



City of Johannesburg
Johannesburg Roads Agency

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INTERNAL AND EXTERNAL POSITION

VACANCY CIRCULAR NO. 11/2020

NOTE: THIS IS AN INTERNAL AND 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 application letter stating the reference number and job title in the subject line of your correspondence to the recruitment email address provided for each vacancy. 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 ALL 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”

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 11: DATE ADVERTISED: 14 June 2020

HEAD OF DEPARTMENT: PERFORMANCE, GOVERNANCE AND INFORMATION TECHNOLOGY (REF: 11/2020/39)

SALARY: HIGHLY COMPETITIVE REMUNARATION PACKAGE

KEY RESPONSIBILITIES

- Drive the development of the JRA business strategy and the Service Delivery Budget Implementation Plan (SDBIP) as part of the Executive Management Team (EMT) to ensure alignment with the City of Johannesburg’s Growth and Development Strategy (GDS) and strategic priorities.
- Provide input to the JRA business plan and budget from the department’s perspective.
- Develop operational plans for units within the department. Facilitating approval of operational plans.
- Facilitating the approval of the departmental budgets. Reviewing performance on a quarterly basis.
- Ensure adherence to an organisational structure that supports strategy implementation.
- Ensure adherence to frameworks, business processes, policies, procedures and systems that manage business operations and support strategy implementation.
- Review and update policies and procedures affecting the department and make recommendations for improvements.
- Performance against the business and operational plans from the department’s perspective.
- Governance, risk and compliance. Status and improvements of internal controls.
- Levels of assurance provided in terms of combined assurance Human capital management. Financial management. Stakeholder management.
- Conducting presentations and/or workshops to internal and external stakeholders.
- Contribute to the completion of a Combined Assurance Map that assigns assurance responsibility to specific parties and indicates where the risk is reported.
- Oversee talent management for the department in terms of recruitment, development and retention of key talent.
- Manage workload and productive utilisation of employees in the immediate reporting line.

□

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor’s degree in Management, leadership or relevant NQF equivalent. □
- 12 years’ experience in Business Performance, inclusive of 7 years senior management and middle management, of which 3 years must be at senior management level. Strategic management experience.

Applications: Email: recruitment46@jra.org.za

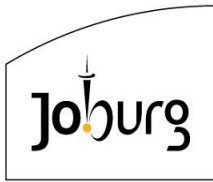
Only shortlisted candidates will be contacted.



- Provide a holistic and strategic focused assurance and integrated model (GRC) that integrates the coordination and coverage of assurance activities and improves the quality of assurance reporting to preserve or enhance business value and enable the achievement of the business strategy.
- Assist and advise the CEO and HODs in the identification, evaluation and management of strategic projects and operational risks of the departments within JRA.

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: 26 June 2020 @ 16:30

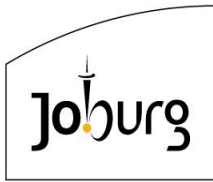


Circular 11: DATE ADVERTISED: 14 June 2020

HEAD OF DEPARTMENT: MOBILITY AND FREIGHT (REF: 11/2020/40)	
SALARY: HIGHLY COMPETITIVE REMUNARATION PACKAGE	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Drive the development of the JRA business strategy and the Service Delivery Budget Implementation Plan (SDBIP) as part of the Executive Management Team (EMT) to ensure alignment with the City of Johannesburg’s Growth and Development Strategy (GDS) and strategic priorities. • Provide input to the JRA business plan and budget from the department’s perspective. • To embed sound governance practices in terms of structures, systems, processes, policies, procedures and controls for the department that ensure delivery on strategic and operational objectives. • To develop and implement a system for Good Governance in order to comply with all legislation, City requirements and codes of good practice. • Report consistently to the CEO, executive management and the Board on: Performance against the business and operational plans from the department’s perspective, Governance, risk and compliance, Levels of assurance provided in terms of combined assurance, Human capital management, Financial management, Stakeholder management. • Identify, update and manage the strategic and operational risks of the department via the Operational Risk Register. • Provide management reports so that internal and external stakeholders are informed of performance progress and relevant issues of the department by: Writing formal reports and/or providing verbal feedback to executive management, Conducting presentations and/or workshops to internal and external stakeholders. • Oversee talent management for the department in terms of recruitment retention and the development of talent. • Ensure compliance with the Municipal Finance Management Act (MFMA). Contribute to the stakeholder identification process from a departmental perspective. 	<ul style="list-style-type: none"> • BTech/BSc in Civil (Transportation) /Electrical/Electronic Engineering or Relevant NQF equivalent. • 12 years’ experience in Traffic and Mobility Management, inclusive of 7 years senior management and middle management, of which 2 years must be at senior management level. 5 years’ proven experience in Intelligent Transport Systems (ITS). • Professional Registration (ECSA). <p>Applications: Email: recruitment47@jra.org.za</p> <p>Only shortlisted candidates will be contacted.</p>

