



City of Johannesburg
Johannesburg Roads Agency

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REF NO: 04/2019/

VACANCY CIRCULAR NO. 04/2019

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 and drivers’ licence where applicable to Ms. Precious Ngolele or Mr Tebogo Thobejane, to the e-mail address provided below each advert.

NB: APPLICANTS WHO FAIL TO SUBMIT 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 April 2019

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.

Chairman: S Tshabalala,
Executive Directors: Managing Director - G Mbatha, Chief Financial Officer - Vacant
Non-Executive Directors: T Magerman, S Thunzi, A Torres, X Mnyani, T Kutumela, A Mokoena, L Mayedwa
Company Secretary: P Majola

Registration No. 2000/028993/07



Circular 04: DATE ADVERTISED: 01 April 2019

OPERATIONS MANAGER: TRAFFIC MANAGEMENT AND NETWORK SUPPORT (REF: 04/2019/27)

SALARY: R 1, 469, 710.38 – R 2, 174, 142.34 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 OHSA 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: Email: recruitment9@jra.org.za</p>

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.

Closing Date: 2019/04/12



Circular 04: DATE ADVERTISED: 01 April 2019

OPERATIONS MANAGER: INTERNAL AUDIT (REF: 04/2019/28)

SALARY: R 1, 210, 871.43 - R 1, 785, 883.91 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- Develop the internal audit charter, the internal audit strategy and the risk-based internal audit plan.
- Develop the audit methodology for the internal audit activity.
- Prioritise key company risks for auditing. Manage follow up audits and report audit results to management, the audit committee and the Board.
- Report deviations to the Managing Director and audit committee.
- Recommend appropriate actions to management on audit findings.
- Report on the status of the audit plan and present completed audit reports for planned reviews, risk advisory work and any other ad-hoc reviews.
- Participate in the organisational risk assessment process.
- Advise management on company risk exposures.
- Implement unit risk intervention plans.
- Ensure and monitor adherence to the international standards for the professional practice of internal auditing, code of ethics and audit methodology.
- Assist in the achievement and maintenance of sound control environment through: Coordination and provision for oversight over the external audit process in order to ensure the flow of information and liaison with management and external auditors.
- Follow up and report on the number of resolved issues compared to those unresolved.
- Research and keep abreast of legislative issues, new audit regulations/trends and audit methodology.
- Maintain effective information systems that meet the needs of audit management.
- Schedule and assign quarterly audits to team members, ensuring the effective and efficient use of resources.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor of Commerce in Internal Audit or Accounting, or NQF equivalent.
- Internal Auditor certification.
- 10 years' experience in Internal Audit, inclusive of 5 years senior and / or middle management experience of which at least 1 year must be at senior management level.

Applications: Email: recruitment10@jra.org.za



- Review and approve the audit objectives, scope, and audit programs for assigned audit projects.
- Provide quality control on the department’s audits. Coordinate activities with other control and monitoring functions.
- Management of the Combined Assurance Process.

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Closing Date: 2019/04/12

Circular 04: DATE ADVERTISED: 01 April 2019

OPERATIONAL MANAGER: REGIONAL OPERATIONS (HEAD OFFICE) (REF: 04/2019/29)	
R 1, 469, 710.38 – R 2, 174 142.34 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Provide input to the development of the Regional Operations Strategy. • Communicate operational targets to the Depot Managers to facilitate implementation. • Provide technical implementation support to Depot Managers to ensure the achievement of strategic objectives. • Monitor and review performance against the Operational Plans from an engineering work perspective. • Prepare and present medium and long term plans and forecasts for operational, maintenance and equipment requirements. • Contribute to the development of the integrated service delivery plan for the region in consultation with ME, SOE, Government and the CoJ departments. • Develop and implement internal SLAs with other JRA business units that define roles and responsibilities. 	<ul style="list-style-type: none"> • Bachelor’s degree in Civil Engineering - NQF level 7 or equivalent. • ECSA Registration - Pr. Eng or Pr Tech Eng. • Ten (10) years experience in Civil Engineering, inclusive of five (5) years at management level, of which one (1) year must be at a senior management level. <p>Applications: Email: recruitment11@jra.org.za</p>



