

Trade Test Assessor: Auto Electrical – 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 **Trade Test Assessor: Auto Electrical** in a **Permanent Employment Contract** position with three months' probation. The successful candidate will report directly to the **Trade Test Centre Manager**.

POSITION : **Trade Test Assessor: Auto Electrical**
PERIOD : **Permanent Employment Contract**
LOCATION : **AIDC**
ADVERT REF NO : **2022/19- 29**
DEPARTMENT : **Gauteng Automotive Learning Centre (GALC)**
TCOE : **R 472 982,35 per annum**
JOB GRADE : **C5**

CURRENT JOB TITLE	Trade Test Assessor: Auto Electrical	JOB GRADE	C5
PROPOSED JOB TITLE	Trade Test Assessor: Auto Electrical		
JOB CODE			
DEPARTMENT	Gauteng Automotive Learning Centre		
DATE REVIEWED	18.05.2022		
LOCATION	AIDC sites in Gauteng		
EMPLOYMENT STATUS	Permanent		
PURPOSE STATEMENT			
The primary role of the Trade Assessor is to measure whether or not a candidate has achieved the intended outcome(s) when comparing their capabilities to the assessment criteria set out in the relevant unit standard(s) or qualifications for Trades.			
POSITION IN THE ORGANISATION			

LINE MANAGER	Trade Test Centre Manager
POSITION	Trade Test Assessor: Auto Electrical
SUBORDINATE	None
SUBORDINATE POSITIONS	
<i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i>	
<ul style="list-style-type: none"> • None 	

1. POSITION DESCRIPTION

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p>1. Quality Assurance</p> <ul style="list-style-type: none"> • Ensure that assessment is carried out in line with NAMB and QCTO regulations • Ensure that candidates meet the minimum entrance requirements as specified by the relevant regulatory bodies • Ensure that candidates are aware of their responsibility regarding the Trade Test • Ensure development and implementation of Standard Operating Procedures (SOPs) regarding Trade testing guidelines • Ensure proof of compliance with any medical or legal requirement for the relevant Trade • Provide feedback on trade testing to the ETQA Manager 	30%
<p>2. Conduct Trade Testing</p> <ul style="list-style-type: none"> • Carry out trade tests in accordance with the Gauteng Automotive Learning Centre assessment specifications and Trade Test Centre assessment policies, correctly completing all compulsory assessment documentation • Ensure evidence provided by candidates is sufficient to meet the Gauteng Automotive Learning Centre requirements • Make a final analysis on supporting evidence provided by the candidate to demonstrate their competence to meet the assessment criteria • Provide objective feedback to the ETQA Manager about candidate performance and achievement • Refer candidates who have been found not yet competent to the RPL process 	50%
<p>3. Administrative Support</p> <ul style="list-style-type: none"> • Present a professional image of the AIDC to all visitors, clients and candidates • Complete all the required documentation • Ensure that candidate assessment outcomes are captured onto LMS • Stock and inventory control of Trade Testing consumables • Make recommendations to the Trade Test Manager regarding the Trade Testing process and equipment • Identify risks and mitigation plans, and implement 	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"> approved mitigation actions in area of responsibility • Provide relevant administrative support to the Trade Test Manager as and when necessary 	
<p>4. Reporting</p> <ul style="list-style-type: none"> • Prepare post Trade Testing reports (performance and quality) for statutory reporting • Prepare monthly, quarterly and annual reports, and submit to relevant stakeholders • Evaluate compliance with legislation and effectiveness of SOPs and provide recommendations for improvement to the ETQA Manager • Maintain records and evidence for reporting and future planning 	10%
TOTAL	100 %

JOB EVALUATION CRITERIA

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> • Registered Assessor against relevant Trades • A tertiary qualification at NQF Level 4 (HEQF Level 5) in the relevant Trades
TECHNICAL/ LEGAL CERTIFICATION	<ul style="list-style-type: none"> • Registration as an Assessor with NAMB advantageous
EXPERIENCE	<ul style="list-style-type: none"> • 3 – 4 years' work experience in the relevant Trades, with a minimum of 2 (two) years as Assessor in the relevant Trades • Experience in Facilitation advantageous • Experience with a Learner Management System advantageous

2. COMPETENCIES

KNOWLEDGE	SKILLS	ATTRIBUTES
Project Management	Communication (written and verbal)	Time Management
Planning and Scheduling	Computer skills	Patience
People Management	Interpersonal	Tact/Tolerance/Diplomacy
Risk management	Problem solving	Attention to detail
Continuous improvement methods	Report writing and analysis	Customer Focus
Change Management	Analytical	Innovation
Performance Measurement	Planning	Ability to manage stressful situations
Production management and quality management systems	Conflict Handling	Self-control
Skills Development Legislation	Performance Measurement	Quality orientated
Trade Test Regulations	Presentation	Initiative
Industrial Relations	Self-control	Honesty and Integrity
SETA environment		
Policies and Procedures		
POLC		

3. OTHER SPECIAL REQUIREMENTS

- Valid driver's licence and reliable own transport
- Ability to work with minimal supervision within the set guidelines

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”.