



City of Johannesburg  
Johannesburg Roads Agency

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Cnr. Rahima Moosa Str.

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Braamfontein  
South Africa  
2017

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REF NO: 08/2018

## VACANCY CIRCULAR NO. 08/2018

**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. Lebohlang Mofokeng: Recruitment Officer, Private bag x70, Braamfontein 2017 or 66 Pixley Seme Street (Previously Sauer Street) Cnr Rahima Moosa (Previously Jeppe Street) JHB Ground Floor Reception.

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

**Applications without supporting documents will not be considered.**

**Closing Date: 15 August 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.

Chairman: S Tshabalala,  
Executive Directors: Managing Director - Vacant, G Mbatha - Chief Financial Officer  
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 08: DATE ADVERTISED: 05 August 2018

1. HEAD: CORPORATE SERVICES – 5 YEARS FIXED TERM CONTRACT (REF:08/2018/74)	
NEGOTIABLE (Level 2)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> <li>• <b>Strategic oversight</b>, Formulate, develop, implement, monitor and review business unit strategies to ensure advancement and support of JRA business objectives. Create and manage stakeholder relations, as well as partnerships that enhance the JRA brand.</li> <li>• <b>Human Capital Management</b>, Oversee the implementation of a holistic and balanced HR strategy and service, which is supported by the five main functions of Human Capital, namely: Human Capital Development, Administration/Recruitment and selection; SHEQ; Employee relations; Payroll and benefits; Oversee the development and maintenance of an organisational structure that will support advancement of JRA business objectives; Oversee the development of systems and support line management on talent acquisition, management and retention in order to win the talent war; Oversee the development of a performance management and development framework to inculcate the philosophy of high performance culture.</li> <li>• <b>Facilities Management</b>; Ensure that the JRA buildings are maintained so that the infrastructure development and facilities management goals are met by: Developing a maintenance plan. Developing a rehabilitation plan; Monitoring and evaluation of maintenance plan; Reporting to the MD on the progress; Oversee the management and maintenance of JRA buildings and infrastructure to ensure a safe working environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Management/Leadership/Business Administration or NQF equivalent.</li> <li>• 12 years' experience in a Corporate Services environment, inclusive of 7 years at senior management and middle management level, of which 2 years must be at senior management level.</li> <li>• Applications for this position must be <b>strictly</b> forwarded to Email: <a href="mailto:recruitment11@jra.org.za">recruitment11@jra.org.za</a></li> </ul>

**NB: Coloured, Indian, Women and people with disabilities are encouraged to apply. Please note that should you not be contacted within thirty days after the closing date, please consider your application unsuccessful. Johannesburg Roads Agency reserves the right not to appoint. THIS POSITION IS FOR JRA EMPLOYEES AND EXTERNAL CANDIDATES. Closing Date: 15 August 2018**



Circular 08: DATE ADVERTISED: 05 August 2018

<b>2. MANAGER: REVENUE (REF:08/2018/75)</b>	
<b>R773,009 – R1, 131, 080 PER ANNUM TCTC (ALL INCLUSIVE)</b>	
<b>KEY RESPONSIBILITIES</b>	<b>REQUIREMENTS AND SELECTION CRITERIA</b>
<ul style="list-style-type: none"> <li>Revenue Management &amp; Debtor Management. Manage debtor book effectively so as to improve the cash flow of the JRA.</li> <li>Monitor Service Level Agreements (SLAs) between the JRA and related Parties to ensure that all relevant provisions of the SLA are implemented correctly by ensuring that invoices are generated and presented to the relevant party timeously. Ensure accurate invoices are generated and dispatched as per terms of the agreement.</li> <li>Ensure all supporting documents are generated and invoices/ statements are dispatched timeously.</li> <li>Ensure that the companies standard template regarding invoice sample is in place for every customer and opening of new customer accounts.</li> <li>Oversee the cost recovery process by ensuring that all resolved work orders and all depot quotations made out to customers are incorporated into the billing process.</li> <li>Make recommendations to improve quality of invoicing and collection procedures. Reporting and Management Decision Making Support.</li> <li>Prepare periodic reports to management on activities assigned to the incumbent (e.g. Revenue and Debtors).</li> <li>Support governance structures of the JRA (e.g. Audit – Internal and External), Policies, Procedures and Legislative Framework. Continually enhance and improve the control framework within which the unit operates.</li> <li>Demonstrate a good understanding of the Laws and Standards that underpin core activities assigned to the function.</li> <li>People Management.</li> <li>Identify, Recruit, Manage and Develop staff reporting to the function to ensure optimal performance is achieved and maintained.</li> <li>Adhere to all HR and other policies of the JRA.</li> <li>Flexibility and Cohesion. Ability to take on new tasks which may not necessarily be part of the function but are in line with the objectives of the JRA.</li> <li>Ability to be valued member of the broader team within the JRA.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant Bachelor's Degree in Accounting or NQF equivalent and 8 years' experience in Accounting, inclusive of 5 years of which were spent in a supervisory position.</li> <li>Applications: Email: <a href="mailto:recruitment12@jra.org.za">recruitment12@jra.org.za</a></li> </ul>

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