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Circular 11: DATE ADVERTISED: 14 June 2020

OPERATIONS MANAGER: FACILITIES MANAGEMENT (REF: 11/2020/41)

SALARY: R 1 289 578.01 – R 1 901 966.30 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- Lead the formulation and implementation of strategies for efficient facilities management, efficient administration and efficient document management.
- Develop and oversee the administration of management reporting systems.
- Regularly reviews facilities provision, forecast future facilities management needs across JRA, make recommendations for improvements and contribute to policy-making.
- Establish, monitor, and manage contracts with suppliers and third-party service providers to ensure compliance with contract conditions, SLA specifications and deliverables for sign-offs and close-out reports.
- Lead the preparation of the work scope for contracted services and / or maintenance activities and the creation of a schedule for all planned and reactive maintenance activities.
- Manage risks and scope creep/overruns/deviations.
- Oversee the maintenance of a database of all contracted outsource services.
- Lead the coordination of project teams in the planning and implementation of fleet and facilities management programmes and projects, including facilities upgrades.
- Create project management progress reporting tools and ensure their effective implementation.
- Lead and direct work programmes for the maintenance of buildings, plumbing systems, electrical systems, alarm systems, landscaping and parking areas.
- Engage the assigned project manager on the status of the project.
- Approve all project status reports that have been prepared.
- Lead/chair the Steering Committee meetings in which the status of projects' is discussed.
- Lead and direct the operations of managers and their assigned workers. Oversee the administration of office equipment, procurement of stationery and coordination of frontline and switchboard registry and post management.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor's Degree in Facilities Management/ Building Science, or relevant NQF equivalent.
- 10 years' experience in Facilities Management, inclusive of 5 years in middle management, of which 1 year should be in senior management.
- Facilities Management experience should include managing buildings or offices and managing and monitoring facility services for a medium to large sized organisation.

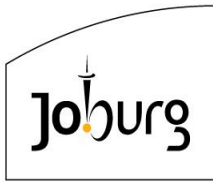
Applications: Email: recruitment48@jra.org.za

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- Oversee the effective management of the equipment maintenance help desk. Identify and manage general facilities upkeep, including facilities inspections and regular analysis of building data.
- Ensure the effective processing of accounts payable for the unit.

