

ALARIS ANTENNAS (PTY) LTD

All members of the company are to abide by the company's policies and procedures.

ANNEXURE A:

JOB PROFILE

1. POSITION	
Name & surname:	
Position title:	Electronic Technician
Department:	Production
Reporting to:	Production Manager
2. REQUIREMENTS	
Minimum education (essential):	National Diploma Engineering Electrical – Electronics and Electronic Communication, Hand soldering with IPC-J-Std-001 certification.
Minimum education (suggested):	N6
Minimum applicable work experience (years):	Post trade 3-5 years.
Required nature of applicable experience:	Experience & knowledge of RF, and PCB assemblies Experience and knowledge regarding relevant manufacturing methods and 5S standards Be technically competent, experience in both Mechanics and Electronics assemblies.
Computer literacy (essential):	MS Excel (Basic) MS Word (Basic)
Computer literacy (suggested):	Microsoft Dynamics NAV.
Specialized equipment (Essential)	Network analyzer; Soldering workstations
Language proficiency:	English
Other requirements:	<ul style="list-style-type: none"> ➤ Be a hardworking, driven, self-motivated, ambitious person who will be able to work independently, ➤ Good oral and written communication skills. ➤ Good Administration skills. ➤ Ability to multitask while maintaining vigilant attention to detail ➤ Work independently with a high degree of responsibility. ➤ Work well under pressure and adhere to deadlines. ➤ Organized and highly focused on quality. ➤ Ability to assemble and test cable/connector assemblies. Phase matching is essential. ➤ High levels of initiative. ➤ Self-driven ➤ May be required to work overtime on short notice from time-to-time. ➤ Ability to learn and acquire skills required for performing duties. ➤ Responsible and Honest.

3. KEY PERFORMANCE AREAS AND TASKS		
Operational	60%	<ul style="list-style-type: none"> ➤ Manage and Perform assembly tasks thoroughly. ➤ Follow assembly instructions correctly ➤ Manage tools and equipment use. ➤ Ensure that parts in kits are kept safe and ordered. ➤ Perform ad-hoc tasks required by management. ➤ Establish and maintain good housekeeping standards . ➤ Ensure that equipment is maintained and kept orderly. ➤ Identify and provide possible solutions during the assembly phase. ➤ Perform in-line quality checks. ➤ Fault-finding and first-line testing of PCB assemblies. Repair and rework PCB's and replace electronic components. ➤ Must be able to read engineering drawings, work from sketches and give/take verbal instruction. ➤ Maintain ESD regulations
Administrative	10%	<ul style="list-style-type: none"> ➤ Retrieve the documentation required to perform assemblies. ➤ Ensure that AI's are signed during the production process. ➤ Complete timesheets correctly and timeously ➤ Ensure that corrective or improvement detailed comments are submitted on the Issue-Tracker system timeously. ➤ Submit applications and Sage ESS claims timeously.
Quality Assurance	25%	<ul style="list-style-type: none"> ➤ Maintain a high level of quality during production (i.e. reduce faults and NCPR contributions) ➤ Perform tests on systems (where possible) before submitting items for QA.
Project Office	5%	<ul style="list-style-type: none"> ➤ Full support of project office and company-wide matrix structure, to ensure projects are supported.

Please note that your responsibilities may change according to company circumstances but that any such changes will be discussed with you prior to implementation. The employee understands that the scope of their duties may vary according to the exigencies of the company's business and the employee will be required to adapt and comply with reasonable changes thereof.

Employee Signature

Managers Signature

Date

Date