



Automotive Industry Development Centre Eastern Cape SOC Ltd  
Your partner in becoming globally competitive

## **VACANCY – Junior Industrial Engineer- Supply Development Port Elizabeth, Eastern Cape (Fixed-term Contract)**

The Automotive Industry Development Centre is a Government owned 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 is a vital role-player that promotes networking and collaboration between Government, Industry and other stakeholders to collectively further enhance the automotive industry as one of the success stories of the SA economy.

The AIDC provides professional project management services for the implementation of continuous improvement programmes that employ best practices and ultimately lead towards the industry's global competitiveness. This is executed within three key focus areas i.e. Supply Chain Development, Supplier Development and Skills Development & Training. This is enabled through networking, project management and facilitation with key stakeholders while ensuring strategic alignment of the AIDC mandate and objectives to that of its shareholders. The AIDC's success hinges on its human capital, and in its pursuit to realise its strategic objectives, we aim to recruit a **Junior Industrial Engineer for Supply Development** on fixed term basis. The successful candidate will report directly to the **Senior Project Manager SDD**.

The incumbent will promote services to current and prospective clients; interact with and assist in developing mechanisms to address client needs. Position is targeting to promote and give experience to Postgraduates in the Engineering field.

### **Preferred qualification and Experience:**

- National Diploma or Postgraduate Degree in Industrial Engineer
- Experience in the Automotive Industry, preferably in Logistics, Manufacturing or in Project Management will be an advantage.
- Working knowledge of Supplier Development, Logistics Management, Quality Management Systems, and Continuous Improvement.
- Driver's license and able to travel locally

### **Tasks and Responsibilities:**

- Assist in coordinating all aspects of project planning, implementation, monitoring, reporting and evaluation;
- Establishes teamwork and ensures that all project activities are carried out in line with the approved project plan and budget;
- Assist in facilitating the implementation of project activities in close cooperation with AIDC offices in other provinces where applicable, ensuring appropriate support structure for project staff;
- Monitors and evaluates the project direction and achievements on a regular basis and proposes changes to the Senior Project Manager
- Carries out all the responsibilities for logistics, administration and financial aspects of the project, including appropriate control and monitoring of project resources;
- Produces frequent and timely internal and external (when applicable) reports;
- Follows up and provide regular feedback to AIDC Management and Client;
- Marketing of SDD offerings
- Follow- up on customer and finance department on non-payment of accounts
- Compliance to Health and Safety regulations in the workplace

**Skills and Abilities:**

- Excellent business report writing skills
- Communication (written and verbal) and listening skills
- Facilitation and presentation skills; experience in facilitation of Workshops and Forums
- Analytical and problem solving skills
- High accuracy and attention to detail
- Proven track record of Ethics and Integrity
- Ability to identify new business acquisitions
- Ability to establish and maintain relationships with clients
- Advanced levels of computer literacy in MS Office and MS Project

**Contact:** If you are interested in this position and have the relevant experience 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 that the appointment will be made in accordance with the AIDC's Employment Equity Policy. Closing Date 26 January 2018***