



City of Johannesburg
Johannesburg Roads Agency

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INTERNAL AND EXTERNAL POSITION

VACANCY CIRCULAR NO. 03/2023

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 accompanied by the covering letter as well as attaching certified copies of qualifications and ID (certification should not be older than 6 months). APPLICANTS MUST ENSURE THAT THE REFERENCE NUMBER IS STATED IN THE E-MAIL SUBJECT LINE. The recruitment email addresses that applicants should send their applications are available on the advert.

Enquiries should be directed to Ms Precious Ngolele 011 491 5630 or Mpho Makoloka on 011 298 5162.

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: 03 March 2023 @ 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 03: DATE ADVERTISED: 19 FEBRUARY 2023

REGIONAL OPERATIONS MANAGER (ROM): REGION D (REF: 03/2023/14)

SALARY: R 1 485,093.43 – R 2 191,527.52 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- Identify, develop and strengthen strategic partnerships for improved service delivery in line with Customer Charter Standards.
- Develop and maintain strategic relationships with JRA line core business functions to ensure improved sustainable, integrated, responsive and customer friendly service delivery operation per region.
- Participate and represent JRA at various regional forums and attend public meetings at the Community level to communicate JRA’s operational plans and ensure the alignment of JRA operational plans with the City’s priorities.
- Engage regularly and effectively with all stakeholders at ward level, regional level and city wide.
- Engage effectively with wayleave and claims stakeholders.
- Facilitate engagements with all stakeholders to ensure they are adequately informed, and where appropriate involved in, the planning and implementation of all JRA’s plans.
- Engage with the media (all media forms) both proactively and reactively.
- Engage in the City’s stakeholder processes (e.g. IDP, CPB, EPWP).
- Effective communication during a crisis at ward level and regional level (Crisis Communication).
- Facilitate communication between the operational and implementation plans of the various JRA Departments (i.e. Traffic Regulatory Infrastructure plans, Road Infrastructure plans, Storm water infrastructure plans and all support departments plans) in order to ensure integrated delivery per region.
- Establish and maintain an effective communication protocol with all stakeholders (external and internal) to ensure quick turn around on both the pro-active and re-active service delivery issues.
- Provide input to the development of the Regions’ Operational Plan from a Customer Charter perspective.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor’s Degree in Public Administration or Business Administration or Public Relations (or related discipline).
- Ten (10) years of relevant work experience including at least four (4) years of experience in a middle - management position having led a team of functional managers. At least one (1) year experience at senior management level.
- Experience in community liaison, stakeholder engagement and customer relations management.
- Project management and service

This is an employment equity targeted position and preference will be given to females including people with disabilities, however, everyone is welcomed to apply.

Applications: Email: recruitment1@jra.org.za

Only shortlisted candidates will be contacted.



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Circular 03: DATE ADVERTISED: 19 FEBRUARY 2023

MANAGER: RISK MANAGEMENT (REF: 03/2023/15)

SALARY: R 1 013,633.68 – R 1 484,337.90 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- Review and alignment of JRA’s Risk Management Policy to the City of Johannesburg Risk Management Framework and Policy.
- Development and implementation of annual Risk Implementation Plan Guiding integration of enterprise risk management with other organizational planning and management activities.
- Development and Management of the JRA Risk Register to inform annual internal audit plan.
- Liaise with HOD’s in ensuring completion of quality departmental risk Registers. Monitor the JRA’s entire risk profile, ensuring that major risks are reported.
- Assist management and the Board in executing and fulfilling their responsibilities as it relates to risk management.
- Monitor implementation of action plans to ensure risk mitigation efforts are proceeding as required.
- Proactively identify emerging risks, risk events and report to relevant stakeholders.
- Optimizing risk management system and ensuring that users are training to use the system effectively.
- Identify training needs for risk management and oversee development of enterprise risk competence and awareness across the company.
- Raise Risk Awareness and Risk culture within the JRA.
- Implement corporate governance processes, e.g. King IV.
- Ongoing monitoring risk management maturity and implementation of steps to improve the maturity.
- Review and alignment of JRA’s Business Continuity Management to the City of Johannesburg Business Continuity Management Framework and Policy.
- Development of annual Business Continuity Management Plan and the coordination all BCM related activities across the entire organization.
- Work with all business areas to develop and maintain a JRA-wide BCP program that addresses business recovery and emergency response management.
- Manage the BCP Co-ordinates to develop effective working relationships and documented BCP.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor’s Degree in Finance/Risk Management/Internal Audit or relevant NQF equivalent.
- Membership with the IIASA or the IRMSA.
- 8 years’ experience in Risk Management, inclusive of 5 years at middle management level.

This is an employment equity targeted position and preference will be given to females including people with disabilities, however, everyone is welcomed to apply.

