

Data Management Administrator (Ref: DMA001/2025)

24 months fixed term contract

PURPOSE OF THE JOB: The Database Clerk is responsible for managing and updating the TASEZ database, ensuring that SMME registrations, documents, and information are accurately captured, maintained, and accessible. The role also involves supporting administrative functions within the SMME unit, including assisting with SMME profiling, gap analysis, physical site verifications, and assisting with the compilation of reports and documentation related to SMME development and beneficiation. The Database Clerk will also provide general administrative support to the SMME Mentor and Management Team (MT) as required

KEY RESPONSIBILITIES Data Management. Register new SMMEs in the TASEZ database, ensuring all relevant details are captured accurately and timely. Regularly update and maintain SMME records in the database, ensuring that all information is current and correct. File and organize SMME registration documents in the database, ensuring they are easily accessible for review and audit purposes. Capture SMME database registration documents and other relevant data in the TASEZ portal. Assist SMMEs and community with database registration issues, troubleshooting, and inquiries related to TASEZ SMME beneficiation processes. **Administrative Support.** Assist the SMME Mentor and MT team with filing, documentation, and administrative functions. Ensure that all filing is completed in accordance with TASEZ practices and within agreed timeframes. Maintain a secure and up-to-date filing system (both electronic and hard copy) for SMME documents and reports. Coordinate and manage the diary of the relevant manager by checking availability, scheduling, and confirming appointments. Prepare and ensure relevant documentation is ready before meetings. Remind parties of upcoming appointments and manage cancellations or changes as needed. Take minutes during meetings and distribute the approved minutes to all relevant stakeholders in a timely manner. **SMME Profiling and Gap Analysis.** Assist with profiling SMMEs and conducting gap analyses to identify areas where support and development are required. Support the SMME Mentor and MT team in assessing the development needs of SMMEs, ensuring that profiles and assessments are accurately recorded in the database. **Document and Report Preparation:** Assist with the compilation of SMME development reports, including progress on beneficiation initiatives, profiling, and training. Assist in compiling the SMME Development and Beneficiation Portfolio of Evidence, ensuring that it is well-documented and up to date. Prepare presentations as required for internal and external stakeholders. Assist with research tasks related to SMME development, TASEZ initiatives, and other relevant areas as directed by the SMME Manager or MT team. Collate and consolidate reports for the ED unit, ensuring that information is accurate and comprehensive

Minimum Requirements: A relevant qualification in Management, Administration, Office Management, Business Management, Human Resource management or a related field. At least 1-3 years of experience in a similar administrative or database management role, preferably in a government or public sector environment. Proficiency in MS Office Suite (Word, Excel, PowerPoint) and database management tools. Knowledge of document management systems and filing procedures.

Other Requirements: Ability to work independently and as part of a team, with excellent problem-solving and multitasking skills. Ability to handle sensitive information with discretion and confidentiality.

Skills and Competencies: Database Management, Administrative Support, Attention to Detail, Communication Skills, Research & Reporting, Confidentiality & Security. **Working Conditions:** Some travel may be required for off-site training or consultations with suppliers and stakeholders.

Labour Desk Officer (Ref: LDO 001/2025)

24 months fixed term contract

PURPOSE OF THE JOB: To support implementation and administration of skills development and labour activities for the TASEZ Phase II project in line with the approved project charter and plans.

KEY RESPONSIBILITIES: Data Management: Oversee management of skills and labour database. Control the data probity by performing comparative analysis of different sources. Perform regular backup and security database activities. Scan through information to identify pertinent data. Organize and assist in data collection and analysis for beneficiary and community selection, as well as for monitoring and evaluation. Identify and correct errors and bring them to the attention of relevant parties where necessary. **Management of recruitment and placement:** Liaise with and follow up with relevant stakeholders to collect information. Manage screening process through local applications. Manage the -end-to-end recruitment process in line with the approved processes. **Management of training and development:** Manage coordination and implementation of planned skills development plans. Ensure correct recording of skills development trainings in line with internal approved methods. **Report:** Compile monthly/quarterly recruitment reports Provide weekly. Monthly and quarterly reports on labour stats. Report data into prescribed GEYODI classifications. Gather invoices, statements, reports, personal details, documents, and information from employees, other departments, and clients. Input and verify information into database system. **People Management:** Provide support to other staff members as needed.

