



City of Johannesburg
Johannesburg Roads Agency

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INTERNAL AND EXTERNAL POSITION

VACANCY CIRCULAR NO. 09/2021

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 Lebohang 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: 10 May 2021 @ 16:30

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 08: DATE ADVERTISED: 14 April 2021

1. ASSISTANT MANAGER: ADMINISTRATION & RECORDS MANAGEMENT (REF: 08/2021/30)	
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"> • Contribute to the development of policies, framework documents, strategy and operational plan for Records Management. • Ensure the approved file plan addresses the specific business document classifications and legislative requirements. • Design, develop, implement and maintain a manual and e-filing system. Develop, implement, and manage registry procedures. • Implement the approved file plan electronically in synchronisation with the paper-based system. • Design, develop, implement and maintain a files storage system. Plan, recommend and implement the management of electronic records in compliance with the National Archives Act of South Africa requirements. Advise, establish and manage all in-house storage facilities. • Identify and manage secure off-site storage facilities. Develop and implement systematic retention and disposal programmes to effectively manage storage cost in line with legislative requirements. • Facilitate the transfer of archival records into archival custody as soon as possible. Implement proper e-records migration processes by developing relevant procedures in liaison with the IT department. • Develop and monitor the implementation of electronic disposal procedures to ensure that a proper audit trail is generated during records disposal and transfer. Monitor and report the unlawful destruction of records. • Develop and implement a training programme for records management staff. • Ensure that all induction training programmes include awareness sessions on records management practices 	<ul style="list-style-type: none"> • Bachelor's degree or B-Tech in Records Management/ Library and Information Science or relevant NQF 7 equivalent. • Valid Driver's license. • 5 years' experience in Records Management, inclusive of 3 years at supervisory level. <p>Only shortlisted candidates will be contacted.</p> 

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2. INTERNAL AUDITOR (REF: 08/2021/38)	
SALARY: R 646 599.88 – R 935 474.04 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Ensure the implementation of the Internal Audit Plan, according to the Internal Audit methodology. • Participate in the revision of the JRA risk register and the identification of risk mitigating measures to ensure effective operations. • Contribute to organisational risk management through the identification of emerging risks during audit planning processes and assessments of the effectiveness of controls set by management to mitigate risks. • Assist with the coordination of external audit processes and follow up on issues raised in the management letter for the implementation of action plans by management to mitigate risk exposure. • Plan all assigned audits as per the Internal Audit methodology. • Perform field work for all audit assignments and prepare adequate working papers which record the audit results and conclusions. • Document audit findings and obtain adequate and sufficient evidence to support the findings raised. • Engage with the client during the execution of the audit in order to obtain necessary information or to clear audit exceptions. • Prepare audit files either electronically or manually for all projects with necessary working papers for the audit procedures performed and sign them off. • Communicate all project challenges to the manager for intervention. • Exercise diligence and professionalism in the execution of all audit assignments and ensure completion of all projects within set timelines. • Review management comments and action plans to ensure that it addresses the control deficiencies raised. • Execute follow up audits to ensure that agreed solutions are successfully implemented. • Obtain evidence supporting the audit results. • Execute ad hoc audit assignments, including fraud examinations, as assigned by the manager and the ops manager. • Continuously adhere to the audit process and the international standards of the professional practice of internal audit in execution of all audit assignments. 	<ul style="list-style-type: none"> • Bachelor of Commerce Degree/B-Tech in Internal Audit or Accounting, or relevant NQF 7 equivalent. • Registered with the Institute of Internal Auditors (IIA). • 5 years' experience in an Internal Audit environment, inclusive of 3 years at supervisory level. <p>Only shortlisted candidates will be contacted.</p> 

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Circular 09: DATE ADVERTISED: 25 APRIL 2021

