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City of Johannesburg
Johannesburg Roads Agency

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REF NO: 12/2016

VACANCY CIRCULAR NO. 12/2016

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 Stanley Chauke: 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.

Closing Date: 16 AUGUST 2016 @ 15:30

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.

Chairman: J Manche,
Executive Directors: Dr. S Phillips - Managing Director, G Mbatha CA(SA) - Chief Financial Officer
Non-Executive Directors: P Govender, J Maina, A Torres, N Msezane, E Ngomane, L Mashamaite, L Nxumalo, H Mashele.
Company Secretary: K Mills

Circular 12: DATE ADVERTISED: 01 August 2016

1. MANAGER: LEGAL: PERFORMANCE, GOVERNANCE AND IT (Ref: 12/2016/53)

R497 930 – R746 895 PER ANNUM TCTC (ALL INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Conduct research on legal issues in order to provide an informed opinion. • Advise senior management on legal issues to ensure compliance. • Direct and oversee the provision of legal advisory service in the areas of commercial law, corporate law, litigation, and legal updates/ developments in law in relation to the legal spheres. • Assist the senior management and project managers in drafting, vetting and negotiating the terms and conditions of contracts. • Direct and oversee the legal unit on all items in the departmental business plan which will contribute towards strategic and operational objectives achievements. • Advice on by-law monitoring, contract management monitoring, supply chain management legal issues compliance, legal advisory services on special projects, on legal compliance and on litigation risk management. • Submit legal compliance reports to relevant forums and committees. • Translate operational feedback into strategic recommendations. • Communicate and implement the operational plan and activities to employees in the unit and interfacing divisions. • Guide the implementation and ongoing review on the performance of the approved business and operational plan. • Implement the operational plan in line with the allocated budget. • Report on the implementation progress performance against the business and operational plans from the unit's perspective. 	<ul style="list-style-type: none"> • LLB Degree or NQF equivalent. • Minimum of 8 years' experience in the legal environment, inclusive of 5 years in a management position, and 3 years post article. Preferable an admitted attorney.



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- Align recruitment practices with the approved organisational structure to support strategy implementation.
- Develop/ review policies, processes and procedures affecting the unit and make recommendations for continuous improvements.
- Enforce legislative compliance from a unit perspective.
- Conduct sufficient risk management in the unit's operations so that liability is minimised and/or eliminated.
- Manage and oversee the processes of people management and development for the unit.
- Ensure the management of the unit's budget in compliance with the Municipal Finance Management Act (MFMA) and Treasury Regulations.
- Ensure adequate stakeholder management that provides feedback and accounts for business operations in terms of accomplishments and future plans.

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CLOSING DATE: 16 August 2016

THIS POSITION IS FOR JRA EMPLOYEES AND EXTERNAL APPLICANTS



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Circular 12: DATE ADVERTISED: 01 August 2016



2. MANAGER: QUALITY AND CONTROL: FINANCE (Ref: 12/2016/54)

R497 930 – R746 895 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
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- Conduct quality assurance on reconciliations.
- Verify calculations and descriptions of items, and cross check against control mechanisms.
- Validate the different types of supporting documentation.
- Ensure payments are quality assured per the payment process and relevant legislation and prescribed timelines.
- Report on and address non-compliance payment gap.
- Submit report to management for decision making.
- Compile monthly, quarterly and annual accounts payable reports in the prescribed formats as advised from time to time.
- Assist in the monthly reporting to Risk Committee on risk mitigation and new risks identified.
- Ensure budget adherence at all times during process of payments verification.
- Assist the Operations Manager in meetings with departments on expenditure and controls.
- Oversee all month end and year end processes are completed.
- Attain clean Audit for Expenditure.
- Ensure compliance to various statutory regulations, e.g. GRAP, ISA, Audit practise etc. contribute to the development of the JRA business strategy and service delivery budget implementation plan to ensure alignment with the City of Johannesburg’s Growth and Development Strategy (GDS) and strategic priorities.
- Align recruitment practices with the approved organisational structure to support strategy implementation.
- Enforce legislative compliance from unit perspective.
- Enforce adherence to internal controls.
- Draft and submit management reports so that internal and

- Bachelor’s Degree in Finance or NQF equivalent.
- 8 years’ experience in the discipline, inclusive of 5 years at middle management level.



