



City of Johannesburg
Johannesburg Roads Agency

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2017

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INTERNAL AND EXTERNAL POSITIONS

VACANCY CIRCULAR NO. 06/2024

NOTE: THIS IS AN INTERNAL AND EXTERNAL CIRCULAR

THE JOHANNESBURG ROADS AGENCY IS THE ENTITY OF THE CITY OF JOHANNESBURG.

Applications requirements:

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for JRA positions.


“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: 31 May 2024

All suitably qualified candidates are encouraged to apply and will be considered. The Johannesburg Roads Agency applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender, and disability.” 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.




Circular 06: DATE ADVERTISED: 17 May 2024

<p>1. CHIEF EXECUTIVE OFFICER (REF: 06/2024/22)</p> <p>A HIGHLY COMPETITIVE MARKET RELATED PACKAGE – 5 YEAR FIXED TERM CONTRACT</p>	
<p>KEY RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Conceptualise and develop strategies that align to the 2040 GDS priorities, such as the JRA business strategy and the Service Delivery Budget Implementation Plan (SDBIP). • Conceptualise and develop the Ten-Year Roads Development Plan (Mid-term Plan). • Develop the budget, with input from Heads of Department (HOD). • Review the budget and recommend for approval to the JRA Board and the CoJ • Ensure that there is a fully functional Board. • To ensure that departmental operational plans are aligned to organisational strategy by: <ul style="list-style-type: none"> - Obtaining approval for the business plan and approving departmental operational plans. - Approving departmental budgets. - Reviewing operational performance on a quarterly basis. • Contribute to the stakeholder identification process from a departmental perspective. • Ensure that there is an efficient Company Secretariat. • Provide Board members with critical information that will facilitate management decisions. • Draft, consolidate and interpret management reports so that internal and external stakeholders are informed of performance progress and relevant issues facing the JRA. • Identify, update and manage the JRA’s strategic and operational risks via the Operational Risk Register. • Position the JRA to attract, retain and develop talent. • Strategically partner with HCM, to ensure that employees have adequate skills to deliver on strategic objectives, specifically related to critical positions. • Identify resource requirements, as per the business plan. 	<p>REQUIREMENTS AND SELECTION CRITERIA</p> <ul style="list-style-type: none"> • Bachelor (Honours) degree in Engineering/Business or NQF equivalent. • 10 years senior management experience of which 5 years are at executive management level. • Experience in any of the following - Civil Engineering Consulting, Government, Infrastructure Development, Civil Engineering Contracting and Research in Infrastructure Development. • A Municipal Executive Financial Management certificate in terms of Government Notice R493, published in the Government Gazette No. 29967, dated 15 June 2007 on the minimum competency levels. A person who does not meet the minimum competency levels in the unit standards will be given an opportunity to obtain such qualification within 18 months from date of appointment. • Proven track record in turning around organization. • Extensive experience in working with/in municipalities will be preferred. <p>The position will be based at the JRA’s Head Office in Johannesburg.</p> <p>Only shortlisted candidates will be contacted.</p> <p>Please take note that <u>only online applications</u> will be considered. Please apply by using the following link below:</p> <p><u>https://share-eu1.hsforms.com/10LzFXudVRNeScNs0eGJuLwew554</u></p> 


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2. HEAD: CORPORATE SERVICES (REF: 06/2024/23) A HIGHLY COMPETITIVE MARKET RELATED PACKAGE	
KEY RESPONSIBILITIES <ul style="list-style-type: none"> • 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. • Oversee the implementation of a holistic and balanced HR strategy and service, which is supported by the five main functions of Human Resources, namely: <ul style="list-style-type: none"> - HRD - Administration/recruitment and selection - SHEQ - Employee relations - Payroll and benefits. • Oversee the development and maintenance of an organisational structure that will support advancement of JRA business objectives. • Ensure that the JRA buildings are maintained so that the infrastructure development and facilities management goals are met by: <ul style="list-style-type: none"> - Developing a maintenance plan. - Developing a rehabilitation plan. - Monitoring and evaluation of maintenance plan. - Reporting to the CEO on the progress. • Oversee the management and maintenance of JRA buildings and infrastructure to ensure a safe working environment. 	REQUIREMENTS AND SELECTION CRITERIA <ul style="list-style-type: none"> • Bachelor’s degree in Management/Leadership/Business Administration or relevant NQF equivalent. • 10 years management experience of which 5 years are at senior management level. • A Municipal Executive Financial Management certificate in terms of Government Notice R493, published in the Government Gazette No. 29967, dated 15 June 2007 on the minimum competency levels. A person who does not meet the minimum competency levels in the unit standards will be given an opportunity to obtain such qualification within 18 months from date of appointment. • Valid driver’s license. • No criminal record. • The need to undergo security vetting. • The need to undergo a competency assessment test. • Disclosure of financial interest. <p>Only shortlisted candidates will be contacted.</p> <p>Please take note that <u>only online applications</u> will be considered. Please apply by using the following link below:</p> <p>https://share-eu1.hsforms.com/1IsILNijaSh69FqaVKLHRAQew554</p> 


