

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	
Position title:	Configuration Specialist
Department:	Operations
Reporting to:	Configuration Manager
2. REQUIREMENTS	
Minimum education (essential):	National Senior Certificate
Desired Qualifications (Advantageous):	Appropriate university diploma or Bachelor of Science (BSc) degree, or equivalent qualification, preferably in an engineering discipline.
Applicable work experience:	5 years
Required nature of applicable experience:	<ul style="list-style-type: none"> • Document control • Configuration management • Experience within a defense or manufacturing environment
Computer literacy (essential):	<ul style="list-style-type: none"> • MS Excel (Basic) • MS Word (Basic) • ERP System (e.g., SAP, Syspro, NAV)
Computer literacy (suggested):	Microsoft Dynamics NAV
Language proficiency:	English
Knowledge and skills:	<ul style="list-style-type: none"> • Strong understanding of engineering drawings and standards • Experience with BOM structures and assembly processes • Proficiency in ERP and/or PLM/PDM systems (e.g., SAP, Syspro, NAV) • Ability to read, interpret, and verify technical documentation • High level of accuracy and attention to detail
Competencies:	<ul style="list-style-type: none"> • Analytical and problem-solving ability • Strong organisational skills • High attention to detail • Effective communication and coordination • Ability to work under pressure and meet deadlines • Process-driven and methodical approach
Other requirements:	<ul style="list-style-type: none"> • Ability to read, interpret, and verify technical drawings and documentation • Strong attention to detail with a high level of accuracy • Proven experience with document control systems and revision management • Sound understanding of Bills of Materials (BOMs) and assembly processes • Strong analytical thinking and problem-solving capabilities • Excellent communication skills with the ability to effectively interact with cross-functional teams • Well-developed organisational and administrative skills • Configuration Management knowledge and training will be advantageous • Ability to work under pressure and meet deadlines • Self-driven and self-motivated, with the ability to work independently with minimal supervision and take ownership of tasks and deliverables

3. KEY PERFORMANCE AREAS, WEIGHTS AND TASKS		
Configuration & Document Control	60%	<ul style="list-style-type: none"> ➤ Actively manage Company Documentation and Drawing Control processes ➤ Establish and maintain procedures and work instructions ➤ Ensure proper document numbering, revision control, and traceability ➤ Control the release and distribution of engineering documentation ➤ Maintain configuration baselines and status accounting ➤ Process and track Engineering Change Requests (ECRs) and New Product Configurations (NPCs) ➤ Conduct version control, maturity checks, and obsolescence control ➤ Maintain accurate records and filing of configuration and quality documents ➤ Conduct housekeeping and ensure structured data management
Drawing Checking & Data Verification	25%	<ul style="list-style-type: none"> ➤ Perform detailed checking of engineering drawings to ensure: <ul style="list-style-type: none"> ○ Compliance with company drafting standards ○ Accuracy of dimensions, tolerances, and notes ○ Correct part numbering and revision levels ➤ Verify consistency between drawings, BOMs, and specifications ➤ Identify discrepancies and liaise with Engineering for correction ➤ Ensure all documentation is complete and aligned before release
BOM vs Assembly Instruction Validation	10%	<ul style="list-style-type: none"> ➤ Compare Bills of Materials (BOMs) with assembly/work instructions ➤ Verify: <ul style="list-style-type: none"> ○ Correct parts and quantities ○ Alignment of revisions across all documentation ➤ Identify and resolve discrepancies between: <ul style="list-style-type: none"> ○ BOMs ○ Assembly Instructions ○ Engineering Drawings ○ ERP System ➤ Support production readiness by ensuring documentation accuracy
Project Office Support	5%	<ul style="list-style-type: none"> ➤ Assist with project documentation and configuration tracking ➤ Ensure proper document structures are maintained per project ➤ Support new product configuration (NPC) documentation requirements