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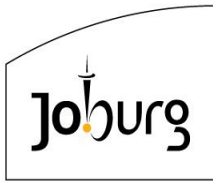
OPERATIONS MANAGER: REGIONAL OPERATIONS (HEAD OFFICE) REF: 11/2020/42	
SALARY: R 1 565 241.50 – R 2 315 461.53 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Provide input to the development of the Regional Operations Strategy. • Communicate operational targets to the Depot Managers to facilitate implementation. • Provide technical implementation support to Depot Managers to ensure the achievement of strategic objectives. • Monitor and review performance against the Operational Plans from an engineering work perspective. • Prepare and present medium- and long-term plans and forecasts for operational, maintenance and equipment requirements. • Contribute to the development of the integrated service delivery plan for the region in consultation with ME, SOE, Government and the CoJ departments. • Develop and implement internal SLAs with other JRA business units that define roles and responsibilities. • Monitor HR statistics on a monthly basis (absenteeism, sick leave, time and attendance, overtime, misconduct, lost time and injury rates). • Address exceptions and problem areas in order to improve operational performance. • Oversee the implementation of OSHAS 18001, ISO 9001 and ISO 14001. • Oversee the leveraging of IT operation systems. • Ensure compliance with the Transportation and Roads Sector Mandate. • Ensure that the Regional Operations Plan is compliant with the service delivery mandate. • Contribute to the development of JRA business strategy and service delivery budget implementation plan (SDBIP) to ensure alignment with the City of Johannesburg's Growth and Development Strategy (GDS) and strategic priorities. • Provide input to the JRA business plan and budget from the business unit's perspective. • Monitor adherence to an organisational structure that will support strategy implementation. • Enforce legislative compliance from a business unit perspective. • Provide management reports so that internal and external stakeholders are informed of performance progress and relevant issues of the business unit. • Monitor and report on risk and mitigation within the business unit. 	<ul style="list-style-type: none"> • Bachelor's degree in Civil Engineering - NQF level 7 or equivalent. • Ten (10) years' experience in Civil Engineering, inclusive of five (5) years at management level, of which one (1) year must be at a senior management level • ECSA Registration - Pr. Eng or Pr Tech Eng. <p>Applications: Email: recruitment49@jra.org.za</p> <p>Only shortlisted candidates will be contacted.</p>



- Contribute to the coordination of assurance activities to ensure the effectiveness of controls for the business unit.
- Oversee talent management for the business unit in terms of recruitment, retention and individual skills development.
- Facilitate compliance with the Municipal Finance Management Act (MFMA).
- Provide relevant stakeholder information that will contribute to the stakeholder analysis exercise.
- Facilitate effective liaison with internal and external stakeholders on projects.

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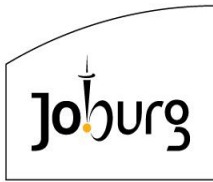


Circular 11: DATE ADVERTISED: 14 June 2020

OPERATIONS MANAGER: STRATEGIC ASSETS (REF: 11/2020/43)	
SALARY: R 1 565 241.50 – R 2 315 461.53 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • To manage the business unit and ensure effective and productive operations. • Provide input to the development of the operations strategy and plan. • Cascade operational targets down to developing annual regional business plans. • Monitor and review performance against the business plans. • Prepare and present medium and long term plans and forecasts for operational, maintenance and equipment requirements. • Identify and maintain the correct mix of in-house personnel. • Ensure the performance of RSD plans in terms of annual targets concerning VCI (Visual Condition Index) on OPEX and CAPEX. • Ensure the performance of the Asphalt plant concerning the external sales and production of asphalt for regional operations. • Ensure that the plant is available 90% of the year. Ensure that 90% of OPEX and CAPEX is spent every financial year. • Ensure that Motorways (M1, M2 and the Soweto highway) are well maintained and that infrastructure is protected and kept in good condition. • Ensure the comprehensive and accurate maintenance of strategic assets information on Share-point. • Enhance the communication and dissemination of information, ensuring effective implementation of policy, operational goals and programmes. • Ensure compliance with the Service Delivery Mandate. • Contribute to economic development and job creation. • Develop green and conservation strategies for the Region. Ensure an innovative and enhanced service offering. Ensure energy efficiency and waste management. 	<ul style="list-style-type: none"> • Bachelor's Degree or B Tech in Engineering (Mech/Elec/Civil), or NQF equivalent. • 10 years' experience in an engineering environment, inclusive of 5 years at management level, of which 1 year must be at a senior management level. • Professionally Registered with ECSA.. <p>Applications: Email: recruitment50@jra.org.za</p> <p>Only shortlisted candidates will be contacted.</p>

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Circular 11: DATE ADVERTISED: 14 June 2020

