



City of Johannesburg
Johannesburg Roads Agency

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INTERNAL CIRCULAR

VACANCY CIRCULAR NO. 01/2018

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: Ms Precious Ngolele: 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 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.

Note: This is an internal circular, no external applications will be accepted.

Closing Date: 14 February 2018

JRA IS AN EQUAL OPPORTUNITY COMPANY AND COMMITTED TO EE PRINCIPLES: 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. 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 01: DATE ADVERTISED: 01 February 2018

1. ASSISTANT MANAGER: ROAD MARKINGS REGION C (REF:01/2018/01)

R 402 969 – R 604 457 TCTC PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Develop the operational plan and schedule for area of responsibility. • Assist the Depot Manager with implementation of the maintenance program objectives for the area of responsibility. • Plan for and manage the required resources i.e material, tools, machinery and transport for operations. • Ensure that all road markings and signals activities are authorised, prioritized, scheduled and implemented relative to agreed service level requirements. • Ensure effective time keeping and management of absenteeism. Improve the quality and standard of work produced by the depot. • Ensure that subordinates are fully informed and able to implement all operational policies and procedures relevant to area of responsibility. • Monitor, assess and record depot maintenance activity with intention of improving overall efficiencies relative to agreed service level requirements. • Control the implementation of the SLA within the designated area to ensure an effective service. • Provide regular reports on productivity, cost efficiency, response times and quality of services delivered. • Make inputs to the unit’s operational plan by providing constant feedback to the manager, based on operational performance, risks, challenges, lessons learnt and best practice for the discipline. • Report on compliance with the Municipal Finance Management Act (MFMA) and highlight instances of non-compliance. 	<ul style="list-style-type: none"> • Bachelor’s degree/BTech in Civil Engineering or relevant NQF equivalent. • 5 years’ experience in road markings and signs maintenance, inclusive of 3 years’ supervisory experience.

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Circular 01: DATE ADVERTISED: 01 February 2018

2. ASSISTANT MANAGER: WAYLEAVES: REGION A (REF:01/2018/02)	
R 402 969 – R 604 457 TCTC PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Provide compliance and monitoring services (wayleaves) to ensure that regulations and civil construction standards are adhered to when any damage or alteration is caused to roads and stormwater infrastructure. • Facilitate and monitor strategy implementation at an operational level. • Monitor adherence to governance practices in terms of structures, systems, processes, policies, procedures and controls for the sub-unit that ensure delivery on strategic and operational objectives. • Ensure that sufficient risk management is incorporated to the sub-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 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/BTech in Civil Engineering or relevant NQF equivalent • Minimum of 5 years' experience in road, stormwater and/ or engineering maintenance, inclusive of 3 years' supervisory experience.

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Circular 01: DATE ADVERTISED: 01 February 2018

3. ASSISTANT MANAGER: TRAFFIC OPERATING CENTRE (REF:01/2018/03)

R 402 969 – R 604 457 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

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4. ASSISTANT MANAGER: PLANNING REGION E X 2 (REF:01/2018/04)	
R 402 969 – R 604 457 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 NQF equivalent. • Minimum of 5 years in roads and stormwater maintenance, inclusive of 3 years' supervisory experience.

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5. ASSISTANT MANAGER: OPERATIONS REGION E (REF:01/2018/05)

R 402 969 – R 604 457 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Develop the operational plan and schedules for area of responsibility. • Annual, quarterly, monthly, weekly, daily and ensure alignment with the strategic plan and objectives of the region and depot; Assist the Depot Manager with implementation of the Maintenance Program objectives for the area of responsibility; Ensure effective time keeping and management of absenteeism; Ensure that all assets are evaluated and assessed in compliance with agreed service level agreements. Improve the quality and standard of work produced by the depot. • Ensure that all maintenance activities are authorised, prioritised, scheduled and implemented relative to agreed service level requirements. • Control the implementation of the SLA within the designated area to ensure an effective service; Manage and work proactively to improve depot staff work ethic and deal quickly and decisively with failure to meet reasonable work targets and other disciplinary matters; Interact professionally and within the parameters of the JRA with ward councillors and community stakeholders on site; Track milestone achievement against the sub-unit’s operational activities; Monitor compliance with the sub-unit’s budget. Comply with legislative requirements from a sub-unit perspective. • Report consistently to the Manager on Performance against the operational activities; To ensure that sufficient risk management is incorporated to the sub-unit’s operations so that liability is minimised and or eliminated; To provide assurance that the existing controls and mitigating factors exert the intended modifying effect for the sub-unit. • Oversee talent management for the sub-unit in terms of recruitment, retention and individual skills development; Report on compliance with the Municipal Finance Management Act (MFMA) and highlight instances of non-compliance; Contribute to the stakeholder identification process from a sub-unit perspective; Facilitate effective internal and external stakeholder communication from a sub-unit perspective. 	<ul style="list-style-type: none"> • Bachelor’s degree in Civil Engineering or NQF equivalent. • 5 years’ Civil Engineering experience, inclusive of 3 years in supervisory level.

