



City of Johannesburg
Johannesburg Roads Agency

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VACANCY CIRCULAR NO. 03/2018

THE JOHANNESBURG ROADS AGENCY is one of the agencies established through the restructuring process of the City of Johannesburg.
"BECOME A 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. Tebogo Thobejane**: Recruitment Officer, Private bag x70, Braamfontein 2017 or 66 Pixley Seme Street (Previously Sauer Street) Cnr Rahima Moosa (Previously Jeppe Street) JHB Ground Floor Reception.

PLEASE NOTE THAT ONLY APPLICANTS WHO SUBMITTED THE NECESSARY SUPPORTING DOCUMENTS AND WHO MEET THE MINIMUM REQUIREMENTS WILL BE CONSIDERED.

Applications without supporting documents will not be considered.

Closing Date: 12 April 2018

unsuccessful. The Johannesburg Roads Agency reserves the right not to appoint. By submitting your application for a position, you acknowledge that the information is required for the purpose of processing and adjudicating your job application against requirements of the position and you consent to the processing and archiving of the said information.



Circular 03: DATE ADVERTISED: 28 March 2018

1 MANAGER: QUOTES UNDER R200K (REF:03/2018/28)

R534 577 – R 801 866 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none">• Manage a cost-effective quotation processes of goods and services for JRA.• Provide an uninterrupted and prompt flow of supplies, materials and services to the JRA business units.• Approve purchase orders generated in the SCM RFQ section.• Ensure the implementation of procurement policies, procedures and compliance to the Municipal Supply Chain Management Regulations.	<ul style="list-style-type: none">• 3 years' tertiary qualifications in SCM and Purchasing Management.• Between 5 and 8 years or more SCM/ Procurement management experience.• 5 years' experience at management level. Computer literacy. Strong ethical conduct.• Applications for this position must be strictly forwarded to Email: recruitment3@jra.org.za

NB: Coloured, Indian, Women and people with disabilities are encouraged to apply. Please note that should you not be contacted within thirty days after the closing date, please consider your application unsuccessful. Johannesburg Roads Agency reserves the right not to appoint. THIS POSITION IS FOR JRA EMPLOYEES AND EXTERNAL CANDIDATES Closing Date: 12 April 2018



Circular 03: DATE ADVERTISED: 28 March 2018

2. DEPOT MANAGER: REGION C & F X 2 (REF:03/2018/29)

R 534 577– R 801 866 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Manage the depot and ensure effective and productive operations. • Implement the operational plan in line with the allocated budget. • Implement sound governance practices in terms of structures, systems, processes, policies, procedures and controls for the unit that ensure delivery on strategic and operational objectives. • Conduct sufficient risk management in the unit’s operations so that liability is minimised and or eliminated. • Provide assurance that the existing controls and mitigating factors exert the intended modifying effect for the unit. • Manage and oversee the processes of people management and development for the unit. • Ensure the management of the unit’s budget in compliance with the Municipal Finance Management Act (MFMA) and Treasury regulations. • Ensure adequate stakeholder management that provides feedback and accounts for business operations in terms of accomplishments and future plans. 	<ul style="list-style-type: none"> • Bachelor’s degree in Civil Engineering or NQF equivalent. • 8 years’ Civil Engineering experience, inclusive of 5 years in management position. • Applications for this position must be strictly forwarded to Email: recruitment4@jra.org.

