

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:	Assembly Technician
Department:	Production
Reporting to:	Production Manager
2. REQUIREMENTS	
Minimum education (essential):	Qualified Artisan (N3 to N6)
Minimum education (suggested):	Qualified fitter & turner / Aircraft technician., BTech Mechanical engineering
Minimum applicable work experience (years):	Post trade 3-5 years.
Required nature of applicable experience:	Experience & knowledge of RF connectors, PCB and Electronic assemblies, manufacturing of mechanical assemblies.
Computer literacy (essential):	MS Excel (Basic) MS Word (Basic)
Computer literacy (suggested):	Microsoft Dynamics NAV Network Analyser knowledge would be of an advantage.
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 ➤ Be technically competent: experience in both Mechanics and Electronics assemblies. ➤ Experience and knowledge regarding relevant manufacturing methods. ➤ Experience and knowledge regarding relevant materials. ➤ Attention to detail will be highly required. ➤ Must be able to read engineering drawings, work from sketches and give/take verbal instruction. ➤ Work with extreme accuracy. ➤ 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. ➤ Ability to do fault-finding and first-line testing of PCB and cable assemblies. ➤ 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 5S. ➤ Ensure that equipment is maintained and kept orderly. ➤ Identify and provide possible solutions during the assembly phase. ➤ Perform in-line quality checks.
Administrative	15%	<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. ➤ Ensure that corrective or improvement comments are submitted on the Issue-Tracker system timeously. ➤ Submit applications and 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