

Project 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 **Project Manager** 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 **Programme Manager: Township Automotive Hubs**.

LOCATION: Automotive Supplier Park AIDC Offices, Rosslyn and Satellite Hubs

DIVISION: Township Automotive Hubs

REMUNERATION: TCOE R 626 503,42 per annum

JOB GRADE : D1

PURPOSE OF THE ROLE

Provide professional Project Management services to the Township Automotive Hub Department. Furthermore, to plan, direct and coordinate activities of designated projects to ensure that goals or objectives of the projects are accomplished within prescribed time frames and funding parameters, technical requirements, and customer expectations.

Provide general support to the Programme Manager: TAH, in promoting services to current and prospective clients; interact with and assist in developing mechanisms to address client needs.

KEY RESPONSIBILITIES

- 1. Project Plans**
 - Develop project plans,
 - Identify Subprojects,
 - Identify Resources required
 - Milestones, and
 - Project budget

- Stakeholders sign off of plan

2. Project Charters

- Develop project charter
- Identify Client and Stakeholders
- Identify Risks,
- Prepare a Project budget

3. Project Execution

- Implement tasks in terms of the project plan
- Oversee resources (staff and any other resources)
- Ensure that procurement processes are adhered to and implemented
- Manage project risk
- Documenting and storing evidence of closed risks
- Manage project budget on Maconomy
- Project Administration
- Updating of project scorecards and filing of project delivery evidence
- Close out report
- Prepare input to Annual Report

4. Monitor Performance to Plan

- Track progress and highlight non-compliance
- Redefine project timelines
- Progress reports monthly, quarterly and annually
- Preparation and presentation at monthly project review meeting
- Report on project budget (monthly) and highlight variances
- Raise budget deviation request where necessary

5. Marketing and Sales

- Develop proposals and feasibility studies on various potential projects
- Client Identification and engagement
- Brand representation:
 - Industry forums;
 - Event planning, implementation and participation
 - Seminars
 - Marketing of the services

- Research

6. Stakeholder relationship management

- Communication to stakeholders, funders and clients
- Update and feedback regular project information
- Visits to stakeholders, funders and clients
- Maintain relationships in terms of the SLA and company policy

7. People Management

- Manage employees as appropriate within the department to optimise business performance and the service to customers.
- Ensure staff has the required skills and experience to execute their tasks.
- Conduct Performance Planning Sessions.
- Compile the Performance Management documentation in collaboration with the staff member in terms of:
 - Job Profile requirements
 - Strategic Performance Objectives
 - Key Performance Areas
 - Personal Development Plan
- Track and monitor performance in accordance with policies and procedures and performance planning documentation.
- Continuously provide feedback and coaching to ensure that the staff member/s performs at optimum productivity level.
- Conduct performance reviews in accordance with policies and procedures and take corrective actions where necessary.
- Appraise performance at the end of each performance period in accordance with policies and procedures.

MINIMUM QUALIFICATION AND COMPETENCY REQUIREMENTS:

- A Matric certificate /Grade 12 and National Diploma (Logistics, Industrial Engineering, Mechanical engineering).
- Project Management.
- 5 years' experience in projects in an Automotive/ Manufacturing Environment.
- Supply Chain exposure will 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