GALC Facilitator/Assessor: Mechatronics – 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 **GALC Facilitator/Assessor: Mechatronics** in the **Skills Development and Training Department** on a **Three (03) Years Fixed Term 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 602 265,74 per annum**
JOB GRADE :	**C5**

PURPOSE OF THE ROLE

The incumbent will be responsible to assess all theoretical, simulated and practical training interventions at the Gauteng Automotive Learning Centre and other implementation sites. Furthermore, the incumbent will be required to assess learners by using AIDC's technical equipment, assess students, capture results and formulate reports. The incumbent will furthermore be responsible to maintain training material, training facilities and equipment where required.

KEY RESPONSIBILITIES

1. **Planning**
    - Plan for facilitation and programme implementation
    - Allocate suitable Technical Skills Facilitators and Assessors for the implementation of training interventions and projects
    - Ensure that there are sufficient consumables for the implementation of training
    - Establish the length of training, size of group, number of hours and sessions

- Liaise with Training Operations Coordinator for classroom and workshop logistics

2. **Facilitation, Implementation and Evaluation**
   - Conduct facilitation using a variety of given methodologies and set facilitation standards
   - Ensure the implementation of the ETD QMS
   - Analyse technical training needs for the development and/or improvement of training programmes
   - Advises on the effectiveness of the instructional technical programmes
   - Collaborates with the Materials Developer to develop, implement, and update the technical instructional plan
   - Plan learning context and experiences to ensure effective knowledge transfer
   - Introduce ideas and explain basic concepts
   - Stimulate thinking and dialogue
   - Facilitate group discussions, role plays, simulations and small group exercises
   - Modify training approach and then observe the effects of the change

3. **Assessment**
   - Make an informed judgement about the range of evidence a learner may produce to demonstrate their competence to meet the assessment criteria.
   - Carry out assessments in accordance with the Gauteng Automotive Learning Centre assessment specifications and correctly completing all compulsory assessment documentation
   - Ensure evidence provided by learners is sufficient to meet the Gauteng Automotive Learning Centre requirements
   - Provide objective feedback to the learner about performance and achievement
   - Devise and agreeing an assessment action plan with the learner as appropriate
   - Complete all relevant assessment forms and returning them to the internal quality assurer/Centre Contact
   - Provide feedback to the internal quality assurer
   - Uphold the standards of the unit/qualification
   - Assess Technical Skills Facilitator competence and performance against set learning outcomes
   - Mentor and guide candidates to overcome areas of concern
   - Reporting
4. **People Management**

- Conduct or arrange for ongoing technical training for subordinates
- Manage subordinates as appropriate to optimise business performance and the quality of service to customers.
- 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 members perform at optimum productivity level.
- Conduct performance reviews in accordance with policies and procedures and take corrective actions where necessary.
- Facilitate time, expense and leave approvals.
- Maintain a database of suitable ad-hoc material developers and subject matter experts.

5. Reporting

- Record evaluation of all technical training events
- Evaluate effectiveness of training programmes, providing recommendations for improvement to ETQA Manager & Materials Developer
- Evaluate and submit evidence for reporting and future planning
- Prepares inputs for all monthly and quarterly reports

MINIMUM QUALIFICATION AND COMPETENCY REQUIREMENTS:

- A Matric Certificate/ Grade 12 and NQF Level 6 in Mechatronics.
- Assessor Certificate advantageous
- Registered Assessor with a relevant Quality Council (SETA / NAMB /QCTO) advantageous
- 4 years plus related automotive or manufacturing experience
- Proven competence in industrial automation, robotics, PLC programming (e.g., Siemens or Festo), and hydraulic/pneumatic systems is essential
- Facilitation experience.

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