



a world class African city



City of Johannesburg  
Johannesburg Roads Agency

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## INTERNAL AND EXTERNAL POSITION

VACANCY CIRCULAR NO. 01/2021

NOTE: THIS IS AN INTERNAL AND EXTERNAL CIRCULAR

THE JOHANNESBURG ROADS AGENCY IS THE ENTITY OF THE CITY OF JOHANNESBURG.

Interested applicants should forward their CVs with certified copies of qualifications (not older than 6 months), ID, and Covering Letter stating the **reference number in the subject line** and send it to: [jrarecruitment@jra.org.za](mailto:jrarecruitment@jra.org.za). Enquiries should be directed to Ms. Shirley Mbiza: Manager Recruitment and Admin on 011 491 5762 or 011 298 5045. No hand delivery applications. Applicants with foreign qualification must submit SAQA Evaluation

**NB: APPLICANTS WHO FAIL TO SUBMIT ALL THE NECESSARY DOCUMENTS AND WHO DO NOT MEET MINIMUM REQUIREMENTS WILL BE DISQUALIFIED.**

“JRA, its employees or representatives never ask for a fee from job seekers. Any such requests are fraudulent. Please report any suspicious activities in this regard to the JRA anti-fraud line on 0800 002 587”

**Closing Date: 12 February 2021 @ 16:30**

**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: 31 JANUARY 2021

**REGIONAL OPERATIONS MANAGER (ROM): REGION E - (REF: 01/2021/01)**

**SALARY: R 1 370 176.67 – R 2 020 839.22 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)**

**KEY RESPONSIBILITIES**

- Identify, develop and strengthen strategic partnerships for improved service delivery in line with Customer Charter Standards.
- Develop and maintain strategic relationships with JRA line core business functions to ensure improved sustainable, integrated, responsive and customer friendly service delivery operation per region.
- Participate and represent JRA at various regional forums and attend public meetings at the Community level to communicate JRA's operational plans and ensure the alignment of JRA operational plans with the City's priorities.
- Engage regularly and effectively with all stakeholders at ward level, regional level and city wide.
- Engage effectively with wayleave and claims stakeholders.
- Facilitate engagements with all stakeholders to ensure they are adequately informed, and where appropriate involved in, the planning and implementation of all JRA's plans.
- Engage with the media (all media forms) both proactively and reactively.
- Engage in the City's stakeholder processes (e.g. IDP, CPB, EPWP).
- Effective communication during a crisis at ward level and regional level (Crisis Communication).
- Facilitate communication between the operational and implementation plans of the various JRA Departments (i.e. Traffic Regulatory Infrastructure plans, Road Infrastructure plans, Storm water infrastructure plans and all support departments plans) in order to ensure integrated delivery per region.
- Establish and maintain an effective communication protocol with all stakeholders (external and internal) to ensure quick turn around on both the pro-active and reactive service delivery issues.
- Provide input to the development of the Regions' Operational Plan from a Customer Charter perspective.

**REQUIREMENTS AND SELECTION CRITERIA**

- Bachelor's Degree in Public Administration or Business Administration or Public Relations (or related discipline).
- Ten (10) years of relevant work experience including at least four (4) years of experience in a middle - management position having led a team of functional managers. At least one (1) year experience at senior management level.
- Experience in community liaison, stakeholder engagement and customer relations management.
- Project management and service delivery performance monitoring experience.

Only shortlisted candidates will be contacted.



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**Closing Date: 12 February 2021 @ 16:30**



Circular 01: DATE ADVERTISED: 31 JANUARY 2021

**ASSISTANT MANAGER: ROAD MARKINGS & SIGNAL: REGION C - (REF: 01/2021/02)**

**SALARY: R 646 599.88 – R 935 474.04 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)**

**KEY RESPONSIBILITIES**

- To provide an effective road markings and signs service to the region as well as to report on the production and planning of maintenance schedules.
- Develop the operational plan and schedules for area of responsibility (annual, quarterly, monthly, weekly and daily).
- Ensure that all road markings and signals activities are authorized, prioritized, scheduled and implemented relative to agreed service level requirements. Implement and monitor performance against the operational plan.
- Track milestone achievement against the sub-unit’s operational activities.
- Provide management with operational information that can inform improvement of frameworks, business processes, policies, procedures and systems that manage business operations.
- Comply with legislative requirements from a sub-unit perspective.
- Report consistently to the Manager on: Performance against the operational activities.
- Identify and manage the operational risks of the sub-unit and make inputs to the operational Risk Register.
- Contribute to the coordination of assurance activities to ensure the effectiveness of controls, 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.

