



City of Johannesburg
Johannesburg Roads Agency

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INTERNAL AND EXTERNAL POSITION

VACANCY CIRCULAR NO. 15/2020

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 CV's with certified copies of qualifications (not older than 6 months), ID, and Covering Letter stating the **reference number in the subject line** and send it to: jrarecruitment@jra.org.za. 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 September 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 15: DATE ADVERTISED: 14 SEPTEMBER 2020

OPERATIONS MANAGER: TRAFFIC MANAGEMENT AND NETWORK SUPPORT (REF: 15/2020/75)

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

KEY RESPONSIBILITIES

- Provide leadership and strategic direction to the management of the Traffic Signal Maintenance unit.
- Ensure plans are compliant with the OHS Act in terms of working environment procedures, protective gear, signing of attendance registers and safety checks.
- Ensure that traffic signal upgrades are compliant with SARTSM standards.
- Oversee and direct the Development of Technical Specifications for Traffic Signal Equipment to optimise the life span of Traffic Signals.
- Oversee the Traffic Operations Centre (TOC) which is aimed at enabling the monitoring of traffic signals, the identification of signal failures (on site and remote), the provision of real time information to traffic signal maintenance teams and other stakeholders and the coordination of contingency plans to minimise traffic signal downtime and improve traffic flow.

REQUIREMENTS AND SELECTION CRITERIA

- B Tech Electronic/ Electrical Engineering/Civil Engineering or Relevant NQF equivalent.
- ECSA registration as a Professional Engineer or Professional Technologist.
- 10 Years' experience in traffic signals and maintenance, inclusive of 5 years at middle management level, of which 1 year must be at senior management level.

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Circular 15: DATE ADVERTISED: 14 SEPTEMBER 2020

OPERATIONS MANAGER: REGIONAL OPERATIONS (OUTER REGIONS A, C, D & G) (REF: 15/2020/76)

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

KEY RESPONSIBILITIES

- Provide input to the development of the Regional Operations Strategy.
- Communicate operational targets to the Depot Managers to facilitate implementation.
- Provide technical implementation support to Depot Managers to ensure the achievement of strategic objectives.
- Monitor and review performance against the Operational Plans from an engineering work perspective.
- Prepare and present medium and long term plans and forecasts for operational, maintenance and equipment requirements.
- Contribute to the development of the integrated service delivery plan for the region in consultation with ME, SOE, Government and the CoJ departments.
- Develop and implement internal SLAs with other JRA business units that define roles and responsibilities.
- Monitor HR statistics on a monthly basis (absenteeism, sick leave, time and attendance, overtime, misconduct, lost time and injury rates).
- Address exceptions and problem areas in order to improve operational performance.
- Oversee the implementation of OHSAS 18001, ISO 9001 and ISO 14001. Oversee the leveraging of IT operation systems.
- Ensure compliance with the Transportation and Roads Sector Mandate.
- Ensure that the Regional Operations Plan is compliant with the service delivery mandate.
- Contribute to the development of JRA business strategy and service delivery budget implementation plan (SDBIP) to ensure alignment with the City of Johannesburg's Growth and Development Strategy (GDS) and strategic priorities.
- Provide input to the JRA business plan and budget from the business unit's perspective.
- Monitor adherence to an organisational structure that will support strategy implementation.
- Enforce legislative compliance from a business unit perspective.
- Provide management reports so that internal and external stakeholders are informed of performance progress and relevant issues of the business unit.
- Monitor and report on risk and mitigation within the business unit.

REQUIREMENTS AND SELECTION CRITERIA

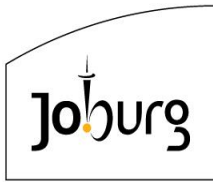
- Bachelor's degree in Civil Engineering or NQF equivalent.
- Ten (10) years' experience in Civil Engineering, inclusive of five (5) years at management level, of which one (1) year must be at a senior management level.
- ECSA Registration - Pr. Eng or Pr Tech Eng.

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- Contribute to the coordination of assurance activities to ensure the effectiveness of controls for the business unit.
- Oversee talent management for the business unit in terms of recruitment, retention and individual skills development.
- Facilitate compliance with the Municipal Finance Management Act (MFMA).
- Provide relevant stakeholder information that will contribute to the stakeholder analysis exercise.
- Facilitate effective liaison with internal and external stakeholders on projects.

