



City of Johannesburg
Johannesburg Roads Agency

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INTERNAL AND EXTERNAL POSITION

VACANCY CIRCULAR NO. 05/2021

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 CV's with certified copies of qualifications (Not older than 6 months), ID, and Covering Letter stating the reference number in the subject line and send it to: jrarecruitment@jra.org.za. Enquiries should be directed to Ms. Shirley Mbiza: Manager Recruitment and Admin on 011 491 5762 or Tommy Nkhwashu on 011 298 5045 or Lebohlang Mofokeng on 011 298 5067. No hand delivery applications will be accepted.

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: 19 March 2021 @ 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 05: DATE ADVERTISED: 07 MARCH 2021

1. HEAD: PUBLIC RELATIONS AND STAKEHOLDER ENGAGEMENT - (REF: 05/2021/28)	
SALARY: HIGHLY COMPETITIVE REMUNERATION PACKAGE	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Strategic oversight; Formulate, develop, implement, monitor and review business unit strategies to ensure advancement and support of JRA business objectives. • Create and manage stakeholder relations, as well as partnerships that enhance the JRA brand. • Marketing and Communications; Oversee the management of support services provided to the JRA in public relations and communications (both internal and external); in customer relations management; events management; branding and marketing. • Oversee management of services provided in website administration including management of the JRA's corporate identity, and customer satisfaction surveys conducted on behalf of the JRA. • Stakeholder Management and IGR; Facilitate and manage Stakeholder Mapping and development of Master Stakeholder Management plans. • Facilitate and manage integrated relationships with strategic stakeholders of the JRA, incorporating activities such as political engagements, feedback, consultation and partnerships. • Support the MD on strategic engagements with key stakeholders such as communities, civil society, the private sector, road users, other government departments and SoEs. • Manage Stakeholder engagement relating to COJ Programmes Oversee integration of stakeholder views and needs into planning and implementation processes of all JRA line functions. • Customer Relations Management; Oversee management of Service Requests (including COJs Customer Charter Standards) from all sources and stakeholders. • Oversee management of all client interaction via online platforms; immediate responses to queries and comments on social media channels; VIP Service Escalation. 	<ul style="list-style-type: none"> • Bachelor's degree in Public Relations/Public Administration/Management/Leadership/Business Administration or relevant NQF equivalent. • Twelve (12) years' experience in a Public Relations environment, inclusive of seven (7) years at senior management and middle management level, of which two (2) years must be at senior management level. <p>The successful applicant will be required to undergo security vetting, sign an employment contract, a performance agreement and disclosure of financial interest.</p> <p>Only shortlisted candidates will be contacted.</p> 

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2. OPS MANAGER: ROAD ASSET MANAGEMENT SYSTEM (RAMS) - (REF: 05/2021/29)	
SALARY: R1, 370, 176. 67 – R2, 020, 839. 22 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • 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 proper management and recording of information on each asset, that supports effective financial and technical management of the assets and meets statutory requirements. • 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 recording of failure modes and models (including criticality). • Oversee the recording of customer groups and forecasting • Oversee the recording of levels and standards of service. • Oversee the design of the development cost model, Capital renewal model, maintenance model* and Backlog model. • Ensure adherence to the principles. • Minimum required data fields for nature, extent, location as presented. • Spatial reporting (link to GIS) is required. • Adoption of data accuracy grades for all input data – as presented. Follow up: Review of current asset data models in practice. • Ensure adherence to the principles. Intent to adopt values / range of Expected Useful Lives (EULs) and Residual Values (RVs) of components. 	<ul style="list-style-type: none"> • Bachelor's degree in Civil engineering or relevant NQF equivalent. • ECSA Registration: PrEng or PrTech Eng • 10 years' experience in the discipline, inclusive of 5 years at middle management level, of which 1 must be at senior management level <p>Only shortlisted candidates will be contacted.</p> 

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3. SENIOR ENGINEER: DEVELOPMENT CONTROL (PUBLIC)- (REF: 05/2021/30)	
SALARY: R1, 131, 094. 93 – R1, 662, 216. 62 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> To manage ensure effective and productive operations in line with the SOP. Resolve issues that are not resolved by the engineers. Commenting on Town planning applications for development purposes. Facilitating and commenting on Roads and Stormwater projects associated with developments and ensuring that impacts of new development on existing infrastructure are mitigated. Commenting and acceptance of engineering services reports i.e. TIA`s, Outline Scheme reports and Stormwater Management reports. Commenting on detail design drawings for Roads and Stormwater Management projects. Manage implementation of Roads and Stormwater management projects through regular engagements with the developers and appointed Engineers. Take-over of completed Roads and stormwater projects associated with developments. Signing off SDP`s and building plans. Stakeholder engagements during all stages of development. Interact with and assist the Infrastructure Department where designs are required on capital projects. Communicate and implement the operational plan and activities to employees in the unit and interfacing divisions. Align recruitment practices with the approved organisational structure to support strategy implementation. Report to the Operations Manager on implementation progress. Identify, update and manage the strategic and operational risks of the unit and make inputs to the Operational Risk Register. Contribute to the coordination of assurance activities to ensure the effectiveness of controls, for the unit. Drive talent management for the reporting line in terms of recruitment, development and retention. To ensure the management of the unit's budget in compliance with the Municipal Finance Management Act (MFMA) and Treasury regulations. 	<ul style="list-style-type: none"> Bachelor's degree (BSc / BEng / BTech) in Civil Engineering or relevant NQF equivalent. ECSA Professional registration (PrEng/Pr Tech Eng) or Candidate Engineer/Technologist in the process of registering as a Professional. 8 years' experience in Civil Engineering / Town Planning, inclusive of 3 years at supervisory level <p>Only shortlisted candidates will be contacted.</p> 


