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City of Johannesburg
Johannesburg Roads Agency

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2017

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REF NO: 02/2016

INTERNAL VACANCY CIRCULAR NO. 02/2016

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 1st Floor.**

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

Applications without supporting documents attached will not be considered.

25 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



Internal Circular 02/2016: DATE ADVERTISED: 11 FEBRUARY 2016

1. ADMIN OFFICER: WATERVAL DEPOT (Ref: 02/2016/010)	
R189 216 – R285 276 BASIC SALARY PER ANNUM- LEVEL 6	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Ensure adherence to JRA business processes, policies and procedures. • Ensure region adheres to safety measures, participating in safety committee. • Prepare necessary reports and submit to the Depot Manager as required. • Assume HR duties at the Depot. • Compile, manage and monitor the budget for the specific region. • Monitor attendance records, leave forms, etc. ensuring all records are updated. • Facilitate the process of outsourcing contractors at the regional level. • Facilitate the process of hiring trucks for operational requirements. • Ensure that Drivers have valid drivers' licenses as well as PDP. 	<ul style="list-style-type: none"> • National Diploma in Administration or NQF equivalent. • 5-6 years' experience dealing with a variety of support issues; preferable with HR and/or Finance experience. • Financial Management Skills • 2 years in supervisory role.

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: 25 FEBRUARY 2016

THIS POSITION IS FOR JRA EMPLOYEES ONLY

Internal Circular 02/2016: DATE ADVERTISED: 11 FEBRAURY 2016

2. STORE CONTROLLER (SCM) (Ref: 02/2016/011)

R140 112 – R225 276 BASIC SALARY PER ANNUM- LEVEL 7

KEY RESPONSIBILITIES	REQ5UIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Oversee the supply of materials and equipment for the Traffic Signal Maintenance Depot. • Manage the stock for the CoJ, across the regions and ensure the provision of supplies/materials. • Ensure that materials, goods and supplies are ordered timeously and according to policies and procedures, according to stock levels. • Supervise regular stock taking of material, supplies, goods, tools and equipment. • Issue stock, goods, material and protective clothing to teams. • Ensure that relevant safety legislation is adhered to and enforced. • Effectively provide guidance and support to subordinates 	<ul style="list-style-type: none"> • Grade 12 or National Certificate or NQF equivalent. • Short programme in Storekeeping and stock control • Code 8 Driver's License • 2 years' experience in stores of any municipal environment

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Internal Circular 02/2016: DATE ADVERTISED: 11 FEBRUARY 2016

3. SUPERVISOR: REGION C (Ref: 02/2016/012)

R140 112.00 – R225 276.00 BASIC SALARY PER ANNUM –LEVEL 7

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Ensure team compliance with health and safety requirements such as wearing PPE. • Ensure sufficient and functional resources to execute the daily plan. • Facilitate operations, ensuring that tasks are completed in time. • Supervise the team, while facilitating adherence to safety regulations. • Monitor attendance of workers and prepare timesheets and submit accordingly. • Transport team members and equipment to site. • Transport construction waste to the dump. • Operate maintenance and/or construction machinery, as well as the water tanker and/or the grader when necessary. • Build and/or repair concrete kerbing, as well stormwater kerbs inlets (KI's). • Monitoring of the site/s during and after maintenance, ensuring that they are left clean and in a safe condition. 	<ul style="list-style-type: none"> • Grade 12 or National Certificate in Construction or NQF equivalent • Code C or C1 driver's license and Professional Driving Permit • Machine Operator Certificate • 3 years' experience in a construction environment, inclusive of 1 year supervisory.

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CLOSING DATE: 25 FEBRAURY 2016

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Internal Circular 02/2016: DATE ADVERTISED: 11 FEBRUARY 2016

3. MESSENGER: REGION A (Ref: 02/2016/013)	
R99 588 – R116 676.00 BASIC SALARY PER ANNUM- LEVEL 9	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Check if the vehicle is in good condition • Collect supplies, documents, parcels and/or correspondences from entities that are external to JRA Regions • Deliver supplies, documents, parcels and/or correspondences to entities that are external to the JRA Regions • Transport staff to and from other JRA regional offices and/or meeting venues within the JRA, as well as other external destinations as and when required. • Confirm that corresponding sign-off/approvals have been made in their log book for items delivered/received 	<ul style="list-style-type: none"> • Grade 12 • Code 8 or 10 driver's license • Minimum of 6 months' experience working as a messenger in any industry • Minimum 1-2 years' experience working as a driver in any industry

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