

Senior Manager: Business Development – 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 **Senior Manager: Business Development** in a **5 years fixed term contract** position with three months' probation. The successful candidate will report directly to the **Chief Executive Officer**.

POSITION : **Senior Manager: Business Development**
PERIOD : **5 years fixed term contract**
LOCATION : **AIDC**
ADVERT REF NO : **2022/02- 29**
DEPARTMENT : **Business Development**
TCOE : **Salary Package Negotiable per annum**
JOB GRADE : **E1**

Current Job Title	Senior Manager: Business Development	Job Grade	E1
Proposed Job Title			
Job Code			
Department	Business Development		
Date Reviewed	10.02.2022		
Location	Rosslyn		
Employment Status	5 Years Fixed Term Contract		
Purpose Statement			
<p>Provides Strategy development support to the CEO and Management Team, and plans, directs, organizes and controls the Business Development Division in accordance with the business strategy, through implementation of new innovative business strategies in order to create and expand business opportunities. Builds relationships with the automotive, public and private sector; to safeguard, promote and develop the good name and values of the company in order for it to grow and maintain its benefits to the public and other stakeholders (including CRM). The incumbent will oversee the development of new projects from concept to handover (to KFA Departments), including funding options. The incumbent will provide support and guidance to the CEO and Management team.</p>			
Position In The Organisation			
Line Manager	CEO		
Position	Senior Manager: Business Development		
Subordinate	See Organogram		
Subordinate Positions			
<p><i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i></p>			

POSITION DESCRIPTION

Main Outputs and Responsibilities for This Position – <i>(Please provide a short description under each heading/output)</i>	Time spent
<p>1. Division Business and Performance Planning</p> <ul style="list-style-type: none"> • Draft and prepare the Corporate Business Development Strategy; • Oversight of the preparation of operational business plans of the division in accordance with AIDC Strategy, Business Plan, Policies and Procedures; • Lead the Business Planning Process for the Division; • Business process improvement recommendations; • Divisional business process optimization coordination ; • Develop Divisional Scorecards. • Plans, directs and co-ordinates the operations of the division • Plans and implements procedures and systems to maximize operating efficiency • Ensures compliance with policies and practices and contributes to the development and implementation of AIDC policies and procedures, consistent with the AIDC strategic direction • Establishes and maintains controls • Oversight of the compilation, reviewing, updating and maintenance of the Divisional risk registers in line with AIDC's risk management process • Manages compliance to the Enterprise Resource Planning system policy, processes and operational requirements • Manages the Divisional budget 	<ul style="list-style-type: none"> • 10%
<p>2. Business Development</p> <ul style="list-style-type: none"> • Revenue and sustainability targets • Facilities optimisation strategies • Stakeholder Relationship Management (including CRM) • Identifies business needs (auto sector), government priorities and new opportunities to ensure growth and sustainability • Oversight of the development of concepts for business opportunities • Identify stakeholders, funders and funding plans • Markets opportunities to key stakeholders • Manage relationships and expectations • Brand representation and market positioning <ul style="list-style-type: none"> ○ Industry forums; ○ Seminars ○ Marketing of the services • Research 	<ul style="list-style-type: none"> • 55%
<p>3. Programme Delivery Oversight</p> <ul style="list-style-type: none"> • Ensuring delivery as per agreed business cases and facilities planning • Reviews performance data to monitor and measure productivity, goal progress and activity levels • Represents the Division and the AIDC to all stakeholders; • Ensures effective and efficient utilization of resources in achieving 	<ul style="list-style-type: none"> • 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"> plans and objectives; Programme Risk management 	
4.	Reporting <ul style="list-style-type: none"> Ensure that the correct programme and Divisional information is reported Ensure on-time and accurate submission of all required reports Ensure all evidence is collected and filed for auditing purposes Monthly, Quarterly and Annual reports 	10%
5.	People Management <ul style="list-style-type: none"> Manage employees as appropriate within the division 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. Appraise performance at the end of each performance period in accordance with policies and procedures. Provide feedback to the relevant role players. Maconomy approvals – staff and expenses ESS – leave approvals 	<ul style="list-style-type: none"> 10%
TOTAL		100 %

JOB EVALUATION CRITERIA

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> • Bachelor's Degree and/or Business management qualification or Engineering qualification • A tertiary qualification in Marketing or Economics
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 5 - 8 years management (collective) experience in business development, market or industrial development • A minimum of 5 years automotive industry experience at all levels within the sector including supplier and OEM level. • The incumbent must have the required network to function at a strategic level within government and industry.

COMPETENCIES

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KNOWLEDGE	SKILLS	ATTRIBUTES
PFMA; Financial Management Principles	Communication and presentations	Time Management
Contracts Landscape	Advanced Computer	Patience/ Tolerance
Project Management;	Interpersonal	Tact/ Diplomacy
Business Planning	Management: 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
Project Management	Networking	Ability to work independently
Government Strategies and Policies	Coaching and mentoring	Organized
Production management and quality management systems;	Stakeholder Relationship Management	Punctual
Enterprise Development	Relationship Versatility	Quality Oriented
Socio-Economic Programme Development	Conflict Management	Initiative
Supply Chain Management/Logistics	Performance Management	Sound business acumen
Facilities Management	Key Account Management	Creativity
	Facilities Management	
	Salesmanship	

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".