



City of Johannesburg
Johannesburg Roads Agency

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2017

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www.joburg.org.za

INTERNAL AND EXTERNAL POSITION

VACANCY CIRCULAR NO. 07/2023

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 stating the reference number as well as attaching certified copies of qualifications and ID (certification should not be older than 6 months). The recruitment email addresses that applicants should send their applications are available on the advert.

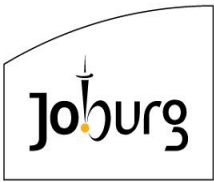
Enquiries should be directed to Ms. Shirley Mbiza 011 491 5762, Tommy Nkhwashu 011 298 5045, Ms Precious Ngolele 011 491 5630 or Mpho Makoloka 011 298 5162.

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: 30 June 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 07: DATE ADVERTISED: 19 JUNE 2023

HEAD: FINANCE - CHIEF FINANCIAL OFFICER (REF: 07/2023/35)

SALARY: HIGHLY COMPETITIVE REMUNERATION PACKAGE

KEY RESPONSIBILITIES

- Drive the development of the JRA business strategy and the Service Delivery Budget Implementation Plan (SDBIP) as part of the Executive Management Team (EMT) to ensure alignment with the City of Johannesburg’s Growth and Development Strategy (GDS) and strategic priorities.
- Provide input to the JRA business plan and budget from the department’s perspective.
- To ensure that unit operational plans are aligned to organisational strategy by facilitating approval of operational plans, facilitating the approval of the departmental budgets and reviewing performance on a quarterly basis.
- Ensure that the company maintains good internal controls.
- Report consistently to the CEO, executive management and the Board.
- Identify, update and manage the strategic and operational risks of the department via the Operational Risk Register.
- Develop and implement mitigating measures for the department.
- Contribute to the coordination of assurance activities to ensure the effectiveness of controls.
- Ensure that assessments of the quality of the assurance are conducted through interaction with the assurance recipients.
- Identify gaps in the assurance provided and review recommendations to close the gaps for the department.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor’s degree in finance or relevant NQF level 7 equivalent.
- 12 years’ experience in Finance, inclusive of 7 years at senior management and middle management, of which 3 years must be 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.

The position will be based at the JRA’s Head Office in Johannesburg.

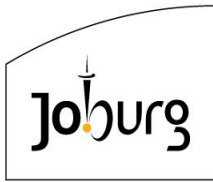
This is an employment equity targeted position and preference will be given to females including people with disabilities, however, everyone is welcomed to apply.

Applications: Email: recruitment09@jra.org.za

Only shortlisted candidates will be contacted.



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Circular 07: DATE ADVERTISED: 19 JUNE 2023

HEAD: REGIONAL OPERATIONS (REF: 07/2023/36)

SALARY: HIGHLY COMPETITIVE REMUNERATION PACKAGE

KEY RESPONSIBILITIES

- Drive the development of the JRA business strategy and the Service Delivery Budget Implementation Plan (SDBIP) as part of the Executive Management Team (EMT) to ensure alignment with the City of Johannesburg’s Growth and Development Strategy (GDS) and strategic priorities.
- Provide input to the JRA business plan and budget from the department’s perspective.
- Ensure that unit operational plans are aligned to organisational strategy by facilitating approval of operational plans, facilitating the approval of the departmental budgets and reviewing performance on a quarterly basis.
- Review and update policies and procedures affecting the department and make recommendations for improvements.
- Report consistently to the CEO, executive management and the Board on performance against the business and operational plans from the department’s perspective.
- Identify, update and manage the strategic and operational risks of the department via the Operational Risk Register and develop and implement mitigating measures for the department.
- Ensure compliance with the Municipal Finance Management Act (MFMA).
- Develop the department’s budget in line with business objectives.
- Ensure that the budget for Regional Operations is spent in line with the Implementation Plan.
- Contribute to the JRA achieving a clean administration audit outcome.