Minimum Requirements: Bachelor's degree in management or equivalent qualification. 1-3 years relevant experience. Computer literacy in MS Office Suite and knowledge of recruitment processes. Project Management. Knowledge of people management-related legislation, i.e. BCEA, LRA, Skills Act, & Employment Equity Act. Knowledge of data management processes. Research and reporting skills. People Management. Attention to detail. Conflict and Negotiation skills. Customer Focus. Interpersonal Relations.

Procurement Administrator (Ref: ProcAdmin 001/2025)

24 months fixed term contract

PURPOSE OF THE JOB: For overseeing and managing the administrative duties related to the procurement processes within TASEZ, with a focus on Small, Medium, and Micro Enterprises (SMMEs). The role involves managing procurement activities, supporting SMME teams, facilitating training initiatives, and ensuring the smooth execution of procurement functions from tender issuance to bid closing, evaluation, and appointment. Additionally, the role includes ensuring that training requirements for SMMEs are met, providing logistical support, and ensuring compliance

KEY RESPONSIBILITIES: SMME/Procurement Administration: Send out tender adverts to SMMEs via email and coordinate with the TASEZ IT technician to have the adverts posted on the TASEZ website. Address tender queries promptly and ensure appropriate distribution of these queries to the relevant departments or personnel. Organize the physical site verifications for bid submissions and ensure logging sheets are prepared and available at the venue. Ensure bids are closed by the appropriate representatives (Bidder, SMME Mentor, Main Contractor's QS, TASEZ SMME Unit) and open bids publicly after the closing time. Send out letters of regret to unsuccessful bidders 48 hours before issuing the letter of appointment to the successful bidder. Issue letters of appointment to successful bidders within 48 hours after sending out regret letters. **Project Delivery:** Assist the Main Contractor and the Management Team (MT) in the procurement process of SMME tenders, ensuring that all necessary documentation is in place and deadlines are met. Coordinate and send invitations to SMMEs for clarification meetings or discussions related to tenders and procurement processes. Assist with compiling the SMME training plan for projects, ensuring training requirements are met, and training schedules are aligned with project timelines. Keep accurate records of all training reports and training registers for SMMEs. Engage with external training providers to schedule and track training sessions. **Reporting and Documentation:** Compile and submit monthly or quarterly procurement reports, including tracking procurement progress against BBEEE (Broad-Based Black Economic Empowerment) targets. Track the implementation of training plans for SMMEs against set targets, ensuring that training milestones are achieved. **Logistics and Tender Management:** Manage the procurement tender box, ensuring that all incoming tenders are appropriately logged and that queries are addressed in a timely manner. Assist in organizing logistics for procurement-related activities, including the management of bid openings, site verifications, and coordination of meetings between SMMEs and the main contractor. Compile demand requisitions for procurement needs and ensure that they are processed accurately and promptly. **General Administrative Support:** Process and track invoices for payment related to procurement activities, training services, and other relevant services, ensuring compliance with payment terms and schedules. Provide administrative support to the procurement and SMME teams, ensuring smooth coordination of tasks and activities related to procurement processes and training initiatives. Maintain accurate records of procurement activities, ensuring that documentation is readily available for auditing and reporting purposes.

Minimum Requirements: A relevant qualification in Procurement, Supply Chain Management, Business Administration, or a related field. At least 1-3 years of experience in procurement administration, with exposure to SMME support, tender management, and training coordination. Proficient in MS Office Suite (Word, Excel, PowerPoint), and experience with procurement and tender management software. **Other Requirements:** Ability to work in a fast-paced environment and manage multiple priorities effectively. Strong problem-solving and decision-making skills. Fluent in English

Skills and Competencies: Procurement and Tender Management. Communication & Coordination. Training & Development. Reporting & Documentation. Logistics & Administrative Support. **Working Conditions:** Some travel may be required for off-site training or consultations with suppliers and stakeholders. The position may involve occasional overtime or weekend work, depending on project requirements.

Recruitment and Placement Administrator (Ref: RPA 001/2025)

24 months fixed term contract

PURPOSE OF THE JOB: To support implementation and administration of the end-to-end recruitment and placement processes, and payroll processing and management for the TASEZ Phase II project in line with the relevant legislation and standards to ensure confidentiality and benefit the image of TASEZ.

KEY RESPONSIBILITIES: Facilitate Phase II end – to –end recruitment: Manage skills and labour database. Compile and place adverts through internal approved structure and processes. Create job applications as records, enter applications in a job application register, create files for each position. Screen applications, compile short lists, set up and conduct candidate interviews with line management. Manage administration of new employee appointments. **Payroll Processing and Management:** Overseeing the payroll process. Managing employee data. Ensuring accuracy of timesheets. Processing employee salaries. Leave management. Maintaining accurate payroll records. Handling tax deductions. Ensuring compliance with tax regulations and company policies. Responding to inquiries and resolving issues. **Facilitate on-boarding of new employees:** Give advice and guidance to new employees on all benefits assisting them with the completion of all relevant forms. Coordinate the pre-employment medicals process. Coordinate Zone Induction.

