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City of Johannesburg
Johannesburg Roads Agency

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INTERNAL AND EXTERNAL POSITION

VACANCY CIRCULAR NO. 22/2020

NOTE: THIS IS AN INTERNAL AND EXTERNAL CIRCULAR

THE JOHANNESBURG ROADS AGENCY IS THE ENTITY OF THE CITY OF JOHANNESBURG.

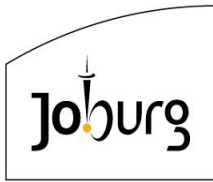
Interested applicants should forward their CVs with certified copies of qualifications (not older than 6 months), ID, and Covering Letter stating the **reference number in the subject line** and send it to: jrarecruitment@jra.org.za. Enquiries should be directed to Ms. Shirley Mbiza: Manager Recruitment 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: 20 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 22: DATE ADVERTISED: 09 NOVEMBER 2020

ADMIN OFFICER: INTERNAL AUDIT (REF: 22/2020/113)

SALARY: R 234 102 .72 – R 351 154 .08 BASIC SALARY (12 MONTHS FIXED TERM CONTRACT)

KEY RESPONSIBILITIES

- Provide secretarial services, supporting the Operations manager and unit as necessary.
- Manage and monitor the Unit’s Operations Manager’s diary.
- Organise meetings on behalf of Operations Manager: Internal Audit with internal and external stakeholders.
- Taking meeting minutes as and when required and distribute them.
- Type reports, memos and correspondence.
- Arranging travel arrangements for external business functions or meetings.
- Arranging parking for service providers whenever required.
- Receive incoming calls from internal and external stakeholders and reroute to relevant personnel.
- Attend to incoming queries from internally and externally and escalate to the appropriate staff member. File all documents for safe keeping.
- Submit leave forms to HR
- Collect and distribute payslips
- Receipt of documents.
- Delivery of documents.
- Facilitate running of copies for contractual agreements
- Coordinate general administration of the office. Confirm availability of budget before submitting RFQ to SCM
- Facilitate approval of invoices for internal audit services rendered by the consultants..
- Create requisition on JDE system.

REQUIREMENTS AND SELECTION CRITERIA

- 3 years’ Diploma with relevant general knowledge of administration.
- 3 years’ experience in related field.

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: 20 November 2020 @ 16:30



Circular 22: DATE ADVERTISED: 09 NOVEMBER 2020

OFFICE ADMINISTRATOR: EMPLOYMENT EQUITY (REF: 22/2020/114)

SALARY: R 234 102 .72 – R 351 154 .08 BASIC SALARY (12 MONTHS FIXED TERM CONTRACT)

KEY RESPONSIBILITIES

- Provide secretarial services, supporting the managers and unit as necessary.
- Manage and monitor the unit Managers' diary.
- Work with the EE Office staff to conduct disability audits, prepare documents and presentations for disability related awareness and information sessions.
- Contribute, as and when required to the development of disability initiatives, programmes and seminars.
- Attend to incoming queries and escalate to the appropriate staff member whenever necessary.
- File all documents for safe keeping.
- Coordinate general administration of the office.
- Manage invoices for all work done and purchases.
- Work closely with Supply Chain Management to select suitable suppliers for the unit.
- Manage SMS and WhatsApp messaging and maintain a schedule an annual plan for regular messaging.
- Send regular updates on EE related matters to stakeholders as per communication plan.
- Arrange all meetings, seminars, workshops, training programmes and events.
- Ensure development of checklists and timeframes for all workshops and seminars in conjunction with EE Office staff.
- Manage invitations and RSVP's.

REQUIREMENTS AND SELECTION CRITERIA

- 3 years' qualification (Degree or Diploma) in a Human Resources, Legal, Administration & Commerce or Communications environment or NQF equivalent.
- At least 3 years' of work experience in either Human Resources, Employment Equity, Transformation, Legal, Administration & Commerce or Communications environment.

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