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3. HEAD: REGIONAL OPERATIONS (REF: 06/2024/25)	
A HIGHLY COMPETITIVE MARKET RELATED PACKAGE	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> • Ensure full compliance with the Customer Charter. Provide oversight for all routine maintenance and repairs, including reactive work and strategic assets support, in line with key programmes such as Roads Management, Bridge Management, Stormwater Management and Traffic Signals Management. • Plan, schedule and implement routine repairs and maintenance to existing roads, stormwater and supporting infrastructure. • Ensure that the budget for Regional Operations is spent in line with the Implementation Plan. • Draft reports to request capital investment in plant equipment. Quarterly review, re-prioritising and rescheduling of work programmes. • Report on performance against the Customer Charter Standards and planned maintenance targets. • Monitor compliance with the Occupational Health and Safety Act (OHSA) and other relevant legislation. • Ensure compliance with JRA-wide policies and procedures. Oversee the implementation of the 5 year's Fleet and Plant Plan. Oversee the development and implementation of the 5 year's Asphalt Plant Plan. • Oversee the effective and sustainable operations of Strategic Assets, that include Regional Service Delivery (RSD), Motorways and Laboratory. • Oversee the development and implementation of the 5 year's Laboratory Plan. 	<ul style="list-style-type: none"> • Bachelor of Science in Civil/B-Tech in Civil Engineering or NQF equivalent. Professional Registration, PR Eng or Pr. Tech Eng (ECSA). • 10 years management experience of which 5 years are at senior management level. • Subject matter expertise in Design, Construction and Management of Municipal Roads and Storm water Infrastructure, inclusive of Road signs and markings <p>Only shortlisted candidates will be contacted.</p> <p>Please take note that <u>only online applications</u> will be considered. Please apply by using the following link below:</p> <p>https://share-eu1.hsforms.com/1IsILNijaSh69FqaVKLHRAQew554</p> 

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4. OPERATIONS MANAGER: INTERNAL AUDIT (REF: 06/2024/24)	
A HIGHLY COMPETITIVE MARKET RELATED PACKAGE	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> Develop the internal audit charter, the internal audit strategy and the risk-based internal audit plan. Develop the audit methodology for the internal audit activity. Participate in the organisational risk assessment process. Ensure and monitor adherence to the international standards for the professional practice of internal auditing, code of ethics and audit methodology. Research and keep abreast of legislative issues, new audit regulations/trends and audit methodology. Maintain effective information systems that meet the needs of audit management. Schedule and assign quarterly audits to team members, ensuring the effective and efficient use of resources. Advise management on company risk exposures. Implement unit risk intervention plans. Assist in the achievement and maintenance of sound control environment through: <ul style="list-style-type: none"> Coordination and provision for oversight over the external audit process in order to ensure the flow of information and liaison with management and external auditors. 	<ul style="list-style-type: none"> Bachelor of Commerce in Internal Audit or Accounting, or relevant NQF level 7 equivalent. Internal Auditor certification. Registered Member of International Internal Auditing Standards (IIA) 10 years management experience of which 5 years are at senior management level. <p>Only shortlisted candidates will be contacted.</p> <p>Please take note that <u>only online applications</u> will be considered. Please apply by using the following link below:</p> <p>https://share-eu1.hsforms.com/1oZRrEw1lQqecdiMGWw0ZsAew554</p> 

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