OPERATIONS MANAGER: SUPPLY CHAIN MANAGEMENT (REF: 11/2020/44)	
SALARY : R 1 565 241.50 – R 2 315 461.53 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Implement and manage a Supply Chain Management system that is fair, equitable, transparent, competitive, cost effective and complies with prescribed regulatory frameworks for municipal environment. • Ensure separation of duties in the Supply Chain Management system to minimise fraud, corruption, favouritism and unfair practices. • Ensure an effective system of demand and acquisition management. • To ensure that goods and services are procured in accordance with authorised processes. • Ensure that expenditure on goods and services is incurred in line with the approved budget. • Compliance with threshold values for the different procurement processes. • Ensure that bid documentation, specifications, evaluation and adjudication criteria and general contract conditions are in accordance with applicable legislation. • Compliance with Treasury Guidelines on demand and acquisition management. • Ensure an effective system for logistics management in order to set inventory levels, place orders, receive and distribute goods, manage stores and warehouses, expedite orders, manage transport, manage vendor performance and administer and maintain contracts. • Ensure an effective system for disposal management for the disposal or letting of assets, including unserviceable, redundant or obsolete assets as prescribed by the MFMA. • Ensure an open and transparent pre-qualification process for bids. • Implement measures that facilitate a competitive bidding process in which only qualified bidders may participate. • Oversee the handling of bid documentation, advertise of and invitations for contracts. • Manage the procedures and mechanisms for opening, registering, recording and evaluation of bids. • Negotiate the final terms of contracts and approve bids. 	<ul style="list-style-type: none"> • B Com or similar degree (supply chain focus beneficial) or relevant NQF equivalent. • 10 years' experience in a supply chain management environment inclusive of 5 years in middle management, of which 1 year must be at senior management level. Public sector experience. <p>Applications: Email: recruitment51@jra.org.za</p> <p>Only shortlisted candidates will be contacted.</p>

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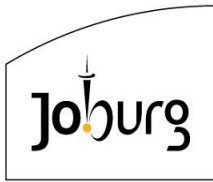


Circular 11: DATE ADVERTISED: 14 June 2020

PROJECT MANAGERS: INFRASTRUCTURE DEVELOPMENT X 3 (REF: 11/2020/45) (12 MONTHS FIXED CONTRACT)	
SALARY R 1 064 559.91 – R 1 564 439.14 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> To manage the implementation of infrastructure projects of the JRA from identification stage, through design stage until final close-out. Ensure proper alignment of project implementation phase and to the available budget. Ensure that the correct scope of works has been defined and that all affected and interested stakeholders have been engaged during the scope definition stage. Ensure that all projects are ready for implementation and that all necessary regulatory approvals such as Environment Impact Assessment (EIA); Water Use Licences (WULA); Construction Regulations and Land Acquisitions are adhered to. Assist the JRA Supply Chain department in dealing with procurement of service providers for the implementation of infrastructure projects. Ensure that all project planning, resourcing; scheduling; monitoring and reporting are done effectively throughout the project life cycle. Coordinate the project implementation process between the Planning Department and Regional Operations Managers. Effective management and monitoring of all service providers involved in the implementation of projects. Ensure all that service providers adhere to the approved project scope of work; project specification; project plan and budget. Attend to technical; progress meetings; monitor progress and approve payment certificates. Manage and monitor project budget to ensure that it is effectively spent and within projected timeframe. Monitor quality and quantity of work done based on contract document. Ensure effective close out of all projects. Provide line managers with relevant monthly and quarterly project progress reporting. Provide technical input into designs to ensure a cost effective and valued engineered solution is developed in accordance with JRA policies and guidelines. 	<ul style="list-style-type: none"> Bachelor's Degree/B Tech in building/civil engineering or equivalent qualification. minimum 8 years' experience in design and construction of roads and stormwater related projects of which 5 years must be in managing projects. The candidate must be registered with relevant Engineering or Project Management Bodies (such as ECSA; SACPCMP) <p>Applications – Email recruitment52@jra.org.za</p> <p>Only shortlisted candidates will be contacted.</p>

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Circular 11: DATE ADVERTISED: 14 June 2020

MANAGER: FACILITIES (REF: 11/2020/46)

