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City of Johannesburg  
Johannesburg Roads Agency

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| 66 Pixley Seme<br>Street<br>Cnr. Rahima Moosa<br>Str. | P/Bag X70<br>Braamfontein<br>South Africa<br>2017 | Tel +27(0) 11 298 5000<br>Fax +27(0) 11 298 5178<br>www.jra.org.za<br>www.joburg.org.za |
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REF NO: 14/2016

## VACANCY CIRCULAR NO. 14/2016

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 ITS MOBILITY STRATEGY**

**IN TERMS OF THIS NEW STRATEGY THE FOLLOWING CHALLENGING OPPORTUNITIES ARE AVAILABLE:**

**Interested applicants should forward their CV's in MS Word format including certified copies of qualifications, ID, Driver's License, application letter stating the reference to pinpoint one human resources via email or fax as follows:**

Ref: 14/2016/65 and Ref: 14/2016/66 – [response5@pinpointone.co.za](mailto:response5@pinpointone.co.za) or fax: 086 304 2154.

Ref: 14/2016/67 – [response1@pinpointone.co.za](mailto:response1@pinpointone.co.za) or fax: 086 567 7063.

**Closing date and time: 16:00 on Sunday 11 September 2016.**

Enquiries may be made by telephoning Lucia Mabasa on 011 325 5101.

We thank all applicants for their interest. Communication will be with short-listed applicants only. If you don't hear from us 30 days after closing date, please consider your application unsuccessful

**Applicants may be required to complete Psychometric Assessments as part of the recruitment process.**

**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. Note that only applications who submitted the necessary supporting documents and who meet the minimum requirements will be considered.

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 14: DATE ADVERTISED: 28 August 2016

| 1. HEAD: CORPORATE SERVICES (Ref:14/2016/65 ) (5 YEARS FIXED TERM CONTRACT)  |  |
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| R1 346 213 – R1 615 456 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)   |  |
| KEY RESPONSIBILITIES   | REQUIREMENTS AND SELECTION CRITERIA  |
| <ul style="list-style-type: none"> <li>• Drive the development of the JRA business strategy and the service delivery budget implementation plan (SDBIP) as part of the Executive Management Team (EMT) to ensure alignment with City of Johannesburg's growth and development strategy (GDS) and strategic priorities.</li> <li>• Provide input to the JRA business plan and budget from the department's perspective.</li> <li>• Develop operational plans for units within the department. Ensure that unit operational plans are aligned to organisational strategy.</li> <li>• Ensure adherence to an organisational structure that supports strategy implementation.</li> <li>• Ensure adherence to frameworks, business processes, policies, procedures and systems that manage business operations.</li> <li>• Review and update policies and procedures affecting the department and make recommendations for improvements.</li> <li>• Ensure legislative compliance and that the company maintains good internal controls.</li> <li>• Report consistently to the MD, executive management and the Board on: Performance against the business and operational plans from the department's perspective; governance, risk and compliance; levels of assurance provided in terms of combined assurance; human capital management, financial management and stakeholder management.</li> <li>• Provide management reports so that internal and external stakeholders are informed of performance progress and relevant issues of the department.</li> <li>• Identify, update and manage the strategic and operational risks of the department via the operational risk register.</li> <li>• Contribute to the coordination of assurance activities to ensure the effectiveness of controls.</li> <li>• Oversee talent management for the department in terms of recruitment retention and the development of talent. Effectively source and appoint</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 3 years must be at senior management level.</li> </ul> |



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employees, ensuring that key positions are filled.

- Implement JRA performance management requirements, ensuring continuous performance feedback to and development of employees in the reporting line.
- Develop the department's budget in line with business objectives.
- Conduct presentations/workshops to internal and external stakeholders.
- Formulate, develop, implement, monitor and review business unit strategies to ensure advancement and support of JRA business objectives.
- Oversee the implementation of a holistic and balanced HR strategy and service, which is supported by the five main functions of Human Resources.
- Oversee the development of a performance management and development framework to inculcate the philosophy of high performance culture.
- Ensure that the JRA buildings are maintained so that the infrastructure development and facilities management goals are met.

