

## Junior Project Manager: Township Automotive Hubs **x2 Positions** – 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 **Junior Project Manager: Township Automotive Hubs** in a **3 years fixed term contract** position with three months' probation. The successful candidate will report directly to the **Hub Manager: Township Automotive Hubs**.

**POSITION** : **Junior Project Manager: Township Automotive Hubs x2 positions**

**PERIOD** : **3 years fixed term contract**

**LOCATION** : **AIDC Hubs**

**ADVERT REF NO** : **2022/24&25- 29**

**DEPARTMENT** : **Township Automotive Hubs (TAH)**

**TCOE** : **R453 148,50 per annum**

**JOB GRADE** : **C4**

<b>CURRENT JOB TITLE</b>	Junior Project Manager: Township Automotive Hubs	<b>JOB GRADE</b>	C4
<b>PROPOSED JOB TITLE</b>			
<b>JOB CODE</b>			
<b>DEPARTMENT</b>	Township Automotive HUBS		
<b>DATE REVIEWED</b>	18.05.2022		
<b>LOCATION</b>	AIDC Hubs		
<b>EMPLOYMENT STATUS</b>	3 Years Fixed Term Contract		
<b>PURPOSE STATEMENT</b>			
Provide general support to the Project Manager and Township Automotive Manager, in promoting services to current and prospective clients; interact with and assist in developing mechanisms to address client needs.			
Furthermore, to plan, direct and coordinate designated projects to achieve objectives within			

timeframes and funding parameters, technical requirements, and customer expectations.

**POSITION IN THE ORGANISATION**

**1<sup>ST</sup> LINE MANAGER  
(1<sup>ST</sup> LEVEL)**

HUB Manager

**POSITION**

Junior Project Manager: TAH

**SUBORDINATE  
(1<sup>ST</sup> LEVEL)**

**SUBORDINATE  
(2<sup>ND</sup> LEVEL)**

**SUBORDINATE POSITIONS**

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

## POSITION DESCRIPTION

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
1. Project Plan <ul style="list-style-type: none"> <li>• Develop project plans,</li> <li>• Identify Subprojects,</li> <li>• Identify Resources required</li> <li>• Milestones, and</li> <li>• Project budget</li> <li>• Stakeholder sign off of plan</li> </ul>	10%
2. Project Charter <ul style="list-style-type: none"> <li>• Identify Stakeholders</li> <li>• Identify Risks,</li> <li>• Project budget</li> </ul>	10%
3. Task Execution <ul style="list-style-type: none"> <li>• Implement tasks in terms of the project plan</li> <li>• Oversee resources (staff and any other resources)</li> <li>• Ensure that procurement processes are adhered to and implemented</li> <li>• Manage project risk</li> <li>• Documenting and storing evidence of closed risks</li> <li>• Manage project budget on Maconomy</li> <li>• Project Administration</li> <li>• Updating of project scorecards and filing of project delivery evidence</li> <li>• Close out report</li> </ul>	50%
4. Monitor Performance to Plan <ul style="list-style-type: none"> <li>• Track progress and highlight non-compliance</li> <li>• Redefine project timelines</li> <li>• Progress reports monthly</li> <li>• Report on project budget (monthly) and highlight variances</li> </ul>	15%
5. Support functions <ul style="list-style-type: none"> <li>• Draft proposals and feasibility studies on various potential projects</li> <li>• Prepare draft training material and presentations</li> <li>• Brand representation:               <ul style="list-style-type: none"> <li>5..1 Industry forums;</li> <li>5..2 Seminars</li> <li>5..3 Marketing of the services</li> </ul> </li> <li>• Research</li> <li>• Project Administration</li> </ul>	10%

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"> <li>• Communication to client</li> <li>• Update and feedback regular project information</li> <li>• Visits to clients</li> <li>• Maintain relationships in terms of the SLA and company policy</li> </ul>	5%
<b>TOTAL</b>	<b>100 %</b>

### JOB EVALUATION CRITERIA

A) KNOWLEDGE AND SKILLS	
<b>FORMAL EDUCATION</b>	<ul style="list-style-type: none"> <li>• Grade 12; Technical Diploma (Logistics/Industrial Engineering/Mechanical Engineering)</li> </ul>
<b>TECHNICAL/ LEGAL CERTIFICATION</b>	<ul style="list-style-type: none"> <li>• Project Management</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• 2 - 3 years in the environment (1 year as a trainee)</li> </ul>

### 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	
	Plan, Lead, Organise, Control (PLOC)	

	Production management	
	Marketing	

#### 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](http://www.aidc.co.za). Applications should be addressed to [hrrecruitment@aidc.co.za](mailto: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".