

NDLAMBE LOCAL MUNICIPALITY



NDLAMBE LOCAL MUNICIPALITY INVITES SUITABLE, QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY FOR THE FOLLOWING VACANCY

1 x COMMUNITY LIAISON OFFICER (CLO) – THORNHILL LINK SERVICES

ESSENTIAL QUALIFICATION REQUIREMENTS:

- Grade 12
- Physically fit and able to work under all weather conditions.
- Must have knowledge and understanding of working in community projects.
- Must be from within the ward where the project is taking place.
- Can communicate in 2 of the 3 languages [English, Xhosa and Afrikaans]
- Report writing skills and problem-solving skills

RESPONSIBILITIES

- Represent the community and assist the municipality with communication between them and the community. Inform the community regarding the scope of the project, safety precautions and programme.
- Be available at the site office at all times when the contractor is working.
- Liaise between the Municipality and labour regarding wages and conditions of employment.
- Communicate daily with Site Agent on labour related issues such as numbers and skills and report back to the municipality.
- Have a good working knowledge of the contents of the contract document regarding labour and training matters.
- Attend all meetings at which the community and/or labour is represented or discussed.
- Attend contract site meetings and report on community and labour issues at these meetings.
- Ensure that all labour involved in activities when task have been set, are fully informed of the principle of task-based work.
- Attend disciplinary proceedings to ensure that hearings are fair and reasonable.
- Keep daily written record of interviews and community liaison.
- Any other duties that may become necessary as the work progress.

To apply, please forward your CV, certified copies of your qualifications and ID document to the Ndlambe HR offices, No. 1 Causeway, Civic Centre No later than 17 February 2020.

Enquiries relating to bid documents may be referred to Mrs N Vithi – Masiza and Mr S Babama on Tel: 046 604 5500 / Fax: 046 6242 669

NOTICE NUMBER: 33/2020

10 FEBRUARY 2020

ADV. R. DUMEZWENI

MUNICIPAL MANAGER

Municipal Website and Notice Boards