



City of Johannesburg
Johannesburg Roads Agency

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2017

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INTERNAL AND EXTERNAL POSITION

VACANCY CIRCULAR NO. 11/2024

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: 16 August 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 11: DATE ADVERTISED: 02 AUGUST 2024

PROJECT MANAGER: FACILITIES MANAGEMENT (12 MONTHS FIXED TERM CONTRACT) (REF: 11/2024/38)

SALARY: R1,291,696.89 – R 1,899,482.60 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- To manage the projects of the JRA in order to ensure effective and productive operations.
- Project management of the conceptual and planning phase of the project.
- Ensure the correct regulatory approvals have been obtained by all relevant departments. e.g. EIA, water use license, OHS requirements.
- Verify deliverables of the planning phase for implementation of the project. E.g. EIA, land acquisition.
- Coordinate the implementation process between Regional Operations Managers and ID.
- Manage and monitor project budget to ensure that it is effectively spent and within projected timeframe.
- Manage all project completion requirements, ensuring that all necessary requirements are adhered to.
- Ensure the scope of work is communicated to the supply chain department and facilitate the process until tender is advertised, and bidders are evaluated.
- To implement the operational plan in line with the allocated budget.
- Communicate and implement the operational plan and activities to Consultants and Contractors employees in the unit and interfacing divisions.
- 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.
- Align recruitment practices with the approved organisational structure to support strategy implementation.
- To conduct sufficient risk management in the unit's operations so that liability is minimised and or eliminated.
- Identify, update and manage the strategic and operational risks of the Department unit and make inputs to the Operational Risk Register.
- Contribute to the coordination of assurance activities to ensure the effectiveness of controls, for the department unit.
- Contribute to the completion of a Combined Assurance Map that assigns assurance responsibility to specific parties and indicates where it's reported, for the unit.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor's Degree/B Tech in building/civil engineering or relevant NQF level 7 equivalent.
- Project management certificate.
- Registration with the engineering council of South Africa. (ECSA)
- 8 years' experience in project management in related field, 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.

To apply, click on the link below:

<https://share-eu1.hsforms.com/1MgOMCZr9TUCxGI9uc2tGDQew554>



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