



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 positions:

### **Skills Development Administrator ( Temp – 18 Months)**

The AIDC EC aims to recruit an **Skills Development Administrator** on a temp basis ( 18 Months contract) The successful candidate will report directly to the **Project Manager: Aftermarket Skills Development**

#### **Purpose of Position:**

The primary purpose of a Skills Development Administrator is to ensure the effective and compliant administration of the Aftermarket Technical skills development projects

#### **Roles and Responsibilities**

- Understanding of SETA/QCTO processes including learner uploads, document verifications and accurate capturing of learner information.
- Knowledge of Skills Development training interventions such as apprenticeships, Learnerships, ARPL and Skills programmes.
- Sound, effective, and efficient administration of all records and information including to enable easy accessibility, accuracy, and comprehensiveness of information.
- When required timeous and accurate preparation of Tranche claims T2, T3 and T4 ensuring all information required is attached and saved for easy accessibility.
- Perform secretarial duties related to aftermarket skills development including other divisional administration.
- Serve as a link between SETA's SMME's, SDP's, Trade Test Centres and AIDC-EC
- Perform SDF functions on behalf of aftermarket SMME's for the duration of the project.
- Maintain efficient office management processes aligned with secretarial best practices, involving record-keeping systems, correspondence, communication, and payment requisitions.
- When required assist with effective logistics management for travel arrangements and event coordination as needed by the aftermarket division for meetings and events.



- Accurate capturing of information on NSDMS and other databases, ensuring the database is kept up to date.

#### **Qualifications.**

- Administration diploma or equivalent.
- Computer literacy with specific proficiency in MS Word, Excel and outlook.
- Strong communication skills (written and verbal)

#### **Added advantage.**

- Learning programmes management including learner registration, documents verification and training monitoring.
- Administration experience in skills development or training environment.

#### **Experience.**

- Minimum 2 years of experience in skills development environment at a Sector Education and Training Authority or at a Skills Development Provider.

**Contact:** If you are interested in this position and have the relevant experience and expertise please forward your CV with full personal details, education, work history and contactable references to [recruitment@aidcec.co.za](mailto: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.**

Please send your detailed CV; certified copies of academic qualifications and certified copy of ID to:  
***recruitment@aidcec.co.za***

**Closing date : 18 July 2025**