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Circular 03: DATE ADVERTISED: 28 March 2018

3. ACCOUNTANT: CREDITOR: (REF:03/2018/30)

R402 969 – R604 457 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Manage the accounts payable process from receipt of invoices, payments reconciliation stage to final payment stage. • Enforce 30 days payment compliance by daily monitoring of the Accounts Payable (AP) report to curb late payments and action those items ageing on the report. • Address and resolve supplier queries, reconciling items, corrections and adjustments needed, mis-posting etc. • Perform Quality Assurance on payments and address identified gaps. • Ensure that all processes, procedures and compliance standards are adhered to. • Have working knowledge of compliance with MFMA, Treasury Regulations, SARS and JRA policies and procedures. • Report monthly on unauthorised, irregular, fruitless and wasteful expenditure and keep proper records for audit purposes. • Administer statutory payments such as VAT. • Completion of General Ledger reconciliations, month-end management reports, inter and intra company confirmations, month end data integrity checks and balances. • Creation of a 30 days risk register. Close interaction with Internal and External Audit teams to resolve audit findings and improve processes to minimize future findings. • Supervision and training of staff and interns. • Advise on enhancing controls, input on the Standards Operating Procedures and continuous improvement of Best Finance Practice Standards. • Manage supplier queries/escalations. • Perform any ad-hoc tasks arising from various stakeholders such as City, CFOs office and other departments subject to priorities and urgency. 	<ul style="list-style-type: none"> • Bachelor’s degree in Finance or relevant NQF equivalent. • 5 years’ experience in Finance, inclusive of 3 years at supervisory level. • Applications for this position must be strictly forwarded to Email: recruitment5@jra.org.za

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Circular 03: DATE ADVERTISED: 28 March 2018

4. ASSISTANT MANAGER: PLANNING REGION B (REF:03/2018/31)

R402 969 – R604 457 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Assist the Depot Manager with the compilation and monitoring of the depot's OPEX costs and activity budgets. • Compile and continuously review maintenance programmes in line with the depot's activity budget. • Ensure production planning, scheduling and monitoring of the implementation of maintenance programmes. Update the maintenance programmes. • Ensure the productivity and quality of services rendered. • Ensure effective people management for area of responsibility. • Evaluate and advise on the adequacy of resources within the business unit and ensure that needs are accounted for on budget for each financial year to enhance efficiency. • Provide input into the prioritisation of the budget for the area of responsibility and identified projects within the financial regulations and constraints. • Maintain health and safety standards, policies and procedures and ensure compliance. • Implement and monitor performance against the operational plan. • Review performance on a quarterly basis. • Provide management with operational information that can inform improvement of frameworks, business processes, policies, procedures and systems that manage business operations. • Draft management reports so that internal and external stakeholders are informed of performance progress and relevant issues of the unit. • Contribute to the coordination of assurance activities to ensure the effectiveness of controls for the sub-unit. • Prepare monthly expenditure reports on the budget. • Comply with supply chain processes to ensure successful implementation of operational plans activities 	<ul style="list-style-type: none"> • Bachelor's Degree/ BTech in Civil Engineering or relevant NQF equivalent qualification. • Minimum of 5 years in roads and storm water maintenance, inclusive of 3 years' supervisory level. • Applications for this position must be strictly forwarded to Email: recruitment6@jra.org.za

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5. ASSISTANT MANAGER: TRAFFIC OPERATING CENTRE (REF:03/2018/32)

R402 969 – R604 457 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Ensure full compliance to provisions of the Occupational Health and Safety Act. • Ensure contractor safety compliance. • Ensure that surveillance initiatives to reduce vandalism and theft of traffic signals and traffic signal equipment are implemented. • Ensure that a certain percentage of tasks or duties are performed right first time. • Translate operational feedback into strategic recommendations. • Align recruitment practices with the approved organisational structure to support strategy implementation. • Monitor adherence to frameworks, business processes, policies, procedures and systems that manage business operations. • Enforce legislative compliance from a unit perspective. • Enforce adherence to internal controls. • Draft and submit management reports so that internal and external stakeholders are informed of performance progress and relevant issues of the unit. • Contribute to the coordination of assurance activities to ensure the effectiveness of controls for the sub-unit. • Facilitate compliance with the Municipal Finance Management Act (MFMA) and highlight instances of non-compliance. • Manage adherence to supply chain processes to ensure successful implementation of operational plans and the budget. • Provide auditors with the required information on queries. • Contribute to the JRA achieving a clean administrative audit outcome, from a unit perspective. • Contribute to the stakeholder identification process from a unit perspective. • Contribute to the stakeholder communication plan. 	<ul style="list-style-type: none"> • BTech in Electrical Engineering or NQF equivalent. • Qualified Trade Tested Electrician. • 8 years’ relevant experience in intelligent traffic systems, inclusive of 5 years in a managerial role. • Driver’s License required • Applications for this position must be strictly forwarded to Email: recruitment7@jra.org.za