**REQUIREMENTS AND SELECTION CRITERIA**

- Bachelor’s Degree/ BTech in Civil Engineering or relevant NQF equivalent.
- 5 years in road markings and signs maintenance, inclusive of 3 years’ supervisory experience.

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**Closing Date: 12 February 2021 @ 16:30**



Circular 01: DATE ADVERTISED: 31 JANUARY 2021

**ASSISTANT MANAGER: ROAD MARKINGS & SIGNAL: REGION D - (REF: 01/2021/03)**

**SALARY: R 646 599.88 – R 935 474.04 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)**

**KEY RESPONSIBILITIES**

- To provide an effective road markings and signs service to the region as well as to report on the production and planning of maintenance schedules.
- Develop the operational plan and schedules for area of responsibility (annual, quarterly, monthly, weekly and daily).
- Ensure that all road markings and signals activities are authorized, prioritized, scheduled and implemented relative to agreed service level requirements. Implement and monitor performance against the operational plan.
- Track milestone achievement against the sub-unit's operational activities.
- Provide management with operational information that can inform improvement of frameworks, business processes, policies, procedures and systems that manage business operations.
- Comply with legislative requirements from a sub-unit perspective.
- Report consistently to the Manager on: Performance against the operational activities.
- Identify and manage the operational risks of the sub-unit and make inputs to the operational Risk Register.
- Contribute to the coordination of assurance activities to ensure the effectiveness of controls, 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.

**REQUIREMENTS AND SELECTION CRITERIA**

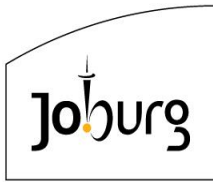
- Bachelor's Degree/ BTech in Civil Engineering or relevant NQF equivalent.
- 5 years in road markings and signs maintenance, inclusive of 3 years' supervisory experience.

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**Closing Date: 12 February 2021 @ 16:30**



Circular 01: DATE ADVERTISED: 31 JANUARY 2021

**ASSISTANT MANAGER: LABOUR RELATIONS- (REF: 01/2021/04)**

**SALARY: R 646 599.88 – R 935 474.04 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)**

**KEY RESPONSIBILITIES**

- To ensure effective and efficient management of labour relations and to ensure compliance with basic conditions of employment and EE.
- Implement the labour relation functions and activities within the JRA.
- Provide labour relations training to supervisors and shop stewards.
- Arrange workshops according to the needs of the JRA.
- Handle grievance and disciplinary matters within JRA.
- Appoint people to conduct investigations.
- To facilitate and monitor strategy implementation at an operational level.
- To 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.
- Provide management with operational information that can inform improvement of frameworks, business processes, policies, procedures and systems that manage business operations.
- Identify and manage the operational risks of the sub-unit and make inputs to the operational Risk Register.
- Contribute to the coordination of assurance activities to ensure the effectiveness of controls, 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.

**REQUIREMENTS AND SELECTION CRITERIA**

- Bachelor's Degree in Labour Relations/ HCM related field or relevant NQF equivalent.
- Driver's license.
- 5 years' experience in Labour Relations/ HCM related field, inclusive of 3 years in a supervisory position.

