



City of Johannesburg
Johannesburg Roads Agency

66 Pixley Seme Street Cnr. Rahima Moosa Str.	P/Bag X70 Braamfontein South Africa 2017	Tel +27(0) 11 298 5000 Fax +27(0) 11 298 5178 www.jra.org.za www.joburg.org.za
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REF NO: 02/2018

VACANCY CIRCULAR NO. 02/2018

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 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.

THESE POSITIONS ARE FOR JRA EMPLOYEES AND EXTERNAL CANDIDATES

Closing Date: 16 March 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 02: DATE ADVERTISED: 04 March 2018

1 OPERATIONS MANAGER: COMPANY SECRETARY (REF:02/2018/24)	
R 1, 079, 303 – R1, 619, 212 PER ANNUM TCTC PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Legislatively mandated; Provide guidance to company directors on duties, responsibilities and powers. • Inform Directors of laws related to their positions and relevant to the company. • Report compliance failure on the part of the company or Director to the Board, in terms of the Memorandum of Incorporation, company rules or legislation. • Ensure that minutes of all shareholder meetings, Board meetings, committee meetings are properly recorded in accordance with legislation. • Certify in the financial statements whether the company has filed required returns and notices in terms of legislation and confirm that returns and notices are true, accurate and updated. • Ensure submission of the company's annual financial statements in accordance with legislation. • Planning for the Board and EMT. • Direct the development of the annual corporate calendar for Board meetings. • Manage the schedule in line with the Companies Act, the MFMA and industry norms. • Schedule meetings and provide all necessary secretarial and administrative support for the sitting of all ordinary and special Board and sub-committee meetings. • Prepare and deliver board packs to members, ensuring that board packs comply with requirements. • Provide minute taking for EMT, Board sub-committee and Board 	<ul style="list-style-type: none"> • Bachelor of Law/BCom or NQF equivalent. • Company Secretary Certificate. • ICSA qualified person. • 10 years' Company Secretary experience, inclusive of 5 years in management at middle management level, of which 1 year must be at senior management level. <p>Applications for this position should be forwarded to Email: recruitment1@jra.org.za</p>



meetings.

- Ensure that all Board and sub-committee minutes are stored in accordance with the document management system.
- Facilitate the coordination of AGM preparations with the shareholder.
- Design and implement a board decision tracking system for monitoring purposes.
- Provide EMT with quarterly progress reports. Board capacity building programme; Develop and conduct a skill needs assessment for Board members.
- Draft the Board induction / development programme and arrange the workshops.
- Ensure optimal Board and Executive Management Capacitation on Key Areas of Good Governance.
- JRA-wide Governance; Ensure effective and compliant systems for administration, data and information management.
- Ensure that policies and procedures are reviewed by EMT and Board on due dates.
- Review all policies, procedures and processes to ensure compliance to legislation, regulations and best practice standards.
- Ensure that procedures are conducive to meeting the operational as well as the safety and regulatory requirements.
- Ensure effective mechanisms for immediate incorporation of new standards and regulations to ensure compliance.
- The review of the JRA Board and committee charters and terms of reference; Confirm that the company details are updated with the registrar of companies especially with regards to director details; Certify that the annual returns are filed for each financial year; Provide input on governance matters for the quarterly,



mid-year and annual JRA performance reports; Verify that the memorandum of association has been filed in terms of the Companies Act 2008; Maintain a standard of good governance within the company.	
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<p>2. OPERATIONS MANAGER: COMMUNITY STREETS AND STORMWATER REF: (02/2018/25)</p>	
<p>R1, 005, 312 – R1, 508, 208 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)</p>	
<p>KEY RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Ensure the development of new roads and public transport infrastructure. • Provide input into the development of public transport infrastructure planning. • Ensure the development of new roads and stormwater infrastructure. • Apply knowledge and understanding of roads and stormwater systems in the planning and design of new as well as upgrades to existing roads and stormwater infrastructure. • Ensure that SMME (including cooperatives) development objectives are accounted for and effectively implemented. • Ensure the utilisation and support of emerging contractors in the capital works programme. • Assist the HOD to extract, analyse and prioritise needs from critical input sources such as the Integrated Development Plan; Integrated Transport, Community needs assessment, Visual Condition Index; and needs channelled from other JRA departments. • Ensure implementation of labour intensive construction that enhances job creation. • Manage the compliance in contracting processes, 	<p>REQUIREMENTS AND SELECTION CRITERIA</p> <ul style="list-style-type: none"> • Bachelor’s Degree in Civil Engineering; • 10 years’ experience in managing projects related to community streets, stormwater, Roads, • Freeway and Public Transport Infrastructure inclusive of 5 years’ experience in middle management position, of which 1 must be at senior management level. <p>Applications for this position should be forwarded to Email: recruitment1@jra.org.za</p>



procedure and documentation.

