

EMPLOYMENT ADVERT COMMUNITY LIAISON OFFICER (CLO)

Closing Date: 28 June 2023

Salary: R 6,000.00 per month

GARDEN ROUTE DISTRICT MUNICIPALITY

Applications are hereby invited for the appointment of the following position:

COMMUNITY LIAISON OFFICER (CLO)

On the following project:

THE CONSTRUCTION OF A NEW REGIONAL WASTE MANAGEMENT FACILITY AND ASSOCIATED INFRASTRUCTURE

This is a **temporary contract position for the duration of the construction period which is estimated to be approximately twelve (20) months**. The above contracts may overlap to some degree.

Qualifications

The applicants must be literate, preferably with a matric certificate, have good communication skills and be proficient in at least two (2) of the three (3) languages of the area (English, Xhosa & Afrikaans).

The functions of the CLO include:

1. to keep the communities informed on the progress of the project;
2. to liaise between the Municipality, communities and the contractor
3. to keep the Contractor informed on relevant community affairs and possible grievances;
4. to manage the recruitment of workers and/or local subcontractors;
5. to assist the Contractor's supervisory staff in the management of the workers;
6. to report weekly and monthly to the Contractor, Municipality and the community structures with respect to achievement of socio-economic development targets
7. Attend all disciplinary proceedings and ensure that procedures are adhered to and hearing are fair and the sanctions are reasonable.
8. Ensure labourers are informed of the conditions of service related to their employment
9. Resolution of problems, conflicts and blockages that may occur at the project level, and ensure that there are no disruptions to works progress.

Conditions of Employment include:

Rate of Remuneration: R 6,000.00 per month

Normal hours of work: 07h00 – 17h00 from Monday to Friday (Unless informed otherwise by the Contractor)

Preference will be given for the appointment of the above position to the residents of Garden Route District, who resides closer to the construction site. The candidate must be able to read and write (English, Xhosa and Afrikaans), must be unemployed, must not be a contractor, must be able to work under strenuous conditions and must have conflict management skills. The above position will be appointed and remunerated by the Principal Contractor.

Completed application forms must be submitted to Garden Route District Municipality offices, by no later than Wednesday 28 June 2023. Application form is available here: www.gardenroute.gov.za/wp-content/uploads/2018/08/Career-Application.pdf

For further details please contact Mr. Sandile Kunene on 081 468 1904 or email Sandile.Kunene@tefla.co.za

Notice: ADD01/GRDM/24/21-22