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City of Johannesburg
Johannesburg Roads Agency

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INTERNAL AND EXTERNAL POSITION

VACANCY CIRCULAR NO. 23/2020

NOTE: THIS IS AN INTERNAL AND EXTERNAL CIRCULAR

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 IT’S MOBILITY STRATEGY.

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 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: 04 December 2020

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 23: Date Advertised: 23 November 2020

DRIVER/MESSENGER IN THE OFFICE OF THE CHIEF EXECUTIVE OFFICER (6 MONTHS FIXED TERM CONTRACT) (REF: 23/2020/115)

SALARY: R 127 327.18 – R 190 990.77 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES

- To carry out JRA deliveries and collections as well as to transport staff between specific locations.
- Deliver documentation between the stipulated locations for the head office, as and when required.
- Collect documentation for the head office as and when required from the stipulated depots and departments (RSD depot, JRA Head Office, Motorways depot, Roads Department etc.).
- Deliver and collect motor vehicles between the head office and other locations (e.g. AVIS, JRA Head Office and other JRA depots).
- Deliver or collect urgent documents/supplies.
- Check vehicle condition.
- Check vehicles in and out before and after use.

REQUIREMENTS AND SELECTION CRITERIA

- Code 8 or 10 and PDP driver's license.
- Grade 10 or NQF equivalent.
- 3 years' experience in driving company and/or official vehicles.

Only shortlisted candidates will be contacted.

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: 04 December 2020