



Vacancy: Investments Divisional Administrator

Contract Type: Permanent

Location: Midrand

ABOUT US

The Automotive Industry Transformation Fund (AITF) is a collective Equity Equivalent Investment Programme (EEIP) established by seven multinational automotive manufacturers operating in South Africa. AITF plays a central role in driving meaningful and sustainable transformation across the country's automotive sector. Our mandate is to promote inclusive growth, increased black participation across the automotive value chain, job creation, and enhanced sector competitiveness. We achieve this through the effective management of key transformation initiatives, including EEIP commitments and the APDP2 Transformation Fund, providing developmental funding, facilitating market access to OEMs, and delivering targeted capacity-building support to qualifying black-owned enterprises. AITF also supports competitiveness and localisation across the supply chain through the Automotive Supply Chain Competitiveness Initiative (ASSCI), which focuses on supplier upgrading, operational capability improvement, and localisation outcomes.

In addition, AITF plays a leadership role in advancing the South African Automotive Masterplan (SAAM 2035). As the secretariat to the Executive Oversight Committee (EOC), and through the SAAM Delivery Office (SDO), AITF supports coordinated governance, monitoring, and execution of priority initiatives aimed at strengthening global competitiveness, increasing localisation, and supporting sustainable employment growth within the automotive sector. By bridging public policy objectives with private-sector commitment, AITF contributes to building a globally competitive, inclusive, and transformed automotive industry that delivers long-term value for South Africa and its people.

POSITION SUMMARY

The successful candidate will serve as the first point of contact for AITF beneficiaries and stakeholders, providing professional support and responding to queries in a timely and effective manner. The role is responsible for delivering operational and administrative support to ensure the efficient functioning of the AITF and Investment Division. This includes coordinating stakeholder engagements, maintaining records and reports, supporting divisional activities, and managing day-to-day administrative processes. The position plays a key role in enhancing service delivery, ensuring operational efficiency, and contributing to the achievement of the Division's objectives.

EDUCATIONAL QUALIFICATIONS:

- National Diploma in administration or related clerical fields.

KEY PERFORMANCE AREAS:

Administration

- Provide comprehensive administrative, operational and systems support to the AITF Investment Division, ensuring efficient workflow, accurate record-keeping and timely completion of assigned activities.
- Serve as the first point of contact for beneficiary enquiries received through telephone, email, the website and other communication channels, resolving routine matters and escalating complex queries where necessary.
- Maintain an accurate beneficiary query register, track matters through to resolution and provide beneficiaries with timely progress updates.
- Assist beneficiaries with the completion and submission of manual and online funding applications and provide clear guidance on application requirements.
- Liaise with beneficiaries, AITF Members and internal stakeholders to obtain all documentation and information required for beneficiary applications.
- Review application forms and supporting documents for accuracy and completeness, identify outstanding requirements and notify the line manager when applications are ready for formal assessment.
- Create and maintain complete beneficiary application files, ensuring that all documents, correspondence, approvals and supporting information are correctly filed and readily accessible.
- Manage beneficiary information on relevant systems and software, ensuring that applications, cases, transaction details and status updates are captured accurately and timeously.
- Maintain an accurate and current beneficiary application pipeline, monitor outstanding requirements and follow up with beneficiaries and responsible stakeholders.
- Provide first-line support for beneficiary management systems and software, including routine website and online application queries, and escalate technical issues to the appropriate support function.
- Coordinate the collection and administration of FICA, RMCP, screening and other compliance documentation required for beneficiary applications and transactions.
- Maintain complete, accurate and audit-ready compliance records, including checklists, screening outcomes, supporting documentation and related correspondence.
- Generate accurate system reports relating to beneficiary enquiries, applications, pipeline

status and compliance matters, and submit these to the relevant internal stakeholders for analysis and review.

- Schedule and coordinate beneficiary, investment, credit and related meetings, including invitations, venues, virtual links and other logistical arrangements.
- Prepare, print and distribute application packs, meeting documents and supporting information ahead of beneficiary and Investment Division meetings.
- Attend meetings where required, record key actions and follow up with responsible stakeholders to ensure that agreed actions are completed.
- Manage incoming and outgoing correspondence relating to the Investment Division, including opening, sorting, recording and distributing mail and emails.
- Communicate professionally and timeously with beneficiaries, AITF Members, service providers and internal stakeholders to support application processing, query resolution and effective working relationships.
- Support beneficiary outreach and information-sharing activities by communicating AITF products, services and application requirements to potential applicants.
- Assist with general filing, document control, reporting, meeting coordination and other administrative tasks as directed by management.
- Provide responsive administrative and operational support to the direct line manager, including document preparation, information collation, task tracking and follow-up on outstanding actions.
- Maintain high standards of accuracy, confidentiality, professionalism and customer service in handling beneficiary and organisational information.
- Identify administrative delays, recurring queries, incomplete information and process gaps, and escalate these promptly to support continuous improvement within the Investment Division.

REQUIRED RELEVANT WORK EXPERIENCE & COMPETENCIES:

- 2 – 3 years of prior work experience in a related administrative/ front of house role.
- Experience in a fund-/bank-related organisation or similar would be advantageous.
- Excellent communication and interpersonal skills.
- Strong customer service orientation.
- Good organisational and time-management abilities.
- High attention to detail and accuracy.
- Proficiency in Microsoft Office Suite.
- Ability to manage multiple priorities and maintain confidentiality.
- Strong administrative and record-keeping skills.

CLOSING DATE: 05 NOVEMBER 2026

If you meet the requirements, you are invited to apply by forwarding your CV to

autofund.co.za/careers.aspx

We appreciate your interest in joining the AITF team, the position for which you applied and the time that you invested in this application. Our team may contact you for additional information during the application review process. Should you not hear from us within two weeks from the closing date of this advert, please consider your application unsuccessful.