

Project Administrator: 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 **Project Administrator: 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 : **Project Administrator: Township Automotive Hubs**
PERIOD : **3 years fixed term contract**
LOCATION : **AIDC Hubs**
ADVERT REF NO : **2022/29- 29**
DEPARTMENT : **Township Automotive Hubs**
TCOE : **R234 716,94 per annum**
JOB GRADE : **B5**

CURRENT JOB TITLE	Project Administrator: TAH	JOB GRADE	B5
PROPOSED JOB TITLE			
JOB CODE			
DEPARTMENT	TAH		
DATE REVIEWED	18.05.2022		
LOCATION	AIDC Hubs		
EMPLOYMENT STATUS	3 Years Fixed Term Contract		
PURPOSE STATEMENT			
Responsible for providing general and administrative project support to ensure the smooth running of projects. Furthermore, provide administrative support to the HUB Manager, by handling information requests, performing clerical functions such as preparing minutes, correspondence, receiving visitors, arranging conference calls and scheduling meetings, travel arrangements. Responsible for providing administrative support to the department.			
POSITION IN THE ORGANISATION			

2ND LINE MANAGER (2ND LEVEL)	Programme Manager: TAH
1ST LINE MANAGER (1ST LEVEL)	Hub Manager
POSITION	Project Administrator: TAH
SUBORDINATE (1ST LEVEL)	None
SUBORDINATE (2ND LEVEL)	None
SUBORDINATE POSITIONS	
<i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i>	

POSITION DESCRIPTION

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
1. Project Tracking and Filing <ul style="list-style-type: none"> • Track and file Project documentation • Report on project status and ensure compliance • Maintain proof of evidence for projects 	30%
2. Consolidation of submissions <ul style="list-style-type: none"> • Prepare submissions for: <ul style="list-style-type: none"> ➤ Project review reports ➤ Project Plans ➤ Close out reports ➤ Project Scorecards 	20%
3. Project Meetings <ul style="list-style-type: none"> • Schedule, prepare agendas, prepare invitations, distribute invitation, determine who will attend • Secure appropriate venue • Arrange for refreshments where appropriate • Take and preparation of minutes • Distribute Minutes and follow-up on actions 	5%
4. Procurement Requisitions <ul style="list-style-type: none"> • Raise Purchase Requisitions • Follow-up with procurement for the rest of the process • Confirm delivery of service • Receive invoice and submit to finance • Follow-up where necessary • Communicate with project manager and or supplier where necessary 	20%
5. Risk Register Maintenance <ul style="list-style-type: none"> • Schedule departmental risk meetings • Maintain and update risk register • Consolidate evidence for actions • Maintain proof of closed (mitigated) risks 	10%
6. Departmental Support <ul style="list-style-type: none"> • Prepare customer invoices • Proof reading of documents before approvals • Prepare presentations • Evidence collection for KRA's 	10%
TOTAL	100 %

JOB EVALUATION CRITERIA

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> Grade 12
TECHNICAL/ LEGAL CERTIFICATION	<ul style="list-style-type: none"> Certificate in business administration
EXPERIENCE	<ul style="list-style-type: none"> 1-2 years in a similar environment

COMPETENCIES

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTRIBUTES
Basic Project Management	Advanced Computer Literacy	Tact
Policies and Procedures	Communication	Innovation
Procurement Processes	Problem solving	Time Management
PFMA	Presentation Skills	Attention to detail
	Inter personal	Honesty
	Written communication skills	Ability to work under pressure
	Conflict Handling	Integrity
		Sense of Humour
		Resilient

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".

