



City of Johannesburg
Johannesburg Roads Agency

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INTERNAL AND EXTERNAL POSITION

VACANCY CIRCULAR NO. 20/2020

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 accompanied by the covering letter as well as attaching certified copies of qualifications and ID (not older than 6 months), Applicants must ensure that the **reference number is stated in the E-mail 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 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: 06 November 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 20: DATE ADVERTISED: 26 OCTOBER 2020

OFFICER: TECHNICAL ADMINISTRATION X2 (MOBILITY AND FREIGHT) (REF: 20/2020/105)

SALARY: R 234 102.72 – R 351 154.08 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES

- Manage and organise meetings, travel arrangements and parking arrangements, providing coordination support to the function, where required, so that staff are able to deliver required outcomes.
- Compile meeting minutes, reports, memos and correspondence and document them as necessary.
- Attend to incoming queries and escalate to the appropriate staff member whenever necessary.
- Request quotes from suppliers and ensure procurement standards are met:
- Check the database for suppliers with valid contracts.
- Liaise with suppliers to ensure all goods are delivered on time and necessary documents are submitted for payment.
- Process requisition forms for orders so that payments can be made to suppliers by the finance department:
- Monitor the budget of the unit in relation to office administration so as to avoid overspending as well as underutilisation of the budget.
- Update spreadsheet for commitments and expenditure, ensuring the details of orders are put on the spreadsheet.
- Reports faults on JRA traffic Signals Remote Monitoring Systems and work on JRA Smart Traffic Systems daily.

REQUIREMENTS AND SELECTION CRITERIA

N.B: Successful candidates will work flexi hours: 4am-12:30pm and 11:30am – 08:00pm (8hours excluding breaks) alternating.

- 3 years' Diploma in Administration/ Business Management or relevant NQF equivalent.
- 3 years' experience in a relevant administration environment.

Only shortlisted candidates will be contacted.

NB: Whites, 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: 6 November 2020