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**Closing Date: 12 February 2021 @ 16:30**



Circular 01: DATE ADVERTISED: 31 JANUARY 2021

**ASSISTANT MANAGER: WAYLEAVE (REGION A) - (REF: 01/2021/05)**

**SALARY: R 646 599.88 – R 935 474.04 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)**

**KEY RESPONSIBILITIES**

- To 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.
- Provide input to the operational planning of all depot activities with regards to wayleaves regulations.
- Direct and provide an effective application and authorisation system for wayleaves applications.
- Ensure that all assets are evaluated and assessed in compliance with agreed SLAs.
- Implement and monitor performance against the operational plan.
- Track milestone achievement against the sub-unit’s operational activities.
- Provide management with operational information that can inform improvement of frameworks, business processes, policies, procedures and systems that manage business operations.
- Identify and manage the operational risks of the sub-unit and make inputs to the operational Risk Register.
- Contribute to the coordination of assurance activities to ensure the effectiveness of controls, 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.
- Provide relevant stakeholder information that will contribute to the stakeholder analysis exercise.

**REQUIREMENTS AND SELECTION CRITERIA**

- Bachelor’s Degree/ BTech in Civil Engineering or relevant NQF equivalent.
- 5 years in road, stormwater and/or engineering maintenance, inclusive of 3 years’ supervisory experience.

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**Closing Date: 12 February 2021 @ 16:30**



Circular 01: DATE ADVERTISED: 31 JANUARY 2021

**ASSISTANT MANAGER: WAYLEAVE (REGION C) - (REF: 01/2021/06)**

**SALARY: R 646 599.88 – R 935 474.04 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)**

**KEY RESPONSIBILITIES**

- To 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.
- Provide input to the operational planning of all depot activities with regards to wayleaves regulations.
- Direct and provide an effective application and authorisation system for wayleaves applications.
- Ensure that all assets are evaluated and assessed in compliance with agreed SLAs.
- Implement and monitor performance against the operational plan.
- Track milestone achievement against the sub-unit’s operational activities.
- Provide management with operational information that can inform improvement of frameworks, business processes, policies, procedures and systems that manage business operations.
- Identify and manage the operational risks of the sub-unit and make inputs to the operational Risk Register.
- Contribute to the coordination of assurance activities to ensure the effectiveness of controls, 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.
- Provide relevant stakeholder information that will contribute to the stakeholder analysis exercise.

**REQUIREMENTS AND SELECTION CRITERIA**

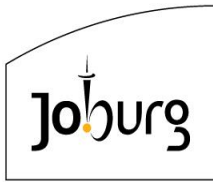
- Bachelor’s Degree/ BTech in Civil Engineering or relevant NQF equivalent.
- 5 years in road, stormwater and/or engineering maintenance, inclusive of 3 years’ supervisory experience.

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Circular 01: DATE ADVERTISED: 31 JANUARY 2021

**ASSISTANT MANAGER: PLANNING (REGION C) - (REF: 01/2021/08)**

**SALARY: R 646 599.88 – R 935 474.04 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)**

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
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- Assist the Depot Manager with the compilation and monitoring of the depot's OPEX costs and activity budgets.
- Compile and continuously review level 1 maintenance programmes in line with the depot's activity budget.
- Ensure the productivity and quality of services rendered.
- Ensure that all maintenance activities are authorised, prioritised, scheduled and implemented relative to agreed service level requirements.
- Ensure effective people management for area of responsibility.
- Implement strategies to improve staff work ethics and ensure better relationships between management and workers.
- 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.
- Ensure compliance in all operations to health and safety legislation, policies and procedures.
- Implement and monitor performance against the operational plan.
- Track milestone achievement against the sub-unit's operational activities.
- Monitor compliance.
- Provide management with operational information that can inform improvement of frameworks, business processes, policies, procedures and systems that manage business operations.
- Report consistently to the Manager on performance against the operational activities. Identify and manage the operational risks of the sub-unit and make inputs to the operational Risk Register.
- Contribute to the coordination of assurance activities to ensure the effectiveness of controls, for the sub-unit. Oversee talent management for the sub-unit in terms of recruitment, retention and individual skills development.

- Bachelor's Degree/ BTech in Civil Engineering or relevant NQF equivalent.
- 5 years in roads and stormwater maintenance, inclusive of 3 years' supervisory experience.

