

Date: **10 MARCH 2022**

Our Ref: Z:\VR057/05\CLO_c

CLO JOB DISCRIPTION

PROJECT: UPGRADING OF ROADS AND STORMWATER IN CITRUSDAL
PROJECT No.: VR057/05
DATE & TIME: 10 MARCH 2022

JOB DISCRIPTION

The Roads Project is about to commence in Citrusdal. The Cederberg Municipality would like to identify Community Liaison Officers to deploy to this project. It should be noted that the Community Liaison Officers will be employed directly by the Contractor only for the duration of the construction contract.

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 (skilled, semi-skilled and unskilled) and subcontracting.

Key Performance Areas:

- Liaison between the community and the contractor.
- Liaison between Cederberg Municipality, the community and the contractor.
- Responsible to provide a link between local resources and the contractor.
- Make reference to database of local resources.
- Keep the contractor and Cederberg Municipality aware of community affairs and possible dynamics.
- Assist the contractor's supervisory staff in the management of workers.
- Report monthly to Cederberg Municipality, and the community structures with respect to local involvement targeting, training and the equity status of employees.

Requirements:

- Must be able to communicate, read and write in English and Afrikaans.
- Must be reliable and accountable.
- Must know the area of Citrusdal thoroughly.
- Must be a resident of Citrusdal.
- Must be currently unemployed.
- Should be prepared to work under difficult conditions.
- Should have skills in conflict resolution.
- Should have skills in organisational development.
- Should have an understanding of construction and be able to communicate with contractors and sub-contractors.
- Should not be a contractor.

Job Description:

- Be available on site on a day-by-day basis between the hours agreed on by the Contractor, the Employer and the Engineer from time to time.
- Determine in consultation with the contractor and the engineer the labour requirements with regard to the numbers and skills;
- Assist in and facilitate the identification of suitable temporary labour and the establishment of the labour register;
- Assist in the identification and screening of labourers from the local community in accordance with contractor's requirements.
- Attend all meetings in which the local community and/or labourers are present or are required to be represented;
- Inform temporary labourers of their condition of temporary employment, and inform temporary labourers as early as possible when their period of employment will be terminated.

- Assist the contractor with determining the training needs of the temporary labourers and the identification of suitable trainees for relevant skills training.
- Assist in maintaining good labour relation, and when applicable partake in labourer grievance and dispute procedures;
- Attend disciplinary proceedings to ensure that hearing are fair and reasonable;
- Keep a daily written record of his interviews and community liaison activities;
- Carry out specific tasks ordered by the engineer;
- Perform such other duties as required and agreed up between all parties concerned.

Closing date: 17 March 2022
Citrusdal offices @ 16H30

Contact: Mr Rodney Jansen
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