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Circular 15: DATE ADVERTISED: 14 SEPTEMBER 2020

MANAGER: QUOTES UNDER R200K (REF: 15/2020/78)

SALARY: R 880 882,52 - R 1 288 923,06 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- Manage quotation processes, ensuring that all procedures are followed.
- Scrutinize how quotations are done; monitoring all administrative processes and/or issues.
- Apply necessary techniques to check reasonability of prices on quotes and/or purchases.
- As a member BID evaluation committee, effectively use voting rights to the benefit of the organization. Approve orders generated by buyers.
- Check if suppliers comply, for example, VAT registration, Tax Clearance, etc.
- Ensure that official orders are safely kept.
- Facilitate adherence to all procedures within the department.
- Ensure that the safety file is in place and updated.
- Ensure that relevant registrations for service providers are in place, for example, electricians, plumbers, etc., who are contracted have valid registrations for their trade.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor's degree in Supply Chain Management or NQF equivalent.
- 8 years' experience in Supply Chain Management, inclusive of 5 years at middle management level

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Circular 15: DATE ADVERTISED: 14 SEPTEMBER 2020

MANAGER: FINANCE: (REF: 15/2020/79)

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

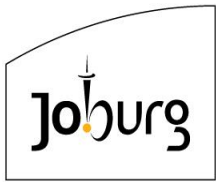
KEY RESPONSIBILITIES

- Interpret statistical and accounting information to appraise operating results in terms of costs, budgets, operations, policies, trends and increasing profit possibilities.
- Support the Ops Manager in preparation of forecasts, budgets, business and financial plans as well as other analyses as required.
- Develop appropriate cash forecasting and monitoring on behalf of the CFO.
- Perform ongoing analyses and assessments of the strategic plan against actual achievements.
- Provide recommendations on corrective actions to improve company's financial performance where required.
- Interpret and analyse financial data regarding company performance as required.
- Assist in management of balance sheet and cash flow to effectively serve the company's financial needs. Manage transaction services to maximise cash flow.
- Develop and manage accounting information to support business operations.
- Manage the general accounting functions and the preparation of reports, statistics, variance analyses and commentary reflecting income, profits, cash flows, costs and other business performance indicators.
- Monitor foreign exchange activities for the company's operations.
- Review Purchase Order maintenance and interfaces.
- Assist in the identification of business areas of performance improvement and assessments of same.
- Compile reports and review as required.
- Meet defined and agreed upon reporting deadlines.
- Support the external audit function to ensure compliance with accounting standards, law and internal controls.
- Understand the implication of changes in statutory financial requirements to the company's business, communicate this to the Ops Manager and recommend necessary amendments to company policies to comply with change.

REQUIREMENTS AND SELECTION CRITERIA

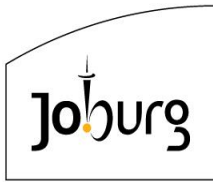
- Relevant Bachelor's Degree in Financial Management, or NQF equivalent.
- 8 years' experience in financial management, inclusive of 5 years' at middle management level.

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| <ul style="list-style-type: none">• Ensure that appropriate budgetary, business and financial practices are followed throughout the organisation.• Support the evaluation of capital projects, protection of capital and safeguarding of assets by mitigation of risks including commercial, financial and regulatory. | |
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Circular 15: DATE ADVERTISED: 14 SEPTEMBER 2020

ASSISTANT MANAGER: TOTAL QUALITY MANAGEMENT (REF: 15/2020/80)

SALARY: R 608 564,56 - R 880 446,12 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- Facilitate the implementation of the Total Quality Management System (TQMS) strategy between the depots and Head Office.
- Facilitate the integration of the TQMS. Facilitate the creation of a record and document management system.
- Prepare Quality Audit (QA) documents in collaboration with other business units.
- Conduct quality audits in accordance with the annual quality plan.
- Provide necessary assistance to all departments and units regarding policies and procedures related to quality management.
- Monitor and report on non-compliance for work performed on-site.
- Monitor the standards, specifications, checklists and inspection sheets used at the depots.
- Ensure that relevant documentation is updated. Conduct random and ad hoc site visits to monitor quality.
- Evaluate quality gap analyses at the depots and report to the quality manager as necessary.
- Assist in organising quality awareness workshops and conduct training at the depots.
- Prepare monthly non-compliance reports as well as any other required reports.
- Conduct supplier evaluations and report findings as and when required.
- Implement and monitor performance against the operational plan.
- 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.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor's Degree in any field of engineering, or NQF equivalent.
- ISO accredited.
- Registered or in the process of registering with ECSA.
- 5 years' experience in Total Quality Management, inclusive of 3 year's supervisory experience.

