

# 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:	Draughting Manager
Department:	Configuration and Draughting Office
Reporting to:	Configuration Manager
2. REQUIREMENTS	
Minimum education (essential):	Grade 12 N5 Multi-disciplinary draughting or equivalent Diploma (mechanical design)
Minimum education (suggested):	Management Course or Leadership training
Minimum applicable work experience (years):	5-10 years
Required nature of applicable experience:	Experience in a design and manufacturing environment, with management of draughting teams
Computer literacy (essential):	MSOffice 365 Solid works (Advanced)
Computer literacy (suggested):	Microsoft Dynamics NAV, as well as PDM/DDM packages would be advantageous
Language proficiency:	English
Other requirements:	<ul style="list-style-type: none"> <li>➤ Be a hardworking, driven, self-motivated, ambitious person who will be able to work independently and accurately</li> <li>➤ Good working knowledge of dimensioning and tolerances.</li> <li>➤ Familiarity with machining and assembly processes</li> <li>➤ Ability to change direction and handle multiple responsibilities and tasks on a regular basis</li> <li>➤ Excellent oral and written communication skills.</li> <li>➤ Flexibility.</li> <li>➤ Excellent organizational and administration skills.</li> <li>➤ Attention to detail.</li> <li>➤ Self-driven.</li> <li>➤ Good interpersonal skills.</li> <li>➤ Assertive nature.</li> <li>➤ Logical thinker.</li> <li>➤ Use high levels of initiative.</li> <li>➤ Work independently, with a high degree of responsibility.</li> <li>➤ Work well under pressure and adhere to deadlines.</li> <li>➤ Problem solving skills</li> <li>➤ Good planning,</li> <li>➤ Analytical and decision-making skills.</li> <li>➤ Confidentiality</li> <li>➤ Willing to put in extra effort and hours as needed</li> <li>➤ Professional approach.</li> <li>➤ Knowledge of industry mechanical draughting techniques and standards.</li> </ul>

### 3. KEY PERFORMANCE AREAS, WEIGHTS AND TASKS

<p style="text-align: center;"><b>Draughting</b></p>	<p style="text-align: center;"><b>85%</b></p>	<ul style="list-style-type: none"> <li>➤ Create thorough detail and assembly drawings and assembly instructions from engineers' layouts.</li> <li>➤ Convert hand sketches into CAD using established draughting standards.</li> <li>➤ Insure draughting style consistency between drawings as per Alaris draughting standards.</li> <li>➤ Seek out clarity and advice from designers as needed to ensure design questions are answered up front.</li> <li>➤ Standardize selected pre-existing layouts and assembly drawings.</li> <li>➤ Incorporate red lines to original drawings following the ECP process.</li> <li>➤ Manage the Draughting Office part of the ECP Process, by providing accurate timelines for change, with minor rejections</li> <li>➤ Assist in creating, updating, and evaluating Alaris quality plan procedures relating to engineering drawings and documentation.</li> <li>➤ Able to work independently with designers and engineers on various projects, producing detailed and assembly drawings for manufacturing or fabrication.</li> <li>➤ Attend design reviews and related project meetings (as requested).</li> <li>➤ Manage Draughting workload with Configuration Manager and Project Manager as needed to support the prevailing workload.</li> <li>➤ Self-check and correct all work prior to submitting to the mechanical engineers for checking. (Follow the relevant approved process for approvals)</li> <li>➤ Verify the nominal fits of all parts as they are detailed from an overall layout.</li> <li>➤ Ensure Issue tracker tickets are loaded timeously</li> </ul>
<p style="text-align: center;"><b>Database Management</b></p>	<p style="text-align: center;"><b>15%</b></p>	<ul style="list-style-type: none"> <li>➤ Plot and manage CAD files, original plots, and manage the electronic file backups.</li> <li>➤ Translate electronic documents between various formats (DWG, DXF, STP, PDF, ZIP, etc.).</li> <li>➤ Update older drawings.</li> <li>➤ Assist in managing and maintaining standard parts libraries</li> <li>➤ Assist in managing and maintaining CAD templates</li> </ul>
<p style="text-align: center;"><b>Staff Management</b></p>	<p style="text-align: center;"><b>20%</b></p>	<ul style="list-style-type: none"> <li>➤ Establish, improve, and ensure active management of team's KPA's with frequent feedback.</li> <li>➤ Lead employees to encourage maximum performance and dedication</li> <li>➤ Evaluate performance by analyzing and interpreting data and metrics</li> <li>➤ Motivate and lead a high-performance management team; attract, recruit, and retain the right staff.</li> <li>➤ Foster a success-oriented, accountable environment within the company.</li> <li>➤ Ensure there is appropriate and continuous team training.</li> <li>➤ Improve and maintain department specific induction.</li> <li>➤ Active monitoring and reporting of performance with weekly and monthly management level feedback.</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Establish and maintain incentive structures with frequent feedback.</li> <li>➤ Actively manage team well-being.</li> <li>➤ Manage relevant HR related processes.</li> <li>➤ Manage related office's administration employees and processes.</li> <li>➤ Motivate all staff to work efficiently and accurately and to ensure that they are content and enjoy working for the Company.</li> <li>➤ Ensure that all staff are disciplined in the working environment and adhere to all company policies and procedures. To initiate an appropriate disciplinary procedure when staff do not adhere to the required rules.</li> <li>➤ Handle all grievances that the staff may have and elevate the matter when required.</li> <li>➤ Provide day-to-day leadership and management that mirror the adopted mission and core values of the company</li> <li>➤ Establish policies that promote company culture and vision</li> </ul>
<b>KPI Contract</b>	30%	<ul style="list-style-type: none"> <li>➤ TBC</li> </ul>
<b>Ad hoc</b>	%	<ul style="list-style-type: none"> <li>➤ Perform other duties as assigned to ensure the success of projects, individuals, and the company.</li> </ul>

**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.**