- Monitor HR statistics on a monthly basis (absenteeism, sick leave, time and attendance, overtime, misconduct, lost time and injury rates). Address exceptions and problem areas in order to improve operational performance.
- Oversee the implementation of OSHAS 18001, ISO 9001 and ISO 14001. Oversee the leveraging of IT operation systems.
- Ensure compliance with the Transportation and Roads Sector Mandate.
- Ensure that the Regional Operations Plan is compliant with the service delivery mandate.
- Contribute to the development of 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.
- Monitor adherence to an organisational structure that will support strategy implementation.
- Enforce legislative compliance from a business unit perspective.
- Provide management reports so that internal and external stakeholders are informed of performance progress and relevant issues of the business unit.
- Monitor and report on risk and mitigation within the business unit.
- Contribute to the coordination of assurance activities to ensure the effectiveness of controls for the business unit.
- Oversee talent management for the business unit in terms of recruitment, retention and individual skills development.
- Facilitate compliance with the Municipal Finance Management Act (MFMA).
- Provide relevant stakeholder information that will contribute to the stakeholder analysis exercise.
- Facilitate effective liaison with internal and external stakeholders on projects.

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Closing Date: 2019/04/12

Circular 04: DATE ADVERTISED: 01 April 2019

OPERATIONS MANAGER: CAPEX PROJECT IMPLEMENTATION (REF: 04/2019/30)

SALARY: R 1, 469, 710.38 – R 2, 174, 142.34 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- Ensure the development of new bridges and road upgrades.
- Provide input into the development of public transport infrastructure planning.
- Ensure the development of new roads, bridges and related stormwater infrastructure.
- Apply knowledge and understanding of bridges and roads in the planning and design of new as well as upgrades to existing roads and bridges.
- 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, 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,

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor's Degree in Civil Engineering.
- 10 years' experience in contracts and project management of roads and bridges related projects.
- Should demonstrate experience and knowledge of the relevant Engineering Contracts applicable to roads and bridges projects, Freeways and Public Transport Infrastructure inclusive of 5 years' experience in middle management position, of which 1 must be at senior management level (e.g. Contracts Managers, Principal Engineer etc).

Applications: Email: recruitment12@jra.org.za



EMT, Planning, Public and City Managers.

- Ensure community petitions are addressed.
- Plan, develop, prioritise and motivate the capital expenditure budget for the roads and bridges, 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.



- Ensure adherence to all relevant laws and legislation during the planning and implementation of all capex projects.

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Closing Date: 2019/04/12

Circular 04: DATE ADVERTISED: 01 April 2019

OPERATIONS MANAGER: FINANCE (REF: 04/2019/31)

SALARY: R 1, 210, 871.43 – R 1, 785, 883.91 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
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- Assess statistical and accounting information to appraise operating results in terms of costs, budgets, operations, policies, trends and increasing profit possibilities.
- Monitor appropriate cash inflow and outflow forecasting and monitoring on behalf of the CFO.
- Oversee ongoing analyses and assessments of the strategic plan against actual achievements.
- Review financial performance and give commentary on corrective actions to improve performance where required.
- Deliver, understand and explain financial data regarding company performance to the executive committee.
- Manage the balance sheet to effectively serve the company's financial needs.
- Determine the most appropriate cash flow management strategy to serve the company's financial needs.
- Supervise transaction services management to maximise cash flow.
- Maintain, review, revise and monitor accounting information to support

- Relevant Bachelor's Degree in Financial Management, or NQF equivalent.
- 10 years' experience in financial management, inclusive of 5 years in a managerial position of which one must be at senior management level.

Applications: Email: recruitment13@jra.org.za



business operations. Oversee the general accounting functions and the preparation of reports, statistics, variance analyses and commentary reflecting income, profits, cash flows, costs and other Business Performance Indicators.