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- external stakeholders are informed of performance progress and relevant issues of the unit.
- Identify, update and manage the strategic and operational risks of the unit and make inputs to the Operational Risk Register.
 - Contribute to the coordination of assurance activities to ensure the effectiveness of controls, for the unit.
 - Facilitate compliance with the Municipal Finance Management Act (MFMA).
 - Contribute to the stakeholder identification process from a unit perspective.
 - Facilitate effective liaison on projects with internal and external stakeholders on projects.
 - Conduct presentations/ workshops to internal and external stakeholders.

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Circular 12: DATE ADVERTISED: 01 August 2016



3. MANAGER: INTERNAL AUDIT (Ref: 12/2016/55)

R497 930 – R746 895 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES | **REQUIREMENTS AND SELECTION CRITERIA**

- Assist the Operations Manager of Internal Audit in the development and management of the Strategic and Operational Internal Audit Plans.
- Ensure that an efficient auditing process exists within the organisation in the short and medium term.
- Ensure adherence of the Internal Audit Plan to the professional standards of internal auditing.
- Promote awareness of the audit service provided so that management knows which areas they can obtain advice, assistance and/or independent opinions from.
- Manage audit related projects and assure the quality of the audits.
- Communicate audit findings with management.
- Develop and maintain good client relations, encouraging all stakeholders to bring any deviations that they are aware of to the attention of audit.
- Follow up on AG findings to avoid repetitions.
- Verify the implementation of audit finding action plans and coordinate AG audits.
- Assist the Operations Manager in creating fraud awareness within the organisation.
- Assist the Operations Manager with follow-up on reported allegations.
- Define and/or adjust role boundaries, workflow processes and job designs against defined services delivery requirements.
- Participate in the budget management process of the unit.
- Translate operational feedback into strategic recommendations.
- Communicate and implement the operational plan and activities

- Bachelors of Commerce degree/ BTech in Internal Auditing or NQF equivalent.
- 8 years' experience in Internal Audit, inclusive of 5 years at middle management level.
- A valid driver's license.
- Knowledge of MFMA and other applicable Acts.
- Knowledge of Teammate and ACL. Certified Internal Auditor (CIA) and experience in IT and Financial audits will be added advantages.



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to employees in the unit and interfacing divisions.

- Contribute to the alignment of the recruitment practices with the approved organisational structure to support strategy implementation.
- Draft policies and procedures affecting the unit and make recommendations to the Operations Manager for improvements.
- Enforce legislative compliance from a unit perspective.
- Draft and submit management reports so that internal and external stakeholders are informed of performance progress and relevant issues of the unit.
- Identify, update and manage the strategic and operational risks of the unit and make inputs to the Operational Risk Register.
- Contribute to the coordination of assurance activities to ensure the effectiveness of controls, for the unit.
- Facilitate compliance with the Municipal Finance Management Act (MFMA) in approval of requisitions.
- Manage adherence to supply chain processes to ensure successful implementation of operational plans and the budget.

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Circular 12: DATE ADVERTISED: 01 August 2016

4. AUDITOR: INTERNAL AUDIT (Ref: 12/2016/56)	
R375 344 – R563 018 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Participate in the development/revision of the audit methodology and contribute to areas of improvement. • Ensure the implementation of the Internal Audit Plan, according to the Internal Audit. • Participate in the revision of the JRA risk register and the identification of risk mitigating measures to ensure effective operations. • Contribute to organisational risk management through the identification of emerging risks during audit planning processes and assessments of the effectiveness of controls set by management to mitigate risks. • Lead the planning of all assigned audits as per the Internal Audit methodology. • Perform field work for all audit assignments and prepare adequate working papers which record the audit results and conclusions. • Attend all project review notes by the manager, seek guidance and engage the audit manager for any clarity, as and when needed. • Communicate all project challenges to the manager for intervention. • Review management comments and action plans to ensure that it addresses the control deficiencies raised. • Execute follow up audits to ensure that agreed solutions are successfully implemented. • Prepare the Executive Summary reports and control assessment documents for submission to the Audit Committee. • Identify and communicate areas of development in line with the expected and allocated assignments and identification of 	<ul style="list-style-type: none"> • Bachelor's of Commerce degree/ BTech in Internal Auditing or Accounting or NQF equivalent. • Registered with the IIA. • 5 years' experience in an Internal Audit environment.



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<p>relevant interventions.</p> <ul style="list-style-type: none">• Assist the Operations Manager in creating fraud awareness with the organisation.	
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Circular 12: DATE ADVERTISED: 01 August 2016



5. ASSISTANT MANAGER: RISK (Ref: 12/2016/57)

R375 344 – R563 018 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
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- 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.
- Develop and update OPCAR schedules.
- 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

- 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.



