



City of Johannesburg
Johannesburg Roads Agency

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EXTERNAL POSITIONS

VACANCY CIRCULAR NO. 01/2026

NOTE: THIS IS THE EXTERNAL & INTERNAL CIRCULAR

Applications requirements:

- Complete the online job application form and attach all relevant and updated documents (**6 Months 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: 13 FEBRUARY 2026

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 01/2026: DATE: 30 January 2026

INTERNAL AUDITOR (REF: 01/2026/01)	
SALARY: R 819, 926.98 – R 1, 188, 122.19 PER ANNUM	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
- Participate in the development/revision of the audit methodology and contribute to areas of improvement. - Ensure the implementation of the Internal Audit Plan, according to the Internal Audit methodology. - Participate in the revision of the JRA risk register and the identification of risk mitigating measures to ensure effective operations. - Planning of all assigned audits as per the Internal Audit methodology. - Perform field work for all audit assignments and prepare adequate working papers which record the audit results and conclusions. - Document audit findings and obtain adequate and sufficient evidence to support the findings raised. - Prepare the Executive Summary reports and control assessment documents for submission to the Audit Committee. - Identify and communicate areas of development in line with the expected and allocated assignments and identification of relevant interventions. - Engagement of the unit management on implementation of identified training interventions. - Continuously adhere to the audit process and the international standards of the professional practice of internal audit in execution of all audit assignment. - Prepare the draft report which consists of findings with all elements in line with the Internal Audit Methodology. Discuss the audit findings of the draft report with the client to obtain management comments. - Review management comments and action plans to ensure that it addresses the control deficiencies raised. - Execute follow up audits to ensure that agreed solutions are successfully implemented. - Obtain evidence supporting the audit results. - Execute ad hoc audit assignments as assigned by the managers and the ops manager.	- Bachelor of Commerce Degree/B Tech in Internal Audit or Accounting, or relevant NQF level 7 equivalent. - Registered with the Institute of Internal Auditors (IIA) 5 years' audit experience, inclusive of 3 years' experience as an Internal Auditor <i>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).</i> Please take note that <u>only online applications</u> will be considered. Please apply by using the following link below: https://share.hsforms.com/1TciK8SUFQ_CpbsQEthYQ8w469tl Only shortlisted candidates will be contacted. 

"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. **Closing Date: 13 February 2026**

Circular 01/2026: DATE: 30 January 2026

ASSISTANT MANAGER: EMPLOYEE RELATIONS (REF: 01/2026/02)	
SALARY: R 819, 926.98 – R 1, 188, 122.19 PER ANNUM	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
• Ensure that labour relations matters are appropriately managed. • Ensure that JRA complies with labour relations legislation and the EE Act. • Ensure regular communication with ER (Employee Relations) stakeholders. • Arrange workshops according to the needs of the JRA. • Identify training needs and implement training programmes. • Ensure that JRA staff is kept informed on all labour relations and ER matters. • Handle grievance and disciplinary matters within JRA: • Appoint people to conduct investigations. • Liaise with HODs to ensure that correct procedures are followed. • Ensure compliance of the local labour forum with collective agreement. • Ensure that there is competent representation at CCMA/ the Bargaining council. • Conduct one-on-one discussions with staff in order to evaluate and provide guidance and support. • Develop an IDP for identifying the needs of ER staff. • Provide management with operational information that can inform improvement of frameworks, business processes, policies, procedures and systems that manage business operations. • Develop and implement mitigating measures for the sub-unit. • Facilitate effective internal and external stakeholder communication from a sub-unit perspective • Monitor compliance with the sub-unit's budget.	• Bachelor's Degree in Labour Relations /HCM related field or relevant NQF level 7 equivalent. • Valid Driver's License. • 5 years' experience in Labour Relations/HCM related field, inclusive of 3 years in a supervisory position. <i>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).</i> Please take note that only online applications will be considered. Please apply by using the following link below: https://share.hsforms.com/1m0WXpD_9TFWLu0Eeqxe3fA469tl Only shortlisted candidates will be contacted. 

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Circular 01/2026: DATE: 30 January 2026