REQUIREMENTS AND SELECTION CRITERIA

- BTech/BSc in Civil Engineering or relevant NQF level 7 equivalent.
- 12 years’ experience in Design, Construction and Management of Municipal Roads and Storm water Infrastructure, inclusive of 7 years senior management and middle management, of which
- 2 years must be at senior management level.Road signs and markings experience.
- Professional Registration (ECSA)
- 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.

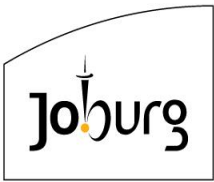
This is an employment equity targeted position and preference will be given to females including people with disabilities, however, everyone is welcomed to apply.

Applications: Email: recruitment10@jra.org.za

Only shortlisted candidates will be contacted.



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Circular 07: DATE ADVERTISED: 19 JUNE 2023

DEPOT MANAGER: FLEET AND PLANT (REF: 07/2023/37)

SALARY: R 1 225, 518.80 – R 1 802, 165.58 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- Develop the annual operational plan for the depot aligned to the key performance indicators for the regions.
- Report on operational progress in terms of the business and operational plans for the business unit.
- Ensure that all equipment and vehicles is maintained in terms of original equipment manufacturer standards
- Direct and oversee the implementation of the operational policies and procedures for depots.
- Ensure that procedures are conducive to meeting the operational as well as the safety and regulatory requirements.
- Ensure compliance with transport policy by all business units in the JRA.
- Oversee and ensure compliance with the OHSA as well as the RTA and related regulations. Responsible for ensuring the required measures are taken for safe working environment procedures, protective gear, signing of registers and safety checks etc.
- Ensure that all plant and vehicles is maintained and kept in a safe working condition.
- Ensure that standard operating procedures are in place for all plant used by business units in the JRA.
- Facilitate regular meetings with Depots on one-on-one basis and via LTO forum to decide on appropriate actions relating to fleet risks and fleet issues.
- Direct and ensure adequate measures for the management and monitoring of contractors to ensure compliance to contractual agreements as defined in the JRA operational parameters
- Ensure that expenditure is aligned with the allocated budget for the unit.
- Prepare monthly expenditure reports on the budget.
- Contribute to the JRA achieving a clean administrative audit outcome, from a unit perspective.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor's degree in Logistics Management, Mechanical or Civil engineering or relevant NQF level 7 equivalent.
- 8 years' experience in Logistics Management, Mechanical or Civil engineering 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: recruitment11@jra.org.za

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Circular 07: DATE ADVERTISED: 19 JUNE 2023

ASSISTANT MANAGER: BUSINESS PERFORMANCE (REF: 07/2023/38)

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

KEY RESPONSIBILITIES

- Assist in the Business Performance Management System design and implement a performance management and improvement process that leads to a positive measurable impact
- Assist in the coordination of business performance processes within the JRA.
- Evaluate the business performance in relation to the strategic objectives and activities of the company.
- Prepare monthly/ quarterly/ adhoc performance reports.
- Assist with internal and external audit requests in relation to performance information (POI) audits
- Assist the company in viewing standards manuals and operating procedures, with specific reference to identifying gap areas and make recommendations for improvement.
- Advise on aspects of business unit operations at in order to streamline and improve performance, productivity and performance reporting through consultative interaction with Heads of Departments, regional operations and Depot managers in relation to business performance.
- Monitor the implementation and execution of the respective standards, manuals operating procedures and total quality management systems.
- Implement JRA performance management requirements, ensuring continuous performance feedback to and development of employees.
- Make inputs into the Units operations plan by providing constant feedback to the Manager, based on operational performance, risks, challenges, lessons learnt and best practice for the discipline
- Assist in business performance workshops and training.
- Facilitate performance audits.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor's degree in Business Administration/ Public Administration/BTech in Internal Audit or Accounting or relevant NQF level 7 equivalent.
- 5 years' experience in a performance monitoring, reporting and verification environment, inclusive of 3 years at supervisory level.
- Exposure to performance verification assessments.

