Master Artisan Mechanical – 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 **Master Artisan Mechanical** in the **Township Automotive Hub 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 Hub**

LOCATION:	**Automotive Supplier Park AIDC Offices, Rosslyn and Satellite Hubs**
DIVISION:	**Township Automotive Hub**
REMUNERATION:	**TCOE R 597 686,07 per annum**
JOB GRADE :	**D1**

PURPOSE OF THE ROLE

Manages the WInterveldt Auto body Repair Facility and Prepares a Training Programme; Train, Coach and Mentor the entrepreneurs and learners in panel repair, in the Winterveldt Enterprise Development Hub. Mentor and coach learners on how equipment is maintained, and ensure Health, Safety, Environmental and Quality compliance is understood and applied. Create skilled learners in all aspects of OEM standards of Panel Beating and Workshop Management, who continuously produce quality work without supervision. Satisfies corporate business requirements of the Centre, by means of the quality work in terms of the industry standards and being a favorable and well-known professional in the auto body repair industries and is associated with excellence.

KEY RESPONSIBILITIES

1. **Township Auto Body Repair Facility Training**
    - Develop training materials,
    - Develops training plans and milestones,

- Oversees the management of consumables required for training and ensures availability
- Personal Protective Equipment (PPE) identification and implementation,
- Implement training plans,
- Conducts formal assessment of prospective learners,
- Understanding that if a learner has a study barrier, that there is an earlier word or concept he did not grasp. Always returning to repeat the basics, not only by words, but also by physical demonstration.
- Ensuring that trainees understand every step of training thoroughly and being patient to repeat everything until they gain certainty in their profession. Keeping in mind that where the learner falters, there is an earlier concept or word he did not understand.
- Manage in-house training schedules and disciplined timekeeping.
- Ruthlessly instil orderly work methods, and organised housekeeping habits.
- Continuously expose the learners to updated methods and technologies of the profession, by inviting external equipment suppliers for demonstrations.
- Co-ordinating training interventions in Winterveldt, with external trainers.
- Ensuring that quality standards set are achieved by learners.
- Take ownership of the workshop and its trainees.
- Achieve effective training of apprentices on all levels, by turning them into independent operators, ensuring they constantly produce quality work without supervision.
- Ensuring that learners understand the nomenclature of the auto body repair workshop and industry before attempting to train them. Keeping in mind that all students studying in English, are ‘foreign language’ students if their home language is not English
- Conducts formal training programmes,
- Conducts summative and formal assessments to qualify learners,
- Milestones management,
- Stakeholders sign off of plan,
- Demonstrate and transfers skill of the use of equipment while working with entrepreneurs who bring their client vehicles to the facility for repair.

2. Occupational Health and Safety (OHS) Issues

- Monitor processes, systems and schedules
- Evaluate potential hazards and recommend controls.
- Establish and track key performance indicators.

- Conduct regulatory and OHS management system audits to ensure compliance within the paint shop.
- Co-operate with and support independent investigations for serious accidents and incidents.
- Ensure policies, procedures, safe systems of work, method statements and risk assessments are communicated and implemented
- Establish a documentation control process for policy and practice documents
- Create and execute an Annual Health and Safety Plan
- Plan and implement an annual Audit

3. QMS Management

- Liaison for all workshop accreditation processes
- Develop and implement a technical QMS
- Review and Report to management on the performance of the QMS
- Ensure Quality Objectives are set in line with policy
- Ensure promotion of Awareness of Learners of requirements
- Liaise with all external bodies related to the accreditation process
- Develop standard operating procedures
- Ensure records are maintained to provide evidence of the QMS
- Ensure that suppliers who directly impact the business are audited
- Ensure that management regularly audits learner satisfaction
- Reports on non-compliance
- Prepares a Corrective Action Report

4. Facility Operations Execution

- Implement tasks in terms of the project plan
- Manage project risk
- Project Administration
- Close out report
- Project Review reports monthly
- Procurement planning and management
- Ensuring the longevity of the mechanical capital equipment.
- Predicting requirements and stock keeping of consumables.
- Keeping stock records.
- Managing maintenance requirements.

- Ensuring safety, as well as maintenance of small equipment in the paint workshop.
- Achieving health, work safety, quality, delivery and cost targets.
- Problem solving within the training environment.
- Maintaining optimisation of paint stock

5. 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

6. People Management

- Assists with the development of the Department's business and financial plan
- Supports the department manager in new business development concepts;
- Monitors processes, systems and schedules on behalf of department manager.
- Manages and coordinates all aspects of project planning, budgeting, implementation, monitoring, reporting and evaluation
- Identifies and manages risks related to working environment and project deliverables;
- Manage employees as appropriate within the division to optimise business performance and the underwriting service to customers.
- Conduct Performance Planning Sessions.
- Track and monitor performance in accordance with policies and procedures and performance planning documentation.
- Provides limited one-on-one coaching and mentoring to staff
- Identifies and recommends training for ICT training needs

MINIMUM QUALIFICATION AND COMPETENCY REQUIREMENTS:

- A+; Trade Test; Apprenticeship.
- Project Management exposure
- Senior level experience in Auto Body Repair: Spray painting, Colour Matching, Colour Mixing, Colour Correction, Metal Preparation & Paint Finishing
- Proven record in OEM approved workshops, within top level auto body repair workshops, Mechanical.
- Proven record of working with the OEM approved automotive paint companies.
- Strong Entrepreneurial Track Record with proven successful ownership of business.

- Senior level experience in Mechanical and Workshop Management.
- Senior Level experience in Mechanical, Chassis Straightening, Parts Replacement, Resistance Spot-Welding, Spot-Weld Removing, Costing, Quoting, Procurement, Vehicle Stripping, Vehicle Assembly, Insurance Assessment Liaison, Headlight Setting, Valet, Polish, Stores Management, Workshop Housekeeping and Workshop Management in a real work environment.
- Mentor and coach learners on how equipment is maintained and ensure SHE compliance is adhered to.
- In excess of 15 years' experience in South Africa's top range workshops, specialising in the ACCREDITED vehicle manufacturer with emphasis on the following:
    - OEM Approved Auto Body Repair Workshop Management Methodology.
    - OEM Mechanical & Workshop Equipment Management (including maintenance).
    - OEM Approved Vehicle Mechanical and Chassis Straightening.
    - OEM Approved Dedicated Fixed Jig Chassis Straightening, including setting up of respective jigs for each vehicle model.
    - Appropriate welding methods for each vehicle body part, as per OEM specs.
    - OEM Approved Auto Body Repair Vehicle Processes requirements.

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 **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