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**Closing Date: 12 February 2021 @ 16:30**



Circular 01: DATE ADVERTISED: 31 JANUARY 2021

**ASSISTANT MANAGER: PLANNING (REGION D) - (REF: 01/2021/09)**

**SALARY: R 646 599.88 – R 935 474.04 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)**

**KEY RESPONSIBILITIES**

- Assist the Depot Manager with the compilation and monitoring of the depot's OPEX costs and activity budgets.
- Compile and continuously review level 1 maintenance programmes in line with the depot's activity budget.
- Ensure the productivity and quality of services rendered.
- Ensure that all maintenance activities are authorised, prioritised, scheduled and implemented relative to agreed service level requirements.
- Ensure effective people management for area of responsibility.
- Implement strategies to improve staff work ethics and ensure better relationships between management and workers.
- 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.
- Ensure compliance in all operations to health and safety legislation, policies and procedures.
- Implement and monitor performance against the operational plan.
- Track milestone achievement against the sub-unit's operational activities.
- Monitor compliance.
- Provide management with operational information that can inform improvement of frameworks, business processes, policies, procedures and systems that manage business operations.
- Report consistently to the Manager on performance against the operational activities. Identify and manage the operational risks of the sub-unit and make inputs to the operational Risk Register.
- Contribute to the coordination of assurance activities to ensure the effectiveness of controls, for the sub-unit. Oversee talent management for the sub-unit in terms of recruitment, retention and individual skills development.

**REQUIREMENTS AND SELECTION CRITERIA**

- Bachelor's Degree/ BTech in Civil Engineering or relevant NQF equivalent.
- 5 years in roads and stormwater maintenance, inclusive of 3 years' supervisory experience.

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Circular 01: DATE ADVERTISED: 31 JANUARY 2021

**TECHNICAL OFFICER: FLEET & PLANT - (REF: 01/2021/10)**

**SALARY: R 304 717.34 – R 457 076.02 BASIC SALARY PER ANNUM**

**KEY RESPONSIBILITIES**

- To assist the depot manager and ensure compliance with all traffic and related legislation. Run movement reports.
- Follow-up any fuel related disputes. Set up and attend meetings.
- Investigate any vehicle abuse cases such as premature component failures.
- Investigate insurance claims to ascertain whether the JRA driver is at fault or not.
- Develop reports for submission to the vehicle abuse committee.
- Consolidate the assessment of drivers and operators.
- Ensure fleet drivers and operators are booked for training on fleet management.
- Provide evidence in all disciplinary related matters for investigations.
- Informing Depot managers around all fleet policy infringements by drivers and operators.
- Ensure that all traffic fines are redirected to the appropriate driver.
- Ensure that each driver and operator is assessed accurately.
- Ensure adherence to SLA's and report deviations to the Depot Manager: Fleet and Plant.

**REQUIREMENTS AND SELECTION CRITERIA**

- 3 years' Diploma in Fleet Management or relevant NQF equivalent.
- 3 years' experience in fleet management or driver and operator assessment.

Only shortlisted candidates will be contacted.



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**Closing Date: 12 February 2021 @ 16:30**



Circular 01: DATE ADVERTISED: 31 JANUARY 2021

**OFFICER: SOCIAL MEDIA - (REF: 01/2021/11)**

**SALARY: R 304 717.34 – R 457 076.02 BASIC SALARY PER ANNUM**

**KEY RESPONSIBILITIES**

- Draw up proactive educational advertisements and editorials to communicate JRA projects to the media.
- Ensure timeous, well written and researched replies are given to media enquiries.
- Respond to media reports when required.
- Write proactive, well written, regular and newsworthy press releases are directed at targeted media.
- Maintain JRAs social media platforms for internal and external communications.
- Engage stakeholders on social media platforms (Facebook, Twitter, and other similar community sites, posting on relevant blogs, and seeding content on social applications as needed).
- Feed the company message / information to the JRA website and other online engagement platforms to reach communities, media, analysts and the general public.
- Respond to communication from clients, both promptly and efficiently.
- Display good social media communication etiquette.
- Handle all social media queries timeously.
- Liaise with different departments to ensure efficiency and client satisfaction.
- Liaise with relevant departments for information to provide appropriate methods of communication (externally).