- Oversee monitoring of foreign exchange activities for the group's operations.
- Supervise review of Purchase Order maintenance and interfaces. Identify business areas of performance improvement and assessments of same.
- Review and analyse consolidated reports for all finance units.
- Submit monthly strategic reports to the CFO for decision making.
- Support the external audit function to ensure compliance with accounting standards, law and internal controls.
- Understand the implication of changes in statutory financial requirements to the company's business.
- Communicate this to the CFO and executive committee, and implement the necessary company policies to comply with change.
- Ensure that appropriate budgetary, business and financial practices are followed throughout the organisation.

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Closing Date: 2019/04/12



Circular 04: DATE ADVERTISED: 01 April 2019

OPERATIONS MANAGER: INCOME AND ASSETS (REF: 04/2019/32)

SALARY: R 1, 210, 871.43 – R 1, 785, 883.91 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- Manage and enhance debt collection performance.
- Implementation an effective revenue collection system that is aligned to the MFMA.
- Oversee revenue calculation on a monthly basis.
- Account for municipal tax and prepare monthly charges for municipal services.
- Promptly deposit revenue received according to MFMA guidelines.
- Maintain a management, accounting and information system that recognises revenue, accounts for debtors and receipts of revenue.
- Maintain a system of internal control in respect of debtors and revenue.
- Reconcile revenue received on a weekly basis.
- Generate a Billing report. Conduct regular aged analyses to manage debt collection. Ensure collection within 30 days.
- Maintain a management, accounting and information system that accounts for proper asset management.
- Maintain a system of internal asset control, including an asset register.
- Ensure that assets are valued in accordance with standards of generally recognized accounting practice.
- Manage the asset life cycle, using an asset movement schedule.
- Record all CAPEX assets.
- Update the COJ Fixed Asset Register.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor’s Degree in Accounting or Business Management, or NQF equivalent.
- 10 years’ relevant experience in Accounting, inclusive of 5 years at middle and senior management levels, of which 1 year must be at senior management level.

Applications: Email: recruitment14@jra.org.za

NB: Coloured, Indian, Women and people with disabilities are encouraged to apply. Please note that should you not be contacted within thirty days after the closing date, please consider your application unsuccessful. Johannesburg Roads Agency reserves the right not to appoint.

Closing Date: 2019/04/12



Circular 04: DATE ADVERTISED: 01 April 2019

OPERATIONS MANAGER: FACILITIES MANAGEMENT (REF: 04/2019/33)

SALARY: R 1, 210, 871. 43 – R 1, 785, 883.91 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- Lead the formulation and implementation of strategies for efficient facilities management, efficient administration and efficient document management.
- Develop and oversee the administration of management reporting systems.
- Regularly reviews facilities provision, forecast future facilities management needs across JRA, make recommendations for improvements and contribute to policy-making.
- Establish, monitor, and manage contracts with suppliers and third-party service providers to ensure compliance with contract conditions, SLA specifications and deliverables for sign-offs and close-out reports.
- Lead the preparation of the work scope for contracted services and / or maintenance activities and the creation of a schedule for all planned and reactive maintenance activities.
- Manage risks and scope creep/overruns/deviations.
- Oversee the maintenance of a database of all contracted outsource services.
- Lead the coordination of project teams in the planning and implementation of fleet and facilities management programmes and projects, including facilities upgrades.
- Create project management progress reporting tools and ensure their effective implementation.
- Lead and direct work programmes for the maintenance of buildings, plumbing systems, electrical systems, alarm systems, landscaping and parking areas. Engage the assigned project manager on the status of the project.
- Approve all project status reports that have been prepared. Lead/chair the Steering Committee meetings in which the status of projects' is discussed.
- Lead and direct the operations of managers and their assigned workers.
- Oversee the administration of office equipment, procurement of stationery and coordination of frontline and switchboard registry and post management.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor's Degree in Facilities Management/ Building Science, or equivalent NQF.
- 10 years' experience in Facilities Management, inclusive of 5 years in middle management, of which 1 year should be in senior management.
- Facilities Management experience should include managing buildings or offices and managing and monitoring facility services for a medium to large sized organisation.

