

Trainee Master Artisan: Panel Beater– 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 **Trainee Master Artisan: Panel Beater** 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 : **Trainee Master Artisan: Panel Beater**
PERIOD : **3 years fixed term contract**
LOCATION : **AIDC Hubs**
ADVERT REF NO : **2022/27- 29**
DEPARTMENT : **Township Automotive Hubs**
TCOE : **R319 369,37 per annum**
JOB GRADE : **C3**

CURRENT JOB TITLE	Trainee Master Artisan Panel Beater	JOB GRADE	C3
PROPOSED JOB TITLE			
JOB CODE			
DEPARTMENT	Township Automotive Hubs		
DATE REVIEWED	18.05.2022		
LOCATION	AIDC Hubs		
EMPLOYMENT STATUS	3 Years Fixed Term		
PURPOSE STATEMENT			
The incumbent is a qualified Panel Beater who becomes an apprentice/mentee to the Master Artisan Panel Beater; to understudy the Master Artisan Panel Beater so that they can take over the function fully at some later point.			
POSITION IN THE ORGANISATION			
LINE	Master Artisan Panel Beater		MANAGER

POSITION	Trainee Master Artisan Panel Beater
SUBORDINATE	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
<p>1. Township Auto Body Repair Facility Training</p> <ul style="list-style-type: none"> • Trains on the management of consumables required for training and ensures availability • Personal Protective Equipment (PPE) identification • Is present at formal assessment of prospective learners, • Ensuring that trainees understand every step of training thoroughly, • Manage in-house training schedules and disciplined time-keeping. • Observes work methods, and organised housekeeping habits. • Continuously expose the learners to updated methods and technologies of the profession, • Understanding that quality standards set are achieved by learners. • Take ownership of the workshop and its trainees, during the absence of the master artisan. • Ensuring that learners understand the nomenclature of the auto body repair workshop and industry before attempting to train them. • Conducts formal training programmes, during the absence of the master artisan. 	65%
<p>2. Occupational Health and Safety (OHS) Issues</p> <ul style="list-style-type: none"> • Is mentored on how to monitor processes, systems and schedules • Is mentored on evaluating potential hazards and recommends controls. • Is trained on the establishment and tracking of key performance indicators. • Is present at OHS management system audits to ensure compliance within the workshop. • Is trained to ensure policies, procedures, safe systems of work, method statements and risk assessments are communicated and implemented • 	15%
<p>3. QMS Management</p> <ul style="list-style-type: none"> • Is present for all workshop accreditation processes • Is trained to ensure Quality Objectives are set in line with policy • Is introduced to external bodies related to the accreditation process • Is trained to develop standard operating procedures • Ensure records are maintained to provide evidence of the QMS • Reports on non-compliance 	10%

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)	TIME SPENT
<ul style="list-style-type: none"> • Prepares a Corrective Action Report • Monitors implementation 	
<p>4. Facility Operations Execution</p> <ul style="list-style-type: none"> • Implement tasks in terms of the project plan • Assists with managing project risks • Project Administration • Input into the close out report • Input into Project Review reports monthly • Trained on procurement planning and management • Predicting requirements and stock keeping of consumables. • Keeping stock records. • Oversees maintenance requirements. • Ensuring safety, as well as maintenance of small equipment in the workshop. • Problem solving within the training environment. • 	<p>10%</p>
<p>TOTAL</p>	<p>100 %</p>

JOB EVALUATION CRITERIA

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> • Matric, Qualified Panel beater
TECHNICAL/ LEGAL CERTIFICATION	<ul style="list-style-type: none"> • Experience in Auto Body Repair • Proven record in OEM approved workshops, •
EXPERIENCE	<ul style="list-style-type: none"> • Experience in Panel Beating, 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

COMPETENCIES

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTRIBUTES
Industry Understanding	Technical Training	Patience and Perseverance
Basic Costing		Attention to detail
	Communication	Time management
OEM Quality Management Systems	Problem Solving	Ethics
	Decision Making	Confidentiality
		Team-working
Body Shop Repair Equipment	Presentation	Structured
Suppliers Knowledge	Computer Literacy	Systematic
Facility House Keeping		Proactive
Colour Literacy		Professional
	Facilitation	Business Acumen
	Interpersonal	
Full technical knowledge of Paint, Panel and all related processes of the auto body repair environment.		
	Conflict handling	
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	
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1. **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”.