

Master Artisan: Mechanical: Township Automotive Hubs – 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 **Master Artisan: Mechanical: Township Automotive Hubs in 3 years fixed term contract** position with three months' probation. The successful candidate will report directly to the **Hub Manager: Township Automotive Hubs**.

POSITION : **Master Artisan: Mechanical: Township Automotive Hubs**

PERIOD : **3 years fixed term contract**

LOCATION : **AIDC Hubs**

ADVERT REF NO : **2022/23- 29**

DEPARTMENT : **Township Automotive Hubs**

TCOE : **R 469 385,76 per annum**

JOB GRADE : **D1**

CURRENT JOB TITLE	Master Artisan: Mechanical	JOB GRADE	D1
PROPOSED JOB TITLE			
JOB CODE			
DEPARTMENT	Township Automotive Hubs		
DATE REVIEWED	18.05.2022		
LOCATION	AIDC Hubs		
EMPLOYMENT STATUS	3 Years Fixed Term Contract		
PURPOSE STATEMENT			
<p>Manages the Mechanical, and Prepares a Training Programme; Train, Coach and Mentor the entrepreneurs and learners in panel repair, in the Winterveldt Enterprise Development Hub. Mentor and coach learners on how equipment is maintained, and ensures Health, Safety, Environmental and Quality compliance is understood and applied.</p> <p>Create skilled learners in all aspects of OEM standards of Panel Beating and Workshop</p>			

Management, who continuously produce quality work without supervision.

Satisfies corporate business requirements of the Centre, by means of the quality work in terms of the industry standards and being a favourable and well-known professional in the auto body repair industries, and is associated with excellence.

POSITION IN THE ORGANISATION

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

Programme Manager: TAH

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

HUB Manager

POSITION

Master Artisan: Mechanical

**SUBORDINATE
(1ST LEVEL)**

**SUBORDINATE
(2ND 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
<p>1. Township Auto Body Repair Facility Training</p> <ul style="list-style-type: none"> • Develop training materials, • Develops training plans and milestones, • Oversees the management of consumables required for training and ensures availability • Personal Protective Equipment (PPE) identification and implementation, • Implement training plans, • Conducts formal assessment of prospective learners, • Understanding that if a learner has a study barrier, that there is an earlier word or concept he did not grasp. Always returning to repeat the basics, not only by words, but also by physical demonstration. • Ensuring that trainees understand every step of training thoroughly, and being patient to repeat everything until they gain certainty in their profession. Keeping in mind that where the learner falters, there is an earlier concept or word he did not understand. • Manage in-house training schedules and disciplined time-keeping. • Ruthlessly instil orderly work methods, and organised housekeeping habits. • Continuously expose the learners to updated methods and technologies of the profession, by inviting external equipment suppliers for demonstrations. • Co-ordinating training interventions in Winterveldt, with external trainers. • Ensuring that quality standards set are achieved by learners. • Take ownership of the workshop and its trainees. • Achieve effective training of apprentices on all levels, by turning them into independent operators, ensuring they constantly produce quality work without supervision. • Ensuring that learners understand the nomenclature of the auto body repair workshop and industry before attempting to train them. Keeping in mind that all students studying in English, are 'foreign language' students if their home language is not English • Conducts formal training programmes, • Conducts summative and formal assessments to qualify learners, • Milestones management, • Stakeholder sign off of plan, • Demonstrate and transfers skill of the use of equipment while working with entrepreneurs who bring their client vehicles to the facility for repair. 	<p>65%</p>

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)	TIME SPENT
<p>2. Occupational Health and Safety (OHS) Issues</p> <ul style="list-style-type: none"> • Monitor processes, systems and schedules • Evaluate potential hazards and recommend controls. • Establish and track key performance indicators. • Conduct regulatory and OHS management system audits to ensure compliance within the paint shop. • Co-operate with and support independent investigations for serious accidents and incidents. • Ensure policies, procedures, safe systems of work, method statements and risk assessments are communicated and implemented • Establish a documentation control process for policy and practice documents • Create and execute an Annual Health and Safety Plan • Plan and implement an annual Audit 	<p>5%</p>
<p>3. QMS Management</p> <ul style="list-style-type: none"> • Liaison for all workshop accreditation processes • Develop and implement a technical QMS • Review and Report to management on the performance of the QMS • Ensure Quality Objectives are set in line with policy • Ensure promotion of Awareness of Learners of requirements • Liaise with all external bodies related to the accreditation process • Develop standard operating procedures • Ensure records are maintained to provide evidence of the QMS • Ensure that suppliers who directly impact the business are audited • Ensure that management regularly audits learner satisfaction • Reports on non-compliance • Prepares a Corrective Action Report • Monitors implementation 	<p>5%</p>
<p>4. Facility Operations Execution</p> <ul style="list-style-type: none"> • Implement tasks in terms of the project plan • Manage project risk • Project Administration • Close out report • Project Review reports monthly • Procurement planning and management • Ensuring the longevity of the mechanical capital equipment. • Predicting requirements and stock keeping of consumables. • Keeping stock records. • Managing maintenance requirements. • Ensuring safety, as well as maintenance of small equipment in 	<p>10%</p>