Applications: Email: recruitment15@jra.org.za



<p>Oversee the effective management of the equipment maintenance help desk.</p> <ul style="list-style-type: none"> • Identify and manage general facilities upkeep, including facilities inspections and regular analysis of building data. • Ensure the effective processing of accounts payable for the unit. 	
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Closing Date: 2019/04/12

Circular 04: DATE ADVERTISED: 01 April 2019

MANAGER: FINANCE (REF: 04/2019/34)	
SALARY: R 827, 119.80 - R 1, 210, 256.46 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Interpret statistical and accounting information to appraise operating results in terms of costs, budgets, operations, policies, trends and increasing profit possibilities. • Support the Ops Manager in preparation of forecasts, budgets, business and financial plans as well as other analyses as required. • Develop appropriate cash forecasting and monitoring on behalf of the Ops Manager. • Perform ongoing analyses and assessments of the strategic plan against actual achievements. • Provide recommendations on corrective actions to improve company's financial performance where required. • Interpret and analyse financial data regarding company performance as required. • Assist in management of balance sheet and cash flow to effectively serve the company's financial needs. 	<ul style="list-style-type: none"> • Relevant Bachelor's Degree in Financial Management, or NQF equivalent. • 8 years' experience in financial management, inclusive of 5 years in a managerial position. <p>Applications: Email: recruitment16@jra.org.za</p>



- Manage transaction services to maximise cash flow.
- Develop and manage accounting information to support business operations.
- Manage the general accounting functions and the preparation of reports, statistics, variance analyses and commentary reflecting income, profits, cash flows, costs and other business performance Indicators.
- Monitor foreign exchange activities for the group's operations.
- Review Purchase Order maintenance and interfaces.
- Assist in the identification of business areas of performance improvement and assessments of same.
- Compile reports and review as required.
- Meet defined and agreed upon reporting deadlines.
- Support the external audit function to ensure compliance with accounting standards, law and internal controls.
- Understand the implication of changes in statutory financial requirements to the company's business, communicate this to the Ops Manager and recommend necessary amendments to company policies to comply with change.
- Ensure that appropriate budgetary, business and financial practices are followed throughout the organisation.
- Support the evaluation of capital projects, protection of capital and safeguarding of assets by mitigation of risks including commercial, financial and regulatory.

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Closing Date: 2019/04/12



Circular 04: DATE ADVERTISED: 01 April 2019

MANAGER: CAPITAL (REF: 04/2019/35)	
SALARY: R 827, 119.80 - R 1, 210, 256.46 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Review standard voucher documents for capital expenditure invoices. • Review receipting of goods for the user departments and ensure proper allocation. • Review expenditure allocation to project vote numbers. • Manage and monitor budgets in order to analyse spending patterns and report on findings. • Address and resolve any findings/escalations raised by accountants. • Review and monitor invoicing for claiming re-imbursments from the City. • Review the analysis of claims submitted and paid monthly and their reconciliation. • Review the management fees account to ensure that the correct management fees are charged on claims. • Review management fees reconciliations done monthly. • Review and monitor retention per project. • Ensure that all retention releases were correctly retained. • Manage and monitor finished projects that are capitalised. • Conduct meetings with relevant stakeholders. • Liaise with departments regarding project spend. Manage and resolve supplier queries. • Ensure SCM policies are adhered to and complied with. • Ensure queries from stakeholders regarding budget and expense allocation are addressed. • Ensure approval of requisitions and proper allocations of the expense. • Ensure suppliers have been paid. • Pass journals as a corrective measure. 	<ul style="list-style-type: none"> • Bachelor's Degree in Finance or NQF equivalent. • 8 years' experience in a Finance environment, inclusive of 5 years in management. • Public sector experience. <p>Applications: Email: recruitment1@jra.org.za</p>



- Advise on the compilation of the adjustment budget.
- Advise Income and Expenditure on outstanding claims.
- Provide necessary support to the financial audit (internal and external) exercises carried out in the organisation.