**REQUIREMENTS AND SELECTION CRITERIA**

- 3 year’s Diploma in Journalism, PR, Social Media, Communication or relevant NQF equivalent.
- A valid driver’s license.
- 3 year of relevant work experience in Social Media.

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Circular 01: DATE ADVERTISED: 31 JANUARY 2021

**PERSONAL ASSISTANT: HOD: PG & IT - (REF: 01/2021/12)**

**SALARY: R 304 717.34 – R 457 076.02 BASIC SALARY PER ANNUM**

**KEY RESPONSIBILITIES**

- Attend planning sessions for the department.
- Conserve the HODs time by reading, and routing correspondence; drafting letters and documents; and collecting and analysing information where required.
- Maintain the HODs appointment schedule by planning and scheduling meetings, conferences, teleconferences, travel arrangements and parking arrangements.
- Liaise with departmental HOD's and Ops Managers in terms of urgent matters which must be resolved.
- Conduct weekly briefing with the HOD regarding critical meetings and actions for the upcoming week.
- Develop and / or implement document management, referencing and filing systems (manual and electronic).
- Provide feedback to the HOD and business units in terms of strategic and operational recommendations.
- Communicate departmental budgetary parameters, in line with business unit objectives.
- Consolidate inputs to the Operational Risk Register for the department.
- Provide relevant stakeholder information that will contribute to the stakeholder analysis exercise.
- Liaise with internal and external stakeholders from an operational perspective.
- Conduct presentations/ workshops to internal and external stakeholders.

**REQUIREMENTS AND SELECTION CRITERIA**

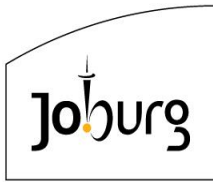
- 3 years' Diploma in Business Management / Administration or relevant NQF equivalent.
- 3 years' in a secretarial environment.
- Solid experience in Office Management Systems, Enterprise Resource Planning and MS Office.

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Circular 01: DATE ADVERTISED: 31 JANUARY 2021

**OFFICER LEASING - FLEET & PLANT - (REF: 01/2021/13)**

**SALARY: R 248 734.14 – R 373 101.21 BASIC SALARY PER ANNUM**

**KEY RESPONSIBILITIES**

- Implementing the requisition process.
- Vehicle specification and orders.
- Paying the correct utilised vehicle for the department.
- Responsible for the continuous availability of fleet.
- To assist upload approved lease contracts rates in to the system.
- Assist the budgeting for lease, fuel and insurance for user departments.
- Conduct regular vehicle inspections by making sure that all the vehicles are road worthy.
- Perform leasing related work including.
- Compile evidence for redirection of traffic fines.
- Delivery of all leased & owned vehicle license disks.
- Assist in the logging of Insurance Claims with the insurer.

**REQUIREMENTS AND SELECTION CRITERIA**

- 3 years' Diploma in Fleet Management/ Transportation/Logistics or relevant NQF equivalent.
- 3 years' experience in the fleet lease or rental field.

Only shortlisted candidates will be contacted.



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**Closing Date: 12 February 2021 @ 16:30**



Circular 01: DATE ADVERTISED: 31 JANUARY 2021

**ADMIN OFFICER: TRAFFIC SIGNALS - (REF: 01/2021/14)**

**SALARY: R 248 734.14 – R 373 101.21 BASIC SALARY PER ANNUM**

**KEY RESPONSIBILITIES**

- Provide technical and operational support and advice on application of logistics.
- Organise meetings of the manager with other stakeholders.
- Manage and organise meetings, travel arrangements and parking arrangements, providing coordination support to the function, where required, so that staff are able to deliver required outcomes.
- Submit Supply Chain Management unit with RFQ documents with necessary details, approved by manager of department.
- Process requisition forms for orders, so that orders can be generated by the finance department to suppliers.
- This include the following. Update commitments and expenditure on spreadsheet.
- Track the percentage of budget that's been spent, to prevent over expenditure.
- Assist the Senior Technicians on their projects.
- Review requisition of orders for the different projects on request.
- Review budgets and give feedback into specific line items to the various projects within the section.
- Obtain remittances for payments of City Power and Eskom as well as other companies upon request.