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6. SENIOR TECHNICIAN: TRAFFIC SIGNALS MAINTENANCE (REF:01/2018/06)

R 402 969 – R 604 457 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Implement new traffic signal installations provided by traffic analyses. • Implement new traffic signals according to JRA standards within the agreed time frames and budgetary constraints. • Introduce corrective measures to defects identified through the quality process in line with standard operating procedures. • Report on the activities taken place, on a daily basis. • Upgrade traffic signals as advised by traffic analyses. • Implement upgraded traffic signals according to JRA standards and within agreed time frames and budgetary constraints. • Introduce corrective measures to defects identified through the quality process in line with standard operating procedures. • Report on the activities taken place on a weekly basis. • Creating requisitions. • Provide Supervision, Quality insurance and in house training to Depot staff. 	<ul style="list-style-type: none"> • National Diploma in Electrical Engineering or NQF equivalent. • Qualified Trade Tested Electrician. • 5 years' relevant experience in traffic signal maintenance, inclusive of 3 years supervisory. • Driver's License is required.

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7. PROFESSIONAL ENGINEER/TECHNOLOGIST: TRAFFIC SIGNAL DESIGN (REF:01/2018/07)	
R 402 969 – R 604 457 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Design new and revised traffic signal layout plans in accordance with the SARTSM Volume 3 requirements • Commission completed traffic signal installations/ alterations in accordance with the SARTSM Volume 3 requirements • Ensure that traffic volume surveys are carried out in accordance with the requirements of the SARTSM • Ensure that site observations of signalised intersections are carried out regularly to identify problematic sites. • Ensure that alternative solutions are analyzed and implemented correctly with regard to traffic signal analysis. • Prepare and submit evaluations to the Manager so that he is informed of the issues relevant to Service Delivery. • Ensure effective communication so that sound working relationships exist within the Arterial Network Analysis team. • Ensure that the conceptual design of the intersection requirements are done according to the analytical inputs. • Ensure compliance with the Road Traffic Act and other relevant Legislation 	<ul style="list-style-type: none"> • Registered Professional Engineer or Registered Professional Technologists • A minimum of five years relevant experience in the signal analysis field. • Driver licence

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08. PROFESSIONAL TECHNICIAN: TRAFFIC SIGNAL DESIGN (REF:01/2018/08)

R 215 328 – R 324 648 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Ensure analysis of existing and proposed new intersection designs and revisions traffic flow through analysis of traffic counts, information from GIS, such as areal views, SARTSM requirements and regulations and physical topographic surveillance. • Draw new or updated signal design plans; Make recommendations on signal design and timing to manager. • Observe traffic flow and monitor functionality, after the new commissioning to ensure that existing signalling operates in accordance with the design. • Attend to ad hoc service requests/complaints from various stakeholders on traffic flow issues; Report on areas of traffic concern obtained during inspection stage to other relevant departments e.g. tech faults, potholes etc; Log calls on Hansen; Conduct user surveys and make recommendations; Respond to calls logged on Hansen by handling faulty traffic signals. • Print off details of calls that require escalation, e.g. the relevant manager and update status of activities again on system. • Review and follow up on outstanding priority items and update the list to reflect resolved queries. • Assess demand requirements for new signalling infrastructure through: • Physical inspection, Collection of data, Measurements of lanes and Crossings, Check and document road furnishes, photograph all angles N, E, S & W, Full analysis, taking into consideration all safety related issues (pedestrian and motorists), Propose on road markings, Redo/changes to road markings (existing and new), Required traffic signals in accordance (existing and new) to SARTSM regulations, Recommend on timing, Complete all relevant documentation. • Collate and submit full Traffic Signal Design information to relevant manager in accordance with internal reporting format. • After approval update share drive with all design documentation as well as the electronic database with relevant activity status e.g. versioning, changes on work schedule and design etc. 	<ul style="list-style-type: none"> • Grade 12 or N3 with a strong technical/mathematical focus or NQF equivalent. • In the process of registration with ECSA. • Driver's license. • 2 years' experience in a Traffic Management field.

