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City of Johannesburg  
Johannesburg Roads Agency

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## INTERNAL AND EXTERNAL POSITIONS

VACANCY CIRCULAR NO 24/2020

NOTE: THIS IS AN INTERNAL 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](mailto: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: 10 December 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 24: DATE ADVERTISED: 25 November 2020

**HR CLERK X4 POSITIONS (FIXED TERM CONTRACT – TWELVE MONTHS) (REF: 24/2020/117)**

**SALARY: R 8329.27 SALARY PER MONTH**

**KEY RESPONSIBILITIES**

- Receive, sort and print applications according to reference number.
- Capturing data as directed by HR Officials
- Proof reading and formatting of documentation
- Completing HR related tasks as required
- Submit timely reports and prepare reports and present the work as assigned
- Undertake other general administrative duties
- Maintain good professional working relationships with other employees
- Perform other reasonable routine and non-routine tasks requested by management.

**REQUIREMENTS AND SELECTION CRITERIA**

- Grade 12 or relevant NQF equivalent
- 3 Years' Diploma in HRM will be added advantage
- 2 years' experience in data capturing
- Proficient computer skills including spreadsheets, word processing and presentations
- Exceptional numerical and literacy skills
- Effective prioritisation, time management and multi-tasking skills
- Exceptional communication and interpersonal skill.

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.**

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