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6. SPECIALIST: BRIDGE MANAGEMENT SYSTEM (REF:03/2018/33)

R402 969 – R604 457 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Establish and manage the asset management system in an organisational context. • Define the portfolio of assets, establish a road asset management policy, and align organisation and leadership. • Ensure provision for appropriate computer tools and programmes in order to provide the required information and decision support, underpinned by risk management, continuous performance evaluation and improvement the Road Asset Management System. • Delegate responsibility and accountability for the control, usage, and physical and financial management of the JRA’s assets in accordance with the entity’s standards, policies, procedures and relevant guidelines. • Ensure adherence to relevant policies and procedures. 	<ul style="list-style-type: none"> • B Tech in Civil Engineering or NQF equivalent • At least 5 years’ experience in bridge design, construction and maintenance • Applications for this position must be strictly forwarded to Email: recruitment8@jra.org.za

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Circular 03: DATE ADVERTISED: 28 March 2018

7. SPECIALIST: PAVEMENT MANAGEMENT SYSTEM (REF:03/2018/34)

R402 969 – R604 457 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Communicate approved policies to the organisation, through leadership. • Manage and control the usage of assets from a physical and financial perspective, in accordance with the entity’s standards, policies, procedures and relevant guidelines. • Compile and analyse pavement condition and other data on public highway facilities. • Prepare narrative reports, maps, statistical tabulations, charts and graphs. • Analyse pavement condition data to incorporate into the annual pavement condition report. • Ensure adherence to relevant policies, procedures and legislation. • Locate construction data from plans, survey notes, Engineer field books etc. • Provide pavement condition information to various department offices and the general public. • Assist in evaluation of trends and patterns in pavement condition 	<ul style="list-style-type: none"> • BSc or B-Tech Degree in Civil Engineering or NQF equivalent. • 5 years’ experience in Civil Engineering. • Applications for this position must be strictly forwarded to Email: recruitment9@jra.org.za

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8. LABORATORY TECHNICIAN: SECTION HEAD SOILS & CONCRETE (REF:03/2018/35)

R 215 316 – R 324 648 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Compliant testing of material (Aggregates and asphalt) • Testing of road compaction samples, Reporting and administration • Investigation of test results, Customer interface, Supplier interface • To ensure the required quality of asphalt product from the production plant through laboratory sample testing. • Ensure quality control of raw materials and finished products. • Liaise with Raw materials suppliers for continuous sourcing of raw materials. • Performance optimizations • Keep abreast with latest technology and developments • Prepare asphalt mix design. • Sample asphalt mixes and aggregates in accordance with the sampling procedures that must be followed (all new supplier materials and every 100th ton of asphalt). • Prepare Aggregates samples for testing, e.g. heating up. • Test samples in the lab in accordance with the standard operating procedures, for e.g. TMH (Test Method Highways) series and SANS. • Receiving requests for tests from internal customers. • Ensure that physical coring on site is in accordance to the standard operating procedures, utilising equipment such as coring barrels. • Maintain logs and data records of all samples and test results. • Compile a monthly laboratory report. • Perform daily checks on the working conditions of all laboratory equipment. • Ensure that the lab equipment is calibrated yearly. • Ensure that equipment is available. 	<ul style="list-style-type: none"> • National Diploma in Civil Engineering or Post graduate qualifications in Geotechnical or Pavement Engineering or NQF equivalent. • Material testing level 2-4. 5 years in a civil laboratory environment. • Driver's licence. SANAS Laboratory Systems