Minimum Requirements: A National Diploma (NQF 6) in Human Resource Management or equivalent qualification. 3 -5 years relevant experience. Computer literacy in MS Office Suite and knowledge of recruitment processes. Knowledge of people management related

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legislation, i.e. SARS regulations, BCEA, LRA, Skills Act, & Employment Equity Act. Ability to work with recruitment, policies, procedures, practices and philosophy.

SMME Mentor (Ref: SMME 001/2025)

24 months fixed term contract

Reporting: The SMME Mentor will provide comprehensive, full-time onsite guidance, mentorship, and assistance to Small, Medium, and Micro Enterprises (SMMEs) working within the Tshwane Automotive Special Economic Zone (TASEZ). The primary objective is to support SMMEs in building their capacity, improving their performance, and ensuring that all work meets the required standards, specifications, and schedules. The Mentor will ensure that SMMEs receive the necessary support to develop their business management skills, construction competencies, and commercial understanding, while maintaining fairness, consistency, and compliance across all operations. The SMME Mentor also acts as a primary intermediary between SMMEs and the main contractor to facilitate successful project execution and resolve any disputes.

KEY RESPONSIBILITIES: Guidance and Mentorship: Provide tailored guidance, assistance, and mentorship to SMMEs in accordance with the level and scope of the specific subcontract applicable. Ensure mentorship is delivered fairly, without prejudice or favoritism, ensuring equal treatment for all SMMEs working on the same site. Conduct thorough assessments to identify gaps in SMME capabilities and propose appropriate training, interventions, or resources to address these gaps. **Capacity Building and Training:** Identify and address any training gaps for SMMEs, facilitating access to relevant training programs without causing delays to on-site activities. Organize and facilitate workshops, briefings, and training sessions to enhance the skills of SMMEs in construction management, business practices, and compliance. **Site Monitoring and Quality Control:** Conduct regular site visits to monitor the progress of SMMEs' work, ensuring compliance with technical specifications, drawings, and quality standards. Perform visual inspections and take measurements and samples to verify that the SMME work meets all required standards. Advise SMMEs on the quality of materials, workmanship, and adherence to timelines, and provide support when required. Monitor and manage the SMMEs' adherence to health, safety, and legal regulations on site, ensuring a safe working environment for all parties involved. **Project Support and Coordination:** Assist SMMEs in preparing detailed implementation plans for their projects/packages and ensuring the required documentation is in place. Work closely with the Principal Contractor's Quantity Surveyor to assist SMMEs in measurements, payment certificates, and financial aspects of project delivery. Monitor the performance of SMMEs, ensuring that work is progressing according to schedule and taking timely action if any issues arise. Maintain accurate records and documentation for SMME activities, ensuring up-to-date project tracking and performance evaluations. **Tender Pack Preparation, Adjudication and Reporting:** Assist the main contractor with preparation of tender pack for all SMME tenders. Assist in the evaluation and adjudication of SMME tenders, preparing and presenting detailed adjudication reports to the Management Team (MT). Regularly track and analyze SMME performance data to assess the impact of development initiatives, ensuring continuous improvement. Prepare monthly Technical Enterprise Development progress reports, issue log and procurement report. Consolidate and file all portfolio of evidence for SMME mentorship and procurement i.e. signed recommendation report, signed contract, signed SMME programme, Proof of address, BBBBE certificate, letter of Good standing, Signed payment certificates, Invoices, Proof of payment, monthly report, meeting minutes and attendance registers, issue log, Contractual letters and notices and appointment letter etc. **Commercial and Contractual Support:** Guide SMMEs on the commercial aspects of construction contracting, including the preparation and negotiation of material purchases, payment terms, and invoices. Assist SMMEs in drafting clear, effective contractual documents, including letters, notices, and other relevant paperwork. Monitor SMMEs' contract administration, ensuring they comply with contractual terms, and assist in dispute resolution where necessary. Support SMMEs in the preparation and submission of final payment certificates upon completion of their packages, ensuring that all work is properly documented and accounted for. **Stakeholder Engagement and Communication:** Serve as the primary point of contact between SMMEs, the main contractor, and other stakeholders, always ensuring clear and effective communication. Coordinate meetings and schedules with SMMEs and stakeholders, ensuring alignment of project objectives and timelines. Handle correspondence with SMMEs and main contractors to resolve any operational or contractual issues promptly. **Performance Evaluation and Reporting:** Regularly assess and track the progress and performance of SMMEs, ensuring their activities are aligned with project objectives and timelines. Collect, analyze, and report on data related to SMME performance, highlighting successes, challenges, and areas for improvement. Submit periodic reports to the MT regarding the status of SMME development activities and the impact of support initiatives. **Resource Facilitation:** Facilitate access to necessary resources, including funding opportunities, materials, and specialized training for SMMEs. Ensure that SMMEs have the tools, support, and expertise needed to operate efficiently and effectively on-site. **Health and Safety Oversight:** Ensure that all SMME operations comply with health and safety regulations. Advise and encourage SMME contractors on safety practices and requirements, identifying any shortfalls and taking corrective action when necessary. Ensure that all SMME work adheres to quality standards, specifications, and legal requirements. **Materials Purchase and Cost Control:** Negotiate and/or arrange for the purchase of materials on behalf of SMMEs, ensuring value for money and appropriate payment terms. Ensure that no contra charges are applied, and that SMMEs are invoiced accurately for materials purchased. Ensure that all purchased materials contribute to the creation of value and meet the quality standards required for the project. **Subcontractor Monitoring:** Maintain and monitor the subcontract program, ensuring that interventions are made as necessary to keep the work on track. Take measurements and samples on-site to ensure that the SMME's work, and materials meet the required specifications and quality standards.

