

Project Manager: Gauteng Automotive Learning Centre (GALC) – 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 **Project Manager: Gauteng Automotive Learning Centre (GALC)** in a **Permanent Employment Contract** position with three months' probation. The successful candidate will report directly to the **Operations Manager: Gauteng Automotive Learning Centre (GALC)**.

POSITION	:	Project Manager: Gauteng Automotive Learning Centre (GALC)
PERIOD	:	Permanent Employment Contract
LOCATION	:	AIDC
ADVERT REF NO	:	2022/07- 29
DEPARTMENT	:	Gauteng Automotive Learning Centre
TCOE	:	R 492 017,13 per annum
JOB GRADE	:	D1

CURRENT JOB TITLE	Project Manager: Gauteng Automotive Learning Centre	JOB GRADE	D1
PROPOSED JOB TITLE			
JOB CODE			
DEPARTMENT	Gauteng Automotive Learning Centre		
DATE REVIEWED	12.01.2022		
LOCATION	Rosslyn		
EMPLOYMENT STATUS	Permanent		
PURPOSE STATEMENT			
Provide professional Project Management services to the Gauteng Automotive Learning Centre Department on skills development initiatives. Furthermore to plan, direct and coordinate activities of designated projects to ensure that goals or objectives of the projects are accomplished within prescribed time frames and funding parameters, technical requirements, and customer			

expectations.

Provide general support to the Senior Project Manager and Department Manager, in promoting services to current and prospective clients; interact with and assist in developing mechanisms to address client needs

POSITION IN THE ORGANISATION

**2ND LINE MANAGER
(2ND LEVEL)**

Executive: Industry Development

**1ST LINE MANAGER
(1ST LEVEL)**

Operations Manager: Gauteng Automotive Learning Centre

POSITION

Project Manager: Gauteng Automotive Learning Centre

**SUBORDINATE
(1ST LEVEL)**

Project Administrator: Gauteng Automotive Learning Centre;

**SUBORDINATE
(2ND LEVEL)**

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. Project Plans</p> <ul style="list-style-type: none"> • Develop project plans, • Identify Subprojects, • Identify Resources required • Milestones, and • Project budget • Stakeholder sign off of plan 	10%
<p>2. Project Charters</p> <ul style="list-style-type: none"> • Develop project charter • Identify Client and Stakeholders • Identify Risks, • Prepare a Project budget 	10%
<p>3. Project Execution</p> <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 	45%
<p>4. Monitor Performance to Plan</p> <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%
<p>5. Marketing and Sales</p> <ul style="list-style-type: none"> • Develop proposals and feasibility studies on 	5%

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)	TIME SPENT
<ul style="list-style-type: none"> • various potential projects • Client Identification and engagement • Brand representation: <ul style="list-style-type: none"> 5..1 Industry forums; 5..2 Event planning, implementation and participation 5..3 Seminars 5..4 Marketing of the services • Research 	
<p>6. Stakeholder relationship management</p> <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 	<p>10%</p>
<p>7. 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 has 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. 	<p>10%</p>
<p>TOTAL</p>	<p>100 %</p>

2. Job Evaluation Criteria

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> • Grade 12; NQF Level 5 (HEQF Level 6) in Human Resources Management or Industrial Psychology or Training and Development
TECHNICAL/ LEGAL CERTIFICATION	<ul style="list-style-type: none"> • Project Management • Registered SDF / Assessor / Moderator will be an added advantage; • A Supervisory and/or Management qualification will be an advantage
EXPERIENCE	<ul style="list-style-type: none"> • 3 years Project Management, within the Skills Development Environment; • Experience in Managing Learnerships, Apprenticeships, Internships and Skills Programs is essential; • Business Development experience an advantage; • Experience in Facilitation of Workshops and Forums an advantage

3. Competencies

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTRIBUTES
PMBOK	Project Management	Patience
ERP Systems	Marketing	Attention to detail
Skills Development Legislation	Training Curriculum Development	Time management
Industry Understanding	Problem Solving	Ethics
Finance	Decision Making	Confidentiality
Policies and Procedures	Negotiation	Team-working
Quality Management Systems	Presentation	Structured
Schools and Tertiary Institutions	Computer Literacy	Systematic
SETA processes	Business communication	Proactive
	Report writing	Professional
	Facilitation	Business Acumen
	Interpersonal	
	Training	
	Conflict handling	
	Relationship versatility	
	Plan, Lead, Organise, Control (PLOC)	
	Communication	
	Coaching/Mentoring	

4. Other Special Requirements

<ul style="list-style-type: none"> • 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".