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9. SOIL AND CONCRETE TESTERS (REF:03/2018/36)

R 215 316 – R 324 648 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Perform on-site visits to obtain samples and receive samples from contractors. • Perform tests on freshly mixed concrete to determine the mixing quality prior to setting, through the use of various methodologies (e.g. slump testing). • Test cubes to verify water exposure resilience. • Conduct brick testing by applying oven drying techniques, cooling and wetting to determine whether water absorption rates are within the required standards. • Conduct crusher machine testing for brick strength. • Obtain soil samples on proposed construction sites through site visits and/or from contractors. • Conduct Mod AASHTO tests to determine the highest soil density. • Conduct grade soil tests to determine the plasticity of the soil. • Conduct UCS (Unconfined Compressive Strength) and CBR (California Bridging Regime) testing to determine soil strength. • Analyse the results and report on moisture, density, compressive strength and soil grade to the relevant manager. • Obtain soil samples on proposed construction sites through site visits and/or from contractors. • Conduct Mod AASHTO tests to determine the highest soil density. • Conduct grade soil tests to determine the plasticity of the soil. • Conduct UCS (Unconfined Compressive Strength) and CBR (California Bridging Regime) testing to determine soil strength. • Analyse the results and report on moisture, density, compressive strength and soil grade to the relevant manager 	<ul style="list-style-type: none"> • Grade 12 with mathematics. National Certificate (N3 N6) or National diploma in Civil Engineering 1-3 years' experience in a similar laboratory environment. • Construction materials knowledge. Drivers Licence • SANAS Laboratory system: ISO/IEC 17025

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10. BITUMINOUS BINDERS TESTER (REF:03/2018/37)

R 215 316 – R 324 648 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Perform on-site visits to obtain samples and receive samples from contractors. • Perform tests on Bitumen products at the plant and onsite. • Conduct caps testing: Quality control at the plant and onsite. • Make Asphalt briquettes and test bitumen. • Participate in mix designs. • Apply knowledge of different bitumen types in testing the Aggregates: • Analyses different types of aggregates in regard to optimum compatibility with bitumen. • Determine viscosity and softening points of different bituminous materials. • Conduct comparative testing with bituminous materials for quality control. • Assist in sourcing bituminous materials through material characterization. • Asphalt coring Supplier testing of bitumen. 	<ul style="list-style-type: none"> • Grade 12 with mathematics. National Certificate (N3 – N6) or national diploma IN chemical /civil Engineering or NQF Equivalent Knowledge of Construction materials chemical properties. • 1-3 years' experience in a similar laboratory environment. • Drivers Licence • SANAS Laboratory system: ISO/IEC 17025

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Circular 03: DATE ADVERTISED: 28 March 2018

11. ASPHALT AND AGGREGATES TESTER (REF:03/2018/38)

R 215 316 – R 324 648 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Perform on-site visits to obtain samples and receive samples from contractors. • Perform tests on Asphalt products at the plant and onsite. • Conduct caps testing: Quality control at the plant and onsite. • Make Asphalt briquettes. • Conduct brick testing by applying oven drying techniques, cooling and wetting to determine whether water absorption rates are within the required standards. • Participate in mix designs. • Apply knowledge of different soil types in testing the Aggregates: Obtain soil samples on proposed construction sites through site visits and/or from contractors. • Use SANS3001 to determine the aggregates properties. • Conduct UCS (Unconfined Compressive Strength) and CBR (California Bridging Regime) testing to determine soil strength. • Analyse the results and report on moisture, density, compressive strength and soil grade to the relevant manager. • Aggregates sampling CBR. • UCS (Unconfined Compressive Strength). 	<ul style="list-style-type: none"> • Grade 12 with mathematics. National Certificate (N3 – N6). • Construction materials knowledge. • 1-3 years' experience in a similar laboratory environment. • Drivers Licence • SANAS Laboratory system: ISO/IEC 17025

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12. ASSISTANT TESTER: LABORATORY X3 (REF:03/2018/39)

