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City of Johannesburg  
Johannesburg Roads Agency

66 Pixley Seme Street Cnr. Rahima Moosa Str.	P/Bag X70 Braamfontein South Africa 2017	Tel +27(0) 11 298 5000 Fax +27(0) 11 298 5178 www.jra.org.za www.joburg.org.za
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REF NO: 01/2016

## VACANCY CIRCULAR NO. 01/2016

THE JOHANNESBURG ROADS AGENCY is one of the agencies established through the restructuring process of the City of Johannesburg.  
“BECOME THE 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 1<sup>st</sup> Floor.

**PLEASE BE ADVISED THAT ONLY APPLICANTS MEETING THE REQUIREMENTS WILL BE CONSIDERED.**

**Applications without supporting documents attached will not be considered.**

**Closing Date: 24 February, 2016 @ 15:30**

**JRA IS AN EQUAL OPPORTUNITY COMPANY** NB: 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.

Directors:  
Chairman: J Manche, Managing Director: Vacant, CFO: G Mbatha, Non-Executive Directors: M Ramasia, J Maina, A Torres, M Dlamini, N Msezane, E Ngomane, L Mashamaite, L Nxumalo, H Mashele, Company Secretary: K Mills



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Circular 01/2016: DATE ADVERTISED: 10 FEBRUARY 2016



**1. SPECIAL WORKMAN (MOBILITY AND FREIGHT) (Ref: 01/2016/001)**

**R109 260 – R154 728 BASIC SALARY PER ANNUM (LEVEL 7)**

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> <li>• Ensure the good working and alignment of signal heads and to keep lamps in continuous working conditions to reduce the percentage of defective traffic signals and improve traffic safety condition.</li> <li>• Clean all traffic signal reflectors and lenses on a routine basis to ensure that signals remain visible.</li> <li>• Submit feedback to the Assistant Manager so that he/she is informed of the issues relevant to Service Delivery.</li> <li>• Keep company vehicles in good, safe working condition as per JRA Standards.</li> <li>• Document (daily) lamp replacements and ensure proper control is kept on all returned lamps in order to keep up to date with daily statistics.</li> <li>• Serve as the starting point for implementation of new traffic signal projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Grade 12 or National Certificate or N1 Electrical/ Electronics or NQF equivalent.</li> <li>• Certificate to operate a tower wagon.</li> <li>• 2 years' experience in electrical construction and installation.</li> </ul>

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2. OFFICER: BIDS AND TENDERS (Ref: 01/2016/002)	
R189 216 – R285 276 BASIC SALARY PER ANNUM (LEVEL 6)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> <li>Record all bids on a unique spreadsheet.</li> <li>Contact bids that do not meet the requirements and request outstanding information/documentation within a certain time frame.</li> <li>Assist with the compilation of reports on daily, weekly and monthly procurement implementation plans.</li> <li>Search for and communicate newly advertised tenders.</li> <li>Ensure that quality checks of tenders are submitted.</li> <li>Complete and format tender documentation.</li> <li>File tender submissions.</li> <li>Ensure compliance with defined bid management processes.</li> <li>Open and close bids</li> </ul>	<ul style="list-style-type: none"> <li>National Diploma in Supply Chain or NQF equivalent.</li> <li>3 years' experience in bids and tenders.</li> </ul>

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3. OFFICER: CUSTOMER RELATIONS MANAGEMENT (CRM) (Ref: 01/2016/003)	
R189 216 – R285 276 BASIC SALARY PER ANNUM (LEVEL 6)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> <li>• Assist with the effective handling of customer relations.</li> <li>• Competent communication with clients mainly via written correspondence (email and social media platform), but may also include telephonic or face to face interaction.</li> <li>• Receive escalated queries and adhere to the service delivery standards of turnaround time as outlined in the JRA customer charter.</li> <li>• Liaise with CoJ walk-in Centres, Premier Hotline and presidential hotline.</li> <li>• Receive and log service requests coming from all sources (Hotline, CoJ Call Centre, Find and Fix) and capture them on to the Hansen system within two working days.</li> <li>• Respond to all queries within the turnaround times.</li> <li>• Assist with the compilation of daily statistics and weekly, monthly, quarterly and annual reports.</li> </ul>	<ul style="list-style-type: none"> <li>• National Diploma in CRM/ Call Centre or NQF equivalent.</li> <li>• 3 years' experience in Customer Relations.</li> </ul>

