

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:		Configuration Engineer
Department:		Configuration
Reporting to:		Configuration Manager
2. REQUIREMENTS		
Minimum education (essential):		Grade 12, Technicon Diploma
Minimum education (suggested):		Appropriate university degree, preferably in engineering or BSc is suggested.
Minimum applicable work experience (years):		5 Years
Required nature of applicable experience:		Quality and Configuration Management experience in a manufacturing environment, preferably in the military arena
Computer literacy (essential):		MS Excel (Basic) MS Word (Basic)
Computer literacy (suggested):		Microsoft Dynamics NAV (or other ERP systems)
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 and accurately. ➤ Excellent communication skills and the ability to interface with all levels of the organization. ➤ Experience in creating bill of materials from Assembly drawings or Instructions. ➤ Drive hard for continuous improvement of our products and processes. ➤ Should accept full responsibility for achieving the necessary delivery dates to our customers. ➤ Configuration Management knowledge and training will be an advantage. ➤ Some kind of technical background
3. KEY PERFORMANCE AREAS, WEIGHTS AND TASKS		
Configuration	80%	<ul style="list-style-type: none"> ➤ Actively Manage Company Documents ➤ Establishing of new Procedure and Work Instruction ➤ Establishing of new Product Item Card in NAV and set-up on issue tracker ➤ New Product doc pack receiving, listing, review (including NAV), processing and documentation plan creation. ➤ Coordination of ECP Process and assist with the review of ECP's. ➤ Accurate reporting of ECP status ➤ Conduct Version Control, master index and obsolescence control.

		<ul style="list-style-type: none"> ➤ Ensure Record Keeping and Filing of Important Configuration and Quality Documents ➤ Conduct Recording and issuing of all relevant Certificate's. ➤ Issuing of Serial Numbers and printing of labels. ➤ Updating of Order Fulfillment Reports/Alaris Issue Tracker for continuous improvement of documents and system ➤ Renaming of all relevant scanned documents and shipping transfer orders from QA to FG for tested products ➤ Maintaining of Product Build History after each production run ➤ Assist Configuration Manager with the review of Product status in terms of documents and Bill of Material in order to meet customer delivery date targets. ➤ Drive the implementation of the PDM system. ➤ Ensure efficient workflow set up and data management is maintained, utilizing the PDM system in full. 	
Continuous improvement	10%	<ul style="list-style-type: none"> ➤ Implement automation of processes and drive efficiency. ➤ Reduce waste and unnecessary steps in processes to speed up the release process and improve accuracy. 	
KPI Contract	30%	<ul style="list-style-type: none"> ➤ Drive DDM Implementation and become specialist 	➤ 40%
		<ul style="list-style-type: none"> ➤ Drive data integrity through 5S implementation and Lean Configuration management. 	➤ 20%
		<ul style="list-style-type: none"> ➤ Implement and drive visual management processes. 	➤ 20%
		<ul style="list-style-type: none"> ➤ Track and drive configuration completeness and management of all existing products. 	➤ 20%
Ad Hoc	%	<ul style="list-style-type: none"> ➤ Perform any other duties as required by Management. 	

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