R 168 705 – R 239 421 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Prepare test samples according to the tests methods. • Assist Testers with carrying out laboratory/ site analysis and testing of materials as per test methods. • Ensure the labs are kept clean and neat and to ensure that any equipment, tools and areas used during testing are cleaned up. • Ensure that there is adequate supply of consumables in the lab necessary for testing or advising the person who is responsible for ordering when supplies run low. • Familiarize, comply and follow the safety requirements of the laboratory. 	<ul style="list-style-type: none"> • Grade 12 or National Certificate (N1-N3) or relevant NQF Equivalent Qualification in Civil/ Chemical Engineering. • 1-2 years 'experience in similar lab environment.

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13. STORE CONTROLLERS X 6 (REF:02/2018/40)

R 159 456 – R 256 368 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<p>Physically monitor material on the floor for shortages and liaise with Depot Manager.</p> <ul style="list-style-type: none"> • Verify the reorder quantity level by conducting a physical count for all are required items prior placing the order to validate that the quantity reflected on the report and the physical quantity on the shelf corresponds. • Receive signed ERP system material requisition form from the end user departments, verify item numbers, description and the quantity prior to physical issuing and capturing. • Physically check availability of the requested item at the warehouse (stores) • Physically issue the requested stock as per requisition. • When the goods are delivered at store, verifies the • description and quantities against the delivery documentation and purchased order. • Physically count the items delivered against the purchase order and ensure correct quantity and quality per item ordered and delivered timeously. • Ensure that invoices are delivered to Finance for processing and payment. • Verify that the description, quantity and quality are in accordance with the transfer documentation. Ensure stock received is packed accordingly in their respective shelves. • Returns and rejects incorrect, damaged or defective items have been delivered. • Conduct monthly stock count and monitor stock counting processes. • Ensure that stock packaging is in correct 	<ul style="list-style-type: none"> • Grade 12 or National Certificate in related field or NQF equivalent. • Short programme in Storekeeping and stock control. • Code 8 Driver’s License. • Minimum of 2 years’ experience in stores.

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14. TRAINEE TECHNICIAN X 8: TRAFFIC SIGNALS MAINTENANCE: 3 YEARS FIXED TERM CONTRACT (REF:03/2018/41)

R 168 705 – R 239 421 BASIC SALARY PER ANNUM

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. • Ensure adherence to level 1 maintenance programmes. • Respond to emergency calls within 3 hours. • Monitor compliance with Road Construction and related regulations. • 100% adherence to SHE regulations, policies and procedures. • Ensure controller equipment is repaired on site in the set time target. • 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 signals controller and repair within set/agreed times according to standard operating procedures. • Identify and solve electric and electronic faults on site. • Perform construction maintenance when and where required. • Maintain software programmes to ensure traffic signals operate on the correct configurations. • Conduct diagnosis using the data provided by software. • Ensure detection software is installed and maintained. • Ensure vehicles, work site, offices and the yard is kept clean, neat and organised. • Prepare and submit daily accurate statistics on materials used. • Field public complaints and escalate to correct authorities for action. 	<ul style="list-style-type: none"> • National Diploma (Electrical/Electronics) or relevant NQF equivalent. • Driver's License required. • No experience.

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15. ASSISTANT SIGN ERECTOR AND ROAD MARKER (REF:03/2018/42)

R 123 424– R 175 159 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Erect barricades according to the prescribed regulation and as directed by the supervisor (Sign Erector and Road Marker). • Pre-mark signs for painting. Paint roads using tools, machinery and material according to prescription. • Dig and plant poles for road signs according to specification. • Ensure correct display of road signs. • Print street names by stencil to sidewalks etc. • Handle, store and ensure tools and materials are safe and cleaned according to requirements. • Ensure that safety regulations are adhered to by oneself and other team members in one's own operations. 	<ul style="list-style-type: none"> • Grade 10 or NQF equivalent (School Report to be attached). • 0-6 months experience in a markings environment.

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