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<p>relevant issues of the unit.</p> <ul style="list-style-type: none">• 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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Circular 12: DATE ADVERTISED: 01 August 2016



6. ASSISTANT MANAGER: PR AND COMMUNICATIONS (Ref: 12/2016/58)	
R375 344 – R563 018 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Develop and implement communications plans both internally and externally on the corporate business and management of the JRA. • Plan, design and implement Public Relations campaigns to publicise the JRA’s achievements regarding service delivery; promoting JRA plans, communicating the status of projects in progress; educating the public on road related matters and protection of JRA assets. • Position JRA positively through excellent media relations. • Facilitate proactive media engagements to create exposure opportunities. • Respond to media enquiries, including issuing of press releases, responses. • Facilitate media interviews and press conferences. • Ensure media contacts. • Facilitate media coverage and reporting thereon. • Plan, prepare and conduct educational and awareness roadshows and community outreach initiatives for each region in conjunction with service delivery units and/or political principles. • Ensure assessment and measurement of the effectiveness of the JRA’s communication efforts through audits and surveys. • Monitor compliance with the sub-unit’s budget. • Draft management reports on performance progress and relevant unit issues. • Participate in risk assessments and provide feedback to and development of employees. 	<ul style="list-style-type: none"> • Bachelor’s degree in Journalism/ Communications/Public Relations or NQF equivalent. • Minimum of 5 years’ experience in Public Relations and Communication, inclusive of 3 years in a supervisory position.



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Circular 12: DATE ADVERTISED: 01 August 2016

7. ASSISTANT MANAGER: PLANNING: REGION A (Ref: 12/2016/59)	
R375 344 – R563 018 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Develop the operational plan and schedules for area of responsibility. • Plan for and manage the required resources i.e. material, tools, machinery and transport for operations. • Ensure that all assets are evaluated and assessed in compliance with agreed service level agreements. • Improve the quality and standard of work produced by the depot. • Ensure that subordinates are fully informed and able to implement all operational policies and procedures relevant to area of responsibility. • Ensure that all maintenance activities are authorised, prioritised, scheduled and implemented relative to agreed service level requirements. • Monitor, assess and record depot maintenance activity with intention of improving overall efficiencies relative to service level agreements. • Manage and work proactively to improve depot staff work ethic and deal quickly and decisively with failure to meet reasonable 	<ul style="list-style-type: none"> • Bachelor’s degree in Civil Engineering or NQF equivalent. • 5 years’ Civil Engineering experience, inclusive of 3 years in supervisory position.



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<p>work targets and other disciplinary matters.</p> <ul style="list-style-type: none">• Provide regular reports on productivity, cost efficiency, response times and quality of services delivered.• Interact professionally and within the parameters of the JRA with ward councillors and community stakeholders on site.• Implement and monitor performance against the operational plan.• Draft management reports so that internal and external stakeholders are informed of performance progress and relevant issues of the unit.• Report on compliance with the Municipal Finance Management Act (MFMA) and highlight instances of non-compliance.• Prepare monthly expenditure reports on the budget.	
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Circular 12: DATE ADVERTISED: 01 August 2016

7. ENGINEER: PLANNING (Ref: 12/2016/60)

R354 098 – R531 149 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 planning unit in this regard, as well as provide input to engineering service agreements. • Approve site development plans for new roads and storm-water drainage system in township, rezoning and subdivision applications. • Approve outline scheme reports and check detailed designed of new roads and storm-water drainage systems in township, rezoning and subdivision applications. • Approve building plans for new roads and storm-water drainage. • Liaise with town planners, architects and consulting engineers regarding all of the above and attend site meetings as required. • Attend town planning tribunal hearing on behalf of the JRA for township, rezoning and subdivision applications. • Make inputs to the unit's operational plan by providing constant feedback to the manager, based on operational performance, risks, challenges, lessons learnt and best practice for the discipline. • Draft management reports so that internal and external stakeholders are informed of performance progress and relevant issues of the unit. • Contribute to the coordination of assurance activities to ensure the effectiveness of controls for the sub-unit. • Participate in risk assessments and provide feedback on the quality of assurance provided through the exercise. • Contribute to the completion of a combined assurance map that assigns assurance responsibility to specific parties and indicates where it's reported. 	<ul style="list-style-type: none"> • Bachelor's degree in Civil Engineering or NQF equivalent. • Registration with ECSA as either a Professional Engineer or a Professional Technologist will be an added advantage. • 5 years' experience in the engineering discipline, inclusive of 3 years at supervisory level.



