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City of Johannesburg
Johannesburg Roads Agency

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: 05/2016

INTERNAL VACANCY CIRCULAR NO. 05/2016

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: 15 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



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Circular 05/2016: DATE ADVERTISED: 02 MARCH 2016



1. ADMIN OFFICER- BENROSE/ REGION F (Ref: 05/2016/25)	
R189 216- R285 276 BASIC SALARY PER ANNUM	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Ensure adherence to JRA business processes, policies and procedure. • 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 driver's licenses as well as PDP. 	<ul style="list-style-type: none"> • National Diploma in Administration or NQF equivalent. • 5-6 years' experience dealing with variety of support issues; preferable with HR and /or Finance experience. • Financial Management skills • 2 years in supervisory role.

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Circular 05/2016: DATE ADVERTISED: 02 MARCH 2016



2. ASSISTANT MANAGER: WAYLEAVES X 2 REGION A & G (Ref: 05/2016/26)

R354 098 – R531 149 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Provide compliance and monitoring services (wayleaves) to ensure that regulations and civil construction standards are adhered to when any damage or alteration is caused to roads and stormwater. • 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"> • Bachelor's Degree/ BTech in Civil Engineering, or NQF equivalent • Qualified artisan • Minimum of 5 years in road and stormwater maintenance, inclusive of 3 years' supervisory experience.

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3. ASSISTANT MANAGER: BIDS AND TENDER (Ref: 05/2016/27)	
R354 098 – R531 149 PER ANNUM TCTC (ALL – INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Manage the sub-unit and ensure effective and productive operations. • 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"> • Bachelor's Degree in Supply Chain Management or NQF equivalent. • 5 years' experience in Supply Chain Management, inclusive 3 years in supervisory position.

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4. PROFESSIONAL TECHNICIAN- TRAFFIC SIGNAL DESIGN (Ref: 05/2016/28)	
R189 216 – R285 276 BASIC SALARY PER ANNUM	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Ensure that the investigations, planning and implementation of traffic signal operation is in accordance with the SARTSM (South African Road Traffic Signs Manual). • 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 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"> • N3 with a strong technical/mathematical focus or NQF equivalent • Driver's license • 2 years' experience in a Traffic Signal Design field

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5. ASSISTANT MANAGER: ROAD MARKINGS AND SIGNS X 2 REGION C & REGION E (Ref: 05/2016/29)

R354 098 – R531 149 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Provide an effective road markings and signs service to the region as well as to report on the production and planning of maintenance schedules. • 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"> • Bachelor's Degree/ BTech in Civil Engineering, or NQF equivalent • Qualified artisan • Minimum of 5 years in road markings and signs maintenance, inclusive of 3 years' supervisory experience.

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6. ASSISTANT MANAGER: LABOUR RELATIONS X 2 (Ref: 05/2016/30)

R354 098 – R531 149 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
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- Ensure that agreements reached with trade unions are interpreted, operationalized and monitored.
- Manage the coordination of investigation of labour related cases and ensure effective prosecution and resolution thereof.
- Ensure grievance and collective bargaining processes are consistent with operational needs and in line with corporate objectives.
- Ensure that ER processes are in place to achieve 100% compliance and maintains zero tolerance for non-compliance.
- Represents management at grievance & arbitration hearings.
- Oversee management of grievance and dispute resolutions process.
- Oversee the management of resolutions of grievances, discipline and dispute within the JRA.
- Manages program and collective bargaining agreement to develop interpretation of intent, spirit, and terms of contract.
- Advice and support the unions in the development, application, and interpretation of labour relations policies and practices, according to policy.
- Represent the Department in labour contract negotiations.
- Provide strategic direction within the Unit.
- Provide advice and guidance on labour relations policies, union engagements and collective bargaining aspects and matters.
- Ensure effective implementation of labour relations strategies and frameworks.
- Create and build partnerships with various internal stakeholders in order to enhance service delivery.
- Agree on the training and development needs of the unit and ensure that these are acted on

- Bachelor's Degree/ BTech in Labour Relations/ HR, or NQF equivalent
- 5 years' experience in Labour Relations/ HR, inclusive of 3 years in a supervisory position.



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- Manage the implementation of the employment equity plan within the JRA.
- Manage grievances, discipline and terminations within the JRA.

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