**REQUIREMENTS AND SELECTION CRITERIA**

- 3 years' Diploma with relevant general knowledge of administration or relevant NQF equivalent.
- 3 years' experience in related field.

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**Closing Date: 12 February 2021 @ 16:30**



Circular 01: DATE ADVERTISED: 31 JANUARY 2021

**FOREMAN: REGION E - (REF: 01/2021/15)**

**SALARY: R 373 300.83 – R 559 951.24 BASIC SALARY PER ANNUM**

**KEY RESPONSIBILITIES**

- Allocate the required teams for the relevant jobs, taking into account the size of the job and the skills required.
- Request required equipment, materials, transport etc. from the depot.
- Supervise the team regarding the execution of the work.
- Ensure appropriate compliance in order to avoid health and safety issues concerning the environment and the staff.
- Record incident reports.
- Send daily progress feedback to the assistant manager and manager on work progress.
- Reports completed works orders.
- Conduct pre-start inspections with supervisors to ensure that safety standards are met as to avoid environmental impact issues and any staff health and safety issues.
- This includes safety hazard inspections and correctly addressing the potential hazards.
- Inspect the work area for items such as obstructions, defects or things inspectors did not identify during initial assessment.
- Report issues to the assistant manager.
- Ensure that all equipment and excess materials are accounted for and handed back to the depot.
- Ensure that the site is properly reinstated to required standards on completion.
- Ensure that all administrative activities are completed for the relevant stakeholders and given after work completion.

**REQUIREMENTS AND SELECTION CRITERIA**

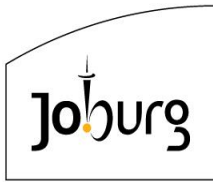
- Grade 12 or relevant NQF equivalent. Driver’s license.
- 5 years’ experience in the road construction maintenance environment and 2 years’ supervisory experience.

Only shortlisted candidates will be contacted.



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**Closing Date: 12 February 2021 @ 16:30**



Circular 01: DATE ADVERTISED: 31 JANUARY 2021

**FOREMAN: ROAD MARKINGS & SIGNAL: REGION B - (REF: 01/2021/16)**

**SALARY: R 373 300.83 – R 559 951.24 BASIC SALARY PER ANNUM**

**KEY RESPONSIBILITIES**

- Provides operational planning to ensure the work program is carried out taking into account Public opinion, planning of other Roads departments and outcome of regional investigations directly or indirectly influencing road marking program.
- Manage the key result areas of subordinates to ensure that regional and ultimately, JRA goals and objectives are achieved.
- Ensures that as far as possible work is confined to one area so as to minimise time loss when travelling between jobs.
- Ensure work program is adaptable to changes i.e. Weather, Public pressure etc.
- Ensures the optimum use of all resources on region, maintaining equipment in good working order and those repairs are carried out without delay.
- Ensures continual feedback on work progress is provided to the Assistant Manager. Inform the operations Manager on a daily basis on work progress, work completed and matters pertaining to road signs & markings.
- Ensures that all legal requirements are complied with during the implementation of signal repair, road marking and sign erection.
- Conduct regular inspections of sites. Applies quality control checks on Traffic signs, paint, and other materials to ensure that legal and JRA standards are maintained.
- Plan the work schedules of direct staff and assist them with the planning of all activities concerning their own staff subordinates.
- Allocate the appropriate number of staff with certain skills in accordance with the special requirements of the particular task(s) at hand.
- Provides correct financial and costing information to the Assistant Manager for accurate financial reports.

**REQUIREMENTS AND SELECTION CRITERIA**

- Grade 12 or relevant NQF equivalent.
- Valid driver's license.
- 5 years in maintenance of road markings and signs environment, inclusive of 2 years at supervisory level

Only shortlisted candidates will be contacted.



