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## COMMUNITY LIAISON OFFICER (CLO)

The Department of Roads and Public Works would like to recruit a Community Liaison Officer that will be working with the community of Asherville.

### Job Purpose:

- The primary purpose of the job is to ensure that the local community gets maximum benefit from this construction contract through access to labour (unskilled) and subcontracting.

### Requirements:

- Matric certificate (Grade 12) or Equivalent.
- Must be able to communicate, read and write in English, Afrikaans and isiXhosa.
- Must be reliable and accountable.
- Must know the area of Asherville thoroughly.
- Must be a resident of Asherville and reside within Ward 3.
- Must be currently unemployed.
- Should be prepared to work under difficult conditions.
- Should have skills in conflict resolution.
- Should have an understanding of construction and be able to communicate with contractors and Sub-contractors.

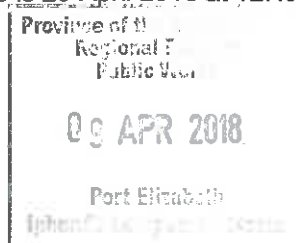
### Key Performance Areas:

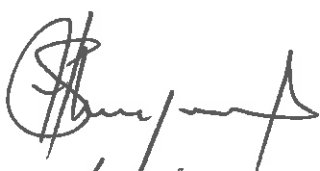
- Assist the facilitator and the PSC in carrying out a skills audit within the community.
- Liaising person between the Contractor and the labour desk with regards to numbers and skills required by the contractor.
- Undergo training in terms of capacity building programme and in turn provide induction to labourers.
- Identify possible labour disputes and any disciplinary matters and advise the site agent and assist in their resolution.
- Attend disciplinary proceedings to ensure that hearings are fair and reasonable.
- Assist the contractor in preparation of the records of employees.
- Keep daily written record of his/her community activities.
- Ensure that all new employees understand the basis of labour intensive construction and ensure that all labourers who are involved in activities in which tasks have been set are fully informed regarding the principle of task work.
- Ensure that local labourers are informed of their conditions of temporary employment.
- Assist both site agents and Main contractors with the retrenchment of labour.
- Attend all meetings in which the community / labour is present or is required to be represented in particular he/she attends the site meetings to report on the local community and labour issues.
- Carry out any further duties which, in the opinion, of either the site agent or the PSC may be considered advantageous to the project

Please forward a CV and a covering letter, proof of address, including a certified copy of your Identity Document to:

The office of the Principal at the Asherville Public School and no late applications will be considered.

The closing date for applications is 20 April 2018 at 12H00. Contact person is Banele Lugongolo, Tel 041 390 9006/ 071 519 7369



  
05/04/2018





Province of the  
**EASTERN CAPE**  
DEPARTMENT OF PUBLIC WORKS



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Enquiries: Veliswa Madengwane

05 April 2018

To: **Dr. Beyer's Naude Local Municipality**  
**Graaf Reinet**

The Department of Roads and Public Works invites students and graduates with **building / construction field** related qualification to submit their CVs for possible placement in the construction of Asherville Public School and Lingcom Primary School projects in Asherville and Kroonvale areas.

To be considered, the candidates must be in possession of the following:

**Graduates**

- National Diploma / Degree in Building, Construction Management and Quantity Surveying

**In – Service training Students**

- Must have completed first year or second year and in need of in-service training in the building / construction related field.
- N6 / Diploma in Building and Construction

Preference will be given to those residing in Graaff Reinet and surrounding areas.

CVs Must be submitted to:-**Dr. Beyer's Naude Local Municipality, LED Office, Graaff Reinet for the attention of Mrs. Ntombizanele Kubashe by no later than 12H00 on the 20<sup>th</sup> of April 2018**

Yours in service excellence,

S. Hlangwana

**Candidate Construction Project Manager**  
**Department of Roads & Public Works, Sara Baartman Region**