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<b>4.OFFICER : INTERNAL COMMUNICATIONS (Ref: 01/2016/004)</b>	
<b>R189 216 – R285 276.00 BASIC SALARY PER ANNUM (LEVEL 6)</b>	
<b>KEY RESPONSIBILITIES</b>	<b>REQUIREMENTS AND SELECTION CRITERIA</b>
<ul style="list-style-type: none"> <li>• Formulate daily internal news bulletins including daily communications via all internet channels (emails, notice boards, sms and the internet)</li> <li>• Process communication between Regions and the Head Office regarding internal and external activities.</li> <li>• Ensure continuous two-way information sharing.</li> <li>• Ensure stakeholders are proactively informed on all platforms regarding regional work activities so as to cause minimal disruption to business and traffic.</li> <li>• Facilitate regional communication in times of crises.</li> <li>• Meet with ROMS and compile articles and information on regional activities, key projects and engagements.</li> <li>• Ensure bi-monthly E-connect newsletters.</li> <li>• Circulate emails from other departments and business units.</li> <li>• Monitor notice boards on a daily basis.</li> <li>• Create desk alerts whereby pop ups appear on all staff computer screens.</li> </ul>	<ul style="list-style-type: none"> <li>• National Diploma in Marketing or Communications</li> <li>• 3 years' experience in Marketing and Communications</li> </ul>

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<b>4. FIELD TECHNICIAN: IT X 3 (Ref: 01/2016/004)</b>	
<b>R189 216 – R285 276.00 BASIC SALARY PER ANNUM (LEVEL 6)</b>	
<b>KEY RESPONSIBILITIES</b>	<b>REQUIREMENTS AND SELECTION CRITERIA</b>
<ul style="list-style-type: none"> <li>• Ensure all related problems pertaining to the following communications infrastructure: Routers, switches, fixed and wireless data lines, Desktop hardware support and installation, Desktop software support and installation, Multimedia projectors and Telephones and PABX systems.</li> <li>• Safeguard issued equipment.</li> <li>• Log all incidents in the prescribed manner.</li> <li>• Initiate change orders for services and products.</li> <li>• Perform asset audits through physical verification of IT equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• National Diploma in IT or NQF equivalent</li> <li>• A+ Certificate/ N+ Certificate/ Technical Support Certificate NQF 5/ITILL</li> <li>• 1-4 years' experience in an IT technician environment.</li> </ul>

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6. ENGINEER: NETWORK MONITORING (MOBILITY & FREIGHT) (Ref: 01/2016/006)	
R354 098 – R531 149 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE) (LEVEL 5)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> <li>Plan, oversee, analyse and apply data gained from traffic count information in traffic engineering designs.</li> <li>Manage the traffic counting section in terms of the collection and safe storage of traffic data and the monitoring of traffic flow of all arterial roads, local collectors and freeway operations in accordance with the policies and the objectives of the unit.</li> <li>Implement the operational plan in line with the allocated budget.</li> <li>Implement sound governance practices in terms of structures, systems, processes, policies, procedures and controls for the unit that ensure delivery on strategic and operational objectives.</li> <li>Implement a system for Good Governance in order to comply with all legislation, City requirements and codes of good practice.</li> <li>Conduct sufficient risk management in the unit's operations so that liability is minimised and or eliminated.</li> <li>Provide assurance that the existing controls and mitigating factors exert the intended modifying effect for the unit.</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's Degree in Civil Engineering</li> <li>Registration with ECSA</li> <li>5 years' experience in traffic planning/ network monitoring, inclusive of 3 years supervisory.</li> </ul>