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4. MANAGER: COSTING - (REF: 05/2021/31)	
SALARY: R935, 937. 78 – R1, 369, 480. 79 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)	
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. • Ensure that all direct and overhead costs are accounted for in every job/project; for example, direct material costs involved, labour, equipment, operating expenses, etc. • Ensure that job costing expenditure is correct, as well as job costing rates are correct and loaded onto the Hansen System. • Ensure that total production information is loaded and updated on the system so as to generate accurate reports as required by the organisation; e.g. monthly, quarterly and/or annual reports. • Analyse the needs and ensure that all identified problems are solved. • Develop and analyse the centralised costing system. • Ensure optimum utilisation of systems. • Follow up on outstanding work/job orders. • Ensure that outstanding work/job orders are completed and/ or closed on the Hansen System. • Utilisation of resources Ensure that resources are effectively and efficiently utilised. • Ensure good relations are maintained with the Regions and Depots, providing them with necessary assistance that includes training to utilise the Hansen computerised management system. • Facilitate a conducive climate that promotes staff motivation and increase in performance levels, thus enforcing positive contribution to Corporate Finance’s objectives and outcomes. • 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"> • Bachelor’s Degree in Accounting and Mathematics or relevant NQF equivalent. • 8 years’ experience in costing, inclusive 5 years in management position. <p>Only shortlisted candidates will be contacted.</p> 


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5. MANAGER: EMPLOYMENT EQUITY- (REF: 05/2021/32)	
SALARY: R935, 937. 78 – R1, 369, 480.79 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Interpret the Employment Equity Act to the Organization. • Develop and update Employment Equity Strategy and Policies. • Establish Employment Equity Consultative Structures and monitor progress quarterly. • Provide training to these structures and continuously provide guidance and create awareness on Employment Equity compliance within the JRA. • Conduct an organization wide Disability Audit. Sensitize JRA on Disability Management. • Promote the use of the disability declaration form. • Ensure that the JRA environment is disability friendly. • Develop Policies and Strategies on Diversity Management and Programmes. Sensitize the organization on issues relating to Diversity Management versus performance in the workplace. • Develop related policies and strategies on Sexual Harassment. • Sensitize the organization by conducting organization wide campaigns on the elimination of sexual harassment in the workplace. • Develop a Gender Strategy for the JRA. Establish consultative structures dealing with gender mainstreaming within the JRA. • Monitor Employment Equity targets specifically on the female category to ensure an equitable balance. • Partner with organizations for gender empowerment. • Partner with the training unit on the development of programmes for female employees. • Partner with women on the Employment Equity Committee on gender development initiatives. 	<ul style="list-style-type: none"> • Bachelor's degree in Human Resource Management or Behavioural Sciences or relevant NQF 7 equivalent. • 8 years' experience in the Employment Equity environment within a large organization, inclusive of at least 5 years in a middle management position. <p>Only shortlisted candidates will be contacted.</p> 

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6. ASSISTANT MANAGER: TRAFFIC SIGNALS MAINTENANCE (REF: 05/2021/33)	
SALARY: R646 ,599.88 – R935, 474.04 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> To manage the day to day activities and routine maintenance programmes of the Traffic Signal Maintenance division including contractors, so that the objectives of the JRA are met. To insure that the service delivery requirements are achieved within the approved budget and to ensure that work is done according to JRA standards and SARTSM. Implement the development of the infrastructure maintenance management system. Manage all public complaints via standby phone on a 24-hour basis. Ensure that the contractors comply with contractual agreements. Monitor compliance with Service Level Agreements and introduce the corrective steps. Ensure that the correct financial and costing information is provided to the manager. Perform an annual competency assessment prior to the compilation of IDPs for each individual on an annual basis. Resolve all grievances within the specified number of days. Ensure that all fault log records are kept up to date at all times. Track milestone achievement against the sub-unit's operational activities. Monitor compliance with the sub-unit's budget. Identify and manage the operational risks of the sub-unit and make inputs to the operational Risk Register. Contribute to the coordination of assurance activities to ensure the effectiveness of controls, for the sub-unit. Oversee talent management for the sub-unit in terms of recruitment, retention and individual skills development. Report on compliance with the Municipal Finance Management Act (MFMA) and highlight instances of non-compliance. Contribute to the stakeholder identification process from a sub-unit perspective. 	<ul style="list-style-type: none"> Bachelor's Degree/B Tech in Electrical Engineering or relevant NQF Equivalent. Qualified Trade Tested Electrician. Driver's licence. 5 years' relevant experience in traffic signal maintenance, inclusive of 3 years in a supervisory role. <p>Only shortlisted candidates will be contacted.</p> 

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