

Manager: Education, Training and Quality Assurance – Supplier Park Development Company (SOC) Ltd trading as AIDC, Rosslyn/Satellite Sites, 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 **Manager: Education, Training and Quality Assurance** in a **Permanent Employment Contract** position with three months' probation. The successful candidate will report directly to the **Operations Manager: Gauteng Automotive Learning Centre**.

POSITION : **Manager: Education, Training and Quality Assurance**
PERIOD : **Permanent Employment Contract**
LOCATION : **Gauteng Automotive Learning Centre (GALC)**
ADVERT REF NO : **2022/04- 29**
DEPARTMENT : **Gauteng Automotive Learning Centre**
TCOE : **R 732 614,97 per annum**
JOB GRADE : **D1**

1. Position Description

Current Job Title	ETQA Manager	Job Grade	D1
Proposed Job Title	ETQA Manager		
Job Code			
Department	Gauteng Automotive Learning Centre (GALC)		
Date Reviewed	2020-07-15		
Location	Rosslyn		
Employment Status	Permanent		
Purpose Statement			
<p>Manage the internal ETD Quality Management System and uphold the existing National accreditation. Ensure that all training materials are developed and approved in line with SETA ETQA, SAQA and QCTO requirements. Establish specifications for new materials and ensure they are developed and distributed over various platforms (classroom or e-learning). Furthermore the incumbent will be responsible for the development and implementation of strategies relating to ETQA for the automotive sector.</p>			
Position In The Organisation			
2nd Line Manager (2nd Level)	Executive: Industry Development		
1st Line Manager (1st Level)	Operations Manager: Gauteng Automotive Learning Centre		
Position	ETQA Manager		
Subordinate (1st Level)	ETD Practitioner, Junior ETD Practitioner, Master Technical Skills Facilitator, Materials Developer		
Subordinate (2nd Level)	Project Administrator		
Subordinate Positions			
<p><i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i></p>			

1. Position Description

Main Outputs and Responsibilities for This Position – (Please provide a short description under each heading/output)	Time spent
<p>1. Management of ETD Quality Management System</p> <ul style="list-style-type: none"> • Review current ETD QMS to ensure adherence to the LC operational requirements. • Develop relevant process and procedures to support TTC ETQA regulatory requirements. • Ensures implementation of ETD QMS for all LC projects and programmes. • Develop internal and external facilitator, assessor and moderator resources in line with approved QMS processes • Assist in preparation of relevant ISO documents to ensure receipt of ISO 9001 certification. • Ensure that the implementation of training projects is quality assured and meet agreed quality standards • Develop additional ETD QMS policies and procedures to support specific projects. • Ensure monitoring and evaluation of performance of accredited training providers against processes, procedures and activities. • Ensure compliance with all relevant SETA regulatory compliance frameworks. 	40%
<p>2. ETQA Oversight</p> <ul style="list-style-type: none"> • Manage the ETQA unit • Provide input into the preparation of the LC and TTC operational plan • Manage the ETQA financials and resources • Develop the ETQA business processes • Manage and implement the ETQA activities • Develop business process improvement recommendations • Expedite all materials development approvals with relevant statutory bodies. 	15%
<p>3. Accreditation Management</p> <ul style="list-style-type: none"> • Uphold accreditation of the LC • Facilitate TTC accreditation in line with NAMB regulation • Manage all requirements related to accreditation of the LC and TTC • Prepare for any internal and external SETA and DHET audits • Manage relationships with accreditation bodies • Communicate new requirements to the Operations Manager • Manage outputs of the MOU between ETQA bodies 	15%

Main Outputs and Responsibilities for This Position – <i>(Please provide a short description under each heading/output)</i>	Time spent
<p>4. People Management</p> <ul style="list-style-type: none"> • Manage subordinates as appropriate to optimise business performance and the quality of service to customers. • Ensure subordinates 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. • Facilitate time, expense and leave approvals. • Build a database of suitable ad-hoc material developers and subject matter experts 	20%
<p>5. Reporting</p> <ul style="list-style-type: none"> • Provide input for M&E report • Provide input for Management report • Provide input for quarterly report • Prepare reports for submission to all statutory bodies • Ensure all clients receive detailed Progress of Action reports relating to programme implementation 	10%
TOTAL	100 %

2. Job Evaluation Criteria

A) Knowledge and Skills	
Formal Education	<ul style="list-style-type: none"> • Grade 12 • Appropriate tertiary qualification in Education, HRD or relevant Social Studies • Occupationally-Directed Education Training Development Practitioner Qualification at NQF Level 5/6
Technical/ Legal Certification	<ul style="list-style-type: none"> • None
Experience	<ul style="list-style-type: none"> • Minimum of 5 years within the Skills Development Environment is

	<p>essential.</p> <ul style="list-style-type: none"> • Experience in programme evaluation, assessment strategies, curriculum and material design.
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3. Competencies

Competencies		
Knowledge	Skills	Attributes
SDA Act	Analytical	Patience
Knowledge of Skills Development landscape	Presentation	Attention to detail
Finance Management	Negotiation	Ethics
Understanding Policies and Procedures	Problem Solving	Confidentiality
Understanding of Quality Management Systems and Tertiary Institutions	Decision Making	Passion
SETA processes	Diversity	Structured
Assessment	Computer Literacy	Systematic
Moderation	Communication	Proactive
Management	Business report writing	Professional
Curriculum and materials Development	Facilitation	
Plan, Organise, Lead, Control (POLC)	Interpersonal Skills	
Business Acumen	Conflict handling	
Knowledge on governance	Plan, Organise, Lead, Control (POLC)	
Curriculum Relations Management	Coaching/Mentoring	
	Time Management	
	Prioritising	
	Monitoring	
	Team Player	

4. Other Special Requirements

<ul style="list-style-type: none"> • Own reliable transport • Knowledge of different SETA processes and requirements
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For full details on the above positions, including minimum requirements, qualifications and experience please visit the following respective website www.aidc.co.za. Applications should be addressed to hrrecruitment@aidc.co.za.

Applications: All applications must be submitted and accompanied by curriculum vitae with contactable references, certified copies of qualifications and identity documents.

The closing date for all above positions is the **06 June 2022 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".