3. ASSISTANT MANAGER: PLANNING (REGION E) - (REF: 09/2021/44)	
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"> Assist the Depot Manager with the compilation and monitoring of the depot's OPEX costs and activity budgets. Compile and continuously review level 1 maintenance programmes in line with the depot's activity budget. Ensure the productivity and quality of services rendered. Ensure that all maintenance activities are authorised, prioritised, scheduled and implemented relative to agreed service level requirements. Ensure effective people management for area of responsibility. Implement strategies to improve staff work ethics and ensure better relationships between management and workers. Evaluate and advise on the adequacy of resources within the business unit and ensure that needs are accounted for on budget for each financial year to enhance efficiency. Ensure compliance in all operations to health and safety legislation, policies and procedures. Implement and monitor performance against the operational plan. Track milestone achievement against the sub-unit's operational activities. Monitor compliance. Provide management with operational information that can inform improvement of frameworks, business processes, policies, procedures and systems that manage business operations. Report consistently to the Manager on performance against the operational activities. 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. 	<ul style="list-style-type: none"> Bachelor's Degree/ B-Tech in Civil Engineering or relevant NQF 7 equivalent. 5 years' experience in roads and storm water maintenance, inclusive of 3 years' supervisory experience. <p>Only shortlisted candidates will be contacted.</p> 

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4. CUSTOMER RELATIONS MANAGEMENT OFFICER (REF: 09/2021/45)	
SALARY: R248, 734.14 – R373 101.21 BASIC SALARY PER ANNUM	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Assist with the effective handling of customer relations. • Competent communication with clients mainly via written correspondence (email and social media platform) but may also include telephonic or face to face interaction. • Receive escalated queries and adhere to the service delivery standards of turnaround time as outlined in the JRA customer charter. • Liaise with COJ walk-in Centers, Premier Hotline and presidential hotline. • Receive and log service requests coming from all sources (Hotline, CoJ Call Center, Find and Fix, direct call from client and walk in clients) and capture them on to the Hansen system within two working days. • Liaise with COJ walk-in Centers, Premier Hotline and presidential hotline. • Proactively collect information that relates to service delivery and constantly update customers (Capex, Road Resurfacing etc.) • Provide real-time, quality administrative assistance to clients at all times. • Implement the administration process of all received petitions. • Liaise with all departmental heads regarding escalation matters. • Assist with the compilation of daily statistics and weekly, monthly, quarterly and annual reports. • Send 2x daily reports to media/power utilities on traffic signal status. • Send 2x daily reports to JMPD and Outsurance for points people at affected intersections. 	<ul style="list-style-type: none"> • 3 - year Diploma in Public Relations/Public Administration/Communication or relevant NQF 6 equivalent. • 3 years' experience in Customer/Stakeholder Relations. <p>Only shortlisted candidates will be contacted.</p> 

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5. INSPECTOR – REGION B (REF: 09/2021/46)	
SALARY: R304, 717. 34 – R457, 076. 02 BASIC SALARY PER ANNUM	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Observe surroundings and identifying defects. • Record on the inspection sheet and create a service request on the Hansen system. • 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 complaints on register. 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. • Retrieve work order records that were used to repair the defects for the claim that was lodged. • Log service requests. • 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. 	<ul style="list-style-type: none"> • 3-year Diploma in Civil Engineering or relevant NQF 6 equivalent. • Valid Driver’s license. • 3 years’ experience in roads and storm-water environment. <p>Only shortlisted candidates will be contacted.</p> 

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6. BOARD & COMMITTEES OFFICER (REF: 09/2021/47):	
SALARY: R304, 717. 34 – R457, 076. 02 BASIC SALARY PER ANNUM	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> To coordinate and facilitate Board and Executive Management meetings within JRA. Develop a corporate calendar plan in line with the JRA's working plan and shareholder submission dates. Prepare agendas for meetings and ensure approval of same. Coordinating reports for meetings. Submit a preliminary draft pack to the Company Secretary for approval. Ensure report packs are received by all attending members seven days before the meeting. Arrange all logistics for the meetings. Attend and record meeting proceedings. Manage all the CIPC returns and ensure that records are kept updated. Professional Company Secretarial Services with CIPC (i.e. registration of company directors update). 	<ul style="list-style-type: none"> 3-year Diploma in one of the following fields: Commerce/Law/Secretariat/Office administration/Governance/Public administration/Public Management or relevant NQF 6 equivalent. Working towards an ICSA qualification will be an added advantage. 3 years' Board and Committees experience. Good interpersonal and intrapersonal skills supported by exceptional verbal and written communication skills. Accuracy is paramount when analysing and interpreting information. Ability to work under pressure and meet tight deadlines. <p>Only shortlisted candidates will be contacted.</p> 

