



City of Johannesburg  
Johannesburg Roads Agency

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## INTERNAL AND EXTERNAL POSITION

**VACANCY CIRCULAR NO. 12/2020**

**NOTE: THIS IS AN INTERNAL AND EXTERNAL CIRCULAR**

THE JOHANNESBURG ROADS AGENCY IS THE ENTITY OF THE CITY OF JOHANNESBURG.

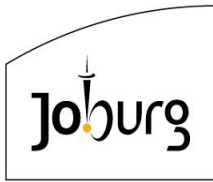
Interested applicants should forward their CVs with certified copies of qualifications (not older than 6 months), ID, and application letter stating the reference number and job title in the subject line of your correspondence to the recruitment email address provided for each vacancy. Enquiries should be directed to Ms. Precious Ngolele on 011 491 5630. No hand delivery applications.

**NB: APPLICANTS WHO FAIL TO SUBMIT ALL 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 July 2020 @ 16:30**

**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.



Circular 12: DATE ADVERTISED: 21 June 2020

**ASSISTANT MANAGER: RESURFACING (OPERATIONS)- RSD (REF: 12/2020/49)**

**SALARY: R 730 950.67 – R 1 064 025.25 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)**

**KEY RESPONSIBILITIES**

- To oversee and direct the resurfacing of roads.
- Ensure that all planning and implementation activities of resurfacing for the area is authorised, prioritised and scheduled relative to JRA’s business plan and service level requirements: Assist the Depot Manager with implementation of the resurfacing programme for the area of responsibility.
- Develop business objectives, agreements on service delivery and operational targets.
- Conduct planning in conjunction with other sections.
- Plan for the required resources i.e. materials, tools, machinery and transport for operations.
- Monitor assess and record depot resurfacing activity with the intention of improving overall efficiencies.
- Control the implementation of the Service Level Agreement (SLA) within the designated area to ensure an effective service.
- Ensure quality of work and that standards are communicated and met.
- Constantly evaluate and recommend new techniques and work methods for better production.
- Manage area inspections to ensure that both proactive and reactive inspections are carried out.
- Provide regular reports on productivity, cost efficiency, response times and quality of services delivered.
- Provide service delivery information and prompt responses to problems according to JRA policy and procedures.
- Assist the Depot Manager with compilation and monitoring of the Depot OPEX costs and activity budgets.
- Provide input into the prioritisation of the budget for the area of responsibility and identified projects within the financial regulations and constraints.

**REQUIREMENTS AND SELECTION CRITERIA**

- Bachelor’s Degree/B Tech in Civil Engineering, or NQF equivalent.
- 5 years’ experience in road resurfacing, inclusive of 3 years’ supervisory experience.

Applications: Email: [recruitment56@jra.org.za](mailto:recruitment56@jra.org.za)

Only shortlisted candidates will be contacted.

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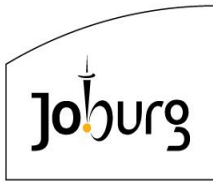
**ASSISTANT MANAGER: PUBLIC LIABILITY CLAIMS (REF: 12/2020/50)**

**SALARY: R 730 950.67 – R 1 064 025.25 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)**

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> <li>• Receive all Public Liability Claims from the general public and gather important information from the claimant relating to the claim for investigation purposes.</li> <li>• Analyse claim forms received to ensure that all supporting documents have been submitted before forwarding the claim for investigation.</li> <li>• Liaise with the various depot managers for a technical report in order to verify the incident and its cause.</li> <li>• Proof read all investigation reports before submission to the brokers in order to ensure that key information relating to the claim such as photos and work orders are included.</li> <li>• Attend to all escalations from public liability officers relating to claims status.</li> <li>• Attend to inspection with attorneys and depot inspectors as and when requested.</li> <li>• Provide monthly reports and feedback on administration progress of all public liability claims queries.</li> <li>• Facilitate training on public liability claims for depots as and when required.</li> <li>• Conduct presentations/workshops to internal and external stakeholders.</li> <li>• Develop and implement mitigating measures for the sub-unit.</li> <li>• Monitor and report on risk and mitigation within the sub-unit.</li> <li>• Manage and oversee the processes of people management and development for the sub-unit.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in commerce or relevant NQF equivalent.</li> <li>• 5 years’ insurance and claims management experience, inclusive of 3 years at supervisory level.</li> </ul> <p>Applications: Email: <a href="mailto:recruitment57@jra.org.za">recruitment57@jra.org.za</a></p> <p>Only shortlisted candidates will be contacted.</p>

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Circular 12: DATE ADVERTISED: 21 June 2020

**SPECIALIST: TECHNICAL SUPPORT (REF: 12/2020/51)**

**SALARY: R 608 564.56 - R 880 446.12 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)**

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
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- Conduct analysis of problems and issues impacting on SMMEs performance and delivery with regards to tendering, project costing, construction management, materials, supplies, equipment and labour.
- Prepare reports and presentations on study findings and recommendations.
- Develop a capacity development strategy and interventions to address SMME gaps and an implementation plan.
- Performance of construction support and provision of technical of engineering/ business knowledge.
- Provide safety and Environmental oversight for construction activities.
- Implement and monitor performance against the operational plan.
- Track milestone achievement against the sub-unit's operational activities.
- 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.
- Contribute to the stakeholder identification process from a sub-unit perspective.
- Facilitate effective internal and external stakeholder communication from a sub-unit perspective.

