



MARTIN & EAST (PTY) LIMITED CIVIL ENGINEERING AND SPECIALIST CONTRACTORS

CONTRACT BV 913/2021
EROSION PROTECTION AT HEX RIVER ZWELETHEMBA,
WORCESTER – PHASE 1

VACANCY: COMMUNITY LIAISON OFFICER (CLO)

JOB PURPOSE: Will act as a liaison officer for the contractor, to facilitate information flow to the community and other stakeholders. The successful candidate will be based in Zwelethemba, Worcester.

REQUIREMENTS: - Must reside within the Zwelethemba Township. - Must be able to communicate, read and write in English. – Must be able to communicate two of the following three languages (Afrikaans, English, Xhosa). – Preferably have previous experience as CLO – Must know the area of district. - Must be currently unemployed. - Grade 12 certificate with basic computer literacy.

DUTIES:

- a) To be available on site during normal construction working hours.
- b) To communicate daily with the Contractor and the Employer's Agent to determine the labour requirements with regard to numbers and skills.
- c) To identify possible labour disputes and to assist in their resolution.
- d) To attend all meetings in which the community and/or labour is present or is required to be present. In particular he/she will attend site meetings to report on the local community labour involvement.
- e) To identify, screen and nominate labour from the labour pools provided by the community in accordance with the Contractor's requirements.
- f) To inform local labour of the conditions of temporary employment, their timely availability and to inform local labourers when their appointments will be terminated.
- g) To attend disciplinary proceedings and to ensure that hearings are fair and reasonable.
- h) To keep a daily written record of his/or her interviews concerning community liaison.
- i) To keep a daily written report of all local labour used on the project.

To apply, please deliver hard copies of your C.V, certified copies of qualifications, ID document, and covering letter at Multi Purpose Centre (MPC) as from Wednesday, 21st July 2021, during office hours 09h00 – 17h00. Please note that no email or faxed applications will be considered.

Applicants who do not receive any response within 21 days of the advertisement must know that their applications have been unsuccessful.

The closing date is on Wednesday, 28th July 2021 at 15h00.

