



CIVIL AND MECHANICAL ENGINEERING CONTRACTORS

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Project Title	BFI01/23/MWTWSC2: RIVERTON WTW REFURBISHMENT OF NEW PLANT'S FILTERS, CLARIFIERS, BACKWASH SYSTEM AND WASH WATER RECOVERY SYSTEM
Position title	Community Liaison Officer (CLO)
Commencement date	01 May 2025
Reporting to:	Hannes Viljoen (Project Manager)
Duration of Employment Contract:	Employment will automatically be terminated on 11 th April 2027, unless otherwise agreed in writing

Job Purpose

To assist Eigenbau Pty (Ltd) "The Contractor" in its contract with the Sol Plaatje Municipality BFI project and its execution in the day-to-day liaison with the Wards affected by the project and other matters related to Local Community Matters.

The CLO is required to remain impartial to political and other external influences as his/her role is critical to the mitigation of dissatisfaction and the management of expectations.

The CLO's roles further provide project community residents with an opportunity to benefit from the project through fair procurement processes developed through a systemic framework.

Job Description

- Liaison between the community and the Contractor.
- Foster good relationships with the community, municipality, legitimate business forums and ward Councillors as and when required by ensuring that all affected parties understand the scope of the project and the opportunities that arise from it.
- Provide Eigenbau with suggested human resources directly and only from the approved labour registers
- Keep the contractor/development management team aware of community affairs and sentiments.
- Support the contractor with conflict resolution during the implementation of the project.
- Compile and submit monthly ED and SED reports to the contractor.
- Report monthly to the contractor, concerning local labour involvement, training, and the equity status of employees in line with EPWP guidelines.
- Complete the necessary administrative tasks related to the implementation of the project.
- Represent the Contractor at local structures to collect data on changes in community dynamics or needs.
- Keep a daily project diary for all matters falling under this job description.
- Report and minute writing.
- Any and all other reasonable administrative tasks requested by the Contractor, as deemed necessary for the execution of the project.
- The CLO will be required to at all times, act in the best interests of the Contractor.

Place of Work: The Contractors camp, situated at the Riverton WTW, New Works, Riverton Northern Cape.

Working Hours: Monday to Friday 07.00 to 17:00, and occasionally Saturdays if so, required by the project schedule.

Experience, knowledge and Qualifications

- Minimum Grade 12 certificate or equivalent NQF level qualification.
- Be able to pass a basic medical examination.
- Computer Literacy on Microsoft Office Products.
- Good communication skills and report writing skills.
- Experience working in a similar role will be advantageous.
- Proven involvement and exposure to community development work.

Proof of residence of the candidate needs to be signed by the councillor.

Submissions of all CV's and related information, should be by email to the following address:

info@eigenbau.co.za and should be submitted no later than 17.00 on 25 April 2025.

Candidates will be requested to be available for an interview in person, at a venue in Kimberely.