



a world class African city



City of Johannesburg
Johannesburg Roads Agency

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| 66 Pixley Seme Street Cnr. Rahima Moosa Str. | P/Bag X70 Braamfontein South Africa 2017 | Tel +27(0) 11 298 5000 Fax +27(0) 11 298 5178 www.jra.org.za www.joburg.org.za |
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REF NO: 04/2016

INTERNAL VACANCY CIRCULAR NO. 04/2016

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.

Closing Date: 04 March 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

Circular 04/2016: DATE ADVERTISED: 22 FEBRUARY 2016

1. SAFETY, HEALTH AND ENVIRONMENT OFFICER (Ref: 04/2016/20)

R189 216 – R285 276 BASIC SALARY PER ANNUM - LEVEL 6

| KEY RESPONSIBILITIES | REQUIREMENTS AND SELECTION CRITERIA |
|---|---|
| <ul style="list-style-type: none"> • Demonstrate an understanding, application and reporting on SHEQ activities in line with the Occupational Health and Safety Act No.85 1993, National Environmental Management Act, 1998 including other relevant legislations. • Verify depot and contractor safety files according to the standard checklist. • Perform on site audits on problem areas identified during the file verification process as well as items on the standard audit checklist. • Report findings as well as the feedback received from Depot Manager and Project Managers to Manager. • Conduct regular workshops on SHEQ awareness as well as changes to legislation/regulations. • Conduct training on SHEQ to new staff and contractors. • Ensure that once a month SHEQ meetings are held. • Identify incidents through interviews and record all relevant information pertaining to the incident. • Construct standard weekly plans and monthly reports | <ul style="list-style-type: none"> • National Diploma in Environment Management and/or Safety Management • 3 years' experience in a SHEQ construction environment • Safety Management Training Course (SAMTRACT) • Computer certificate • Registration with the South African Council for Project and Construction Management Professions (SACPCMP) • Driver's License and be able to drive |

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 MARCH 2016

THIS POSITION IS FOR JRA EMPLOYEES AND EXTERNAL APPLICANTS



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Circular 04/2016: DATE ADVERTISED: 22 FEBRUARY 2016



2. COSTING CLERK: CORPORATE FINANCE (Ref: 04/2016/021)

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

| KEY RESPONSIBILITIES | REQUIREMENTS AND SELECTION CRITERIA |
|---|--|
| <ul style="list-style-type: none"> • Ensure that all procedures are followed and information is correctly captured and administered on the system • Capture hours for labour, plant, equipment, vehicle and contractors • Capture the work units and measurements for the day • Verify that job costing expenditure is correct, as well as job costing rates are correct and loaded onto Hansen System • Identify and resolve inconsistencies in data captured. • Ensuring that work/job orders are completed and/or closed on the Hansen System • Issue material to Asphalt Plant and RSD and close their work orders • Ensure that monthly, quarterly and annual job reports are correctly generated from the Hansen System for operations Department, as well as the Performance Management Section of JRA | <ul style="list-style-type: none"> • National Certificate in Costing Accounting/Accounting or NQF equivalent • 1-2 years' costing experience |

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| 3. SPECIALIST: TRAFFIC MANAGEMENT SYSTEM (CIMS, TMS, AMS- DECISION SUPPORT) (Ref: 04/2016/22) | |
| R354 098 – R531 149 PER ANNUM TCTC ALL- INCLUSIVE PACKAGE –LEVEL 5 | |
| KEY RESPONSIBILITIES | REQUIREMENTS AND SELECTION CRITERIA |
| <ul style="list-style-type: none"> • Manage TMS and collect all traffic control infrastructure. Capture, analyse and provide recommendations on traffic management, infrastructure trends, statistics and accidents to the Manager of RAMS (Road Accident Monitoring Systems) • Facilitate and monitor strategy implementation at an operational level. • Monitor adherence to governance practices in terms of structures, systems, processes, policies, procedures and controls for the sub-unit that ensure delivery on strategic and operational objectives. • Ensure that sufficient risk management is incorporated to the sub-unit's operations so that liability is minimised and or eliminated. • Provide assurance that the existing controls and mitigating factors exert the intended modifying effect for the sub-unit. • Manage and oversee the processes of people management and development for the sub-unit. • Manage the sub-unit's budget in compliance with the Municipal Finance Management Act (MFMA) and Treasury regulations. • Manage stakeholders, providing feedback and accounts for business operations in terms of accomplishments and future plans | <ul style="list-style-type: none"> • B-Tech in Civil Engineering or NQF equivalent • 5 years' experience in a Road and Transport environment |

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CLOSING DATE: 4 MARCH 2016

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Circular 04/2016: DATE ADVERTISED: 22 FEBRUARY 2016



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| 4. SPECIALIST: BRIDGE MANAGEMENT SYSTEMS (Ref: 04/2016/23) | |
| R354 098 – R531 149 PER ANNUM TCTC ALL- INCLUSIVE PACKAGE - LEVEL 5 | |
| KEY RESPONSIBILITIES | REQUIREMENTS AND SELECTION CRITERIA |
| <ul style="list-style-type: none"> • Provide a professional service for the design of infrastructure requirements for bridges • Management and regular update of Bridge Management System for Johannesburg Roads Agency • Conduct visual evaluations of bridges and roads • Conduct structural evaluation techniques of roads and bridges • Rehabilitation design of existing pavement structures, reports on project progress, and technical issues. | <ul style="list-style-type: none"> • National Diploma or Bachelor’s Degree in Civil Engineering • 5 years + in the field of civil engineering at least 3 years managerial/supervisor experience • Experience in bridge management projects. A qualification in Project Management will be an advantage. |

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