Senior Manager: Human Resources – 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 **Senior Manager: Human Resources** in the **Human Resource Department** on a **Five (05) Years Fixed Term Employment Contract** with three months' probation. The successful candidate will report directly to the **Chief Executive Officer.**

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

DIVISION: **Human Resource**

REMUNERATION: **TCOE R 1 536 116,78 per annum**

JOB GRADE : **E1**

PURPOSE OF THE ROLE

The incumbent will be responsible to provide an effective and efficient human resource function that is aligned with company strategic goals. Leading the successful implement of HR strategy and deliver customer service within the AIDC. The responsibilities include strategic partnership, organisational design, Employee Wellness and Employee Relations, Change Management, Employee benefits, Recruitment and Selection, Employment Equity and BBBEE, Talent management and Performance Policies and procedures, Statutory reporting, projects and managing staff.

KEY RESPONSIBILITIES

1. **Employee Wellness and Employee Relations Management**
    - Employee Wellness
    - Employee Consultative Forum Engagement and setting of Employee Wellness calendar pertaining to Wellness Plans and Initiatives throughout the year.
    - Monitor implementation of initiatives and plan and corporate responsibility

- Employee Relations Management
- Consult and advise management and staff on Labour relations issues and processes
- Preventative and corrective action implementation
- Ensure awareness on LRA, Basic conditions of Employment Act and all other labour legislation. Represent the company on CCMA Level (conciliation & arbitration).

2. Employee Benefits

- Ensure that terms and conditions of employment pertaining to Employee Benefits are reflected correctly in individual employee contracts
- Identify risks within current employee benefit structure and advise on appropriate steps to mitigate risk
- Keep abreast of labour legislative changes and advise CEO and Executive team accordingly
- Ensure that AIDC complies with all applicable Employer legislative and Statutory requirements
- Effective Review, Implementation and monitoring of HR Policies and Practices (also as far as legislative requirements are concerned)

3. Recruitment and Selection

- Attract, retain and motivate staff. Manage the recruitment process and ensure candidates fit the role and company culture.
- Advertise vacancies, assess applications, interview applicants. Coordinate and manage the orientation of new employees
- Process probationary reviews, employee evaluations and terminations
- Identify the skills and competencies required for each particular job and ensure that up to date job profiles are available.

4. Employment Equity and BBBEE

- Submit the Employment Equity Plans within specified timeframes to the Labour Department.
- Consult and give input into development of Employment equity plans.
- Identify employment Equity quota requirements and advise on status of compliance to targets.
- Implement and monitor compliance to company BEE strategy.
- Monitor the Company's social responsibility projects and manage the social committee.

5. **Talent Management and Performance Management**
    - Identify skills- and competency shortages and suggest action to improve
    - Coordinate career development, succession planning and talent management needs in partnership with line management.
    - Submit the skills development plan within the prescribed timeframe
    - Oversee all corporate training programmes
    - Oversee adherence to the Performance Management Processes in line with corporate targets
    - Implement best practice to ensure Talent management and Competent Employee base
6. **General**
    - Remuneration Strategy Implementation
    - Exit and Separation Practices management
    - Oversight of all HR Administrative procedures
    - Liaison with GGDA HR Forum, Labour Forum etc.
    - Budget and Control: manage overall HR Budget
    - Board Submissions on a quarterly basis and implementation of resolutions
7. **Reporting**
    - Risk reporting
    - Monthly trend reports
    - Quarterly board reports
    - Management reports
    - Special project and statutory reporting
8. **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 (KRA) 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.
- Provide feedback to the relevant role players.
- Build the team for optimum performance (teambuilding processes)

MINIMUM QUALIFICATION AND COMPETENCY REQUIREMENTS:

- A Matric certificate/ Grade 12 and Postgraduate qualification in Human Resources (NQF level 8) or related qualification
- Registered with Institute of People Management /South African Board for Personnel Practice.
- 10 years proven experience in Human Resources Management with 3 years in management.
    - Knowledge of Labour Legislation
    - Project Management.
    - Knowledge of HR Best Practices
    - Financial Acumen
    - Proven leadership and Human Capital reporting skills. 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