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Circular 15: DATE ADVERTISED: 14 SEPTEMBER 2020

ASSISTANT MANAGER: PUBLIC RELATIONS & COMMUNICATION (REF: 15/2020/81)

SALARY: R 608 564,56 - R880 446,12 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- Implement the PR / Communication plan to share company information with both internal and external audiences via a combination of methods such as an internal / external company website, electronic and print newsletters, radio, television, brochures, posters, flyers, etc.
- Create the communications content and execute communication programs in line with established policies.
- Assist with the conceptualization, design and layout of various publications and literature produced by the unit.
- Respond to unplanned /arbitrary/ad hoc communication requests/demands using various forms of media.
- Plan, design and implement publicity campaigns, as per the established public relations / communications plan, on behalf of the units of the JRA for the promotion of service delivery interventions.
- Sign off on the completion of the campaign and submit a Close Out report to the Marketing and Communications Manager.
- Monitor media relations and handle raised media queries.
- Respond to both scheduled and unscheduled radio/TV interviews.
- Research appropriate responses to raised queries, with the help of depots if necessary.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor's Degree in Journalism/Communications/ Public Relations or NQF equivalent.
- Driver's license.
- 5 years' experience in Public Relations and Communication, inclusive of 3 years in a supervisory position.

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Circular 15: DATE ADVERTISED: 14 SEPTEMBER 2020

ACCOUNTANT: BUDGET (REF: 15/2020/82)

SALARY: R 608 564,56 - R 880 446,12 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- Monitor budget availability and movement.
- Ensure compliance with relevant legislative imperatives e.g. MFMA. Assist with the audit process.
- Assist with the gathering of information for audit purposes.
- Run integrity checks for the accounting system to ensure that all batches are approved and posted; follow up with all users for non-compliance.
- Run accounting system generated monthly reports in preparation for standard monthly reporting.
- Liaise with IT department to ensure support for all users of the accounting system.
- Submit variance reports to the HODs, managers and admin officers for comment on variances.
- Arrange meetings with HODs to discuss variance reports on a monthly basis.
- Prepare quarterly financial reports for submission to the CoJ Budget Office.
- Prepare ad hoc financial reports for the Ops Manager and CFO.
- 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.
- Contribute to the JRA achieving a clean administrative audit outcome from a sub-unit perspective.
- Facilitate effective internal and external stakeholder communication from a sub-unit perspective.
- Provide input to the stakeholder needs assessment.
- Conduct presentations/workshops to internal and external stakeholders.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor's Degree in Finance related field or NQF equivalent.
- Municipal Finance Management Program.
- 5 years' experience in the discipline.

Only shortlisted candidates will be contacted.



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| <ul style="list-style-type: none">• Suitable candidate must be aware of the Municipal Standard Chart of Accounts (mSCOA).• Assist with the Planning process of the departments and the preparations of the Business Plan for the Organisation.• Facilitate compliance with the Municipal Finance Management Act (MFMA) in budget related matters. | |
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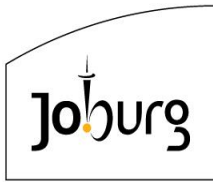
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Circular 15: DATE ADVERTISED: 14 SEPTEMBER 2020

