

HR Practitioner: Training, Development and Performance Management – 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 a **HR Practitioner: Training, Development and Performance Management** in a **Permanent Employment Contract** position with three months' probation. The successful candidate will report directly to the **HR Manager: Training, Development and Performance Management**.

POSITION : **HR Practitioner: Training, Development and Performance Management**

PERIOD : **Permanent Employment Contract**

LOCATION : **AIDC**

ADVERT REF NO : **2022/14- 29**

DEPARTMENT : **Human Resources**

TCOE : **R 537 788,05 per annum**

JOB GRADE : **D1**

CURRENT JOB TITLE	HR Practitioner: Training, Development and Performance Management	JOB GRADE	D1
PROPOSED JOB TITLE			
JOB CODE			
DEPARTMENT	HRT		
DATE REVIEWED	18.05.2022		
LOCATION	Rosslyn		
EMPLOYMENT STATUS	Permanent		
PURPOSE STATEMENT			
The purpose of this role is to plan and implement training and development, performance management and talent management initiatives within the Company. Responsible for analysing, co-ordinating and implementing the workplace skills plan, and report on skills development			

initiatives to the SETAs. Assists the Company to achieve greater efficiency by supporting and monitoring performance management processes. Acts as mentor and/or coach to Line Managers and employees.

POSITION IN THE ORGANISATION

LINE MANAGER

Human Resources Manager: Training, Development and Performance Management

POSITION

HR Practitioner: Training, Development and Performance Management

SUBORDINATE

Junior HR Practitioner: Training, Development and Performance Management

SUBORDINATE POSITIONS

Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)

1. POSITION DESCRIPTION

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p>1. Department Support</p> <ul style="list-style-type: none"> • Provides input to the development of the HR Strategy • Supports the manager to translate the business and HR strategy into effective policies and practices; • Develops policies or programmes in the areas of Talent Management, Learning and Development, Organisational Development, Performance Management, Transformation, Reward Management, and Skills Development • Contributes to the management of HR risks • Manages regulatory compliance to legislation and organisational policies and processes • Acts as a change agent and provides advice and expertise on developing and implementing change initiatives • Provides support to other HR functions and processes as necessary • Participates in HR department and organisation-wide meetings • Administers the HR information system and provides relevant training on the system • Ensures relevant documents are up to date • Facilitates improvements to HR processes, policies, procedures and practices 	15%
<p>2. HRD Planning</p> <ul style="list-style-type: none"> • Designs a capacity building strategy in order to meet current and future demands • Performs a skills audit in consultation with Line Managers, determining the skills levels within AIDC using relevant models, and performs a gap analysis - Annually • Coordinates Personal Development Plans in order to close identified competency the gaps • Develops Talent Retention initiatives 	5%

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"> • Prepares a Workplace Skills Plan • Designs and tabulates an effective training plan aligned to the training budget; and obtains relevant approvals for the plan • Provides advice to Line Management and employees on HRD matters • Act as a liaison between AIDC and Stakeholders 	
<p>3. Development Interventions</p> <ul style="list-style-type: none"> • Assists the HR Manager with effective career pathing, and incorporates this into the PDP's for the employees • Provides relevant in-house training • Facilitates all requisite Interventions including employee induction processes • Monitors and updates the training and development database • Identifies training vendors with the necessary SAQA standards and SETA approval 	20%
<p>4. Training Process Monitoring</p> <ul style="list-style-type: none"> • Monitors Training Spend to ensure that costs remain within budget • Coordinates pre and post Impact Assessment of training attended related to ROI • Develops and coordinates induction programme • Verify payments for SDL Refund by advising the Junior Project manager • Oversees the Governance and maintenance of accurate training records • Monitors actual against planned training 	5%
<p>5. Reporting</p> <ul style="list-style-type: none"> • Submits Workplace Skills Plan and Attended Training Report to the SETA • Produce monthly, quarterly and annual reports for management, GGDA, and SETA • Prepares ad-hoc reports for GGDA • Monitors and provides quarterly reports on the 	10%

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p style="text-align: center;">Internship and Mentorship Program</p>	
<p>6. Performance Management</p> <ul style="list-style-type: none"> • Provides support to the performance management processes (including training, coaching, and supporting relevant performance management structures; and Probation management) • Monitors and documents the outcomes of performance management processes and reports on variances • Provides technical support to the PM templates 	<p>25%</p>
<p>7. Internships & Mentorship</p> <ul style="list-style-type: none"> • Places interns and mentees in departments • Develops and maintains records of interns, mentees, job descriptions, work plans and reviews • Coaches in soft skills and environmental awareness • Places and evaluates students for job shadowing 	<p>15%</p>
<p>8. 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 	<p>5%</p>

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p>policies and procedures and take corrective actions where necessary.</p> <ul style="list-style-type: none"> • Appraise performance at the end of each performance period in accordance with policies and procedures. • Provide feedback to the relevant role players. • Build the team for optimum performance (teambuilding processes) • ESS – leave approvals 	
TOTAL	100 %

JOB EVALUATION CRITERIA

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> National Diploma in Human Resources, or related field
TECHNICAL/ LEGAL CERTIFICATION	<ul style="list-style-type: none"> Registered SDF Membership of a professional HR body would be an advantage
EXPERIENCE	<ul style="list-style-type: none"> 3 years related experience in HRD with strong skills development and performance management background. Appropriate experience in the development, submission and implementation of the Workplace Skills Plan and Implementation Report (WSP and ATR) and performance management

COMPETENCIES

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KNOWLEDGE	SKILLS	ATTRIBUTES
Human Resource Management	Computer Literacy	Tact
Administration Systems	Communication	Innovation
CRM	Problem solving	Time Management
Labour Legislation	Decision making	Attention to detail
Law of Contracts	Inter personal	Honesty
Policies and Procedures	Negotiation	Ability to work under pressure
SDF	Presentation Skills	Integrity
Payroll Processes and Procedures	Conflict Handling	Sense of Humour
Project Management	Verbal and Written communication skills	Resilient
Training and Development Systems	PLOC	Assertiveness
Performance Management Systems	Facilitation	
Talent Management	Training	
Leadership Theory	Administrative	
Assertiveness Techniques	Report writing	
	Relationship versatility	
	Performance Management	
	Coaching / Mentoring	
	Project Implementation	
	Research	
	Mentoring and coaching	
	Assertiveness	

2. 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.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”.