Applications: Email: recruitment2@ira.org.za

Only shortlisted candidates will be contacted.





- Conduct detailed, companywide business impact analysis and risk assessment that includes IT systems, building facilities, personnel, supply chain and other key departments.
- Develop and execute maintenance and testing programs for the BCP's.
- Facilitate and support the execution of the plans at the time of a BCP invocation.
- Identify training needs for Business Continuity Management and oversee development of BCM competence and awareness across the company.
- Provide effective reporting to EMT on monthly basis and as and when required on risk management activities and the status of risks across the JRA.
- Provide effective reporting to the Audit, Finance, Risk and IT committee on quarterly basis and the JRA Board.
- Provide effective reporting to the Group Risk & Governance Committee, COJ Risk and Compliance Forum on quarterly basis.
- Quarterly Performance reporting. Provide effective reporting to all stakeholders as and when the reports are requested.

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Circular 03: DATE ADVERTISED: 19 FEBRUARY 2023

MANAGER: ASSETS (REF: 03/2023/16)

SALARY: R 1 013,633.68 – R 1 484,337.90 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- To ensure that the fixed assets of the JRA are accounted for by ensuring all assets are correctly costed in the financial reports with depreciation computed.
- To ensure that the fixed assets register is managed and verified electronically, tracking the movement of assets and liaising with both internal and external auditors.
- Establish and maintain an accurate fixed asset register, taking ownership of the register module of the JRA’s accounting system and adhering to all related processes and accounting procedures
- Reconcile the fixed asset register to the General Ledger (GL) and to the Annual Financial Statement (AFS).
- Ensure verification of all assets owned by the JRA with the fixed asset register.
- Provide input into the preparation of PPE (Property, Plant and Equipment) and note in the financial statement.
- Support auditors by preparing for audits of the Fixed Asset unit.
- Perform year-end closing processes.
- Initiate process improvements for the efficiency and productivity of fixed asset management.
- Engage with the JRA Finance team and with other departments within the JRA to ensure an understanding of their needs pertaining to fixed asset accounting transactions and reports.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor’s Degree in Accounting or relevant NQF level 7 equivalent.
- 8 years’ experience in financial management/ Accounting or experience in fixed asset management, inclusive of 5 years in a middle management position.

This is an employment equity targeted position and preference will be given to females including people with disabilities, however, everyone is welcomed to apply.

Applications: Email: recruitment3@jra.org.za

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Circular 03: DATE ADVERTISED: 19 FEBRUARY 2023

PROFESSIONAL ENGINEER/ TECHNOLOGIST: TRAFFIC SIGNAL DESIGN (REF: 03/2023/17)

SALARY: R 840 676.47 – R 1 224 902.08 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- To ensure that the investigation, planning and implementation of signalised intersections are conducted in accordance with the policies and the objectives of the Johannesburg Roads Agency and the SARTMS.
- Act in professional engineering capacity to sign off designs ensuring that all traffic signal designs comply with SARTSM regulations.
- To implement the operational plan in line with the allocated budget.
- Commission completed traffic signal installations/alterations in accordance with the SARTSM Volume 3 requirements.
- Make inputs to the unit’s operational plan by providing constant feedback to the manager, based on operational performance, risks, challenges, lessons learnt and best practice for the discipline.
- Provide the Manager with critical information/feedback that will facilitate management decisions.
- To 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.
- To report on successes and challenges related to the implementation of a system for Good Governance in order to comply with all legislation, City requirements and codes of good practice.
- To ensure that sufficient risk management is incorporated to the sub-unit’s operations so that liability is minimised and or eliminated.
- To provide assurance that the existing controls and mitigating factors exert the intended modifying effect for the sub-unit.
- To manage and oversee the processes of people management and development for the sub-unit.
- To manage the sub-unit’s budget in compliance with the Municipal Finance Management Act (MFMA) and Treasury regulations.
- To manage stakeholders, providing feedback and accounts for business operations in terms of accomplishments and future plans.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor’s degree in civil engineering or relevant NQF level 7 equivalent.
- ECSA Registered as a professional engineer/ or technologist in terms of the Regulations of the Road Traffic Act.
- 5 years’ experience in traffic signal design.

This is an employment equity targeted position and preference will be given to females including people with disabilities, however, everyone is welcomed to apply.

