



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.

The AIDC-EC aims to recruit a permanent **Executive Support** personnel who will report to the **Executive Manager: Component Suppliers & Investor Support**.

Purpose of Position

The position of Executive Support serves as the primary point of contact for internal and external stakeholders on all matters of the Office of the Executive Manager. The Executive Support position serves as a liaison to the senior management teams and other internal service functions and units, organises and coordinates executive and external relations efforts.

1. Roles and Responsibilities

1.1. Strategic Executive Support

- Manage the Executive Manager's calendar, meetings, and travel.
- Prepare reports, correspondence, and briefings.
- Conduct research to support decision-making.
- Represent the Executive Manager at meetings.
- Monitor strategic projects and provide updates.
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1.2. Stakeholder Liaison and Government Relation

- Act as a communication bridge with external stakeholders.
- From time to time, engage with the government and private sector on automotive sector matters.
- Support investor relationship management.
- Organize stakeholder engagements and dialogues
- Travelling is a critical component

1.3. Administrative and Operational Coordination

- Document management and correspondence.
- Maintain databases and status reports.
- Coordinate travel and accommodation logistics.
- Handle confidential information responsibly



- Have a driver's license and able to travel extensively

1.4. Project and Proposal Support

- Assist with proposals and project briefs.
- Compile data for initiatives.
- Track and report on strategic objectives

2. Qualifications and Working Experience

- NQF Level 5 or Higher Relevant Qualification
- The candidate must have at least 2 years' work experience in a Consulting, State-Owned Entity or Automotive Sector environment.

3. Experience:

- Work experience as an Executive Personal Assistant, Executive Secretary, Manager, Executive Assistant, or Project Administrator
- Outstanding organizational and time management skills
- Excellent verbal and written communication skills
- Discretion and confidentiality
- Exceptional interpersonal and problem-solving skills.
- Advanced written and verbal communication skills to engage with senior stakeholders, corporate entities and government bodies.
- Strong organizational and coordination capabilities to manage complex calendars and executive schedules.
- Excellent proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and digital collaboration tools.
- High-level interpersonal skills, emotional intelligence, and the ability to handle sensitive and confidential information with discretion.
- Analytical and research abilities to support report-writing, proposal development and strategic initiatives.
- Knowledge of the automotive industry, public policy processes, and economic development context.
- Ability to work independently, prioritize multiple tasks, and respond effectively under pressure.
- Strategic thinking and problem-solving mindset aligned with the Executive's objectives.
- Professional presentation and public relations capabilities
- Capacity to liaise effectively with diverse internal teams and external partners at all levels.
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Contact: *If you have any relevant inquiry, send an e-mail to recruitment@aidcec.co.za*

Please note that correspondence and communication will only be conducted with shortlisted 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 fill out and submit the online application form by following this link:

Link to online application form: <https://www.aidcec.co.za/vacancies>

Closing date: 24 November 2025