SALARY: R 880 882.52 - R1 288 923.06 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- Contribute to the formulation and implementation of plans for efficient facilities management, efficient administration and efficient document management.
- Manage and administer management reporting systems.
- Support the Ops Manager with establishing, monitoring, and managing contracts with suppliers and third-party service providers to ensure compliance with contract conditions, SLA specifications and deliverables for sign-offs and close-out reports.
- Manage and coordinate work programmes for the maintenance of buildings, fleet, plumbing systems, electrical systems, alarm systems, landscaping and parking areas.
- Manage the coordination of project teams in the planning and implementation of facilities management programmes and projects, including facilities upgrades.
- Engage the project manager for discussion on the status of project.
- Manage general facilities upkeep, including facilities inspections and regular analysis of building data.
- Manage the provision of security services across in all JRA facilities, escalating to the Operations Manager where required

REQUIREMENTS AND SELECTION CRITERIA

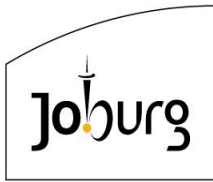
- Bachelor's Degree in Facilities Management/ Building Science, or relevant NQF equivalent.
- 8 years' experience in Facilities Management, inclusive of 5 years in middle management.
- Proven track record in building management and maintenance and facilities management services provision for a medium to large sized organisation.

Applications: Email: recruitment53@jra.org.za

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Circular 11: DATE ADVERTISED: 14 June 2020

MANAGER: STAKEHOLDER MANAGEMENT AND INTERGOVERNMENTAL RELATIONS (REF: 11/2020/47)

SALARY: R 880 882.52 - R1 288 923.06 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- Facilitate and manage integrated relationships with strategic stakeholders of the JRA, incorporating activities such as political engagements, feedback, consultation and partnerships.
- Develop, implement and maintain a positive reputation and image for the organisation in close consultation with the marketing and communications department.
- Initiate and execute stakeholder management and customer service delivery strategies.
- Consolidate Regional Profiles and Stakeholder Management Plans, in consultation with the Regional Managers.
- Identify priority stakeholders in consultation with various internal parties.
- Attend various meetings, discussions and forums to build positive relations with identified stakeholders and obtain information that can be used to strengthen relations, e.g. complaints, compliments, win/win proposals, ideas and trends.
- Filter obtained information back into the organisation and put in place action plans to address feedback. Manage and report on the petition process.
- To manage key accounts with regards to contractual obligations.
- Analyse key account disputes.
- Activity engages with stakeholders and tries to resolve issues in the best interest of all parties.
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REQUIREMENTS AND SELECTION CRITERIA

- Bachelor's Degree in Public Administration/ Business Administration/ Public Relations or relevant NQF equivalent.
- 8 years' experience in Public Administration, inclusive of 5 years at middle management level.

Applications: Email: recruitment54@jra.org.za

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Circular 11: DATE ADVERTISED: 14 June 2020

MANAGER: ROAD ASSET MANAGEMENT SYSTEM (REF: 11/2020/48)

R 1 064 559.91 – R 1 564 439.14 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- Develop and ensure execution of RAMS programmes.
- Ensure the provision of appropriate computer tools and programmes to provide the required information and decision support.
- Oversee the provision of the required information and decision support by risk management and continuous performance management of RAMS.
- Ensure the maintenance of a database of all assets that fall under the jurisdiction of RAMS and resides in GIS (e.g. bridges, pavements, spatial representation of all assets).
- Ensure adherence to asset hierarchy and level of componentisation and segmentation.
- Oversee the maintenance of asset register data fields and measures.
- Oversee the design of the development cost model, Capital renewal model, maintenance model and Backlog model.
- Ensure calibration of refinements - establish data relating to existing maintenance programs at Cities, coupled with judgement on current efficiency of prevailing practices, and local influencing factors (such as weather, infrastructure distribution, topography, geotechnical conditions etc).
- Oversee the maintenance of a specialist technical database for bridges which indicates the budgets, components of each bridge and the maintenance of the various bridges.
- Detailed knowledge of roads/bridge/pavement system lifecycle, safety design principles and risk analysis.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor's degree in Civil engineering (BEng/BTech) or relevant NQF equivalent.
- 10 years' experience in the discipline, inclusive of 5 years at middle management level.
- Registered as a professional engineer/technologist (PrEng / PrTech Eng) in terms of the Engineering Council of South Africa (ECSA), or registered as either candidate engineer/technologist.

Applications: Email: recruitment55@jra.org.za

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