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09. TECHNICAL OFFICERS WAYLEAVE X7 (REF:01/2018/09)	
R 215 328 – R 324 648 BASIC SALARY PER ANNUM	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Recover, check and recommend approval of wayleave applications. • Investigate and identify problem areas / work conflicts etc., and consult with others on these areas where required and ensure appropriate action taken to mitigate the impact of problems. • Ensure that purchase orders are received from the relevant entities, record reinstatement information r/order service requests. • Create reinstatement order service requests for reinstatement purposes. • Record on Hansen relevant details that service requests has been completed. • Conduct on-site visits to obtain relevant information e.g. measurements, required etc. • Generate the quotation and submit to the Assistant Manager Wayleaves. • Ensure safety measures are in place (e.g. barricades). 	<ul style="list-style-type: none"> • National Diploma in Civil engineering or NQF equivalent. • 3 years' experience in roads and storm-water.

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10. TECHNICIAN X 14: TRAFFIC SIGNALS (REF:01/2018/10)

R 215 328 – R 324 648 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. • Adherence to maintenance of Traffic Signal schedule. • 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 signal 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. 	<ul style="list-style-type: none"> • Qualified Electrician with Trade Test Certificate • Driver’s License Code B (Former code 8) • 3 years’ experience in traffic signals.

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11. TRAINEE TECHNICIAN X 8: TRAFFIC SIGNALS MAINTENANCE: 3 YEARS FIXED TERM CONTRACT (REF:01/2018/11)

R 168 705 – R 227 742 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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12. INSPECTOR REGION C & F: X2 (REF:01/2018/12)

R 215 328 – R 324 648 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Observe surroundings and identifying defects. • Record on the inspection sheet findings on defects. • Within reasonable time do follow up physical inspection to verify completeness of defect repair as well as quality of repair (for Contractors). • Receive defect complaints such as from public, councillors, from Hansen, telephonically and physically e.g. walk in by member of the public and email etc. • Record complaints on register. • Do physical inspection on site to verify complaint. • Refer back to requesting party or relevant MOE, e.g. City Power, JHB Water, Pikitup, COJ. • Provide telephonic or email feedback to original lodger of complaint. • Obtain claim details from COJ legal/risk department. • Do physical inspection and compile case report on findings that relate to the assets and environment of the particular claim. • Record details of non-compliance by informing the JMPD of the nature of illegal activities. • Accompany and assist JMPD on site for investigations. • Make follow up after fine was imposed that illegal activity has been stopped. • Provide infrastructure damage quotations. 	<ul style="list-style-type: none"> • National Diploma or N6 in Civil Engineering or NQF equivalent. • 3 years' experience in roads and storm-water environment.

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13. FOREMAN: REGIONAL OPERATIONS: X 8 (REF:01/2018/13)

R 215 328–R 324 648 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Repair Kerbing. • Make safe open manhole covers. • Clear storm water pipe. • Repair storm water pipe. • Clear pipe blocked. • Level verge by hand and machine. • Repair guard rail. • Reinstate kerbing. • Receive request for pothole repairs from inspectors and the Assistant Managers Operations. • Patching of roads. • Reinstate asphalt on road. • Repair of footways with asphalt. • Level 1 sweeping of roads. • Chemical spraying on road and sidewalks after and before. Blading of gravel roads. • Planning work schedules of staff reports as well as assisting direct staff reports in the planning of all related activities of their reports. • Allocating appropriate number and skills sets of staff in accordance to the requirements of the particular task(s) at hand. • Ensure appropriate record keeping and administration in accordance to regulations are followed on staff work, e.g. attendance register, timesheets etc. • Act as on the job mentor/ trainer to staff. • Assist the entire team in execution of tasks during times of high and/ or behind schedule workload. 	<ul style="list-style-type: none"> • Grade 12 or National certificate or NQF equivalent. • Driver’s License Code C or C1. • 3 years’ experience in road maintenance, inclusive of 1-2 years’ supervisory experience.

