



City of Johannesburg  
Johannesburg Roads Agency

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## VACANCY CIRCULAR NO. 02/2020

**NOTE: THIS IS AN INTERNAL & 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 CV's with certified copies of qualifications (**not older than 6 months**), ID and application letter stating the reference number, to the attention of Mr. Tebogo Thobejane: HCM Recruitment, to the email addresses provided as per post.

**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: 18 February 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 02: DATE ADVERTISED: 05 FEBRUARY 2020

**OFFICER: HUMAN CAPITAL DEVELOPMENT (REF: 02/2020/09)**

**SALARY R 286 792 – R 430 189 BASIC SALARY PER ANNUM**

**KEY RESPONSIBILITIES**

- Coordinate and implement training interventions within JRA.
- Complete all activities in line with JRA Training and Development policy, systems and procedure to ensure work is carried out in a controlled and consistent manner.
- Coordinate the consolidation of the Personal Development Plans.
- Compilation and submission of the Workplace Skills Plan and Annual Training Report.
- Keep all training records and the development of training reports and statistics.
- Coordinate departmental training needs by receiving Departments' training requests.
- Ensure that all administrative arrangements and logistics are followed through.
- Implement the JRA Internship Programme.
- Implement the JRA Subsidized Education Scheme.
- Liaise with relevant internal and external stakeholders.

**REQUIREMENTS AND SELECTION CRITERIA**

- National Diploma in Human Resource Management or Relevant NQF equivalent.
- 3 years' experience in HRD.

Applications: Email: [recruitment36@jra.org.za](mailto:recruitment36@jra.org.za)

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: 18 February 2020**



CIRCULAR 02: DATE ADVERTISED: 05 FEBRUARY 2020

**INSPECTOR – MOTORWAYS (REF: 02/2020/10)**

**SALARY: R 286 792 – R 430 189 BASIC SALARY PER ANNUM**

**KEY RESPONSIBILITIES**

- Observe surroundings and identifying defects.
- Record on the inspection sheet findings on defects.
- Receive defect complains such as from public, councillors etc.
- From Hansen, telephonically and physically e.g. walk in by member of the public, email etc.
- Record valid complaints on inspection sheet and hand over to maintenance.
- Physical on-site inspection.
- Verify measurements, quality of work done by DCP testers.
- Record all observed asset damage/theft cases on standard form.
- Inform relevant managers of the damage / theft.
- Obtain claim details from COJ legal/risk department.
- Record details of non-compliance by informing the JMPD of nature of illegal activities.
- Accompany and assist JMPD on site for investigations.
- Make follow up after fine been imposed that illegal activity has been stopped.
- Take action such as confiscation of tools in the event of non-compliance after initial fine in conjunction with JMPD.
- Do infrastructure damage quotations.

**REQUIREMENTS AND SELECTION CRITERIA**

- National Diploma in Civil Engineering or relevant NQF equivalent.
- Driver’s license.
- 3 years’ experience in roads and storm-water environment.

Applications: Email: [recruitment37@jra.org.za](mailto:recruitment37@jra.org.za)

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CIRCULAR 02: DATE ADVERTISED: 05 FEBRUARY 2020

**TECHNICIAN: EQUIPMENT CONFIGURATIONS (REF: 02/2020/11)**

**R 286 792 – R 430 189 PER ANNUM BASIC SALARY**

**KEY RESPONSIBILITIES**

- Plan, test and implement alterations with new phasing at traffic signal installations.
- Liaise with senior technician to conduct further tests and to obtain sign off on all completed projects.
- Manage and monitor synchronisation of routes.
- Synchronise traffic signals according to plan, ensuring adherence to standard operating procedures.
- Conduct site visits to monitor and test controllers and/or traffic light timing including fine tuning where necessary.
- Guard against conflicts that are bound to hinder smooth functioning of traffic lights subjecting road users to danger.
- Support implementation of electrical projects by working on electrical related assignments as required, such as connecting and/or disconnecting wires.
- Be aligned with other implementation projects related to traffic signals in order to be able to support when necessary, depending on availability.
- Train staff at the depots, ensuring that they are fully equipped to carry out their maintenance tasks without disturbing configurations.
- Downloading all new timing configurations, for Syntel, Siemens and Automotor controllers.
- Ensure good stakeholder liaisons are maintained.

**REQUIREMENTS AND SELECTION CRITERIA**

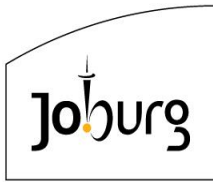
- National Diploma in Electrical Engineering or Electronics, or NQF equivalent.
- Trade Test Certification in Electrical or Electronics.
- Driver's license.
- 3 years' experience in traffic signals.

Applications: Email: [recruitment38@jra.org.z](mailto:recruitment38@jra.org.z)

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CIRCULAR 02: DATE ADVERTISED: 05 FEBRUARY 2020

**TECHNICAL OFFICER (PLANNING) REGION B (REF: 02/2020/12)**

**SALARY: R 286 792 – R 430 189 BASIC SALARY PER ANNUM**

**KEY RESPONSIBILITIES**

- Obtain new and unresolved service requests from various sources, e.g. Hansen, Public complaints via call center, councillors, inspectors etc.
- To the assistant manager planning.
- Investigate and identify problem areas / work conflicts etc and consult with others on these areas where required and ensure appropriate action taken to mitigate the impact of problems.
- Priorities and escalate requests to the assistant manager planning.
- Resolve service requests.
- Record on Hansen relevant details that service requests has been completed.
- Link requests to eliminate duplicates on system.
- Create quotations for jobbing.
- Ensure safety measures are in place (e.g. barricades).
- This is limited to the duty of regional officers.
- Tend to staff issues.
- This is limited to the duty of regional officers.
- Conduct on-site visits and physical verifications / inspections of jobs completed on roads and storm-water maintenance requests in terms of required quality and standards.
- Draw stats from Hansen reporting for reports and give to Assistant Manager Planning to generate.
- Conduct follow ups to resolve areas of concern, where required.

**REQUIREMENTS AND SELECTION CRITERIA**

- National Diploma in Civil Engineering or relevant NQF equivalent.
- 3 years' experience in the road and storm-water environment.

Applications: Email: [recruitment39@jra.org.z](mailto:recruitment39@jra.org.z)

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