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: recruitment12@jra.org.za

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Circular 07: DATE ADVERTISED: 19 JUNE 2023

ASSISTANT MANAGER: COSTING (REF: 07/2023/39)

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

KEY RESPONSIBILITIES

- To manage the sub-unit and ensure effective and productive operations.
- To facilitate and monitor strategy implementation at an operational level.
- 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.
- 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.
- Identify and manage the operational risks of the sub-unit and make inputs to the operational Risk Register.
- To provide assurance that the existing controls and mitigating factors exert the intended modifying effect for the sub-unit.
- Contribute to the coordination of assurance activities to ensure the effectiveness of controls, for the sub-unit.
- To manage and oversee the processes of people management and development for the sub-unit.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor's degree in Accounting or Mathematics or relevant NQF level 7 equivalent.
- 5 years' experience in costing, inclusive of 3 years' experience in a supervisory position.

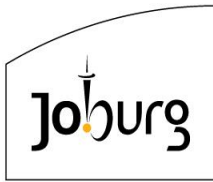
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Applications: Email: recruitment13@jra.org.za

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Circular 07: DATE ADVERTISED: 19 JUNE 2023

ASSISTANT MANAGER: PLANNING REGION C (REF: 07/2023/40)

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

KEY RESPONSIBILITIES

- Assist the Depot Manager with the compilation and monitoring of the depot’s OPEX costs and activity budgets.
- Compile and continuously review level 1 maintenance programmes in line with the depot’s activity budget.
- Ensure the productivity and quality of services rendered.
- Ensure that all maintenance activities are authorised, prioritised, scheduled and implemented relative to agreed service level requirements.
- Ensure effective people management for area of responsibility.
- Implement strategies to improve staff work ethics and ensure better relationships between management and workers.
- Evaluate and advise on the adequacy of resources within the business unit and ensure that needs are accounted for on budget for each financial year to enhance efficiency.
- Maintain health and safety standards, policies and procedures and ensure compliance.
- Ensure compliance in all operations to health and safety legislation, policies and procedures.
- Implement and monitor performance against the operational plan.
- Track milestone achievement against the sub-unit’s operational activities.
- Monitor compliance.
- Provide management with operational information that can inform improvement of frameworks, business processes, policies, procedures and systems that manage business operations.
- 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

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor’s Degree/ BTech in Civil Engineering or relevant NQF level 7 equivalent.
- Minimum of 5 years’ experience in roads and storm water 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: recruitment14@jra.org.za

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Circular 07: DATE ADVERTISED: 19 JUNE 2023

ASSISTANT MANAGER: WAYLEAVE REGION E (REF: 07/2023/41)

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

KEY RESPONSIBILITIES

- To provide compliance and monitoring services (wayleaves) to ensure that regulations and civil construction standards are adhered to when any damage or alteration is caused to roads and stormwater infrastructure.
- Provide input to the operational planning of all depot activities with regards to wayleaves regulations.
- Direct and provide an effective application and authorisation system for wayleaves applications.
- Ensure that all assets are evaluated and assessed in compliance with agreed SLAs.
- 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.
- 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.
- Provide relevant stakeholder information that will contribute to the stakeholder analysis exercise.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor’s Degree/ BTech in Civil Engineering or relevant NQF level 7 equivalent.
- 5 years in road, storm water and/or engineering 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: recruitme15@jra.org.za

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Circular 07: DATE ADVERTISED: 19 JUNE 2023

PERSONAL ASSISTANT: HOD – PUBLIC RELATIONS AND STAKEHOLDER ENGAGEMENT (REF: 07/2023/42)

