



City of Johannesburg  
Johannesburg Roads Agency

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## INTERNAL AND EXTERNAL POSITION

VACANCY CIRCULAR NO. 13/2020

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. Shirley Mbiza: Manager Recruitment and Admin on 011 491 5762 or 011 298 5045. 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: 28 August 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 13: DATE ADVERTISED: 17 AUGUST 2020

**MANAGER: RISK MANAGEMENT (REF: 13/2020/54)**

**SALARY: R 880 882.52 – R 1, 288, 923.06 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 coordination all BCM related activities across the entire organization.
- 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-ordinates to develop effective working relationships and documented BCP.
- Conduct detailed, companywide business impact analysis and risk assessment that

**REQUIREMENTS AND SELECTION CRITERIA**

- Bachelor’s Degree in Finance/Risk Management/Internal Audit or relevant 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: [recruitment63@jra.org.za](mailto:recruitment63@jra.org.za)

Only shortlisted candidates will be contacted.



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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Circular 13: DATE ADVERTISED: 17 AUGUST 2020

**MANAGER: TRAFFIC SIGNAL DESIGN (REF: 13/2020/55)**

**SALARY: R 1 064 559.91- R 1 564 439.14 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 analyzed 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**

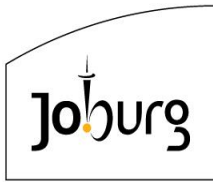
- BSc Civil Engineering or any equivalent.
- Registration with ECSA as either a Pr Engineer or Pr Technologist as a prerequisite.
- Driver's license.
- 8 years' experience in traffic signal design, inclusive of 5 years at middle level management level.

Applications: Email: [recruitment64@jra.org.za](mailto:recruitment64@jra.org.za)

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Circular 13: DATE ADVERTISED: 17 AUGUST 2020

**MANAGER: DEVELOPMENT CONTROL (PRIVATE) (REF: 13/2020/56)**

**SALARY: R 1 565 241.50 - R 2 315 461.53 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)**

**KEY RESPONSIBILITIES**

- Comment on the Development of RSDF/Local Area Plans.
- Ensure that the RSDF/Local Area Plans are complied with insofar it is applicable to roads and storm-water infrastructure.
- Provide input to COJ to develop/formulate Regional Strategic Development Framework/ Integrated Development Plan.
- Apply JRA strategies, policies and standards in the approval process for new roads and storm-water infrastructure development.
- Consult and liaise with other JRA departments such as SDU (Service Delivery Unit) regarding servicing of developments and further requirements in the approval process.
- Ensure JRA/CoJ and national legislation regarding storm-water management is enforced using sound engineering judgment.
- Ensure that Master Plans (for Roads and Storm-water) are not compromised by reviewing new development plans. Management of new developments.
- Coordinate final acceptance of new developments on behalf of JRA.
- Ensure prescribed guidelines are followed, handle all related issues and release relevant documents and guarantees.
- Ensure that external engineering services contributions are appropriately applied.
- Liaise with legal, planning and bodies such as Gautrans for coordinated service to developers.
- Oversee on-site inspections and management of engineers allocated to projects.
- Meet and agree with the relevant stakeholders on the scope, effort, timeline and resources to be deployed to execute the task.
- Ensure that service agreements are complied with across private developments.

**REQUIREMENTS AND SELECTION CRITERIA**

- Bachelor's degree in Civil or Transportation Engineering or NQF equivalent.
- ECSA Registration.
- 10 years' experience in Civil or Transportation Engineering, inclusive of 5 years at middle management level.

Applications: Email: [recruitment65@jra.org.za](mailto:recruitment65@jra.org.za)

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Circular 13: DATE ADVERTISED: 16 AUGUST 2020

**DEPOT MANAGER: ASPHALT PLANT (REF: 13/2020/57)**

**SALARY: R880, 882.52 – R1 288, 923.06 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)**

**KEY RESPONSIBILITIES**

- Develop the annual operational plan for the depot aligned to the key performance indicators for the regions.
- Monitor progress and incorporate new delivery requirements into operational planning.
- Report on operational progress in terms of the business and operational plans for the unit.
- Direct and oversee the implementation of the operational policies and procedures for depots.
- Review all policies, procedures and processes to ensure compliance to legislation, regulations and best practice standards.
- Ensure that procedures are conducive to meeting the operational as well as the safety and regulatory requirements.
- Make recommendations to the Ops Manager:
- Strategic Assets on changes that need to be made to policies and procedures.
- Ensure effective mechanisms for immediate incorporation of changes or new standards and regulations to ensure compliance.
- Ensure internal stakeholders (staff, managers, union and other maintenance managers and JRA officials) are informed and included in issues relevant to them.
- To manage the unit and ensure effective and productive operations.
- RTA and related regulations. Responsible for ensuring the required measures are taken for, Safe working environment procedures.
- Protective gear. Signing of registers. Safety checks etc.
- Direct efficient measures to ensure compliance by contractors.

