Training Operations Coordinator – 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 **Training Operations Coordinator** in the **Skills Development and Training Department** on a **Permanent Employment Contract** with three months' probation. The successful candidate will report directly to the **Department Manager: Skills Development & Training.**

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

DIVISION: **Skills Development & Training**

REMUNERATION: **TCOE R 502 930,02 per annum**

JOB GRADE : **C4**

PURPOSE OF THE ROLE

The Training Operations Coordinator is responsible for the scheduling, coordination, allocation of resources and monitoring of all training programmes offered in and through the Learning Centre and the Trade Test Centre. The Training Operations Coordinator ensures the smooth and effective functioning of training interventions and special projects.

KEY RESPONSIBILITIES

1. Training and Events Coordination

- Training and event planning and coordination
- Manage inbound communications including client concerns and compliments.
- Facilitate the planning and preparation of meetings, conferences and conference telephone calls.
- Monitors metrics for training including quality, throughput (time to train), training requirements and records retention.
- Ensure Learning Centre delegates are registered on the LMS system prior to events.

- Ensure all relevant documentation is uploaded and maintained utilizing LMS.
- Keep record of attendance registers for all training sessions and other events.
- Oversee all training equipment and ensure that it is in working condition. This may include:
    - Computer equipment,
    - Training Aids (flipcharts, pens, etc)
    - LCD projectors,
    - Sound system,
    - Learning Material,
    - Simulation models, and other equipment necessary to deliver the types of training offered.
- Carry out daily checks to ensure cleanliness of the facility.
- Maintain accurate records as required by the Learning Centre.
- Daily supervision of the Learning Centre Shuttle drivers including the utilisation of fuel

2. Stakeholder Liaison

- Liaise between client representatives and management to ensure smooth operations delivery.
- Provide information regarding Learning Centre curriculum and schedules to prospective clients and delegates.
- Organize and/or source training programmes to meet stakeholder training needs.
- Liaise with Canteen regarding training schedule and catering requirements.
- Respond to enquiries regarding the learning programmes.
- Identify training vendors, facilitators, assessors and moderator with the necessary SAQA standards and SETA approval.

3. Scheduling

- Develop and maintain the annual, quarterly and monthly schedules.
- Revise schedule according to change in planned learning interventions.
- Handle logistics for training activities including venues and equipment.
- Ensure room set-up is as per client requirements.
- Ensure that requisite equipment is available for the scheduled training.
- Schedule and manage Learning Centre Shuttle bookings

4. Facilitation

- Facilitate ad-hoc soft-skills training as required

5. Reporting

- Compile monthly GEYODI & Utilisation reports.
- Provide inputs to monthly, quarterly and annual reports for management.

- Prepare ad-hoc reports for the Operations Manager.
- Provide LMS data in response to regulatory audits.
- Provide M&E with all evidence to support learning statistics.
- Compile weekly schedule & monthly report on utilisation of Learning Centre Shuttle Bookings and fuel.

MINIMUM QUALIFICATION AND COMPETENCY REQUIREMENTS:

- A Matric certificate/Grade 12 and Education Training and Development or Human Resources qualification at NQF Level 5.
- Events Management certificate advantageous
- 3 years of similar experience in a training environment
- Experience in administration and event coordination

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