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14. FOREMAN: ROAD MARKINGS & SIGNS REGION E, F & G (4) (REF:01/2018/14)	
R 215 328–R 324 648 BASIC SALARY PER ANNUM	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Lead the Road Marking Teams in respect of execution of the respective duties, which include inter alia: copy-painting, paint street names on kerbs, replace road signs, install road signs, etc. • The Foreman will manage and lead the team by: receiving service requests from Assistant Manager: Road Markings and Signs and allocate work to teams. • Allocate the requisite material, plant and equipment to the teams, conduct site supervision for work done, and sign off completed work orders. • Allocate appropriate number and skills of staff in accordance to the requirements of the task at hand. Ensure appropriate record keeping and administration in accordance to regulations are followed on staff work, e.g. attendance register, timesheets etc. • Act as on the job mentor/trainer to staff. Assist the entire team in execution of tasks 	<ul style="list-style-type: none"> • Grade 12 or National certificate in Civil Engineering or NQF equivalent. • Driver's License Code C or C1. • 3 years' experience in road construction maintenance environment, inclusive of 1- 2 years' supervisory experience.

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15. DRIVER SUPERVISOR: ROAD MARKINGS & SIGNS ERECTOR: REGION F (REF:01/2018/15)

159 456 – R 256 368 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Plan daily tasks of the team based on the service requests received from the foreman. • Prioritise tasks to ensure most productive execution. • Obtain the required tools and material for tasks at hand. • Monitor and ensure that the vehicle is roadworthy and that there is sufficient fuel, tires and oil etc., which would need to be reported timeously. • Ensure service requests involving markings, signs and poles are accurately executed: • Review the plans received and ensure that the plans correspond with the physical circumstances of the road where the service must be delivered. • Clarify issues to ensure accurate execution. • Ensure that the plans and procedures are followed in the execution phase. • Keep and submit daily time sheets. • Monitor and report on the time and resources applied to the executed service requests. • Monitor and report on materials used in the execution of tasks. 	<ul style="list-style-type: none"> • Grade 12 or National Certificate or NQF equivalent • Functionally literate. • First aid course. • Code 8 or 10, PDP driver’s license.

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16. DRIVER SUPERVISOR: TRAFFIC ENGINEERING: MOBILITY AND FREIGHT (REFNO:01/2018/16)	
R 159 456 – R 256 368 BASIC SALARY PER ANNUM	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Monitor worker attendance on site. Collect Traffic Counters from their homes to reach sites before peak hours, and transport them back after work. Ensure that required tools are available onsite. • Ensure that electronic counters are appropriate and road tubes are safely and securely located. • Ensure that all equipment is operated according to specified security measures. • Monitor work done by Traffic Counters, ensuring that capturing of data is done properly. • Setup counting equipment or machines and ensure that they function as expected. • Compile the monthly roster that outlines planned work. Manage tools, ensuring that they are properly maintained and serviced. 	<ul style="list-style-type: none"> • National Certificate or relevant NQF equivalent qualification. • 2 years' driving experience. • Driver's License required.

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17. SUPERVISOR: REGION B, C, E, G & RSD: (18) (REFNO:01/2018/17)	
R 159 456 – R 256 368 BASIC SALARY PER ANNUM	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Ensure team compliance with health and safety requirements such as wearing PPE. • Ensure sufficient material, equipment and machinery to do the work and limit overtime. • Record breakdown, downtime and minimise material wastage. • Facilitate operations, ensuring that tasks are completed in time. • Guard against unnecessary waste of materials and/or supplies. • Ensure that barricading is done correctly where necessary. • Monitor attendance of workers. • Prepare timesheets and submit accordingly. • Ensure to report any incident occurring on site and/or with workers, taking any necessary measures as per JRA guidelines. • Transport team members and equipment to site. • Collect materials as needed on site/s. • Communicate with Asphalt Plant regarding availability of asphalt. • Monitoring of the site/s during and after maintenance. 	<ul style="list-style-type: none"> • Grade 9 or National certificate in Construction or NQF equivalent. • Code C or C1 driver's license and professional driving permit. • Between 1 and 2 years' relevant experience.