**REQUIREMENTS AND SELECTION CRITERIA**

- Bachelor’s Degree in Mechanical/Electrical/Industrial Engineering or NQF equivalent.
- 8 years’ experience in asphalt works, inclusive of 5 years’ management experience.

Applications: Email: [recruitment66@jra.org.za](mailto:recruitment66@jra.org.za)

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Circular 13: DATE ADVERTISED: 17 AUGUST 2020

**ASSISTANT MANAGER: PLANNING: REGION A (REF: 13/2020/58)**

**SALARY: R 608 564 – R 880 446 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)**

**KEY RESPONSIBILITIES**

- Assist the Depot Manager with the compilation and monitoring of the depot's OPEX costs and activity budgets.
- Compile and continuously review level 1 maintenance programmes in line with the depot's activity budget.
- Ensure the productivity and quality of services rendered.
- Ensure that all maintenance activities are authorised, prioritised, scheduled and implemented relative to agreed service level requirements.
- Ensure effective people management for area of responsibility.
- Implement strategies to improve staff work ethics and ensure better relationships between management and workers.
- Evaluate and advise on the adequacy of resources within the business unit and ensure that needs are accounted for on budget for each financial year to enhance efficiency.
- Maintain health and safety standards, policies and procedures and ensure compliance.
- Ensure compliance in all operations to health and safety legislation, policies and procedures.
- Implement and monitor performance against the operational plan.
- Track milestone achievement against the sub-unit's operational activities.
- Monitor compliance.
- Provide management with operational information that can inform improvement of frameworks, business processes, policies, procedures and systems that manage business operations.
- Report consistently to the Manager on performance against the operational activities.
- Identify and manage the operational risks of the sub-unit and make inputs to the operational Risk Register.

**REQUIREMENTS AND SELECTION CRITERIA**

- Bachelor's Degree/ BTech in Civil Engineering or relevant NQF equivalent.
- Minimum of 5 years in roads and stormwater maintenance, inclusive of 3 years' supervisory experience.

Applications: Email: [recruitment67@jra.org.za](mailto:recruitment67@jra.org.za)

Only shortlisted candidates will be contacted.



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| <ul style="list-style-type: none"><li>• Contribute to the coordination of assurance activities to ensure the effectiveness of controls, for the sub-unit.</li><li>• Oversee talent management for the sub-unit in terms of recruitment, retention and individual skills development.</li></ul> |  |
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**Closing Date: 28 August 2020**





Circular 13: DATE ADVERTISED: 17 AUGUST 2020

**ASSISTANT MANAGER: PLANNING: BENROSE (REF: 13/2020/59)**

**SALARY: R 608 564 – R608, 564 - R880, 446 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)**

**KEY RESPONSIBILITIES**

- Assist the Depot Manager with the compilation and monitoring of the depot's OPEX costs and activity budgets.
- Compile and continuously review level 1 maintenance programmes in line with the depot's activity budget.
- Ensure the productivity and quality of services rendered: Ensure that all maintenance activities are authorised, prioritised, scheduled and implemented relative to agreed service level requirements.
- Ensure effective people management for area of responsibility: Implement strategies to improve staff work ethics and ensure better relationships between management and workers.
- Evaluate and advise on the adequacy of resources within the business unit and ensure that needs are accounted for on budget for each financial year to enhance efficiency. Maintain health and safety standards, policies and procedures and ensure compliance: Ensure compliance in all operations to health and safety legislation, policies and procedures.
- Implement and monitor performance against the operational plan.
- Track milestone achievement against the sub-unit's operational activities.
- Monitor compliance.
- Provide management with operational information that can inform improvement of frameworks, business processes, policies, procedures and systems that manage business operations.
- Report consistently to the Manager 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.

**REQUIREMENTS AND SELECTION CRITERIA**

- Bachelor's Degree/ BTech in Civil Engineering or relevant NQF equivalent.
- Minimum of 5 years in roads and stormwater maintenance, inclusive of 3 years' supervisory experience.