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**Closing Date: 12 February 2021 @ 16:30**





Circular 01: DATE ADVERTISED: 31 JANUARY 2021

**TECHNICIAN: TRAFFIC SIGNALS MAINTENANCE - (REF: 01/2021/17)**

**SALARY: R 304 717.34 – R 457 076.02 BASIC SALARY PER ANNUM**

**KEY RESPONSIBILITIES**

- Conduct maintenance to ensure effective and productive operations.
- 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.
- 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.
- 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 RMS is installed and maintained.
- Ensure vehicles, work site, offices and the yard is kept clean, neat and organised.
- Company vehicles to be kept in good, safe working conditions as per JRA Standards.

**REQUIREMENTS AND SELECTION CRITERIA**

- 3 years' Diploma in Electrical/ Electronics.
- Qualified Electrician with trade test certificate.
- Driver's License Code B (Former Code 8).
- 3 years' experience in Electrical or Electronics.

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**Closing Date: 12 February 2021 @ 16:30**



Circular 01: DATE ADVERTISED: 31 JANUARY 2021

**SIGN ERECTOR & ROAD MARKINGS (SUPERVISOR): REGION A (REF: 01/2021/18)**

**SALARY: R 248 734.14 – R 373 101.21 BASIC SALARY PER ANNUM**

**KEY RESPONSIBILITIES**

- 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.
- Facilitate operations, ensuring that tasks are completed in time.
- Supervise the team; while facilitating adherence to safety regulations. Transport team members and equipment to site.
- Collect materials as needed on site/s.
- Transport construction waste to the dump.
- Ensure the maintenance of traffic markings and/or road signage.
- Ensure road painting, pole erection and street name stencilling is done according to set standards and as per the defined daily plan.
- 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 the management.
- Ensure that all equipment is handled and stored safely.
- Ensure equipment is cleaned according to requirements.

**REQUIREMENTS AND SELECTION CRITERIA**

- Grade 12/National Certificate (NQF4) in relevant field or relevant NQF equivalent.
- Code 10 or C1 driver's license.
- PDP.
- 3 years' experience in a Road Signs and Markings environment.

Only shortlisted candidates will be contacted.



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**Closing Date: 12 February 2021 @ 16:30**

Circular 01: DATE ADVERTISED: 31 JANUARY 2021

**DIESEL MECHANIC: MAJOR, SPECIAL & MINOR PLANT - (REF: 01/2021/19)**

**SALARY: R 248 734.14 – R 373 101.21 BASIC SALARY PER ANNUM**

**KEY RESPONSIBILITIES**

- Lubricate machinery.
- Attend to breakdowns.
- Report on plant machinery activities to the assistant manager workshops.
- Be vigilant during plant operations to assist in reporting any production faults.
- Provide feedback to operators on the correct operation procedures of the machines.
- Provide guidance to operators and drivers on maintenance and operation.
- Conduct on site repairs and services.
- Schedule services of machines and ensure that this done within the specifications.
- Check filtration systems.
- Check prop shafts and differential.
- Check on faults indicators and control sensors.
- Check all engine management systems.
- Check all the suction and vacuum hoses.
- Record service intervals and adhere to potential maintenance requirements.
- Understand correct procedures and functioning of equipment.
- Guide and advise on the correct start- up operation and shut down of machines and vehicles.
- Advise the Assistant Manager workshops on future potential maintenance.
- Identify potential future failures. Know the service intervals and the components to be replaced at each interval.
- Identify mechanical safety hazards.

**REQUIREMENTS AND SELECTION CRITERIA**

- Grade 12 or relevant NQF equivalent.
- Diesel mechanic Trade Test Certificate.
- 5 years' relevant experience as a Heavy-Duty Diesel Mechanic, (Road construction equipment).

Only shortlisted candidates will be contacted.



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**Closing Date: 12 February 2021 @ 16:30**



Circular 01: DATE ADVERTISED: 31 JANUARY 2021

**FITTER (MECHANIC): ASPHALT PLANT - (REF: 01/2021/20)**

**SALARY: R 203 036.26 – R 304 554.40 BASIC SALARY PER ANNUM**

**KEY RESPONSIBILITIES**

- Ensure effective housekeeping of workshop.
- Maintain maintenance toolbox.
- Conduct regular verification of completeness of toolsets.
- Maintain a clean and safe environment.
- Be alert during plant operation to help identify and report any faults that might occur during production.
- Monitor repairs carried out on plant by performing pre and post inspection and tests on plant prior to start up.
- Perform welding repairs by using welding machines and cutting torches. (Various forms of welding).
- Lubricate machinery.
- Attend to breakdowns.
- Carryout mechanical and electrical repairs on the plant.
- Provide various forms of feedback and reporting such as written reports, verbal reports etc, to maintenance foreman and other relevant stakeholders on activities in area of responsibility.