- Monitor the appointment of consultants and contractors.
- Ensure that health and safety as well as environmental regulations are adhered to.
- Provide solutions to escalated matters from Project Managers, stakeholders, EMT, Planning, Public and City Managers.
- Ensure community petitions are addressed. Plan, develop, prioritise and motivate the capital expenditure budget for the roads, stormwater and traffic signals projects, within the financial regulations and constraints. Monitor spending on JRA's capital budget against the approval capital budget.
- Report to EMT services delivery committees. Interact with the COO office of the city and report on project programme and progress.
- Contribute to the development of the JRA business strategy and Service Delivery Budget Implementation Plan (SDBIP) to ensure alignment with the City of Johannesburg's Growth and Development Strategy (GDS) and strategic priorities.
- Provide input to the JRA business plan and budget from the business unit's perspective.
- Ensure that unit operational plans are aligned to organisational strategy by: facilitate approval of the



business unit's operational plan.

- Monitor adherence to an organisational structure that will support strategy implementation.
- Enforce legislative compliance from a business unit perspective.
- Regularly report to the HOD on: Performance against the operational plan from the business unit's perspective.
- Develop and implement mitigating measures for the business unit.
- Oversee talent management for the business unit in terms of recruitment, retention and individual skills development. Effectively source and appoint employees, ensuring that key positions in the business unit are filled.
- Facilitate compliance with the Municipal Finance Management Act (MFMA).
- Contribute to stakeholder identification process from a business unit perspective.
- Communicate and provide feedback to relevant stakeholders on a regular basis.

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3. OPERATIONS MANAGER: TRAFFIC MANAGEMENT AND NETWORK SUPPRT (REF:02/2018/26)	
R1, 005, 312 – R1, 508, 208 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Direct and oversee the development and implementation of maintenance plans. • Provide leadership and strategic direction to the management of the Traffic Signal Maintenance unit. • Ensure compliance with the OHS Act in terms of working environment procedures, protective gear, signing of attendance registers and safety checks. • Ensure that upgrades are compliant with SARTSM standards. • Oversee and direct the Development of Technical Specifications for Traffic Signal Equipment. • Oversee the Traffic Management Centre (TMC), which is aimed at improving communication with the public on traffic signal defects and coordinating contingency plans to improve traffic flow. • Ensure that the TMC is equipped with an advanced technological system for real time traffic monitoring. • Ensure the minimisation of congestion through remote monitoring systems. • Oversee the monitoring of signal failures and the provision of quality control. • Oversee routine maintenance to traffic signals, both planned and in reaction to service requests. 	<ul style="list-style-type: none"> • B Tech Electronic/ Electrical Engineering/Civil Engineering or NQF equivalent. • ECSA registration as a Professional Engineer. • 10 Years' experience in traffic signals and maintenance, inclusive of 5 years at middle management level, of which 1 year must be at senior management level. <p>Applications for this position should be forwarded to Email: recruitment1@jra.org.za</p>

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Circular 02: DATE ADVERTISED: 04 March 2018

4. PROJECT MANAGER: MANAGEMENT (REF:02/2018/27)	
R 534, 577 – R 801, 866 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Project management of the conceptual and planning phase of the project. • Ensure the itemized budget is available and approved. Implement and control of all stages of the project. • Coordinate the implementation process between Regional Operations Managers and ID. • Manage all project completion requirements, ensuring that all necessary requirements are adhered to. • Compile Close Out report. • Provide specifications documents and tender documents. • Ensure the scope of work is communicated it to the supply chain department and facilitate the process until tender is advertised, and bidders are evaluated. • Ensure sufficient risk management is conducted during site operations so that liability is minimised and or eliminated. • Ensure the adherence to the risk management processes during projects. • Translate operational feedback into strategic recommendations. • Monitor adherence to frameworks, business processes, policies, procedures and systems that manage business operations. • Enforce legislative compliance from a unit perspective. • Report to the Operations Manager on implementation progress: Performance against the business and 	<ul style="list-style-type: none"> • Bachelor’s Degree/B Tech in building/civil engineering or equivalent qualification; and project management certificate. • Registration with the engineering council of South Africa (ECSA). • 8 years’ experience in project management in related field, of which 5 must be at a management level. • Design office experience. • Public sector experience. <p>Applications for this position should be forwarded to Email: recruitment2@jra.org.za</p>



<p>operational plans from the unit's perspective.</p> <ul style="list-style-type: none">• Facilitate compliance with the Municipal Finance Management Act (MFMA).• Contribute to the stakeholder communication plan.• Facilitate effective liaison on projects with internal and external stakeholders on projects.• Make inputs to the response to the stakeholder needs assessments.	
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