Trade Test Moderator: 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 Moderator: 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 659 199,22 per annum**

JOB GRADE : **D1**

PURPOSE OF THE ROLE

The incumbent will be responsible for the moderation of assessments conducted at the Trade Test Centre and from time to time, conduct assessments at the Learning Centre

KEY RESPONSIBILITIES

1. **Planning**
   The moderator is to ensure that there is evidence of the entire assessment process which was conducted and includes:
   - Planning for the assessment
   - Preparation of the candidate for assessment
   - The assessment was conducted according to the plan
   - Sufficient evidence has been obtained to meet all the criteria of the unit standard
   - Evidence has been judged according to Valid, Authentic, Consistent, Current, Sufficient (VACCS)
   - The assessment results have been recorded

- The assessment has been reviewed

2. **Trade Moderation**
    - To plan and conduct moderations as outlined in the unit standard 'Conduct moderation of outcomes-based assessment'
    - To moderate the assessment guide against the relevant unit standard(s) and or qualification;
    - To be guided by the provider's moderation plan, guide, tools and reporting format;
    - To moderate in a fair and transparent manner, avoiding bias and addressing barriers to assessors;
    - To judge evidence observing the rules of evidence;
    - To give constructive written feedback to assessors; and
    - To give feedback to moderators on unit standards and qualifications.
    - Inform the TTC Manager about any relevant information about any irregularities in the assessment process such as:
        - Suspected or proven irregularities committed by the candidate;
        - Suspected or proven irregularities committed by any other parties to the assessment;
        - Any suspected or proven bribery, threats or sexual or other harassment of or by candidates;
        - Any grounds for doubting the authenticity of the evidence presented during the assessment process; and
        - Unplanned environmental, personal or other problems which may have interfered in the performance of the candidates
3. **Conduct Ad-hoc Assessment at LC**
    - Conduct assessment according to the LC Assessment policy
    - Adhere to the LC Assessor Code of Conduct
    - Indicate irregularities with regarding to learner Portfolio of Evidence
    - 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 Master Technical Skills Facilitator
- Provide feedback to the learner and Master Technical Skills Facilitator
- Conduct re-assessment for learners deemed not yet competent
- Collaborates with the Materials Developer to develop, implement, and update the assessment tools.

4. **Reporting**
    - Complete and submit all documentation required in line with the TTC QMS Policies
    - Prepare reports for submission to ETQA Manager and NAMB and QCTO for endorsement
    - Evaluate effectiveness of assessment tools, 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:

- Panel Beater Trade Test Certificate/ Red Seal Certificate Panel Beating
- Moderator Certificate
- Moderator registration with NAMB advantageous
- Minimum 4 years work experience in the Panel Beater Trade
- Minimum of 2 (two) years as Moderator 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