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

KEY RESPONSIBILITIES

- Assist To coordinate and consolidate all activities related to departmental strategy implementation, monitoring, evaluation and reporting.
- Attend planning sessions for the department.
- Consolidate input from the business units for the department's Operational Plan.
- Conserve the HODs time by reading, and routing correspondence; drafting letters and documents; and collecting and analysing information where required.
- Provide secretarial services, supporting the HOD and department as necessary.
- Maintain the HODs appointment schedule by planning and scheduling meetings, conferences, teleconferences, travel arrangements and parking arrangements
- Manage the financial administration of the department ensuring that the correct procedures are followed, relevant authorities are advised, and all documentation is processed timeously.
- Manage invoices for all work done and purchases.
- To coordinate the general administration of the office and serve as a liaison between the HOD and internal and external stakeholders.
- Liaise with departmental HOD's and Ops Managers in terms of urgent matters which must be resolved.
- To consolidate relevant documentation that will assist the HOD in ensuring that the operational plan aligns to the allocated budget.
- Provide feedback to the HOD and business units in terms of strategic and operational recommendations.
- To support the HOD by consolidating relevant reports related to 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 archive and safeguard key documents within the department.
- To support the HOD by collating relevant HCM related documentation and highlight potential misalignment to JRA standards.

REQUIREMENTS AND SELECTION CRITERIA

- Three-year Diploma in Business Management/ Administration or relevant NQF level 6 equivalent.
- 5 years' assistant or secretarial experience, inclusive of 3 years at middle management level.
- Experience exercising discretion and confidentiality with sensitive company information.
- Solid experience with office management systems, ERPs and MS Office.

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: recruitment16@jra.org.za

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Circular 07: DATE ADVERTISED: 19 JUNE 2023

OFFICER: QUOTES UNDER R200K- X2 (REF: 07/2023/43)

SALARY: R 270 054.38 – R 405 081.58 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES

- To procure goods and services on quotations under R200K.
- Ensure advertising, sourcing and receipt of quotes under R200K.
- Load bid requests on the website under the relevant section for 7 days.
- Send bid requests out to relevant registered suppliers from the supplier database.
- Collect bid submissions from the website and from relevant business units.
- Ensure proper filing and record keeping in the prescribed manner for all bid documentation.
- Ensure all requests are attended to timeously to meet turnaround standards.
- Ensure that quotes are obtained from suppliers listed on the supplier database by sending out quote requests.
- Publish the 7 day advertising of requests greater than R30K on the website.
- Ensure that all MFMA regulations are adhered to during the entire cycle of request for sourcing.
- Compare specifications of received quotes to that of bid requests on standardized items.
- Complete checklists on compliance for quotations received, such as CIDB requirements (where applicable), tax clearances, BEE ratings, municipal rates compliance, declarations of interest etc.
- Prepare BEE point evaluation sheets and price evaluation sheets.

REQUIREMENTS AND SELECTION CRITERIA

- 3-year Diploma in Finance/ Supply Chain Management (SCM) or relevant NQF 6 equivalent.
- 3 years' experience in a finance / procurement environment.

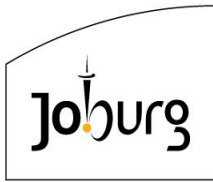
This is an employment equity targeted position and preference will be given to females including people with disabilities, however, everyone is welcomed to apply.

Applications: Email: recruitment17@jra.org.za

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Circular 07: DATE ADVERTISED: 19 JUNE 2023

CONTRACT OFFICER: VEHICLE AND TRUCKS – FLEET AND PLANT (REF: 07/2023/44)

REF:03/2023/21) SALARY: R 257 439.83 – R 386 159.75 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES

- To 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

- 3-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: recruitment18@jra.org.za

Only shortlisted candidates will be contacted.