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)	TIME SPENT
<p>the paint workshop.</p> <ul style="list-style-type: none"> • Achieving health, work safety, quality, delivery and cost targets. • Problem solving within the training environment. • Maintaining optimisation of paint stock 	
<p>5. 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 	5%
<p>6. People Management</p> <ul style="list-style-type: none"> • Assists with the development of the Department's business and financial plan • Supports the department manager in new business development concepts; • Monitors processes, systems and schedules on behalf of department manager. • Manages and coordinates all aspects of project planning, budgeting, implementation, monitoring, reporting and evaluation • Identifies and manages risks related to working environment and project deliverables; • Manage employees as appropriate within the division to optimise business performance and the underwriting service to customers. • Conduct Performance Planning Sessions. • Track and monitor performance in accordance with policies and procedures and performance planning documentation. • Provides limited one-on-one coaching and mentoring to staff • Identifies and recommends training for ICT training needs 	10%
TOTAL	100 %

JOB EVALUATION CRITERIA

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> • A+; Trade Test; Apprenticeship
TECHNICAL/ LEGAL CERTIFICATION	<ul style="list-style-type: none"> • Project Management exposure • Senior level experience in Auto Body Repair: Spray painting, Colour Matching, Colour Mixing, Colour Correction, Metal Preparation & Paint Finishing • Proven record in OEM approved workshops, within top level auto body repair workshops, Mechanical, accredited by Mercedes Benz, BMW, Audi, Volkswagen and Toyota. • Proven record of working with the OEM approved automotive paint companies
EXPERIENCE	<ul style="list-style-type: none"> • Strong Entrepreneurial Track Record with proven successful ownership of business. • Senior level experience in Mechanical and Workshop Management. • Senior Level experience in Mechanical, Chassis Straightening, Parts Replacement, Resistance Spot-Welding, Spot-Weld Removing, Costing, Quoting, Procurement, Vehicle Stripping, Vehicle Assembly, Insurance Assessment Liaison, Headlight Setting, Valet, Polish, Stores Management, Workshop Housekeeping and Workshop Management in a real work environment. • Mentor and coach learners on how equipment is maintained, and ensure SHE compliance is adhered to. • In excess of 15 years' experience in South Africa's top range workshops, specialising in the ACCREDITED vehicle manufacturer environments of Mercedes Benz, BMW, Audi, Volkswagen, Toyota, with emphasis on the following: <ul style="list-style-type: none"> ○ OEM Approved Auto Body Repair Workshop Management Methodology. ○ OEM Mechanical & Workshop Equipment Management (including maintenance). ○ OEM Approved Vehicle Mechanical and Chassis Straightening. ○ OEM Approved Dedicated Fixed Jig Chassis Straightening, including setting up of respective jigs for each vehicle model. ○ Appropriate welding methods for each vehicle body part, as per OEM specs. ○ OEM Approved Auto Body Repair Vehicle Processes requirements. ○ OEM Accreditation Processes. ○ OEM Auto Body Repair Workshop Procurement systems. ○ Auto Body Repair Workshop Mentoring & Training on all six major processes. ○ All above within the Aluminium Auto Body repair environment.

	<ul style="list-style-type: none"> o Estimating and Insurance Assessor dealings within the approved environments.
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COMPETENCIES

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTRIBUTES
Industry Understanding	Technical Training	Patience and Perseverance
Basic Costing	Project Management Logistics	Attention to detail
Policies and Procedures	Communication	Time management
OEM Quality Management Systems	Problem Solving	Ethics
Project Management Logistics	Decision Making	Confidentiality
Auto Body Setup	Negotiation	Team-working
Body Shop Repair Equipment	Presentation	Structured
Suppliers Knowledge	Computer Literacy	Systematic
Facility House Keeping	Business communication	Proactive
Colour Literacy	Report writing	Professional
PFMA	Facilitation	Business Acumen
Costings, savings and viability attainment.	Interpersonal	
Full technical knowledge of Paint, Panel and all related processes of the auto body repair environment.	Project Management	
Skills Development within an apprenticeship process	Conflict handling	
Industry Understanding Policies and Procedures	Relationship versatility	
Work Shop House Keeping	Marketing	
Technical knowledge of all vehicles on SA roads.	Production management	
OEM Quality Management Systems	Costing	
Health & Safety Procedures	TMS and /or Audatex Software	

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”.