- Bachelors' degree in Built environment or NQF equivalent.
  - 5 years' experience in the Construction industry inclusive of 3 years in the supervision of emerging contractors.
- Applications: Email: [recruitment58@jra.org.za](mailto:recruitment58@jra.org.za)
- Only shortlisted candidates will be contacted.

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Circular 12: DATE ADVERTISED: 21 June 2020

PROFESSIONAL ENGINEER/ TECHNOLOGIST: TRAFFIC SIGNAL DESIGN (REF: 12/2020/52)	
SALARY: R 730 950.67 – R 1 064 025.25 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> <li>• Design new and revised traffic signal layout plans in accordance with the SARTSM Volume 3 requirements.</li> <li>• Commission completed traffic signal installations/alterations in accordance with the SARTSM Volume 3 requirements.</li> <li>• Ensure that traffic volume surveys are carried out in accordance with the requirements of the SARTSM.</li> <li>• Ensure that alternative solutions are analysed and implemented correctly with regard to traffic signal analysis.</li> <li>• Prepare and submit evaluations to the manager so that he is informed of the issues relevant to service delivery.</li> <li>• Ensure that effective communication so that sound working relationships exist within the Arterial Network Analysis Team.</li> <li>• Hold regular meetings with all internal stakeholders.</li> <li>• Ensure that analysis and design comply with legislation.</li> <li>• Review external designs and ensure effectiveness and compliance to legislation and regulations.</li> <li>• Review performance on a quarterly basis.</li> <li>• Guide the implementation of the approved operational plan.</li> <li>• Communicate budgetary parameters in line with the operational plan for the unit.</li> <li>• Provide management with operational information that can inform improvement of frameworks, business processes, policies, procedures and systems that manage business operations. Identify and manage the operational risks of the sub-unit and make inputs to the operational Risk Register.</li> <li>• Facilitate effective community liaison on projects by managing stakeholder participation with Regional Managers, Ward Councillors, etc.</li> <li>• Provide input to the response to the community needs assessments.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Civil Engineering or relevant NQF equivalent.</li> <li>• Registered as a professional engineer/technologist in terms of the Regulations of the Road Traffic Act, or in the process of registering.</li> <li>• 5 years of experience in traffic signal design.</li> </ul> <p>Applications: Email: <a href="mailto:recruitment59@jra.org.za">recruitment59@jra.org.za</a></p> <p>Only shortlisted candidates will be contacted.</p>

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Circular 12: DATE ADVERTISED: 21 June 2020

<b>ACCOUNTANT: REVENUE (REF: 12/2020/53)</b>	
<b>SALARY: R 608 564.56 – R 880 446.12 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)</b>	
<b>KEY RESPONSIBILITIES</b>	<b>REQUIREMENTS AND SELECTION CRITERIA</b>
<ul style="list-style-type: none"> <li>• To perform cost recovery of expenditure incurred for services rendered by the JRA for clients at Depot levels.</li> <li>• Complete the billing process by generating invoices/statements for all Service Level Agreements (SLAs), contracts, or any agreement in place with clients for submission to clients.</li> <li>• To perform confirmation of inter/intracompany balances to ensure that balancing figures reported are accurate and corresponding and a true reflection of services rendered.</li> <li>• Prepare journals for corrective measure and raising of provisions.</li> <li>• Receive money due and paid to the JRA and generated receipts.</li> <li>• Match payments received against invoice issued.</li> <li>• Assist Manager to make decisions on which customers to give credit to and that customers pay on time.</li> <li>• Follow up on any outstanding or due amounts still to be paid in.</li> <li>• Flag all delinquent accounts for escalation to the next level within the unit, or to the next unit.</li> <li>• Perform alignment of actual accounting figures on the system to financial statements.</li> <li>• Extract information from the accounting system for the Age Analysis reporting.</li> <li>• Implement and monitor performance against the operational plan.</li> <li>• Perform year-end closing processes and all monthly reconciliations.</li> <li>• Prepare an audit file and liaise with the Auditor General regarding queries and incorporate any risks/process improvements highlighted.</li> <li>• Identify and manage the operational risks of the sub-unit and make inputs to the operational Risk Register.</li> <li>• Report on compliance with the Municipal Finance Management Act (MFMA) and highlight instances of non-compliance to economic development and job creation.</li> <li>• Develop green and conservation strategies for the Region.</li> <li>• Ensure an innovative and enhanced service offering.</li> <li>• Ensure energy efficiency and waste management.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Accounting or relevant NQF equivalent.</li> <li>• 5 years' experience in accounting.</li> </ul> <p>Applications: Email: <a href="mailto:recruitment60@jra.org.za">recruitment60@jra.org.za</a></p> <p>Only shortlisted candidates will be contacted.</p>

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