PERSONAL ASSISTANT: CHIEF FINANCIAL OFFICER (REF: 15/2020/83)	
SALARY: R 286 792,79 – R 430 189,19 BASIC SALARY PER ANNUM	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> Attend planning sessions for the department. Conserve the CFO's time by reading, and routing correspondence; drafting letters and documents; and collecting and analysing information where required. Maintain the CFO's appointment schedule by planning and scheduling meetings, conferences, teleconferences, travel arrangements and parking arrangements. Liaise with departmental CFO's and Ops Managers in terms of urgent matters which must be resolved. Conduct weekly briefing with the CFO's regarding critical meetings and actions for the upcoming week. Develop and / or implement document management, referencing and filing systems (manual and electronic). Provide feedback to the CFO's and business units in terms of strategic and operational recommendations. Communicate departmental budgetary parameters, in line with business unit objectives. Consolidate inputs to the Operational Risk Register for the department. Provide relevant stakeholder information that will contribute to the stakeholder analysis exercise. Liaise with internal and external stakeholders from an operational perspective. Conduct presentations/ workshops to internal and external stakeholders. 	<ul style="list-style-type: none"> 3 years' Diploma in Business Management/ Administration or NQF equivalent. Driver's licence. 3 years' experience in Finance environment. Solid experience in Office Management Systems, Enterprise Resource Planning and MS Office. <p>Only shortlisted candidates will be contacted.</p>

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Circular 15: DATE ADVERTISED: 14 SEPTEMBER 2020

ADMIN OFFICER COID (REF: 15/2020/84)

R 234 102,72 – R 351 154,08 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES

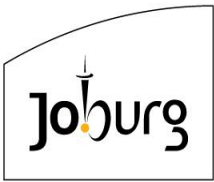
- Receive claims forms and verify accuracy and completeness.
- Keep record of medical for audit purposes.
- Follow up on all outstanding administration items within the prescribed time periods.
- Prioritise administration in event of fatalities.
- Liaise with families in case of fatalities for completion of claim forms and submission of relevant documentation.
- Follow up with COJ on Compensation Commissioner Outcome.
- Attend Compensation for Occupational Injuries and Diseases Act (COID) forums to represent JRA.
- Administer the department expenditure and payments.
- Submit standard monthly, quarterly and annual reports to management, e.g. Monthly COID statistics report etc.
- Submit ad hoc reports as requested by management and external stakeholders.
- Follow up the process until claim has been settled.

REQUIREMENTS AND SELECTION CRITERIA

- 3 years' Diploma in Public Administration or Human Resource Management or NQF equivalent.
- Computer literacy.
- 3 years' experience in COID as well as health and safety administration environment.

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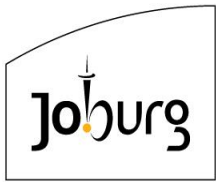


RE: ADVERTISED

NOTE: THOSE WHO APPLIED PREVIOUSLY MUST RE- APPLY.

Circular 15: DATE ADVERTISED: 14 SEPTEMBER 2020

OPERATIONS MANAGER: DEVELOPMENT CONTROL (PUBLIC) (REF: 15/2020/77)	
SALARY: R 1 565 241.50 – R 2 315 461.53 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE).	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Development Control (Public) Planning. Implement best practice in Development Control (Public) to support achievement of planning department's strategic agenda. • Provide input to GDS, Business Plans, Cluster Plans and IDP with regards to Development Control (Public). • Develop, implement and manage operational plan for JRA's Development Control (Public). • Drive development of policies and procedures for Development Control (Public). • Apply JRA strategies and policies in the recommendation process for applications to ensure that roads and storm-water drainage infrastructure are constructed in accordance with predetermined standards and regulations. • Draft and compile Service Level Agreements (SLAs) with the City of Johannesburg's departments and utilities on services to be rendered by JRA on behalf of these Departments/Utilities (e.g. City of Johannesburg Housing; JDA). • Meet and agree with the relevant Departments/Utilities on the scope, effort, timeline and resources to be deployed to execute the task. • Interface with the JRA Legal Department and the Contracting SLA Drafting Department to ensure completeness and accuracy of the SLA. • Present the SLA to the JRA Chief Executive Officer for review and sign-off. • Present the SLA to the Executive Director of the corresponding department/utility for sign-off. • Implement as per agreed scope and timelines. Compile and submit exceptional report requests mandated by the CEO, MMC and/or the Mayoral Office in response to community service delivery pressures. 	<ul style="list-style-type: none"> • Bachelor's degree in Civil Engineering or Town Planning or NQF equivalent. • ECSA Registration. • 10 years' experience in Civil Engineering or Town Planning, inclusive of 5 years at middle management level, of which 1 year must be at senior management level <p>Only shortlisted candidates will be contacted.</p>



- Follow up on the requests. Conduct site visits to assess community service delivery requirements.

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