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**7. ASSISTANT MANAGER: PERFORMANCE MANAGEMENT (CORPORATE SERVICES) (Ref: 01/2016/007)**

**R354 098 – R531 149 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE) (LEVEL 5)**

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> <li>• Advise and assist JRA staff on standard PM practices within the JRA in order to ensure timeous submission of duly signed documents.</li> <li>• Facilitate and document individual consultation sessions, as per request.</li> <li>• Improve and manage the electronic performance management tracking system and manually collect and file the individual Performance Management documents.</li> <li>• Advise and assist JRA staff on standard probation practices within the JRA in order to ensure timeous submission of duly signed documents.</li> <li>• Manage individual probation processes within set time frames and maintain accurate records until employment is confirmed.</li> <li>• Improve and manage the electronic probation management tracking system and manually collect and file the relevant documents.</li> <li>• Implement the performance management policy, by creating awareness and training JRA staff.</li> <li>• Develop a comprehensive training programme for all existing JRA staff.</li> <li>• Facilitate the payment of annual performance bonuses.</li> <li>• Prepare bonus schedules for qualified employees and do relevant calculations.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor’s Degree with Performance Management as a focus area or NQF equivalent.</li> <li>• 5 years’ experience in performance management, inclusive of 3 years supervisory experience.</li> </ul>

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**8. ASSISTANT MANAGER: INTERNAL AUDIT X 2 (PERFORMANCE, GOVERNANCE AND IT) (Ref: 01/2016/008)**

**R354 098 – R531 149 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE) (LEVEL 5)**

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> <li>• Participate in the development/revision of the audit methodology and contribute to areas of improvement.</li> <li>• Implementation of the Internal Audit Plan, according to the Internal Audit methodology.</li> <li>• Assist with the coordination of external audit process and follow up on issues raised in the management letter for the implementation of action plans by management to mitigate risk exposure.</li> <li>• Assist the Operations Manager in creating fraud awareness within the organisation.</li> <li>• Report to the manager on project performance on a monthly basis.</li> <li>• Identify and manage the operational risks of the sub-unit and make inputs to the operational Risk Register.</li> <li>• Provide assurance that the existing controls and mitigating factors exert the intended modifying effect for the sub-unit.</li> <li>• Manage and oversee the processes of people management and development for the sub-unit.</li> <li>• Manage stakeholders, providing feedback and accounts for business operations in terms of accomplishments and future plans.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor of Commerce Degree/B Tech in Internal Audit or Accounting, or NQF equivalent.</li> <li>• Registered with the IIA.</li> <li>• 5 years' experience in an Internal Audit environment, inclusive of 3 years in a supervisory position.</li> </ul>

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**9. DEPOT MANAGER: REGION D (Ref: 01/2016/009)**

**R469 745 – R704 618 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE) (LEVEL 4)**

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> <li>• Manage the depot and ensure effective and productive operations.</li> <li>• Implement the operational plan in line with the allocated budget.</li> <li>• Implement sound governance practices in terms of structures, systems, processes, policies, procedures and controls for the unit that ensure delivery on strategic and operational objectives.</li> <li>• Conduct sufficient risk management in the unit's operations so that liability is minimised and/or eliminated.</li> <li>• Provide assurance that the existing controls and mitigating factors exert the intended modifying effect for the unit.</li> <li>• Manage and oversee the processes of people management and development for the unit.</li> <li>• Ensure the management of the unit's budget in compliance with the Municipal Finance Management Act (MFMA) and Treasury regulations.</li> <li>• Ensure adequate stakeholder management that provides feedback and accounts for business operations in terms of accomplishments and future plans.</li> </ul>	<ul style="list-style-type: none"> <li>• BSc Degree in Civil Engineering or NQF equivalent.</li> <li>• 8 years' Civil Engineering experience, inclusive 5 years in management position.</li> </ul>

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