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Closing Date: 2019/04/12

Circular 04: DATE ADVERTISED: 01 April 2019

MANAGER: QUOTES UNDER R200K (REF: 04/2019/36)

SALARY: R 827, 119.80 - R 1, 210, 256.46 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- Manage quotation processes, ensuring that all procedures are followed.
- Scrutinise how quotations are done; monitoring all administrative processes and/or issues.
- Apply necessary techniques to check reasonability of prices on quotes and/or purchases.
- As a member BID evaluation committee, effectively use voting rights to the benefit of the organisation.
- Approve orders generated by buyers. Check if suppliers comply, for example, VAT registration, Tax Clearance, etc.
- Ensure that official orders are safely kept.
- Facilitate adherence to all procedures within the department. Ensure that the safety file is in place and updated.
- Ensure that relevant registrations for service providers are in place, for example, electricians, plumbers, etc., which are contracted have valid registrations for their trade.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor's degree in Supply Chain Management or NQF equivalent.
- 8 years' experience in Supply Chain Management, inclusive of 5 years at middle management level.

Applications: Email: recruitment2@jra.org.za



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Closing Date: 2019/04/12

Circular 04: DATE ADVERTISED: 01 April 2019

MANAGER: STAKEHOLDER MANAGEMENT AND INTERGOVERNMENTAL RELATIONS (IGR) (REF: 04/2019/37)	
SALARY: R 827, 119.80 - R 1, 210, 256.46PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> Facilitate and manage integrated relationships with strategic stakeholders of the JRA, incorporating activities such as political engagements, feedback, consultation and partnerships. Develop, implement and maintain a positive reputation and image for the organisation in close consultation with the marketing and communications department. Initiate and execute stakeholder management and customer service delivery strategies. Consolidate Regional Profiles and Stakeholder Management Plans, in consultation with the Regional Managers. Identify priority stakeholders in consultation with various internal parties. Attend various meetings, discussions and forums to build positive relations with identified stakeholders and obtain information that can be used to strengthen relations, e.g. complaints, compliments, win/win proposals, ideas and trends. Filter obtained information back into the organisation and put in place action plans to address feedback. Manage and report on the petition process. To manage key accounts with regards to contractual obligations. Analyse key account disputes. Activity engages with stakeholders and tries to resolve issues in the best interest of all parties. 	<ul style="list-style-type: none"> Bachelor's Degree in Public Administration/ Business Administration/ Public Relations or NQF equivalent. 8 years' experience in Public Administration, inclusive of 5 years at middle management level. <p>Applications: Email: recruitment3@jra.org.za</p>



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Closing Date: 2019/04/12

Circular 04: DATE ADVERTISED: 01 April 2019

MANAGER: TRAFFIC SIGNAL DESIGN (REF: 04/2019/38)

SALARY: R 999, 586.82- R 1, 468, 957.00 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- Act in professional engineering capacity to sign off designs ensuring that all traffic signal designs comply with SARTSM regulations.
- Approve the final installation ensuring compliance.
- Direct and oversee the design team ensuring: That site observations of signalised intersections are carried out regularly to identify problematic sites.
- That alternative solutions are analysed and implemented correctly with regard to traffic signal analysis.
- Effective and compliant design policies and procedures are in place.
- The design team is fully capacitated and knowledgeable of the legislation and regulations applicable to required designs.
- Review external designs and ensure effectiveness and compliance to legislation and regulations.
- Contribute technical expertise to planning committees or for ad hoc requests on requirements for effective traffic flow management related to traffic signals.
- Ensure effective and compliant systems for administration, data and information management.

REQUIREMENTS AND SELECTION CRITERIA

- BSc Civil Engineering or any equivalent.
- Registration with ECSA as either a Pr Engineer or Pr Technologist as a prerequisite.
- Driver's license.
- 8 years' experience in traffic signal design, inclusive of 5 years at middle level management level.