**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.**

**CLOSING DATE: 16h00 on Sunday, 11 September 2016**

**THIS POSITION IS FOR JRA EMPLOYEES AND EXTERNAL APPLICANTS**

Circular 14: DATE ADVERTISED: 28 August 2016

**2. HEAD: REGIONAL OPERATIONS (Ref:14/2016/66) (5 YEARS FIXED TERM CONTRACT)  
R1 346 213 – R1 615 456 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)**

| KEY RESPONSIBILITIES   | REQUIREMENTS AND SELECTION CRITERIA   |
|--|---|
| <ul style="list-style-type: none"> <li>• Drive the development of the JRA business strategy and the Service Delivery Budget Implementation Plan (SDBIP) as part of the Executive Management Team (EMT) to ensure alignment with the City of Johannesburg’s Growth and Development Strategy (GDS) and strategic priorities.</li> <li>• Provide input to the JRA business plan and budget from the department’s perspective.</li> <li>• Develop operational plans for units within the department. Facilitate approval of operational plans, departmental budgets and reviewing of performance on a quarterly basis.</li> <li>• Ensure adherence to an organisational structure that supports strategy implementation.</li> <li>• Ensure adherence to frameworks, business processes, policies, procedures and systems that manage business operations. Review and update policies and procedures affecting the department and make recommendations for improvements.</li> <li>• Ensure legislative compliance.</li> <li>• Report consistently to the MD, executive management and the Board. Provide management reports so that internal and external stakeholders are informed of performance progress and relevant issues of the department.</li> <li>• Develop and implement mitigating measures for the department.</li> <li>• Contribute to the coordination of assurance activities to ensure the effectiveness of controls. Ensure that assessments of the quality of the assurance are conducted through interaction with the assurance recipients.</li> <li>• Oversee talent management for the department in terms of recruitment retention and the development of talent. Manage workload and productive utilisation of employees in the immediate reporting line. Effectively source and appoint employees, ensuring that key positions are filled.</li> <li>• Ensure compliance with the Municipal Finance Management Act (MFMA).</li> </ul> | <ul style="list-style-type: none"> <li>• BTech/ BSc in Civil Engineering or NQF equivalent. Professional Registration (ECSA).</li> <li>• 12 years’ experience in Design, Construction and Management of Municipal Roads and Storm water Infrastructure, inclusive of 7 years senior management and middle management, of which 3 years must be at senior management level. Road signs and markings experience.</li> </ul> |



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| <p>Develop the department's budget in line with business objectives.</p> <ul style="list-style-type: none"><li>• Contribute to the stakeholder identification process from a departmental perspective.</li><li>• Contribute to the stakeholder communication plan.</li><li>• Ensure full compliance with the customer charter.</li><li>• Draft reports to request capital investment in plant equipment.</li><li>• Monitor compliance with the Occupational Health and Safety Act (OHSA) and other relevant legislation.</li><li>• Oversee the implementation of the 5 year fleet and plant plan.</li><li>• Plan, schedule and implement routine repairs and maintenance to existing roads, stormwater and supporting infrastructure.</li><li>• Provide oversight for all routine maintenance and repairs, including reactive work and strategic assets support, in line with key programmes such as Roads Management, Bridge Management, Stormwater Management and Traffic Signals Management.</li><li>• Quarterly review, re-prioritising and rescheduling of work programmes.</li><li>• Report on performance against the Customer Charter Standards and planned maintenance targets.</li><li>• Oversee the effective and sustainable operations of strategic assets, which include Road Surfacing Depot, Asphalt Plant, Motorways and Laboratory. Oversee the implementation of the Jozi@work programme across road maintenance activities.</li><li>• Oversee the implementation of an operations management improvement programme to increase the efficiency and effectiveness of internal road maintenance units.</li></ul> |  |
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**CLOSING DATE: 16h00 on Sunday, 11 September 2016**

