Project Administrator – 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 **Project Administrator** in the **Township Automotive Hubs Department** on a **Three (03) Years Fixed Term Employment Contract** with three months' probation. The successful candidate will report directly to the **Hub Manager.**

LOCATION:	**Automotive Supplier Park AIDC Offices, Rosslyn and Satellite Hubs**
DIVISION:	**Township Automotive Hubs**
REMUNERATION:	**TCOE R 298 873,68 per annum**
JOB GRADE :	**B5**

PURPOSE OF THE ROLE

Responsible for providing general and administrative project support to ensure the smooth running of projects. Furthermore, provide administrative support to the HUB Manager, by handling information requests, performing clerical functions such as preparing minutes, correspondence, receiving visitors, arranging conference calls and scheduling meetings, travel arrangements. Responsible for providing administrative support to the department.

KEY RESPONSIBILITIES

1. **Project Tracking and Filing**
    - Track and file Project documentation
    - Support Project Manager: Operations with project compliance
    - Maintain proof of evidence for projects

2. **Consolidation of submissions**

- Prepare submissions for:
  - ➢ Project review reports
  - ➢ Project Plans
  - ➢ Close out reports
  - ➢ Project Scorecards

3. Project Meetings

- Schedule, prepare agendas, prepare invitations, distribute invitation, determine who will attend
- Secure appropriate venue
- Arrange for refreshments where appropriate
- Take and preparation of minutes
- Distribute Minutes and follow-up on actions

4. Procurement Requisitions

- Raise Purchase Requisitions
- Follow-up with procurement for the rest of the process
- Confirm delivery of service
- Receive invoice and submit to finance
- Follow-up where necessary
- Communicate with project manager and or supplier where necessary

5. Risk Register Maintenance

- Follow-up with procurement for the rest of the process
- Confirm delivery of service
- Receive invoice and submit to finance
- Follow-up where necessary
- Communicate with project manager and or supplier where necessary

6. Departmental Support

- Prepare customer invoices
- Proof reading of documents before approvals
- Prepare presentations
- Evidence collection for KRA's

MINIMUM QUALIFICATION AND COMPETENCY REQUIREMENTS:

- A Matric Certificate/Grade 12 and a higher certificate in business administration.
- 1-2 years' experience in a similar 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