Applications: Email: recruitment4@jra.org.za

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Closing Date: 2019/04/12



Circular 04: DATE ADVERTISED: 01 April 2019

MANAGER: RISK MANAGEMENT (REF: 04/2019/39)

SALARY: R 827, 119.80 - R 1, 210, 256.46 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- Review and alignment of JRA's Risk Management Policy to the City of Johannesburg Risk Management Framework and Policy.
- Development and implementation of annual Risk Implementation Plan Guiding integration of enterprise risk management with other organizational planning and management activities.
- Development and Management of the JRA Risk Register to inform annual internal audit plan.
- Liaise with HOD's in ensuring completion of quality departmental risk Registers.
- Monitor the JRA's entire risk profile, ensuring that major risks are reported.
- Assist management and the Board in executing and fulfilling their responsibilities as it relates to risk management.
- Monitor implementation of action plans to ensure risk mitigation efforts are proceeding as required.
- Proactively identify emerging risks, risk events and report to relevant stakeholders.
- Optimizing risk management system and ensuring that users are training to use the system effectively.
- Identify training needs for risk management and oversee development of enterprise risk competence and awareness across the company.
- Raise Risk Awareness and Risk culture within the JRA.
- Implement corporate governance processes, e.g. King IV.
- Ongoing monitoring risk management maturity and implementation of steps to improve the maturity.
- Review and alignment of JRA's Business Continuity Management to the City of Johannesburg Business Continuity Management Framework and Policy.
- Development of annual Business Continuity Management Plan and the

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor's Degree in Finance/Risk Management/Internal Audit or NQF equivalent.
- Membership with the IIASA or the IRMSA.
- 8 years' experience in Risk Management, inclusive of 5 years at middle management level.

Applications: Email: recruitment5@jra.org.za



<p>coordination all BCM related activities across the entire organization.</p> <ul style="list-style-type: none">• Work with all business areas to develop and maintain a JRA-wide BCP program that addresses business recovery and emergency response management.• Manage the BCP Co-ordinaters to develop effective working relationships and documented BCP.• Conduct detailed, companywide business impact analysis and risk assessment that includes IT systems, building facilities, personnel, supply chain and other key departments.• Develop and execute maintenance and testing programs for the BCP's. Facilitate and support the execution of the plans at the time of a BCP invocation.• Identify training needs for Business Continuity Management and oversee development of BCM competence and awareness across the company.• Provide effective reporting to EMT on monthly basis and as and when required on risk management activities and the status of risks across the JRA.• Provide effective reporting to the Audit, Finance, Risk and IT committee on quarterly basis and the JRA Board.• Provide effective reporting to the Group Risk & Governance Committee, COJ Risk and Compliance Forum on quarterly basis.• Quarterly Performance reporting.• Provide effective reporting to all stakeholders as and when the reports are requested.	
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Closing Date: 2019/04/12



Circular 04: DATE ADVERTISED: 01 April 2019

ENGINEER: DEVELOPMENT CONTROL (PRIVATE)	
SALARY: (REF: 04/2019/40) R 686, 338.72 - R 842, 711.78 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Comment on township, rezoning and subdivision applications and liaise with the transportation and planning unit in this regard, as well as provide input to engineering service agreements. • Approve plans for new roads and stormwater drainage systems for township, rezoning and subdivision applications. Inspect and take-over, and capitalize roads constructed on behalf of the JRA. • Implement and monitor performance against the operational plan. • Rack milestone achievement against the sub-unit's operational activities. • Monitor compliance with the sub-unit's budget. • 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 Senior Engineer 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. • 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. Contribute to the stakeholder communication plan. • Facilitate effective internal and external stakeholder communication from a sub-unit perspective. 	<ul style="list-style-type: none"> • Bachelor's Degree or B-Tech: Degree in Civil Engineering or NQF equivalent. • Registration with ECSA will be an added advantaged. • 5 years' experience in the engineering discipline, inclusive of 3 years site experience. <p>Applications: Email: recruitment6@jra.org.za</p>