Applications: Email: [recruitment68@jra.org.za](mailto:recruitment68@jra.org.za)

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| <ul style="list-style-type: none"><li>• Oversee talent management for the sub-unit in terms of recruitment, retention and individual skills development.</li><li>• Report on compliance with the Municipal Finance Management Act (MFMA) and highlight instances of non-compliance.</li><li>• Contribute to the stakeholder identification process from a sub-unit perspective.</li></ul> |  |
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**Closing Date: 28 August 2020**



Circular 12: DATE ADVERTISED: 17 AUGUST 2020

<b>ASSISTANT MANAGER: CONTRACTS (LEGAL DEPARTMENT) (REF: 13/2020/60)</b>	
<b>SALARY: R 730 950.67 - R 1 064 025.29 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)</b>	
<b>KEY RESPONSIBILITIES</b>	<b>REQUIREMENTS AND SELECTION CRITERIA</b>
<ul style="list-style-type: none"> <li>• Provide legal advisory services and drafting of legal opinions to the business on multi-disciplinary areas of the law.</li> <li>• Drafting &amp; Negotiation of Contracts that are compliant with legislation (including MFMA, CIDB Act and other relevant legislations) and policies of the City of Johannesburg and the JRA.</li> <li>• Negotiate contractual terms which are legally and commercially sound and which protect the interests of the JRA.</li> <li>• Vetting and/ or reviewing contracts with a view of mitigating risk for the JRA.</li> <li>• Implement and monitor performance against the operational plan including making input to the unit's operational plan by providing constant feedback to the manager based on operational performance, governance and compliance, risks and controls, stakeholder management and any other challenges, lessons learnt and best practice for the discipline.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Law or NQF equivalent. Admission as an attorney or advocate will be advantageous.</li> <li>• 5 years' experience in drafting, vetting and negotiating of contracts in either a law firm or as a legal advisor.</li> <li>• Experience in the public sector or local government will be advantageous.</li> </ul> <p>Applications: Email: <a href="mailto:recruitment69@jra.org.za">recruitment69@jra.org.za</a></p> <p>Only shortlisted candidates will be contacted.</p>

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Circular 13: DATE ADVERTISED: 17 AUGUST 2020

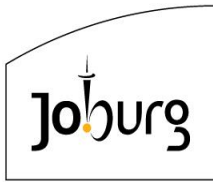
**ASSISTANT MANAGER: FACILITIES MANAGEMENT X2 (REF: 13/2020/61)**

**SALARY: R 608 564 – R 880 446 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)**

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> <li>• Contribute to the formulation of operational plans for efficient facilities management.</li> <li>• Plan and supervise the implementation of a variety of preventive and routine maintenance work programmes for the maintenance of buildings, general facilities upkeep, security maintenance, plumbing systems, electrical systems, alarm systems, landscaping and parking areas.</li> <li>• Create a schedule for all planned and reactive maintenance.</li> <li>• Create a schedule for all planned and reactive maintenance.</li> <li>• Schedule periodic inspections and tests of equipment to prevent malfunctions and service interruptions.</li> <li>• Coordinate the implementation of fleet and facility maintenance programmes.</li> <li>• Supervises facilities management staff and contract workers who perform maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, or electrical servicing to the organisation's facilities.</li> <li>• Contribute towards the work scope for contracted maintenance activities.</li> <li>• Keep up-to-date with regulations and ensure compliance from external contractors.</li> <li>• Manage vendors to ensure they comply with contract conditions and/or SLA specifications and deliverables for sign-offs and close-out reports. Maintain a schedule of all contracted outsource services.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Facilities Management / Building Sciences, or NQF equivalent.</li> <li>• 5 years' experience in facilities management, inclusive of 3 years in a supervisory position.</li> <li>• Facilities management experience should include, managing buildings or offices and managing and monitoring facility services for a medium to large sized organisation.</li> </ul> <p>Applications: Email: <a href="mailto:recruitment70@jra.org.za">recruitment70@jra.org.za</a></p> <p>Only shortlisted candidates will be contacted.</p>

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Circular 13: DATE ADVERTISED: 17 AUGUST 2020

<b>FOREMAN: RAILWAY MOTORWAYS (REF: 13/2020/62)</b>	
<b>SALARY: R 351 341 – R 527 012 PER ANNUM BASIC SALARY</b>	
<b>KEY RESPONSIBILITIES</b>	<b>REQUIREMENTS AND SELECTION CRITERIA</b>
<ul style="list-style-type: none"> <li>• Railway tracks construction, maintenance and repairing.</li> <li>• Coordinate and control railway tracks. Ensure that all jobs are completed as planned/scheduled.</li> <li>• Ensure that all jobs are completed as per JRA standards.</li> <li>• Ensure that there are no delays caused on jobs as a result of ineffective planning. Mark temporary lines before going off site.</li> <li>• Liaise with production controllers as and when required.</li> <li>• Document detailed resource planning before the commencement of jobs (e.g. correct and functional tools/equipment, labour, material and transport).</li> <li>• Ensure that projects comply with the JRA set/agreed standards as well as road construction regulations.</li> <li>• Ensure that projects are completed within set/agreed targets.</li> <li>• Monitor compliance with Service Level Agreements and introduce corrective steps within 14 working days of identified non-compliance jobs completed.</li> <li>• Ensure that work teams wear protective clothing on a daily basis and take corrective steps in case of noncompliance.</li> </ul>	<ul style="list-style-type: none"> <li>• National Certificate in Civil Engineering, or NQF equivalent.</li> <li>• Qualified Artisan.</li> <li>• 5 years' experience in railways, inclusive of 1 year in a supervisory position.</li> </ul> <p>Applications: Email: <a href="mailto:recruitment71@jra.org.za">recruitment71@jra.org.za</a></p> <p>Only shortlisted candidates will be contacted.</p>

