

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

ANNEXURE A:

JOB PROFILE

POSITION	
Position title:	Draughtsman and Technical Writer
Department:	Configuration
Reporting to:	Configuration Manager
Payment Structure:	Pay is based on a TCTC fixed portion including a performance bonus
Job Purpose	We are looking for a Draughting Professional who is dynamic, driven, hardworking, self-motivated, ambitious person and will be able to work independently, accurately and with a high degree of responsibility. This is a 100% on-site position
REQUIREMENTS	
Minimum education (essential):	N5 Multi-disciplinary draughting or equivalent Diploma (mechanical design)
Desired Qualifications (Advantageous):	N6 Multi-disciplinary draughting or equivalent Diploma (mechanical design)
Applicable work experience:	5 to 10 years' experience in a design and manufacturing environment
Required nature of applicable experience:	Company engaged in Manufacturing, Defense, Aeronautics, Automotive Telecommunications industries.
Computer literacy (essential):	MS Office, Solid Works 2023
Computer literacy (suggested):	Microsoft Dynamics NAV (ERP)
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. ➤ Ability to read and interpret technical drawings and specs. ➤ Ability to write technical instructions for all levels of personnel. ➤ Configuration Management and PDM exposure ➤ Excellent communication skills and the ability to interface with all levels of the organization. ➤ Have a knack for understanding and preventing quality problems. ➤ Drive hard for continuous improvement of products and processes. ➤ Efficiency, Persistence, Pro-activeness, Diligence and Enforcing.



	<ul style="list-style-type: none"> ➤ Good understanding of fault analysis and corrective actions implementation ➤ Ability to work under pressure and occasionally overtime.
KEY PERFORMANCE AREAS AND TASKS	
<p>Responsibilities</p>	<ul style="list-style-type: none"> ➤ Create thorough detail and assembly drawings and assembly instructions from engineers' layouts. ➤ Convert hand sketches into CAD using established draughting standards. ➤ Seek out clarity and advice from designers as needed to ensure design questions are answered up front. ➤ Writing of assembly instructions from engineering notes. The creation of high-quality documents for production use. ➤ Standardize selected pre-existing layouts and assembly drawings. ➤ Incorporate red lines to original drawings following the ECP process. ➤ Able to work independently with designers and engineers on various projects, producing detailed and assembly drawings for manufacturing or fabrication. ➤ Attend design reviews and related project meetings (as requested). ➤ Self-check and correct all work prior to submitting to the mechanical engineers for checking. ➤ Verify the nominal fits of all parts as they are detailed from an overall layout. ➤ Knowledge of industry mechanical draughting techniques. ➤ Plot and manage CAD files, original plots, and manage the electronic file backups. ➤ Translate electronic documents between various formats (DWG, DXF, STP, PDF, ZIP, etc.). ➤ Update older drawings. ➤ Performing Engineering Change Management of issues recorded.