



City of Johannesburg
Johannesburg Roads Agency

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INTERNAL AND EXTERNAL POSITION

VACANCY CIRCULAR NO. 07/2024

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 link available on each position.

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: 03 July 2024 @ 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 07: DATE ADVERTISED: 20 JUNE 2024

DIGITAL TRANSFORMATION PROJECT MANAGER (FIXED TERM CONTRACT – TWELVE MONTHS) (REF: 07/2024/25)

SALARY: R1,068,369.98 – R 1,564,492.22 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- To manage the implementation of the operational business plan and budget from a business unit perspective, so that the Human Capital Management strategy is operationalised every year.
- Analyse internal processes of the company in collaboration with relevant stakeholders and identify areas of improvement.
- Propose initiatives and/or projects as a full standard package proposal to the management and get proper approval.
- Perform the Project Manager role or be part of the project implementation team for the initiatives/projects as assigned/decided by the company.
- Champion Digital Transformation within the Johannesburg Roads Agency.
- Contribute towards the articulation and implementation of JRAs Digital Transformation Strategy
- Assist the Ops Manager with communicating operational plans and activities to employees in the unit and interfacing divisions.
- Report frequently the status of digital initiatives/projects to the company management and to the Digital Transformation Manager.
- Organize frequently customer feedback gathering sessions as part of customer facing processes review focusing on client centricity and seamless experience across all channels.
- To manage and ensure productive operations within Digital Transformation Unit.
- Manage, monitor, and evaluate the division’s on-going performance and service delivery.
- Periodically assess the efficiency and effectiveness of design/delivery of digital transformation initiatives.
- To implement sound governance practices in terms of structures, systems, processes, policies, procedures and controls for the unit that ensure delivery on strategic and operational objectives. To implement a system for Good Governance to comply with all legislation, City requirements and codes of good practice.
- To conduct sufficient risk management in the 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 unit.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor's degree or B-Tech in ICT/ Data Management/ Library Science or Information Science or relevant NQF level 7 equivalent.
- 10 years’ experience in Records Management, inclusive of 5 years’ track record in delivering successful Digital Transformation Projects.

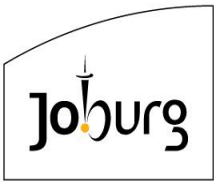
The JRA is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the Company’s Employment Equity Plan to promote its representativity (race, gender, and disability).

Only shortlisted candidates will be contacted.

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Circular 07: DATE ADVERTISED: 20 JUNE 2024

SENIOR PERFORMANCE MANAGEMENT SPECIALIST (FIXED TERM CONTRACT – TWELVE MONTHS) (REF: 07/2024/26)

SALARY: R1,068,369.98 – R 1,564,492.22 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- To assist with the implementation of the performance management operational plans to ensure effective and productive operations.
- To complete all activities in line with established PM policies, systems, and procedure to ensure work is carried out in a controlled and consistent manner.
- Act professionally in engagements with line management and external vendors.
- Collect and analyze data for the purposes of monitoring and measuring the effectiveness, business impact and on-going performance and service delivery of PM programs, resources, and initiatives.
- Contribute towards the preparation of reports and presentations timely and accurately to meet JRAs requirements, policies, and quality standards.
- Conduct regular best practice research and provide the PM team with information on benchmarks and current trends for the review and improvement of PM processes/policies and services.
- Gather performance management documents, such as scorecards, scoring sheets, half yearly reports and annual reports, from the various departments within JRA in order to ensure the timely submission.
- Maintain performance management files and electronic records on submitted performance management documents.
- Contribute to Performance Management reports by compiling performance management and probation statistics from the relevant databases.
- Liaise with Human Capital Management to obtain lists of new, promoted and terminated employees monthly in order to maintain the current status of the probation processes of the relevant employees.
- Isolate the performance management files for qualifying employees.
- Ensure that all documents are documented and comply with PM requirements.
- Provide files as per audit requests.
- Assist with the distribution of bonus letters.
- Coordinate logistics for meetings and training sessions.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor’s degree in Human Capital Development/Industrial Psychology or NQF Level 7 equivalent.
- 12 years’ experience in Performance Management.

