



CAREER OPPORTUNITY

The following advert is released by the Mandeni Municipality on behalf of the contractor '**Ubuhle 79 Trading and Akha Holdings JV**' who has been appointed by the Council for the project of the '**Beautification and Landscaping of Access No.1 Intersection**' in Ward 07, Mandeni.

The following vacancy exists for a suitably qualified and experienced person to join the staff of **Ubuhle 79 Trading and Akha Holdings JV**.

COMMUNITY LIASON OFFICER (CLO)

SALARY: R39, 57 per hour (as per gazette BCCEI wage rate)

PLEASE QUOTE REFERENCE: 'BEAUTIFICATION AND LANDSCAPING OF ACCESS NO.1 INTERSECTION' IN WARD 07, MANDENI.

REQUIREMENTS:

Senior Matric {GRADE 12} certificate must be able to speak, read and write isiZulu and English. Must have good communications skills and be physically fit. Must be willing to work in all weather conditions, work outside normal working hours during emergencies. All copies must be certified.

NB: THE CLO MUST BE FROM WARD 07.

APPLICATIONS FOR THE CLO POST MUST BE ACCOMPANIED BY A PROOF OF RESIDENCE IN THE FORM OF A LETTER FROM THE WARD COUNCILLOR.

DUTIES:

The Community Liaison Officer (CLO) shall:

- a) Be available on site daily between the hours as agreed on by the Contractor, the Employer and the Engineer from time to time;
- b) Assist the Contractor in the identification of suitable trainees and shall attend one of each of the training sessions;



- c) Communicate with the Contractor and the Engineer to determine the labour requirements with regards to the numbers and skills;
- d) Assist in maintaining good labour relations and when applicable, partake in Labourers' grievances and dispute procedures;
- e) Assist in and facilitate the recruitment of suitable temporary labour and the establishment of the Labour Register (Labour Desk);
- f) Attend all meetings in which the Local Community and/or Labourers are present or are required to be represented;
- g) Assist in the identification and screening of Labourers from the Local Community in accordance with the Contractors requirements;
- h) Inform temporary Labourers of their conditions of employment and inform temporary Labourers as early as possible when their period of employment will be terminated;
- i) Attend disciplinary proceedings to ensure that hearings are fair and reasonable;
- j) Keep a daily written record of his interviews and community liaison activities;
- k) Carry out specific tasks as ordered by the Engineer;
- l) Perform such other duties as required and agreed upon between all parties concerned.

Please forward your application letter and full CV with certified copies of certificates, quoting the relevant reference number to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road, Mandeni.

NB. Faxed and e-mailed applications will not be considered.

Closing date: 07 July 2021, Wednesday at 15h00 PM.

Should you be short-listed for an interview, please bring your original certificates.

Enquiries: Mr. Bhekisisa Ngiba at the Project Management Unit (PMU),
Contact No. 032-456 8200/8235
073 036 5188