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18. TEAM LEADER SUPERVISOR: MOTORWAYS: X3 (REF:01/2018/18)

R 159 456–R 256 368 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Ensure team compliance with Health and Safety requirements such as wearing PPE. • Ensure sufficient and functional resources to execute the daily plan. • Make sure there is enough material, equipment and machinery to do the work and limit overtime. • Record breakdown, downtime and minimize material wastage. • Facilitate operations, ensuring that tasks are completed in time. • Quality-check and assure the quality of the work delivered. • Supervise the team, while facilitating adherence to safety regulations. • Transport team members and equipment to site. • Operate maintenance and/or construction machinery, as well as the water tanker and/or the grader when necessary. • Build and/or repair concrete kerbing, as well as stormwater kerbs inlets (KI's). • Monitoring of the site/s during and after maintenance, ensuring that they are left clean and in a safe condition. • Provide any necessary reporting and/or information as required by management. 	<ul style="list-style-type: none"> • Grade 9 or National certificate in Construction or NQF equivalent. • Code C or C1 driver's license and professional driving permit. • Between 1 and 2 years' relevant experience.

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19. ADMIN OFFICER (SUPERVISOR): MOTORWAYS (REFNO:01/2018/19)	
R 215 316 – R 324 648 BASIC SALARY PER ANNUM	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Ensure region adheres to safety measures; participating in safety committee. • Prepare necessary reports and submit to the Depot Manager as required. • Ensure that protective clothing is ordered and issued accordingly. • Coordinate all documentation required for induction. • Monitor and facilitate induction of new employees. • Ensure that devices and equipment are serviced when required e.g. fire extinguishers, alarm system, fire hoses etc. • Ensure that protective clothing is ordered and issued accordingly. 	<ul style="list-style-type: none"> • National Diploma in Administrative discipline or NQF equivalent. • 5 years' experience dealing with a variety of support issues; preferable with HR and/or Finance experience. • Financial management. • 2 years in supervisory role

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.

20. STORE CONTROLLERS X 6 (REFNO:01/2018/20)

R 159 456 – R 256 368 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Ensure effective daily store operations. • Ensure system generated supporting documentation are processed, signed for and submitted to the correct department for payment processing in compliance with JRA Management Policy & Procedures. • Processing of all Material Receipting activities to the ERP system. • Processing of all Material Issues activities to the ERP system. • Processing of all Material Transfer activities to the ERP system. • Monitoring of stock Levels and initiation of replenishment procedure via Expediting in accordance to Management Procedure & Policy. • Processing of Material Order Requisition to the ERP system for Expediting to proceed with the placing of orders. • Reporting of any stock related issues to the Assistant Manager Logistics. • Accountable for the monthly stock take procedures (cycles counts). • Correction of errors or verification of over/under reports speedily. • Maintaining staff records (leave etc.) and submit to Officer or Assistant Manager Logistics for processing. • Assisting in any Stores related matter which may impact the overall Store Performance 	<ul style="list-style-type: none"> • Grade 12 or National Certificate in related field or relevant NOF equivalent. Short programme in Storekeeping and stock control. • 2 years' experience in stores • Code 8 Driver's License required.

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.

Circular 01: DATE ADVERTISED: 01 February 2018

21. SOIL AND CONCRETE TESTERS (REFNO:01/2018/21)

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) • 1-3 years' experience in a similar laboratory environment. • Construction materials knowledge

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Circular 01: DATE ADVERTISED: 01 February 2018

22. BITUMINOUS BINDERS TESTER (REFNO:01/2018/22)

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) • Knowledge of Construction materials chemical properties • 1-3 years' experience in a similar laboratory environment.

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Circular 01: DATE ADVERTISED: 01 February 2018

23. ASPHALT AND AGGREGATES TESTER (REFNO:01/2018/23)

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.

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