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Minimum Requirements: A National Diploma or Trade Test in Engineering, Construction Management, Quantity Surveying, Project Management, or a related technical field. Additional training or qualifications in business development, mentorship, or entrepreneurship is a plus. A minimum of 5 years' experience in a technical mentor, construction management, foreman, site agent or similar role within the construction industry. Proven track record of working with SMMEs and helping them navigate complex project and contract environments. Experience with mentoring and coaching small businesses, particularly in the context of construction and infrastructure projects. **Skills:** Strong knowledge of construction processes, technical standards, and project management. Solid understanding of contractual terms, legal compliance, and dispute resolution practices. Experience with health and safety regulations and ensuring compliance on-site. Excellent communication and interpersonal skills, with the ability to advise, guide, and negotiate with diverse stakeholders. Strong analytical and problem-solving abilities, including the ability to conduct gap analyses and recommend practical solutions. Proficient in Microsoft Office Suite (Excel, Word, PowerPoint) and project management tools. Leadership and Mentoring. Detail-Oriented. Communication. Adaptability. Ethical and Transparent. **Working Conditions:** Some travel may be required for off-site training or consultations with suppliers and stakeholders. The position may involve occasional overtime or weekend work, depending on project requirements.

Training and Development Administrator (Ref: TDA 001/2025)

24 months fixed term contract

PURPOSE OF THE JOB: To coordinate and implement approved training and development plans to support the implementation and achievement of TASEZ Phase II project and the related training targets.

KEY RESPONSIBILITIES: **Effective coordination of Training and Development:** Support administration of planning and control of the training calendar. Assist in developing and maintaining database of training and development knowledge. Effectively assist in all audits related information pertaining training and development. Assist in facilitation training interventions. Coordinate monthly/quarterly Zone Safety Induction Training. Keep records of all training reports and registers. **Project Delivery:** Ensure that training requirements are met and correctly scheduled when requested. Ensure employee file records are timeously and accurately maintained. **Reporting:** Assist with conducting physical site verifications for reporting and audit purposes. Compile monthly/quarterly reports. Ensuring accurate and timeous submission. Track implementation of training plans against targets.

Minimum Requirements: A National Diploma (NQF 6) in Human Resource Management or equivalent qualification. 1-2 years relevant experience. Computer literacy in MS Office Suite and knowledge of training and development processes. Knowledge of people management related legislation, i.e. BCEA, LRA, Skills Act, & Employment Equity Act. Ability to work with recruitment, policies, procedures, practices, and philosophy.

APPLICATION PROCESS

Qualifying candidates can send their comprehensive CVs, Covering Letter, Certified Copies of SA ID and Qualifications and Three (3) Contactable References quoting the vacancy reference number to recruitment@tasez.co.za

CLOSING DATE: The closing date for applications is **19th January 2025**. Kindly note if no feedback has been received within 30 days of closing date for the above-mentioned position, the applicant may consider their application unsuccessful.

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