



The AIDC Eastern Cape (AIDC-EC) a wholly owned company by ECDC, is the Province's institutional mechanism that is mandated to promote and facilitate the automotive industry growth and development by supporting the government's industrial policy and other strategic initiatives that will contribute towards the provincial economic growth. As a developmental institution, AIDC-EC has positioned itself to contribute to the growth of South African automotive industry; support government's automotive related objectives; contribute to the government and industry's goals of continuous growth and sustainable job creation; and support ECDC's macro development plan and consequently contribute to the provincial growth and development plans.

With the head office based in Gqeberha within the Nelson Mandela Bay economic hub and with a branch office in East London, AIDC-EC is working hard to establish a strong presence throughout the Eastern Cape Province. Considering the fast pace of globalisation and technology development, a challenging and rewarding opportunity has thus arisen for the following position:

PROJECT MANAGER: AFTERMARKET SKILLS DEVELOPMENT (3 YEAR FIXED TERM)

The AIDC EC aims to recruit a **Project Manager: Aftermarket Skills Development** on a fixed term basis. The successful candidate will report directly to the **Executive Manager: Aftermarket**

Purpose of Position:

The Project Manager: Aftermarket Skills Development will be responsible for planning, implementation, and managing training programmes designed to enhance the skills, knowledge, and capabilities of the Aftermarket SMMEs in the Eastern Cape. This role is critical for fostering the growth and sustainability of the Aftermarket SMMEs by providing them with the tools and training necessary to thrive in a competitive automotive aftermarket industry.

Roles and Responsibilities:

Programme development.

- Identify training needs and opportunities for SMMEs through thorough assessments and analysis.
- Develop and design training programmes, curricula, and materials to address these needs.
- Ensure that training programmes are aligned with the specific needs and goals of SMMEs within the automotive aftermarket sector.
- Ensure alignment of training programmes with the South African Qualifications Framework (SAQA)



Project management.

- Plan, execute, and oversee the full project lifecycle, from programme inception to evaluation.
- Manage project timelines, budgets, and resources effectively.
- Collaborate with stakeholders, partners, and skills development practitioners to ensure smooth project implementation

Training delivery.

- Co-ordinate the delivery of training sessions and workshops, which may include in-person, virtual, or blended learning methods.
- Select, train, and manage skills development facilitators as needed.
- Monitor training progress and make adjustments as necessary to meet the training objectives

SMMEs engagement.

- Recruit SMME participants and promote training opportunities within the automotive aftermarket sector.
- Provide guidance and support to SMMEs throughout the training programme.
- Foster a supportive and inclusive learning environment.

Monitoring and evaluation.

- Assess the effectiveness of training programmes through regular feedback, evaluations, and performance system of measurement.
- Make recommendations for continuous programme improvement.
- Prepare reports and documentation for stakeholders and funders

Compliance and Reporting.

- Ensure that training programmes adhere to regulatory requirements, quality standards, and best practices.
- Prepare and submit reports to relevant authorities and funding agencies as required.

Relationship Building.

- Build and maintain relationships with SMMEs, local business associations, government agencies, and other relevant stakeholders.
- Collaborate with external partners for resource sharing and support



Preferred Qualification

- Relevant tertiary qualification (preferably Bachelor's degree in business administration, education, project management, or a related field).

Preferred Experience

- Proven experience in project management and training programme development.
- Knowledge of SMME development, business management, and entrepreneurship.
- Experience in working with Sector Education and Training Authorities (SETAs).

Skills and Competency Requirements:

- Strong project management skills
- Strong interpersonal and communication skills
- Analytical skills for assessing training needs and programme effectiveness.
- Ability to work with diverse groups and cultures

If you are interested in this position and have the relevant qualifications, experience and expertise please forward your comprehensive CV, certified copies of academic qualifications, certified copy of ID and contactable references to: ***recruitment@aidcec.co.za***

Please note that correspondence and communication will only be conducted with short listed candidates and preference will be given to people with disabilities, women and previously disadvantaged individuals to promote Employment Equity within the company.

If you have not been contacted within eight weeks after the date of the advertisement, please regard your application as unsuccessful.

In making these appointments, AIDC-EC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies, and plans.

Closing date: 13 November 2024