policies and procedures • Review project performance data to monitor and measure productivity, goal progress and activity levels • Represent the division and AIDC to strategic stakeholders; • Identify problems, develop alternatives and recommend courses of action 	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 • 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. 	15%

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)	TIME SPENT
<ul style="list-style-type: none"> Appraise performance at the end of each performance period in accordance with policies and procedures. 	
TOTAL	100 %

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> Bachelor’s Degree (Industrial Engineering, Production, Logistics or Transport Economics); Business Management qualification an advantage
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 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. <ul style="list-style-type: none"> 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

KNOWLEDGE	SKILLS	ATTRIBUTES
PFMA; Financial Management principles	Communication and presentations	Time Management
Contracts	Advanced Computer	Patience
Project Management;	Interpersonal	Tact/Tolerance/Diplomacy
Business Planning	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 and initiative
Change Management	Networking	Ability to work independently
Performance Measurement	Coaching and mentoring	Organized
Production management and quality management systems	Stakeholder management	Punctual
Supply Chain Management/Logistics	Relationship management	Quality Oriented
Programme Management	Conflict Handling	Initiative
	Performance Measurement	Sound business acumen
	Relationship Versatility	
	Project Management Versatility	

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".