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Closing Date: 2019/04/12

Circular 04: DATE ADVERTISED: 01 April 2019

ASSISTANT MANAGER: RISK MANAGEMENT (REF: 04/2019/41)	
SALARY: R 571, 422.18 - R 826, 710.03 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Plan, design and implement an overall risk management process. • Conduct risk assessments for Head Office, depots and construction sites. • Assist the risk manager in the development and maintenance of the ERM. • Establish and quantify the organisation’s risk tolerance. • Build a risk awareness culture in the organisation. • Educate departments, units and employees on the implications of good governance (COSO) and King III. • Analyse risk management trends internally and externally. • Co-ordinate all standard risk management reporting, internal and external. • Complete various ad hoc reports and deliver to management, internal and external stakeholders. • Follow up with relevant managers regarding action plans and deadlines. • Mitigate risk areas with stakeholders. • Provide guidance and coaching to stakeholders on aspects of risk. • Implement and, monitor performance against the operational plan. Monitor compliance with the sub-unit’s budget. • 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. 	<ul style="list-style-type: none"> • Bachelor’s degree or NQF equivalent. • 5 years’ experience in Risk Management, Internal Audit and/or related field, inclusive of 3 years at supervisory level. <p>Applications: Email: recruitment7@jra.org.za</p>



- Develop and implement mitigating measures for the sub-unit.
- Participate in risk assessments and provide feedback on the quality of assurance provided through the exercise.
- Manage workload and productive utilisation of employees in the reporting line.
- Report on compliance with the Municipal Finance Management Act (MFMA) and highlight instances of non-compliance.
- Facilitate effective internal and external stakeholder communication from a sub-unit perspective.

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Closing Date: 2019/04/12

Circular 04: DATE ADVERTISED: 01 April 2019

ASSISTANT MANAGER: LITIGATION (REF: 04/2019/42)

SALARY: R 686, 338.72 - R 842, 711.78 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- Provide legal advisory services to the business on multi-disciplinary areas of the law.
- Provide legal guidance to the JRA in relation to new or and/or amended legislation and the impact of same the business of the JRA.
- Drafting legal opinions to the business on multi-disciplinary areas of the law.
- Represent the JRA as and when required on internal disciplinary proceedings instituted.
- Represent the JRA as and when required before statutory bodies (eg Office of Public Protector).
- Represent the JRA in alternative dispute resolution proceedings.
- Manage civil, criminal and commercial litigation by and against the JRA, this

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor's Degree in Law or NQF equivalent.
- 5 years' experience in a litigation matters in either a law firm or as a legal advisor.

Applications: Email: recruitment8@jra.org.za



includes liaising with and attending consultative meetings with external attorneys and counsel as and when the need arises.

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Closing Date: 2019/04/12

Circular 04: DATE ADVERTISED: 01 April 2019

OFFICER: BUSINESS PERFORMANCE MANAGEMENT X2 (REF: 04/2019/43)

SALARY: R 269, 289 – R 403, 933 PER ANNUM BASIC SALARY

KEY RESPONSIBILITIES

- Advise the Assistant Manager: Business Performance on appropriate operational performance issues.
- Assist in the monitoring of business performance, collection and storage of data and developing performance reports.
- Conduct performance desktop verifications and advise the Assistant Manager: Performance of verification outcomes.
- Establish and report on reasons for non-performance. Assist with compiling the performance verification report.
- Assist with the compilation of weekly/ monthly/ ad-hoc performance reports. Plan own scope of work weekly and monthly in order to give relevant feedback.
- Monitoring the implementation of standers operating procedures.
- Assist the company in monitoring the implementation of standards operating procedures, with specific reference to identifying gap areas and making recommendations for implementations for improvement and reporting to Assistant Manager: Business Performance.
- Verify and identify poor operational performance in relation to company

REQUIREMENTS AND SELECTION CRITERIA

- National Diploma in Public Administration/ Business Administration/ Internal Audit or NQF equivalent.
- 3 years' experience working in a performance monitoring and reporting environment.
- Knowledge of performance verification and or SOP monitoring will be preferred.

Applications: Email: recruitment17@jra.org.za



performance standards and procedures and suggest areas.

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Closing Date: 2019/04/12