



The AIDC Eastern Cape (AIDC-EC) a wholly owned company of the 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:

SENIOR MANAGER - PROJECTS (3 YEARS FIXED TERM CONTRACT)

The **AIDC-EC** aims to recruit a **SENIOR MANAGER - PROJECTS** on a fixed term contract basis. The successful candidate will report directly to the **EXECUTIVE MANAGER: FUTURE SKILLS & SUSTAINABLE ENERGY**

PURPOSE OF POSITION:

To plan, direct and co-ordinate designated AIDC-EC's projects to achieve objectives within timeframes and funding parameters, technical requirements, customer expectations, and provide general support to the Unit

KEY PERFORMANCE AREAS

- Develop Project plans in the area of Skills Development
- Collaborate with key stakeholders in the automotive industry's skills network
- Track progress against project plans and report to management
- Liaise and Communicate with key stakeholders, funders and clients
- Maintain relationships with stakeholders in terms of the Service Level Agreements and company policies
- Manage project risks, budgets and project timelines
- Ensure procurement processes are adhered to and implemented
- Prepare progress reports monthly, quarterly and annually
- Report on project budget (monthly) and highlight variances

SKILLS AND COMPETENCIES REQUIREMENTS:

- Strong project management experience
- Knowledge in government funded programmes
- Knowledge of skills management in the automotive sector.
- Strong verbal and written communication skills
- Excellent interpersonal and organizational skills
- Knowledge and experience of business management principles
- Ability to work collaboratively with various stakeholders



- Computer literacy
- Presentation skills

PREFERRED QUALIFICATION:

Relevant tertiary qualification (Preferably Honors degree level in Science, Project Management or equivalent)

EXPERIENCE REQUIREMENT

- Minimum 10 years working experience in managing projects within the manufacturing environment
- Experience in a variety of project management environment
- Project Management system

If you are interested in this position and have the relevant experience and expertise, please forward your comprehensive CV certified copies of academic qualifications and 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.

CLOSING DATE: 11th OCTOBER 2024