Trade Test Centre Assessor: Panel Beater – 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 **Trade Test Centre Assessor: Panel Beater** in the **Skills Development and Training Department** on a **Permanent 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 primary role of the Trade Assessor is to measure whether or not a candidate has achieved the intended outcome(s) when comparing their capabilities to the assessment criteria set out in the relevant unit standard(s) or qualifications for Trades.

KEY RESPONSIBILITIES

1. **Quality Assurance**
    - Ensure that assessment is carried out in line with NAMB and QCTO regulations
    - Ensure that candidates meet the minimum entrance requirements as specified by the relevant regulatory bodies
    - Ensure that candidates are aware of their responsibility regarding the Trade Test
    - Ensure development and implementation of Standard Operating Procedures (SOPs) regarding Trade testing guidelines
    - Ensure proof of compliance with any medical or legal requirement for the relevant Trade

- Provide feedback on trade testing to the ETQA Manager

2. **Conduct Trade Testing**
   - Carry out trade tests in accordance with the Gauteng Automotive Learning Centre assessment specifications and Trade Test Centre assessment policies, correctly completing all compulsory assessment documentation
   - Ensure evidence provided by candidates is sufficient to meet the Gauteng Automotive Learning Centre requirements
   - Make a final analysis on supporting evidence provided by the candidate to demonstrate their competence to meet the assessment criteria
   - Provide objective feedback to the ETQA Manager about candidate performance and achievement
   - Refer candidates who have been found not yet competent to the RPL process
3. **Administrative Support**
   - Present a professional image of the AIDC to all visitors, clients and candidates
   - Complete all the required documentation
   - Ensure that candidate assessment outcomes are captured onto LMS
   - Stock and inventory control of Trade Testing consumables
   - Make recommendations to the Trade Test Manager regarding the Trade Testing process and equipment
   - Identify risks and mitigation plans, and implement approved mitigation actions in area of responsibility
   - Provide relevant administrative support to the Trade Test Manager as and when necessary.
4. **Reporting**
   - Prepare post Trade Testing reports (performance and quality) for statutory reporting
   - Prepare monthly, quarterly and annual reports, and submit to relevant stakeholders
   - Evaluate compliance with legislation and effectiveness of SOPs and provide recommendations for improvement to the ETQA Manager
   - Maintain records and evidence for reporting and future planning

MINIMUM QUALIFICATION AND COMPETENCY REQUIREMENTS:

- Panel Beater Trade Test Certificate/ Red Seal Certificate Panel Beating
- Assessor Certificate
- Registration as an Assessor with NAMB advantageous
- Minimum 4 years' work experience in the Panel Beater Trade

- Minimum of 2 (two) years as Assessor in the Panel Beater Trade advantageous

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