OFFICER: LABOUR RELATIONS (ER) (REF: 01/2026/03)	
SALARY: R 388, 388.73 – R 582, 583.09 PER ANNUM	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
• Be responsible for minutes taking at various forums. • Compile monthly and quarterly reports on ER cases. • Play an advisory role in terms of Labour Relations. • Manage and assist with the grievance's procedure. • Forward a misconduct Registration Form to the line manager for completion. • Provide advice to the line manager in terms of information the accused employee of the allegations levelled against him/her. • Ensure that the misconduct registration form is recorded on the ER register and the status thereof (after the form is received). • Submit the charge sheet to the accused employee and ensure that they sign it and acknowledge the receipt. • Follow up with the MD's office regarding any Appeals made by the accused employee. • Upon receipt of 7.11 Referral form from either Bargaining Council/ CCMA, Preparation to represent the employer at the hearing resumes. • Ensure that upon receipt of the notification date for Conciliation Arbitration, the matter is recorded on the ER register. • Support ER manager in preparation for the CCMA case. • Prepare the bundle of documents for arbitration (includes pre-arbitration minutes). • Make a set of copies for all parties. • Receive a Notice of Set Down from Bargaining Council for Arbitration	• Three-year Diploma in Labour Relations/HCM related field or relevant NQF level 6 equivalent • 3 years' experience in Human Resources and/or Labour Relations. <i>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).</i> Please take note that <u>only online applications</u> will be considered. Please apply by using the following link below: https://share.hsforms.com/1UBSfKpPmSp6glcv06s8WFW469tl Only shortlisted candidates will be contacted. 

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Circular 01/2026: DATE: 30 January 2026

OCCUPATIONAL HEALTH NURSE PRACTITIONER X4 (REF: 03/2025/21)	
SALARY: R 388,388.73 – R 582,583.09 PER ANNUM	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
• Contribute to formulate medical surveillance policy. • Plan medical surveillance programme for the company. • Conduct medical surveillance in accordance with medical examination protocols. • Present recommendations to line management. • Medical records should be recorded and signed. • Conduct medical surveillance in accordance with medical examination protocols • Ensure a continuous supply and availability of suppliers, equipment and medication. • Plan, organise and evaluate occupational health service for area of responsibility. • Co-ordinate case management of incapacitated employees. • Assess, monitor and provide support to incumbents with medical problems impacting on work ability. • Provide a consultancy and advisory service to line management and JRA employees on occupational health matters. • Identify trends related to specific hazard exposures and ensuring preventative measures are implemented. • Treat minor ailments and injuries where feasible and refer to other resources when necessary. • Do walk about with safety department. • Plan and implement Health and Wellness Day Programmes, ensuring screening of every JRA employee and follow up. • Prioritize and triaging which situation to be dealt with first, delegating activities to trained first-aiders and emergency response staff. • Conduct Return-to-Work assessments. • Conduct occupational health awareness programmes on Occupational Health standards, chronic and debilitating illnesses, prevention, and promotion of health to employees within the Departments.	• Three-year Diploma in General Health Nursing or relevant NQF level 6 equivalent. • Diploma in Occupational Health Nursing. • Dispensing course. • Spirometer and Audiometry • Vision Screening • Registration as an Occupational Health Nurse Practitioner with the South African Nursing Council. • Valid Driver's license. • 3 years' experience in the Occupational Health nursing environment. <i>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).</i> Please take note that <u>only online applications</u> will be considered. Please apply by using the following link below: https://share.hsforms.com/1h8uZLbKGTQGrb0OsSY8laA469tl Only shortlisted candidates will be contacted. 

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Circular 01/2026: DATE: 30 January 2026

LTO: X2 (REF: 03/2025/09)	
SALARY: R 258, 787.36 – R 388, 181.04 PER ANNUM	
KEY RESPONSIBILITIES	REQUIREMENTS AND SELECTION CRITERIA
• Sign delivery notes for new vehicles from the Fleet Service Provider and allocate them to drivers at the depot. • Schedule vehicles for mechanical repairs or service with workshops / dealerships • Keep an updated list of all the vehicles and the drivers at the depot • Monitor driver behaviour of each driver through the VDO. The VDO is the system in the vehicle that reports on the driver's behaviour and driving skills. For example, speeding, clutch control, harsh braking. • Conduct vehicle inspections weekly, record defects and ensure vehicles are sent in for repairs within one months from date of loss and that claims are lodged within 48 hours of each incident. • Schedule vehicles for mechanical repairs or service with workshops / dealerships • Ensure that drivers / users collect vehicles within reasonable time from workshops / dealerships once repairs / maintenance work is complete. • Check vehicle tyres on a regular basis and make sure that those that require attention are urgently attended to. • Monitor the workshop turnaround time and make Fleet aware of licence discs that have not been delivered on time. • Fleet Service Providers schedule vehicles for service. The Officer: LTO makes the necessary arrangement with the Line Manager. • Report on vehicles driving after the normal working hours, vehicles out of the JRA jurisdiction, vehicles used over the weekends and the driving errors. • Organise trip reports that are requested by the Line Managers for disciplinary purposes and for driver trips monitoring.	• Grade 12 or National Certificate or NQF equivalent • Higher Certificate in fleet management or relevant NQF level 5 equivalent. • Code 10 driver's license or higher • 2 years' experience in fleet management. • 1 years' driving experience <i>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).</i> Please take note that <u>only online applications</u> will be considered. Please apply by using the following link below: https://share.hsforms.com/1s8Xh0Ft5SgClzh-LoLvFiw469tI Only shortlisted candidates will be contacted. 

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