Applications: Email: recruitment4@jra.org.za

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Circular 03: DATE ADVERTISED: 19 FEBRUARY 2023

ASSISTANT MANAGER: ROAD SIGNS AND MARKINGS (REGION C & D) REF: 03/2023/18

SALARY: R 699 495.26 – R 1, 013 130.26 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- To provide an effective road markings and signs service to the region as well as to report on the production and planning of maintenance schedules.
- Develop the operational plan and schedules for area of responsibility (annual, quarterly, monthly, weekly and daily).
- Ensure that all road markings and signals activities are authorized, prioritized, scheduled and implemented relative to agreed service level requirements. Implement and monitor performance against the operational plan.
- Track milestone achievement against the sub-unit's operational activities.
- Provide management with operational information that can inform improvement of frameworks, business processes, policies, procedures and systems that manage business operations.
- Comply with legislative requirements from a sub-unit perspective.
- 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.
- Report on compliance with the Municipal Finance Management Act (MFMA) and highlight instances of non-compliance.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor's Degree/ BTech in Civil Engineering or relevant NQF level 7 equivalent.
- 5 years' experience in road markings and signs maintenance, inclusive of 3 years' supervisory experience.

This is an employment equity targeted position and preference will be given to females including people with disabilities, however, everyone is welcomed to apply.

Applications: Email: recruitment5@jra.org.za

Only shortlisted candidates will be contacted.



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Circular 03: DATE ADVERTISED: 19 FEBRUARY 2023

ASSISTANT MANAGER: HUMAN CAPITAL MANAGEMENT - SUPPORT REGIONS (REF: 03/2023/19)

SALARY: R 699 495.26 – R 1 013 130.26 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- Supervise the uploading of employee benefits.
- Ensure that all benefit statements from the different pension funds are correctly distributed to members.
- Check accuracy, approve and sign all exit payment calculations, submit for auditing and final payments.
- Ensure that Pension Fund claim documents are submitted to the relevant Pension Fund.
- Advise continuously sick employee to request a medical report and forward it to relevant pension fund for recommendation.
- Attend to payroll related queries as and when required.
- Verify new appointments are correctly captured in the system.
- Ensure that exited employees are inactive in the system.
- Check and sign all gratuity application calculations for audit purposes.
- Advise Line to follow up on all absenteeism reflecting in monthly timesheets including sick leave.
- Advise line manager to comply with policies.
- Follow up with Line Managers on the requisitions for all vacant positions to be filled.
- Receive applications from HCM head office and compile a long list.
- Notify all qualified employees for long service leave and issue vouchers.
- Advise and support line managers regarding all employees' relations matters.
- Ensure implementation and compliance to policies and conditions of service.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor's degree in Human Resource Management or relevant NQF level 7 equivalent.
- 5 years' experience in Human Resource Management, inclusive of 3 years' supervisory experience.

This is an employment equity targeted position and preference will be given to females including people with disabilities, however, everyone is welcomed to apply.

Applications: Email: recruitment6@jra.org.za

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Circular 03: DATE ADVERTISED: 19 FEBRUARY 2023

OFFICER BUSINESS PERFORMANCE MANAGEMENT (REF:03/2023/20)

SALARY: R 330 836.19 – R 496 254.29 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES

- Advise the Assistant Manager: Business Performance on appropriate operational performance issues.
- Assist in the monitoring of business performance, collection and storage of data and developing performance reports.
- Conduct performance audits and advise the Assistant Manager: Performance of audit outcomes.
- Assist with the compilation of weekly/monthly/ Quarterly/ad-hoc performance reports.
- Conduct site inspections and assist in conducting performance audit requests (ad hoc and planned) and compiling reports thereof.
- Escalate non-conformances for sub-standard or non-compliant work.
- Assist the company in reviewing standard manuals and relevant standard operating procedures, with specific reference to identifying gap areas and making recommendations for improvement, and reporting to Assistant Manager: Business Performance.
- Prepare and file records and update.

REQUIREMENTS AND SELECTION CRITERIA

- Three-year (3) Diploma in Civil Engineering or relevant NQF level 6 equivalent.
- 3 years' experience in working on site department or conducting quality assurance activities.

This is an employment equity targeted position and preference will be given to females including people with disabilities, however, everyone is welcomed to apply.

Applications: Email: recruitment7@jra.org.za

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Circular 03: DATE ADVERTISED: 19 FEBRUARY 2023

CONTRACT OFFICER: VEHICLE AND TRUCKS - FLEET / PLANT (REF:03/2023/21)

SALARY: R 257 439.83 – R 386 159.75 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES

- Review specifications and identify the required plant / truck from approved supplier(s).
- Provide the required information (rates, allocations and contract stipulations) to the depot for creation of an order.
- Provide the supplier with the required order.
- Records of fleet / plant hire
- Records of fleet / plant hire for the total of spending per time frame - week / month etc.
- Records of fleet / plant hired for the time frame -week /month etc.
- Records of fleet / plant hired for over time per time frame for the week / month - ensure orders for over time.

REQUIREMENTS AND SELECTION CRITERIA

- Three-year Diploma or NQF level 6 equivalent.
- 3 years' administrative experience in truck and plant hiring.

This is an employment equity targeted position and preference will be given to females including people with disabilities, however, everyone is welcomed to apply.

Applications: Email: recruitment8@jra.org.za

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