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- 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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Circular 12: DATE ADVERTISED: 01 August 2016



9. ADMIN OFFICER: LEAVE ADMINISTRATION X2 (Ref: 12/2016/61)

R200 569 – R302 393 PER ANNUM BASIC SALARY

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Provide administrative support to ensure the smooth functioning of the Human Resources department. • Keep and maintain an accurate record of information as well as documents by electronic filing. • File all documents within relevant files. • Backup files on hard drives. • Type up correspondence memos for the manager. • Deliver correspondence memos to relevant individuals. • File all memos accordingly. • File relevant documents on employee personal files. • Verify leave balances before leave encashment. • Capture all JRA leave applications on JDE system. • File all leave forms or any other HR correspondent documents. • Ensure that audit requests are met. • Submit the monthly analysis and leave reconciliation. • Monitor and manage leave on the JDE system and on excel. • Create requisitions on the system to maintain the effective functioning of the department. • Take invoices to Finance for payment. • Follow up with the Finance department regarding payments. • Update employee files on the volume but close it if it's full, archive it and open a new one. 	<ul style="list-style-type: none"> • National Diploma in Human Resources or NQF equivalent. • 3 years' experience in HR administration environment.

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CLOSING DATE: 16 AUGUST 2016

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Circular 12: DATE ADVERTISED: 01 August 2016



10. ADMIN OFFICER: PLANNING (Ref: 12/2016/62)

R200 569 – R302 393 PER ANNUM BASIC SALARY

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
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- Formulate policies and procedures relating to best practice in the Business Unit so that the Department’s strategic agenda is achieved.
- Ensure implementation and monitoring of policies and procedures.
- Manage the risk of the business unit so that liability is minimised and or avoided.
- Identify the risk for the business unit.
- Develop and implement mitigating measures.
- Monitor and report on risk and mitigation within the business unit.
- Manage and monitor the Unit Managers’ diary.
- Organise meetings of the depot and the manager with other stakeholders.
- Taking meeting minutes and typing them as necessary.
- Type reports, memos and correspondence.
- Arranging parking for section 79 Mayoral Committee meetings or whenever required.
- Screen incoming calls and reroute to the correct people.
- Attend to incoming queries and escalate to the appropriate staff member whenever necessary.
- File all documents for safe keeping.
- Coordinate general administration of the office.
- Work closely with Supply Chain Management to select suitable suppliers.
- Manage inventory of supplies.
- Compile business cases/s, request quotes and process requisitions.
- Coordinate Senior Engineers dairies and manage meetings.

- National Diploma in related field or NQF equivalent.
- 3 years’ experience in related field.



<ul style="list-style-type: none">• Record customer queries and escalate customer queries to relevant stakeholder.• Develop documents using Microsoft packages.• Compile reports for HOD in order to effect payments for contractors.• Manage and update the leave chart and submit all original documentation to HR.• Ensure confidentiality is maintained when handling payslip and appointment letters.	
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CLOSING DATE: 16 AUGUST 2016

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Circular 12: DATE ADVERTISED: 31 July 2016



11. ADMIN OFFICER: REGION E (Ref: 12/2016/63)

R200 569 – R302 393 PER ANNUM BASIC SALARY

KEY RESPONSIBILITIES

- Manage and monitor the Unit Manager’s diary
- Organise meetings of the Depot and/or the Manager with other stakeholders.
- Take meeting minutes and type them as necessary.
- Type reports, memos and correspondence.
- Screen the Operations Manager’s incoming calls and reroute to the correct people.
- Attend to incoming queries and escalate to the appropriate staff member whenever necessary.
- Coordinate general administration of the regional operations office.
- Monitor the budget of the unit in relation to office administration so as to avoid overspending as well as underutilisation of the budget.
- Ensure information is updated on accounting system for crystal reporting.
- Manage the petty cash of the unit.
- Submit petty cash claims.
- Compile EMT report and submit to the ROMs.
- Compile and submit weekly and monthly operational performance reports.
- Manage all performance reports at meetings to external stakeholders.
- Ensure all contractors have necessary wayleave documentation.
- Arrange monthly progress meetings with contractors.
- Attend external meetings with or on behalf of the Regional Operations Manager.
- Provide prompt feedback regarding meeting outcomes.

REQUIREMENTS AND SELECTION CRITERIA

- National Diploma in Administration or NQF equivalent.
- 3 years’ experience in related field.



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CLOSING DATE: 15 AUGUST 2016

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