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Circular 07: DATE ADVERTISED: 20 JUNE 2024

SENIOR TRAINING & ORGANISATIONAL DEVELOPMENT SPECIALIST (FIXED TERM CONTRACT – TWELVE MONTHS) (REF: 07/2024/27)

SALARY: R1,068,369.98 – R 1,564,492.22 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- To manage the implementation of the operational business plan and budget from a business unit perspective, so that the Human Capital Management strategy is operationalised every year.
- Champion the establishment and implementation of JRA Training Academy.
- Contribute towards the articulation and implementation of JRAs Learning and Development philosophy, framework, and strategy particularly in the areas of continuous learning through formal and informal learning to ensure the acquisition of relevant skills and competencies within the organisation.
- Assist the Ops Manager with the effective cascading of L&D priority strategic areas into comprehensive operational plans, ensuring vertical alignment and horizontal integration with other interfacing strategies.
- Contribute towards the development and ongoing maintenance of departmental policies, procedures, and systems.
- Assist the Ops Manager with communicating operational plans and activities to employees in the unit and interfacing divisions.
- To manage and ensure productive operations within the PD & OD unit.
- Plan, and prioritise, programs and projects to ensure timely results.
- Manage, monitor, and evaluate the division’s on-going performance and service delivery.
- Periodically assess the efficiency and effectiveness of design/delivery of technical training and development methodologies / techniques.
- Conduct periodic facilitator and training impact assessment and advise the business as required.
- Work closely with the business and Manager PMD & OD conduct comprehensive training needs assessments, develop training plans based on identified and prioritised needs, impact to the business and available resources.
- Identify, update, and manage the strategic and operational risks of the unit and make inputs to the Operational Risk Register.
- To ensure the management of the unit’s budget in compliance with the Municipal Finance Management Act (MFMA) and Treasury regulations.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor’s degree in Human Capital Development/ Industrial Psychology or NQF level 7 equivalent.
- 12 years’ experience in Human Capital Development inclusive of six (6) years’ experience in Organizational Development.
- Track record in delivering successful Training programmes and Organisational Development and Change Management projects.

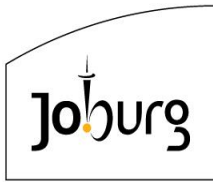
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Circular 07: DATE ADVERTISED: 20 JUNE 2024

OFFICER: CHANGE MANAGEMENT X2 (FIXED TERM CONTRACT – TWELVE MONTHS) (REF: 07/2024/28)

SALARY: R348 701.35 – R523 052.02 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES

- To assist with the implementation of the OD operational plans to ensure effective and productive operations.
- To complete all activities in line with established OD policies, systems, and procedure to ensure work is carried out in a controlled and consistent manner.
- Collect and analyze data for the purposes of monitoring and measuring of the effectiveness, business impact and on-going performance and service delivery of OD programs, resources, and initiatives.
- To complete all designated work in an efficient manner, which is consistent with operating procedures and policy.
- Contribute towards the preparation of reports and presentations timely and accurately to meet JRAs requirements, policies and quality standards.
- Conduct regular best practice research and provide the OD team with information on benchmarks and current trends for the review and improvement of OD processes/policies and services.
- Contribute towards the evaluation of all existing and new roles as required and / or requested by business units.
- Support the Assistant Manager with information required to advise the business units on all OD related issues.
- Support the Assistant manager in engagements with business units to prepare the organization’s monthly headcount report.
- Contribute towards monthly headcount report.
- Maintain an up-to-date database of key HR data and metrics.

REQUIREMENTS AND SELECTION CRITERIA

- Three-year Diploma in Human Resource Management with Change Management as a major subject or NQF level 6 equivalent
- 3 years’ experience in organizational change management.

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Circular 07: DATE ADVERTISED: 20 JUNE 2024

SENIOR OPERATOR: SPECIALISED TIPPER TRUCK (X10) – 12 MONTHS FIXED – TERM CONTRACT (REF: 07/2024/29)

SALARY: R284 637.32 – R355 796.65 PER ANNUM

KEY RESPONSIBILITIES

- Drive and operate specialized vehicles.
- Perform a pre / post-trip / usage inspection report, routine maintenance check list on specialized vehicle.
- Complete time sheets and maintain a logbook always including a neat and legible line graph to be submitted daily.
- Obtain any required permits and complete all necessary paperwork for the operation.
- Follow all JRA health and safety policies and procedures, ensuring the safe handling and parking of vehicles.
- Reports all accidents/incidents immediately to supervisor.
- Oversee the condition of vehicle and inspect tires, lights, and brakes as per the daily checklist.
- Check fluid levels including leakage of water, fuel, air-conditioning equipment blowers, and automatic emergency lighting.
- Ensure valid copies of documents and any applicable permits are always kept safely in the vehicle.
- Always keep a copy of kilometers of service and load security legislation and ICBC zones in the vehicle.
- Keep the office informed of what areas the vehicle will be operating within and what activities it will be engaging in as per job work order number.

REQUIREMENTS AND SELECTION CRITERIA

- Grade 9 or relevant NQF level 1 equivalent.
- Must not have a criminal record.
- Valid EC (Code 14) license with Valid PDP.
- 3-5 years of experience within the road construction in transporting material.
- 2-3 years of driving experience and operating specialized vehicles.
- Competence to be assessed through a practical test.

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