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City of Johannesburg
Johannesburg Roads Agency

66 Pixley Seme Street Cnr. Rahima Moosa Str.	P/Bag X70 Braamfontein South Africa 2017	Tel +27(0) 11 298 5000 Fax +27(0) 11 298 5178 www.jra.org.za www.joburg.org.za
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REF NO: 03/2016

VACANCY CIRCULAR NO. 03/2016

THE JOHANNESBURG ROADS AGENCY is one of the agencies established through the restructuring process of the City of Johannesburg.
“BECOME THE MEMBER OF THE NEW AND EXCITING TEAM OF THE JRA AND CONTRIBUTE TOWARDS IT’S MOBILITY STRATEGY

- . Interested applicants should forward their CV’s with certified copies of qualifications, ID, application letter stating the reference number to attention of: Mr Stanley Chauke; Recruitment Officer, Private bag x70, Braamfontein 2017 or 66 Pixley Seme Street (Previously Sauer Street) Cnr Rahima Moosa (Previously Jeppe Street) JHB 1st Floor.

PLEASE BE ADVISED THAT ONLY APPLICANTS MEETING THE MINIMUM REQUIREMENTS WILL BE CONSIDERED.

Applications without supporting documents will not be considered.

Closing Date: February, 2016 @ 15:30

JRA IS AN EQUAL OPPORTUNITY COMPANY NB: Please note that should you not be contacted thirty days after the closing date, consider your application unsuccessful. The Johannesburg Roads Agency reserves the right not to appoint.

Directors:
Chairman: J Manche, Managing Director: Vacant, CFO: G Mbatha, Non-Executive Directors: M Ramasia, J Maina, A Torres, M Dlamini, N Msezane, E Ngomane, L Mashamaite, L Nxumalo, H Mashele, Company Secretary: K Mills

Circular 03/2016: DATE ADVERTISED: 15 FEBRUARY 2016

1. TECNICIAN X 3 (MOBILITY AND FREIGHT) (Ref: 03/2016/014)	
R189 204 – R285 276 BASIC SALARY PER ANNUM (LEVEL 6)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Ensure that the standard activities manual is adhered to and actioned. • Achieve set/agreed productivity targets. • Conduct routine preventative maintenance programs to ensure correct operations are maintained. • Respond to emergency calls within 3 hours. • Monitor compliance with Road Construction and related regulations. • Ensure electric wiring of the controller is up to standard as per Road Traffic Signals Manual. • Conduct tests on all cables linking to the traffic signal controller and repair within set/agreed times according to standard operating procedures. • Ensure vehicles, work site, offices and they yard is kept clean, neat and organised. • Prepare and submit accurate daily timesheets • Ensure good stakeholder liaisons are maintained with the general public as well as colleagues. 	<ul style="list-style-type: none"> • National Diploma (N1 Electrical/Electronics) or NQF equivalent. • Qualified Electrician with trade test certificate. • 3 years' experience in traffic signals.

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CLOSING DATE: 26 FEBRAURY 2016

THIS POSITION IS FOR JRA EMPLOYEES AND EXTERNAL APPLICANTS

Circular 03/2016: DATE ADVERTISED: 15 FEBRUARY 2016

2. SPECIALIST: BUSINESS CONTINUITY (PLANNING) (Ref: 01/2016/015)	
R354 098 – R531 149 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE) (LEVEL 5)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Develop, maintain and implement business continuity and disaster recovery strategies and/or solutions as well as ensuring that all strategies and procedures adhere to set policies. • Design and develop required plans to ensure that business disruptions are prevented. • Assist in the development of the It Recovery Plan and Business Continuity Plan for facilities. • Ensure that emergency and/or disaster strategies are tried and tested so as to ensure that their application guarantees business continuity. • Compile relevant materials to be used in presentations and/or training for awareness of disaster recovery. • Ensure that stakeholders fully understand their roles in case of emergencies. • Keep abreast of new developments and technologies related to disaster recovery and business continuity through attending professional meetings, reading literature and participating in training and/or educational offerings. • Compile reports on the business continuity status of all business units and submit to senior management. 	<ul style="list-style-type: none"> • Bachelor's Degree in Business Administration or equivalent. • 5 years' experience in the disaster management environment and formulation of business continuity plans.

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3. ASSISTANT MANAGER : CUSTOMER RELATIONS MANAGEMENT (CORPORATE SERVICES) (Ref: 03/2016/016)	
R354 098 – R531 149 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE) (LEVEL 5)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Participate in the development/revision of the audit methodology and contribute to areas of improvement. • Implementation of the Internal Audit Plan, according to the Internal Audit methodology. • Assist with the coordination of external audit process and follow up on issues raised in the management letter for the implementation of action plans by management to mitigate risk exposure. • Attend to all project review notes by the manager, seek guidance and engage the audit manager for any clarity, as and when needed. • Assist the Operations Manager in creating fraud awareness within the organisation. • Report to the manager on project performance on a monthly basis. • Identify and manage the operational risks of the sub-unit and make inputs to the operational Risk Register. • Provide assurance that the existing controls and mitigating factors exert the intended modifying effect for the sub-unit. • Manage and oversee the processes of people management and development for the sub-unit. • Manage stakeholders, providing feedback and accounts for business operations in terms of accomplishments and future plans. 	<ul style="list-style-type: none"> • Bachelor's Degree in Marketing and Communications/Customer Relations or NQF equivalent. • 5 years' experience in Customer Relations and Communication, inclusive of 3 years in supervisory position.

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4. PROJECT MANAGER (INFRASTRUCTURE DEVELOPMENT) (Ref: 03/2016/017)	
R469 745 – R704 618 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE) (LEVEL 4)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Project management of the conceptual and planning phase of the project. • Implement and control of all stages of the project. • Manage all project completion requirements, ensuring that all necessary requirements are adhered to. • Ensure that all contracted stakeholders have signed contracts and other relevant documents. • Ensure sufficient risk management is conducted during site operations so that liability is minimised and or eliminated. • Translate operational feedback into strategic recommendations. • Guide the implementation of the approved operational plan. • Align recruitment practices with the approved organisational structure to support strategy implementation. • Enforce legislative compliance from a unit perspective. • Contribute to the coordination of assurance activities to ensure the effectiveness of controls, for the unit. • Facilitate compliance with the Municipal Finance Management Act. • Provide relevant stakeholder information that will contribute to the stakeholder analysis exercise. 	<ul style="list-style-type: none"> • Bachelor’s Degree/B Tech in building/civil engineering or equivalent qualification and project management certificate. • Registration with the engineering council of South Africa. (ECSA) • 8 years’ experience in project management in related field. • Design office experience • Public sector experience

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