Business Development Officer: Hubs and Incubation – 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 **Business Development Officer: Hubs and Incubation** in the **Business Development Department** on a **Permanent Employment Contract** with three months' probation. The successful candidate will report directly to the **Business Development Manager: Programs.**

LOCATION: **Automotive Supplier Park AIDC Offices, Rosslyn and Satellite Sites**

DIVISION: **Business Development**

REMUNERATION: **TCOE R 474 467,53 per annum**

JOB GRADE : **C4**

PURPOSE OF THE ROLE

The Business Development Officer is required to assist the Incubation Programmes Department in identifying potential opportunities for the Incubatees on completion of the Incubation Programme in the development and implementation of new innovative business strategies in order to create and expand business opportunities in the automotive industry. The Business Development Officer needs to provide focused Business Development support to the SME's nearing maturity within the AIDC managed Incubation Centre and increase their chances of future, long term sustainability. The science of engaging with potential clients and successfully offering organizational services must be instilled in the entrepreneurs.

KEY RESPONSIBILITIES

1. **New and Existing Business Development**
   - Develop and implement a Business Development Plan in support of the ICPD incubates which addresses the following:
     - Liaison with the automotive industry players to identify opportunities

- Assess the viability of the opportunities and make recommendations regarding the profitability and sustainability of the opportunities identified
- Develops a portfolio of business opportunities
- Support the development of the incubates Business Development acumen
- Support the incubates to develop feasibility studies on business opportunities and to prepare related action plans considering barriers and appropriate course of action
- Support the Incubatees in identifying funding opportunities from relevant funding institutions for viable business projects;
- Assists with product costing for quotation purposes
- Assists with sub-supplier negotiations
- Provide inputs to proposals and contracts

- Coordination of new projects with internal Department Managers and external clients and stakeholders
- Develop project concept documents and project proposals
- Develop and manages new creative strategies

2. Market Research and Access

- Maintain a database on automotive industry opportunities in support of the ICPD incubates
  - Analyses and disseminates information on local, provincial and national automotive industry market and developmental conditions and trends through industry associations, government and economic development representatives.
- Understand local content incentives from government and inform the Incubatees of opportunities in these areas

3. Marketing and Sales (of Incubatee companies)

- Promote ICPD and incubates through:
  - OEMs and Component Manufacturers
  - Industry forums;
  - Event participation
  - Seminars

4. Key Account Management (KAM)

- Managing AIDC's Stakeholder Relationships
- Support the ICPD Incubatees with customer relationship management
- Communication to stakeholders, potential partners, funders, and clients
- Adherence to AIDC KAM system

5. **Coaching and mentoring**
    - Market access coaching and mentoring including:
        - Support with client interaction and engagement
        - How to develop a company profile reflecting service offerings
        - How to present the SME company and related services to new prospective clients
        - How to tender for potential business
    - Mentoring and coaching in other relevant Business Development disciplines
6. **AIDC Business Development Departmental Support**
    - Develop and manages new creative strategies
    - Participates in development of the Department's strategy and business planning
    - Supports the Department Manager in new business and concept development;
    - Adhere to AIDC requirements for administration, monitoring, reporting, communication and liaison;
    - Identify and manage risks related to working environment and project deliverables;
    - Manage and coordinate all aspects of project planning, implementation, monitoring and reporting

MINIMUM QUALIFICATION AND COMPETENCY REQUIREMENTS:

- A Matric certificate/ Grade 12 and National Diploma in Mechanical or Electrical or Industrial Engineering.
- A Bachelor's degree in Mechanical or Electrical or Industrial Engineering will be an added advantage
- Train the trainer technical/legal certification advantageous
- 5 years in a project in automotive/manufacturing environment;
- Proven experience in business development or new concept development
- Proven experience in automotive procurement/supply chain development
- Extensive practical knowledge and experience of the automotive/ manufacturing industry is essential
- Experience in maintaining stakeholder relationships
- Proven track record in developing business cases and compiling project proposals.
- Proven track record in responding to tenders would be an advantage
- Supply chain exposure would be an advantage
- Experience in coaching and mentoring would be an advantage

AIDC is an equal opportunity employer. Appointment will be made in line with the organisation's Employment Equity policy. Only shortlisted candidates will be contacted.

Applications must be accompanied by a curriculum vitae, certified copies of qualifications and certified copies of identity documentation.

- Preference will be given to people with different abilities, women and previously disadvantaged individuals to promote Employment Equity within the group.
- Only shortlisted candidates will be contacted. If you have not heard from us within three months after the closing date, please regard your application as having been unsuccessful.

Applications should be addressed to **https://bit.ly/GGDAGroupRecruitment**

Enquiries should be addressed to **hrrecruitment@aidc.co.za**

The closing date for applications is **06 November 2026.**

"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"