



City of Johannesburg  
Johannesburg Roads Agency

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## ERRATUM FOR INTERNAL AND EXTERNAL CIRCULAR 12/2023

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**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 Precious Ngolele 011 491 5630 or 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: 20 OCTOBER 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 12: DATE ADVERTISED: 09 OCTOBER 2023


PERFORMANCE MANAGEMENT OFFICERS X4 (TWELVE MONTHS FIXED TERM CONTRACT) (REF: 12/2023/68)	
SALARY: R 348 701.35 – R 523 052.02 BASIC SALARY PER ANNUM	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
<ul style="list-style-type: none"> <li>To assist with the implementation of the performance management operational plans to ensure effective and productive operations.</li> <li>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.</li> <li>Collect and analyse 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</li> <li>Conduct regular best practise research and provide the PM team with information on benchmarks and current trends for the review and improvement of PM processes/policies and services.</li> <li>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.</li> <li>Liaise with Human Capital Management to obtain lists of new, promoted and terminated employees on a monthly basis in order to maintain the current status of the probation processes of the relevant employees</li> <li>Isolate the performance management files for qualifying employees.</li> <li>Assist with the distribution of bonus letters.</li> </ul>	<ul style="list-style-type: none"> <li>3-year Diploma in Human Resources or relevant NQF level 6 equivalent.</li> <li>3 years' experience in Performance Management.</li> <li>Experience in the implementation of performance management processes.</li> </ul> <p><b><i>This is an employment equity targeted position and preference will be given to females including people with disabilities, however, everyone is welcomed to apply.</i></b></p> <p><a href="mailto:recruitment204@jra.org.za">recruitment204@jra.org.za</a></p> <p>Only shortlisted candidates will be contacted.</p> 

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Circular 12: DATE ADVERTISED: 09 OCTOBER 2023

<b>ADMIN OFFICER: INTERNAL AUDIT – (12 MONTHS FIXED-TERM CONTRACT) REF: 12/2023/69</b>	
<b>SALARY: R284 637.32 – R426 955.98 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)</b>	
<b>KEY RESPONSIBILITIES</b>	<b>REQUIREMENTS AND SELECTION CRITERIA</b>
<ul style="list-style-type: none"> <li>• Provide secretarial services, supporting the Operations manager and unit as necessary.</li> <li>• Manage and monitor the Unit’s Operations Manager’s diary.</li> <li>• Organise meetings on behalf of Operations Manager: Internal Audit with internal and external stakeholders.</li> <li>• Taking meeting minutes as and when required and distribute them.</li> <li>• Type reports, memos and correspondence.</li> <li>• Arranging travel arrangements for external business functions or meetings.</li> <li>• Arranging parking for service providers whenever required.</li> <li>• Receive incoming calls from internal and external stakeholders and reroute to relevant personnel.</li> <li>• Attend to incoming queries from internally and externally and escalate to the appropriate staff member. File all documents for safe keeping.</li> <li>• Submit leave forms to HR.</li> <li>• Collect and distribute payslips.</li> <li>• Receipt of documents.</li> <li>• Delivery of documents.</li> <li>• Facilitate running of copies for contractual agreements.</li> <li>• Coordinate general administration of the office. Confirm availability of budget before submitting RFQ to SCM</li> <li>• Facilitate approval of invoices for internal audit services rendered by the consultants.</li> <li>• Create requisition on JDE system.</li> </ul>	<ul style="list-style-type: none"> <li>• 3 years’ Diploma with relevant general knowledge of administration.</li> <li>• 3 years’ experience in related field.</li> </ul> <p><b><i>This is an employment equity targeted position and preference will be given to females including people with disabilities, however, everyone is welcomed to apply.</i></b></p> <p><a href="mailto:recruitment205@jra.org.za">recruitment205@jra.org.za</a></p> <p>Only shortlisted candidates will be contacted.</p> 

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Circular 12: DATE ADVERTISED: 09 OCTOBER 2023

**ASSISTANT ARTISAN: PLUMBER X2 – (12 MONTHS FIXED-TERM CONTRACT) REF: 12/2023/70**

**SALARY: R284 637.32 – R426 955.98 BASIC SALARY PER ANNUM**

**KEY RESPONSIBILITIES**

- Consult To ensure that all water related system are maintained to perform the duties and functions as expected.
- Perform schedule maintenance service on plumbing systems and fixtures.
- Ensure all requirement as specified by the manufacturer of systems and fixtures are met.
- Ensure all installations, repairs and maintenance are properly sized, aligned, supported and graded.
- Ensure that all installations, repairs and maintenance meet the requirements of the appropriate codes.
- Ensure all installations, repairs and maintenance meet environmental protection requirements.
- Schedule work in cooperation with appointed services providers and suppliers compile and submit reports.
- Compile and submit reports.
- Perform miscellaneous job-related duties as assigned.
- Ensure that safety is adhere to during execution of works.

**REQUIREMENTS AND SELECTION CRITERIA**

- Grade 12 or N3 Certificate
- Qualified Plumber Trade Test
- 2 Years in a Similar Position
- Driver’s license Code 8 or 10

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

[recruitment206@jra.org.za](mailto:recruitment206@jra.org.za)

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Circular 12: DATE ADVERTISED: 09 OCTOBER 2023

**HUMAN RESOURCES CLERK X7 POSITIONS (12 MONTHS FIXED-TERM CONTRACT) REF: 12/2023/71**

**SALARY: R154 812.67 – R232 219.01 BASIC SALARY PER ANNUM**

**KEY RESPONSIBILITIES**

- Receive, sort and print applications according to reference number.
- Capturing data as directed by HR Officials
- Proof reading and formatting of documentation
- Completing HR related tasks as required
- Submit timely reports and prepare reports and present the work as assigned.
- Undertake other general administrative duties.
- Maintain good professional working relationships with other employees.
- Perform other reasonable routine and non-routine tasks requested by management.

**REQUIREMENTS AND SELECTION CRITERIA**

- Grade 12 or relevant NQF equivalent
- 3 Years' Diploma in HRM will be added advantage.
- 2 years' experience in data capturing.
- Proficient computer skills including spreadsheets, word processing and presentations.
- Exceptional numerical and literacy skills
- Effective prioritisation, time management and multi-tasking skills
- Exceptional communication and interpersonal skill.

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[recruitment207@jra.org.za](mailto:recruitment207@jra.org.za)

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