

Project Manager: Special Programmes – 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: Special Programmes** in a **Permanent Employment Contract** position with three months' probation. The successful candidate will report directly to the **Department Manager: Special Programmes**.

POSITION : **Project Manager: Special Programmes**
PERIOD : **Permanent Employment Contract**
LOCATION : **AIDC**
ADVERT REF NO : **2022/06- 29**
DEPARTMENT : **Special Programmes**
TCOE : **R 492 017,13 per annum**
JOB GRADE : **D1**

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|---|---|------------------|----|
| Current Job Title | Project Manager: Special Programmes | Job Grade | D1 |
| Proposed Job Title | | | |
| Job Code | | | |
| Department | Special Programmes | | |
| Date Reviewed | 12.01.2022 | | |
| Location | Rosslyn | | |
| Employment Status | Permanent | | |
| Purpose Statement | | | |
| Provide professional Project Management services for the implementation of improvement programmes that employ best practices and ultimately lead towards industry global competitiveness. Furthermore to plan, direct and coordinate designated development projects to achieve objectives within timeframes and funding parameters, technical requirements, customer expectations, and provide general support to the Department and / or Senior Project Manager | | | |
| Position In The Organisation | | | |
| 2nd Line Manager (2nd Level) | Executive: Industry Development | | |
| 1st Line Manager (1st Level) | Department Manager: Special Programmes | | |
| Position | Project Manager: Special Programmes | | |
| Subordinate (1st Level) | Trainee Project Managers; Interns and Temps | | |
| Subordinate (2nd Level) | | | |
| Subordinate Positions | | | |
| <i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i> | | | |
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1. Position Description

| Main Outputs and Responsibilities for This Position – (Please provide a short description under each heading/output) | | Time spent |
|---|--|-------------------|
| 1. | Project Plans <ul style="list-style-type: none"> • Develop project plans, • Identify Subprojects, • Identify Resources required • Milestones, and • Project budget • Stakeholder sign off of plan | 5% |
| 2. | Project Charters <ul style="list-style-type: none"> • Develop project charter • Identify Client and Stakeholders • Identify Risks, • Project budget | 5% |
| 3. | Project Execution <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 | 65% |
| 4. | Monitor Performance to Plan <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% |
| 5. | Marketing and Sales <ul style="list-style-type: none"> • Develop proposals and feasibility studies on various potential projects • Client Identification and engagement • Brand representation: <ul style="list-style-type: none"> 5..1 Industry forums; 5..2 Event participation 5..3 Seminars 5..4 Marketing of the services • Research | 5% |

| Main Outputs and Responsibilities for This Position – <i>(Please provide a short description under each heading/output)</i> | Time spent |
|--|--------------|
| 6. Stakeholder Relationship Management <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 | 10% |
| TOTAL | 100 % |

2. Job Evaluation Criteria

| A) Knowledge and Skills | |
|---------------------------------------|--|
| Formal Education | <ul style="list-style-type: none"> • Grade 12; Technical Diploma (Logistics/Industrial/Mechanical Engineering) |
| Technical/ Legal Certification | <ul style="list-style-type: none"> • Project Management |
| Experience | <ul style="list-style-type: none"> • 3 - 5 years in a projects and automotive/manufacturing environment • Versatility in a variety of Project environments and disciplines |

3. Competencies

| Competencies | | |
|----------------------------|--------------------------|---------------------|
| Knowledge | Skills | Attributes |
| PMBOK | Project Management | Patience |
| ERP Systems | Logistics | Attention to detail |
| Supply Chain | Communication | Time management |
| Industry Understanding | Problem Solving | Ethics |
| Finance | Decision Making | Confidentiality |
| Policies and Procedures | Negotiation | Team-working |
| Quality Management Systems | Presentation | Structured |
| Logistics | Computer Literacy | Systematic |
| | Business communication | Proactive |
| | Report writing | Professional |
| | Facilitation | Business Acumen |
| | Interpersonal | |
| | Training | |
| | Conflict handling | |
| | Relationship versatility | |
| | Programme management | |
| | Production management | |
| | Marketing | |

4. Other Special Requirements

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| <ul style="list-style-type: none"> • Own transport |
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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”.