



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: 10/2018**

## VACANCY CIRCULAR NO. 10/2018

**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 Officers, Private bag x70, Braamfontein 2017 or 66 Pixley Seme Street (Previously Sauer Street) Cnr Rahima Moosa (Previously Jeppe Street) JHB 1<sup>st</sup> Floor.

**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: 03 October 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 10: DATE ADVERTISED: 19 September 2018

**1. OFFICER: BOARD AND COMMITTEES X2 (REF: 10/2018/77)**

**R 197 654.76 – R 260 151 BASIC SALARY PER ANNUM**

**KEY RESPONSIBILITIES** | **REQUIREMENTS AND SELECTION CRITERIA**

- To coordinate and facilitate Board and Executive meetings within the JRA.
- Develop a corporate calendar plan in line with the JRA annual plan and shareholder submission dates.
- Prepare and ensure the agenda for meetings are approved and source reports. Submit a preliminary draft pack to the Company Secretary for approval and ensure effective management of Committee meetings.
- Ensure report packs are received by all attending members seven days before the meeting. Arrange all logistics for the meetings (book venue, catering, allocate parking for all members).
- Attend meetings and record meeting proceedings (take minutes), circulate register and declaration of interest.
- File all related documents in accordance with the administrator.
- Manage all the CIPC returns and ensure that records are kept updated. Professional Company Secretarial Services with CIPC (i.e. Registration of company directors update).

- National Diploma in Public Administration/Public Management or NOF equivalent.
- Working towards an ICSA qualification will be an added advantage.
- 3 years Board and Committee experience.
- Driver’s license.
- Good interpersonal and intrapersonal skills supported by exceptional verbal written communication skills.
- Accuracy is paramount.
- Analysing and interpretation of information.
- Ability to work under pressure and meet tight deadlines.

**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 positions is for JRA employees and external candidates**

**Closing Date: 03 October 2018**