Junior Human Resource Practitioner: Training, Development and Performance Management – 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 **Junior Human Resource Practitioner: Training, Development and Performance Management** in the **Human Resource Department** on a **Permanent Employment Contract** with three months' probation. The successful candidate will report directly to the **Human Resource Manager: Training, Development and Performance Management.**

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

DIVISION: **Human Resources**

REMUNERATION: **TCOE R 419 326,34 per annum**

JOB GRADE : **C2**

PURPOSE OF THE ROLE

The purpose of this role is to provide support in implementing training and development, performance management and talent management initiatives within the Company. Supports the analysis, co-ordination and implementing of the workplace skills plan, and reporting on skills development initiatives to the SETAs. Assists the Company to achieve greater efficiency by supporting HRD and performance management processes.

KEY RESPONSIBILITIES

1. **Department Support**
    - Provides input to the development of the HRT plans
    - Supports the HR Practitioner to translate the business and HR strategy into effective policies and practices;

- Implements policies or programmes in the areas of Talent Management, Learning and Development, Organisational Development, Performance Management, Transformation, Reward Management, and Skills Development
- Contributes to the management of HR risks
- Acts as a change agent and implements change initiatives
- Provides support to other HR functions and processes as necessary
- Provides input into the HR information system
- Recommend improvements to HR processes, policies, procedures and practices

2. Department Administration Support

- Participates in HR department and organisation-wide meetings
- Ensures relevant documents are up to date
- Maintains filing system
- Schedules, prepares agendas, prepare invitations, distribute invitation, determine who will attend
- Coordinates external meetings according to the standards of performance required to ensure customer satisfaction (including venue, procedures and the like)
- Keeps evidence for risk and business administration and governance purposes
- Maintains Manager's diary
- Contributes to preparation of all HRT reports

3. Development Interventions

- Provides relevant in-house training
- Participates in all requisite Interventions including employee induction processes
- Identifies training vendors with the necessary SAQA standards and SETA approval

4. Training Database updating

- Updates the training and development database
- Captures Training Spend for all attended training
- Participates in the induction programme
- Reconciles payments for SDL Refund
- Maintains accurate training records
- Monitors actual against planned training

5. Performance Management

- Provides support to the performance management processes
- Documents the outcomes of performance management processes

MINIMUM QUALIFICATION AND COMPETENCY REQUIREMENTS:

- A Matric Certificate/ Grade 12 and National Diploma in Human Resources, or related field
- Registered SDF will be an advantage
- 1-year related experience in HRD with strong skills development and performance management background

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