**THIS POSITION IS FOR JRA EMPLOYEES AND EXTERNAL APPLICANTS**

Circular 14: DATE ADVERTISED: 28 August 2016

**3. HEAD: PUBLIC RELATIONS AND STAKEHOLDER ENGAGEMENT (REF: 14/2016/67) (5 YEARS FIXED TERM CONTRACT)**

**R1 346 213 – R1 615 456 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)**

| KEY RESPONSIBILITIES  | REQUIREMENTS AND SELECTION CRITERIA   |
|---|---|
| <ul style="list-style-type: none"> <li>• Drive the development of the JRA business strategy and the service delivery budget implementation plan (SDBIP) as part of the Executive Management Team (EMT) to ensure alignment with the City of Johannesburg's Growth and Development Strategy (GDS) and strategic priorities.</li> <li>• Provide input to the JRA business plan and budget from the department's perspective.</li> <li>• Develop operational plans for the units within the department.</li> <li>• Review and update policies and procedures affecting the department and make recommendations for improvements.</li> <li>• Identify, update and manage the strategic and operational risks of the department via the operational risk register. Develop and implement mitigating measures for the department.</li> <li>• Contribute to the coordination of assurance activities to ensure the effectiveness of controls.</li> <li>• Oversee talent management for the department in terms of recruitment retention and the development of talent.</li> <li>• Develop the department's budget in line with business objectives. Prepare monthly expenditure reports on the budget.</li> <li>• Contribute to the stakeholder identification process from a departmental perspective. Provide relevant stakeholder information that will contribute to the stakeholder analysis exercise. Strategically liaise with internal and external stakeholders from a departmental perspective. Direct the response to the stakeholder needs assessments.</li> <li>• Formulate, develop, implement, monitor and review business unit strategies to ensure advancement and support of JRA business objectives.</li> <li>• Create and manage stakeholder relations, as well as partnerships that enhance the JRA brand.</li> <li>• Oversee the management of support services provided to the JRA in public relations and communications (both internal and external); in</li> </ul> | <ul style="list-style-type: none"> <li>• Bachelor's degree in Public Relations/ Public Administration/ Management/ Leadership/ Business Administration or NQF equivalent.</li> <li>• 12 years' experience in a Public Relations environment, inclusive of 7 years at senior management and middle management level, of which 3 years must be at senior management level.</li> </ul> |



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customer relations management, events management, branding and marketing.

- Oversee management of services provided in website administration including management of the JRA's corporate identity and customer satisfaction surveys conducted on behalf of the JRA. Facilitate and manage Stakeholder Mapping and development of Master Stakeholder Management plans.
- Facilitate and manage integrated relationships with strategic stakeholders of the JRA, incorporating activities such as political engagements, feedback, consultation and partnerships.
- Support the MD on strategic engagements with key stakeholders such as communities, civil society, the private sector, road users, other government departments and SoEs.
- Manage stakeholder engagement relating to COJ programmes (e.g. Jozi@work, EPWP, CBP, etc.).
- Oversee management of service requests (including COJ's Customer Charter Standards) from all sources and stakeholders.
- Oversee management of all client interaction via online platforms, immediate responses to queries and comments on social media channels, VIP services escalation.
- Oversee the management of support services provided to the JRA in public relations and communications (both internal and external).
- Oversee management of services provided in website administration including management of the JRA's corporate identity and customer satisfaction surveys conducted on behalf of the JRA.

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**CLOSING DATE: 16h00 on Sunday, 11 September 2016**

**THIS POSITION IS FOR JRA EMPLOYEES AND EXTERNAL APPLICANTS**



Approval: \_\_\_\_\_

DATE: \_\_\_\_\_