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**Closing Date: 28 August 2020**



Circular 13: DATE ADVERTISED: 17 AUGUST 2020

**TECHNICAL OFFICER (PLANNING) REGION B (REF: 13/2020/63)**

**SALARY: R 286 792 – R 430 189 BASIC SALARY PER ANNUM**

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> <li>• Obtain new and unresolved service requests from various sources, e.g. Hansen, Public complaints via call center, councillors, inspectors etc.</li> <li>• Investigate and identify problem areas / work conflicts etc and consult with others on these areas where required and ensure appropriate action taken to mitigate the impact of problems.</li> <li>• Priorities and escalate requests to the assistant manager planning.</li> <li>• Resolve service requests.</li> <li>• Record on Hansen relevant details that service requests has been completed.</li> <li>• Link requests to eliminate duplicates on system.</li> <li>• Create quotations for jobbing. Ensure safety measures are in place (e.g. barricades).</li> <li>• This is limited to the duty of regional officers.</li> <li>• Tend to staff issues.</li> <li>• This is limited to the duty of regional officers.</li> <li>• Conduct on-site visits and physical verifications / inspections of jobs completed on roads and storm-water maintenance requests in terms of required quality and standards.</li> <li>• Draw stats from Hansen reporting for reports and give to Assistant Manager Planning to generate. Conduct follow ups to resolve areas of concern, where required.</li> </ul>	<ul style="list-style-type: none"> <li>• National Diploma in Civil Engineering or relevant NQF equivalent.</li> <li>• 3 years' experience in the road and storm-water environment.</li> </ul> <p>Applications: Email: <a href="mailto:recruitment72@jra.org.za">recruitment72@jra.org.za</a></p> <p>Only shortlisted candidates will be contacted.</p>

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Circular 13: DATE ADVERTISED: 17 AUGUST 2020

**TECHNICAL OFFICER: FLEET & PLANT (REF: 13/2020/64)**

**SALARY: R 286 792 – R 430 189 BASIC SALARY PER ANNUM**

**KEY RESPONSIBILITIES**

- To assist the depot manager and ensure compliance with all traffic and related legislation. Run movement reports.
- Follow-up any fuel related disputes.
- Set up and attend meetings.
- Investigate any vehicle abuse cases such as premature component failures.
- Investigate insurance claims to ascertain whether the JRA driver is at fault or not.
- Develop reports for submission to the vehicle abuse committee.
- Consolidate the assessment of drivers and operators.
- Ensure fleet drivers and operators are booked for training on fleet management.
- Provide evidence in all disciplinary related matters for investigations.
- Informing Depot managers around all fleet policy infringements by drivers and operators.
- Ensure that all traffic fines are redirected to the appropriate driver.
- Ensure that each driver and operator is assessed accurately.
- Ensure adherence to SLA's and report deviations to the Depot Manager: Fleet and Plant.

**REQUIREMENTS AND SELECTION CRITERIA**

- National Diploma in Fleet Management or NQF equivalent. 3
- years' experience fleet management or driver and operator assessment.

Applications: Email: [recruitment73@jra.org.za](mailto:recruitment73@jra.org.za)

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Circular 13: DATE ADVERTISED: 17 AUGUST 2020

**OFFICER LEASING- FLEET & PLANT (REF: 13/2020/65)**

**SALARY: R 234 102 – R 351 154 BASIC SALARY PER ANNUM**

**KEY RESPONSIBILITIES**

- Implementing the requisition process.
- Vehicle specification and orders.
- Paying the correct utilised vehicle for the department.
- Responsible for the continuous availability of fleet.
- To assist upload approved lease contracts rates in to the system.
- Assist the budgeting for lease, fuel and insurance for user departments.
- Conduct regular vehicle inspections by making sure that all the vehicles are road worthy.
- Perform leasing related work including.
- Compile evidence for redirection of traffic fines.
- Delivery of all leased & owned vehicle license disks.
- Assist in the logging of Insurance Claims with the insurer.

**REQUIREMENTS AND SELECTION CRITERIA**

- National Diploma in Fleet Management/ Transportation/Logistics or relevant NQF equivalent.
- 3 years' experience in the fleet lease or rental field.

Applications: Email: [recruitment74@jra.org.za](mailto:recruitment74@jra.org.za)

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