**REQUIREMENTS AND SELECTION CRITERIA**

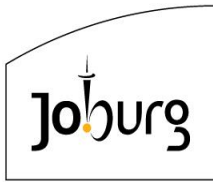
- Grade 12 or relevant NQF equivalent.
- Trade Test in fitting and turning.
- 3 years' experience in related field (Mechanical).

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**Closing Date: 12 February 2021 @ 16:30**



Circular 01: DATE ADVERTISED: 31 JANUARY 2021

**MESSANGER: REGION E - (REF: 01/2021/21)**

**SALARY: R 135 285.13 – R 202 927.69 BASIC SALARY PER ANNUM**

**KEY RESPONSIBILITIES**

- To collect, deliver and distribute goods as well as to transport staff as and when required.
- Check if the vehicle is in a good condition: Check the oil, water, lights, tires and wipers.
- Collect supplies, documents, parcels and/or correspondences from entities that are external to the JRA Regions.
- Receive instructions or arrange to collect supplies, documents, parcels and/or correspondences as per the schedule.
- Arrive at the collection point and verify the completeness of supplies, documents, parcels and/or correspondences to be collected.
- Complete the delivery book.
- Confirm that corresponding sign-offs/approvals have been made in their log book for items delivered/received.
- Transport staff to and from other JRA regional offices and/or meeting venues within the JRA, as well as other external destinations as and when required.
- Receive a verbal request to transport staff to specified destinations.
- Check in the return of the vehicle to the depot.
- Complete and submit a Claim Recovery Form to the Administration Officer in the event of an injury-inducing accident.

**REQUIREMENTS AND SELECTION CRITERIA**

- Grade 12 or relevant NQF equivalent.
- Code 8 or 10 driver's license.
- Up to 2 years' experience working as a messenger and or driver in any industry.

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**Closing Date: 12 February 2021 @ 16:30**



Circular 01: DATE ADVERTISED: 31 JANUARY 2021

**INFRASTRUCTURE ENGINEER: IT - (REF: 01/2021/22)**

**SALARY: R 646 599.88 – R 935 474.04 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)**

**KEY RESPONSIBILITIES**

- Provide new and innovative technologies and solutions for the IT and business environment.
- Ensure that software, network and equipment is correctly managed and fully configured
- Develop relevant documentation and manage back-ups including the restoration of the system and/or data.
- Participate in both business and technical reviews regarding system changes.
- Lead in supporting and monitoring systems and their operations.
- Provide system/technical control, as well as support to management and users, while ensuring that technical coaching and mentoring is provided as necessary.
- Develop and implement business application policies and procedures.
- Provide necessary assistance and/or advice in managing risks pertaining to business application/s and/or enabling technology.
- Implement and monitor performance against the IT operational plan.
- Track milestone achievement against IT's operational activities.
- Provide management with operational information that can inform improvement of frameworks, business processes, policies, procedures and systems that manage business operations.
- Identify and manage the operational risks for IT and make inputs to the operational Risk Register.
- Contribute to the coordination of assurance activities to ensure the effectiveness of controls, for IT.
- Contribute to the stakeholder identification process from an IT perspective.
- Facilitate effective internal and external stakeholder communication from an IT perspective.

**REQUIREMENTS AND SELECTION CRITERIA**

- Bachelor's Degree in IT or relevant NQF equivalent (NQF Level 7).
- Microsoft Engineering Qualification/MCSE.
- ITIL v3 (framework).
- 5 years' experience working on IT Infrastructure (servers and networks) with at least 3 years' experience on an advanced level

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**Closing Date: 12 February 2021 @ 16:30**