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Circular 07: DATE ADVERTISED: 19 JUNE 2023

SPECIALISED OPERATOR (9 TON STEEL WHEEL ROLLER AND 9 TON PNEUMATIC ROLLERS) (REF: 07/2023/45)

SALARY: R 220 439.52 – R 330 659.28 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES

- Perform a pre / post-trip / usage inspection report, maintain a plant check list and complete time sheets.
- Obtain any required permits and complete all necessary paperwork for the operation.
- Drive and / or operate major plant and equipment including but not limited to Grader, T LB, front-end loader (less than 10 ton), roller (off road machines less than 10ton), paving roller and screed.
- Follow all JRA health and safety policies and procedures, ensuring the safe handling, storage and maintenance of equipment and machinery used Reports all accidents/incidents immediately to supervisor.
- Oversee the condition of plant and inspect tires, lights, and brakes as per the daily checklist.
- Performs routine maintenance including checking and adjusting fluid levels, cleaning, greasing and lubricating parts as required.
- Ensure valid copies of all plant documents and any applicable permits are always kept safely in the plant.
- Keep office informed of what areas the plant will be operating within and what activities it will be engaging in as per job work order number.

REQUIREMENTS AND SELECTION CRITERIA

- Grade 12 or relevant NQF level 4 equivalent.
- Operator card certification.
- C1 license (Previous Code 10) and PrDP
- 2-3 years of experience performing maintenance work involving the operation of major plant / heavy equipment with at least 1-2 years' experience operating a Loader.

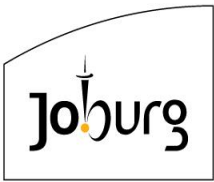
This is an employment equity targeted position and preference will be given to females including people with disabilities, however, everyone is welcomed to apply.

Applications: Email: recruitment20@jra.org.za

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Circular 07: DATE ADVERTISED: 19 JUNE 2023

FITTER (MECHANIC) (REF: 07/2023/46)

SALARY: R 220 439.52 – R 330 659.28 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES

- To maintain the condition of machinery and equipment and ensure it is up to standard across the Asphalt Plant.
- Ensure effective housekeeping of workshop.
- Maintain maintenance toolbox.
- Conduct regular verification of completeness of toolsets.
- Maintain a clean and safe environment.
- Be alert during plant operation to help identify and report any faults that might occur during production.
- Monitor repairs carried out on plant by performing pre and post inspection and tests on plant prior to start up.
- Perform welding repairs by using welding machines and cutting torches. (various forms of welding).
- Lubricate machinery.
- Attend to breakdowns.
- Carryout mechanical and electrical repairs on the plant.
- Provide various forms of feedback and reporting such as written reports, verbal reports etc. to maintenance foreman and other relevant stakeholders on activities in area of responsibility.
- Ensure appropriate record keeping and administration in accordance to regulations are followed on staff work, e.g. attendance registers, timesheets etc.
- Act as “on the job” mentor/trainer to staff.
- Assist entire team in execution of tasks during times of high and/or behind schedule workload.

REQUIREMENTS AND SELECTION CRITERIA

- Grade 12 or National Certificate or NQF Level 4 equivalent.
- Trade Test Certificate in Mechanical or Electrical.
- 3 years’ experience in related field (Mechanical or Electrical).

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: recruitment22@jra.org.za

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Circular 07: DATE ADVERTISED: 19 JUNE 2023

STOCK CONTROLLER (REF: 07/2023/47)

SALARY: R 179 939.98 – R 269 909.97 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES

- Receives signed material requisition form from the end user departments printed from JDE (ERP system) with a WORKS ORDER no., verify item numbers, description and the quantity prior to physically issuing.
- Assist Store Controller to physically issue the requested stock as per requisition received from the end users.
- Pick and move correct items requested to dispatching area and verify quantity.
- Receiving stock ordered from the suppliers.
- Transfer stock (receiving and collection)
- Conduct monthly stock count
- Pack all items correctly and ensure the store is neatly arranged.
- Assist the Store Controller to ensure that all the receiving documentation are filed correctly.
- File materials delivery notes, issue slips, transfer slips are safely kept.
- Safeguard stock, and ensure it's kept in a safe environment and report discrepancies to the Store Controller

REQUIREMENTS AND SELECTION CRITERIA

- Grade 12 or relevant NQF level 4 equivalent.
- Computer literate (end users).
- 1 – 2 years' experience in stores.

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: recruitment24@jra.org.za

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