ICT Infrastructure Manager – 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 **ICT Infrastructure Manager** in the **ICT Department** on a **Permanent Employment Contract** with three months' probation. The successful candidate will report directly to the **Department Manager: ICT.**

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

DIVISION: **ICT**

REMUNERATION: **TCOE R 832 374,97 per annum**

JOB GRADE : **D2**

PURPOSE OF THE ROLE

Reports to the ICT Department Manager and manages the ICT Technical team as well as maintaining a good relationship with the ASP Tenants and other AIDC Facilities managing service providers and all their ICT infrastructure requirements. Ensures that the company's Information and Communication Technology Infrastructure systems are available, secure and functionally reliable; that clients and other authorized users are provided with support to use the ICT systems effectively; and to act as a coordinator on the operation of the ICT systems. Ensure governance and compliance. Develop, maintain and enforce ICT policies and procedures.

KEY RESPONSIBILITIES

1. ICT Infrastructure and System Administration and Maintenance

- Manage IT infrastructure, resources, servers, workstations, systems, applications, hardware such as switches, all routers and all firewalls in terms of maintenance,

configurations and other updates), software, databases, Cisco Telephony, LAN, WAN and ICT Security such DR and Backups and incident management.

- Manage, coordinate and review access control levels
- Compile and provide all monthly and quarterly ICT reports.
- Implement and ensure proper maintenance schedule compliance on servers and infrastructure for Server Support and administration, network maintenance and support.
- Ensure creation and management of VLANs and maintain sufficient connection and communication between networked devices (AD, DHCP, Exchange and Azzure)
- Assist in the management of the implementation of new projects and in management of project deployments, project updates and reporting.
- Identify and report potential risks and vulnerabilities in the ICT infrastructure and establish mitigation to reduce those risks

2. ICT Administration

- Maintains a complete and accurate library (properly indexed) of ICT system related documentation as required,
- ICT procurement (Expenditure Memo and Terms of Reference),
- Ensure accurate submission of monthly invoicing to finance for processing,
- Recommends Vendors for ICT services
- R&D new products and solutions

3. ICT Projects Management

- Budget Management.
- Assist in managing and co-ordination of all aspects of project planning, budgeting, implementation, monitoring, reporting and evaluation.
- Identifies and manages risks related to working environment and project deliverables.
- Assist the Department Manager with Ad-hock as well as planned projects.
- Assists with the development of all Department's business plans.
- Supports the department manager in new business development concepts.
- Monitors processes, systems and schedules on behalf of department manager.

4. People Management

- Manage employees as appropriate within the division to optimize business performance and the underlying 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

MINIMUM QUALIFICATION AND COMPETENCY REQUIREMENTS:

- A Matric Certificate/Grade 12 and Bachelor's degree (NQF Level 7) qualification in Information Technology or related field as recognized by SAQA.
- Project Management Certificate
- Microsoft International Certifications (MCP or MCSA or MCTS or MCSE).
- CCNA (Cisco Certified Network Associate) or (CCNE – Cisco Certified Network Expert).
- 5 years' experience in a related ICT Infrastructure environment

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