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7. SIGN ERECTOR & ROAD MARKER (SUPERVISOR): REGION B (REF: 09/2021/48)	
SALARY: R248, 734. 14 – R373, 101. 21 BASIC SALARY PER ANNUM	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Ensure team compliance with health and safety requirements such as wearing PPE. • Ensure sufficient and functional resources to execute the daily plan. • Make sure there is enough material, equipment and machinery to do the work and limit overtime. • Facilitate operations, ensuring that tasks are completed in time. • Supervise the team; while facilitating adherence to safety regulations. • Transport team members and equipment to site. • Collect materials as needed on site/s. • Transport construction waste to the dump. • Ensure the maintenance of traffic markings and/or road signage. • Ensure road painting, pole erection and street name stencilling is done according to set standards and as per the defined daily plan. • Monitoring of the site/s during and after maintenance, ensuring that they are left clean and in a safe condition. • Provide any necessary reporting and/or information as required by the management. • Ensure that all equipment is handled and stored safely. • Ensure equipment is cleaned according to requirements. 	<ul style="list-style-type: none"> • Grade 12/National Senior Certificate or relevant NQF 4 equivalent. • Valid Code C or C1 driver’s license with PDP. • 3 years’ experience in a Road Signs and Markings environment. <p>Only shortlisted candidates will be contacted.</p> 

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8. STOCK CONTROLLER X3 (REF: 09/2021/49)	
SALARY: R165, 734. 09 – R248, 601. 13 BASIC SALARY PER ANNUM	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> Receives signed material requisition form from the end user departments printed from JDE (ERP system) with a WORKS ORDER no., verify item numbers, description and the quantity prior to physically issuing. Assist Store Controller to physically issue the requested stock as per requisition received from the end users. Pick and move correct items requested to dispatching area and verify quantity. Comply with all standard operating procedure for issuing inventory and SCM policy are always adhered to. Pack stock to correct shelves and report to Store Controller the availability or shortage of stock. Conduct monthly stock count. Pack all items correctly and ensure the store is neatly arranged. Comply with all stock count procedures. Label stock items in their allocated shelves. File materials delivery notes, issue slips, transfer slips are safely kept. Safeguard stock, and ensure its kept in a safe environment and report discrepancies to the Store Controller. Ensure that the Occupational Health and Safety Act is enforced. Attend management safety meetings. Obtain regular updates for the OHS Act, Basic Conditions of Employment Act and the JRA conditions of service. Ensures that the stock is stored correctly and moved in the correct manner without being hazardous and posing any danger to the users. Implement safety measures as required and identified. Ensure that all standard operating procedure for issuing inventory and SCM policy are adhered all time. 	<ul style="list-style-type: none"> Grade 12/National Senior Certificate or relevant NQF 4 equivalent. Computer literate (end users). 1-2 years' experience in stores within any municipal environment. <p>Only shortlisted candidates will be contacted.</p> 

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9. MESSENGER: BENROSE (REF: 09/2021/50)	
SALARY: R135, 285. 13 – R202, 927. 69 BASIC SALARY PER ANNUM	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Check if the vehicle is in a good condition, • Check the oil, water, lights, tyres and wipers. Washing the vehicle. • Collect supplies, documents, parcels and/or correspondences from entities that are external to the JRA Regions. • Receive instructions or arrange to collect supplies, documents, parcels and/or correspondences as per the schedule. • Arrive at the collection point and verify the completeness of supplies, documents, parcels and/or correspondences to be collected. • Deliver supplies, documents, parcels and/or correspondences to entities that are external to the JRA Regions. • Collect supplies, documents, parcels and/or correspondences to be delivered to the external entities. • Confirm that corresponding sign-offs/approvals have been made in their log book for items delivered/received. • Transport staff to and from other JRA regional offices and/or meeting venues within the JRA, as well as other external destinations as and when required. • Receive a verbal request to transport staff to specified destinations. • Complete and submit a Claim Recovery Form to the Administration Officer in the event of an injury-inducing accident. 	<ul style="list-style-type: none"> • Grade 12/ National Senior Certificate or relevant NQF 4 equivalent. • Valid Code 8 or 10 driver's license. • Up to 2 years' experience working as a messenger and/or driver in any industry. <p>Only shortlisted candidates will be contacted.</p> 

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