

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:	Senior Draughtsman
Department:	Industrialisation
Reporting to:	Head of Industrialisation
2. REQUIREMENTS	
Minimum education (essential):	N5 Multi-disciplinary Draughting Diploma or equivalent Qualification in Mechanical Draughting
Minimum education (suggested):	N5/N6 Mechanical Engineering qualification
Minimum applicable work experience (years):	5 years
Required nature of applicable experience:	Experience in a design, draughting and manufacturing environment
Computer literacy (essential):	<ul style="list-style-type: none"> • Solid works (Advanced) or Inventor (Advanced) • MS Excel (Intermediate) • MS Word (Intermediate)
Computer literacy (suggested):	Microsoft Dynamics NAV would be advantageous
Language proficiency:	English
Other requirements:	<ul style="list-style-type: none"> ➤ Good working knowledge of dimensioning and tolerances ➤ Familiarity with machining and assembly processes ➤ Ability to change direction and handle multiple responsibilities and tasks on a regular basis ➤ Excellent oral and written communication skills ➤ People-centric ➤ Flexibility ➤ Excellent organisational skills ➤ Attention to detail ➤ Good communicator ➤ Good interpersonal skills ➤ Assertive nature ➤ Logical thinker ➤ High levels of initiative ➤ Work independently, with a high degree of responsibility ➤ Work well under pressure and adhere to deadlines ➤ Problemsolving skills ➤ Good planning ➤ Organisational, analytical and decision-making skills ➤ Confidentiality ➤ Accuracy ➤ Willing to put in extra effort and hours as needed ➤ Professional approach ➤ Excellent administration

3. KEY PERFORMANCE AREAS, WEIGHTS AND TASKS		
Draughting	85%	<ul style="list-style-type: none"> ➤ Create thorough, detailed assembly drawings and assembly instructions from engineers' layouts. ➤ Convert hand-sketches into CAD using established draughting standards. ➤ Insure draughting style consistency between drawings as per Alaris draughting standards. ➤ Seek clarity and advice from designers as needed to ensure design questions are answered up front. ➤ Standardise selected pre-existing layouts and assembly drawings. ➤ Incorporate red lines into original drawings following the ECP process. ➤ Assist in creating, updating, and evaluating Alaris quality plan procedures relating to engineering drawings and documentation. ➤ 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). ➤ Coordinate draughting workload with relevant managers and project managers as needed to support the prevailing workload. ➤ 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.
Database Management	15%	<ul style="list-style-type: none"> ➤ 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. ➤ Assist in managing and maintaining standard parts libraries ➤ Assist in managing and maintaining CAD templates
Ad hoc		<ul style="list-style-type: none"> ➤ Perform other duties as assigned to ensure the success of projects, individuals, and the company.

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.