



City of Johannesburg
Johannesburg Roads Agency

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2017

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INTERNAL AND EXTERNAL POSITION

VACANCY CIRCULAR NO. 05/2024

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 stating the reference number as well as attaching certified copies of qualifications and ID (certification should not be older than 6 months). Prospective applicants should apply through the JRA Portal available on the JRA website.

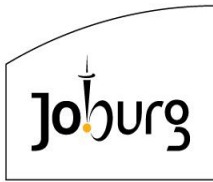
Enquiries should be directed to Ms. Precious Ngolele on 011 491 5630 and Mpho Makoloka on 011 298 5162.

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: 06 May 2024

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: 22 APRIL 2024

MANAGER: CREDITOR (REF: 05/2024/19)

SALARY: R1 068 369.98 – R1 564 492.22 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- To manage the unit and ensure effective and productive operations.
- Payments management by monitoring and ensure compliance to the 30 days payment KPI, and any other relevant regulatory framework.
- Ensure all creditors' reconciliations are complete and done in the prescribed manner, assisting staff in this regard where required.
- Verify accuracy of supplier reconciliation calculations, authenticity and completeness of supporting documentation.
- Safeguard payment documents.
- Support years-end processes including all audits.
- Submit and manage cash flow reports for approval and payment purposes, engage Treasury and key stakeholders per payment process.
- Oversee submission of the bank reports per payment run for operations and audit purposes.
- Pro-active resolution of queries or any items that negatively impact the process of creditor's management.
- Develop, implement and monitor financial controls.
- Review Suppliers Creditor reconciliations and address gaps.
- Assess the 30 days payment risk from the daily extract of accounts payable reports and address gaps.
- Assist in the monthly reporting to Risk Committee on risk mitigation and new risks identified and submit exception reports on potential risks.
- Ensure compliance to various statutory regulations and keeping abreast of all legislative changes impacting the functioning of statutory returns e.g. VAT etc. and those changes to legislation are timeously incorporated in JRA policies and procedures.
- Support the flow of payment documents to ensure timeous receipting and matching of invoices.
- Draft policies and procedures affecting the unit and make recommendations to the Operations Manager for improvements.
- Report to the Operations Manager on implementation progress on governance, risk and compliance.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor's degree in finance or relevant NQF Level 7 equivalent.
- 8 years' experience in the discipline, inclusive of 5 years at middle management level.

The JRA is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the Company's Employment Equity Plan to promote its representativity (race, gender, and disability).

Only shortlisted candidates will be contacted.



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Circular 05: DATE ADVERTISED: 22 APRIL 2024

ASSISTANT MANAGER: TOTAL QUALITY MANAGEMENT (REF: 05/2024/20)

SALARY: R 737 268.08 – R 1,067,839.37 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- Facilitate the establishment, implementation, integration, and continuous improvement of the Total Quality Management System (TQMS) strategy.
- Implementation of the ISO 9001 Quality Management System (QMS) standard requirements across all the JRA depots and Head Office.
- Facilitate the creation and maintenance of a document management system.
- Prepare and conduct Quality Management System Audits in accordance with the annual audit programme and in collaboration with other business units.
- Provide necessary assistance to all departments and units regarding development, review and improvement of policies and procedures related to quality management.
- Facilitate and monitor strategy implementation at an operational level.
- To monitor adherence to governance practices in terms of regulatory frameworks, structures, systems, processes, policies, procedures, and controls for the sub-unit that ensure delivery on strategic and operational objectives.
- Monitor and report on non-compliance for work performed on-site.
- Assist in the development of project quality management plans, quality control plans.
- Monitor the standards, specifications, checklists, and inspection sheets used for determination of compliance to quality standards.
- Update Quality Management System related documentation including procedures, forms, and templates.
- Conduct random and ad-hoc site visits to monitor quality.
- Evaluate quality gap analyses at the depots and report to the quality manager as necessary.
- Conduct quality awareness workshops and QMS trainings.
- Prepare monthly and quarterly non-compliance reports as well as any other required departmental reports.
- 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.
- Identify and manage the operational risks of the sub-unit and make inputs to the operational Risk Register.

REQUIREMENTS AND SELECTION CRITERIA

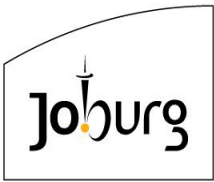
- Bachelor's Degree in the field of Quality Management or Engineering or relevant NQF level 7 equivalent.
- ISO 9001 Auditor / Lead Auditor certification.
- Registered ISO 9001 certified Auditor or in a process of registering with South Africa Auditor and Training Certification Authority (SAATCA) will be added advantage.
- 5 years' experience in Total Quality Management, inclusive of 3 years supervisory experience.

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Circular 05: DATE ADVERTISED: 22 APRIL 2024

COSTING CLERK (REF: 05/2024/21)

SALARY: R232 343.25 – R348 514.88 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES

- To manage the entire process of job costing and follow up on outstanding work/job orders.
- To issue material and to ensure that monthly, quarterly and annual job reports are correctly generated.
- Ensure that all procedures are followed and information is correctly captured and administered on the system.
- Structure a costing model that balances efficiency with accuracy.
- Capture hours for labour, plant and equipment and vehicle, contractors.
- To ensure that timesheets are coded correctly to jobs.
- Verify that job costing expenditure is correct and loaded on the Hansen system.
- Complete work/job orders and/ or close on the Hansen system.
- File all the timesheets which has been captured according to their dates and depots in the storeroom.
- Liaise with the team leaders to verify and correct the information captured on the timesheets.
- Check whether material has been captured for all the activities (Reinstatements and other activities) which needs material in order to be completed on site.
- 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.
- To facilitate and monitor strategy implementation at an operational level.
- Produce more accurate and qualified data for decision making by management.
- To conduct sufficient risk management before capturing information submitted by team leaders.
- Practice of identifying potential risk in advance, analysing them and taking precautionary steps to reduce/curb the risk.

REQUIREMENTS AND SELECTION CRITERIA

- Higher Certificate in Costing, Mathematics and Accounting or relevant NQF level 5 equivalent.
- 2 years costing and accounting or finance experience.

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