



VACANCY

COMMUNITY LIAISON OFFICER

Closing Date:	16/05/2025
Project Reference No:	BFI 01/23/E2PSP1/A
Job Purpose:	<p>To assist the Sol Plaatje Municipality and R Mahange and Associates (Pty)Ltd in day-to-day liaison with the Wards affected by the project.</p> <p>The CLO is required to remain impartial to political and other external influences as his/her role is critical to the mitigation of site disruptions. The CLO's roles further provide project community residents an opportunity to benefit from the project through fair procurement processes developed through a systemic framework.</p>
Experience, Knowledge & Qualification:	<ul style="list-style-type: none"> • Minimum Grade 12 certificate or equivalent NQF level qualification • Good communication skills and report writing skills. • Experience working in a similar role. • Proven involvement and exposure to community development work. • Extensive knowledge of the ward (proof of residence is mandatory)
Short Job Description:	<ul style="list-style-type: none"> • Liaison between the community and the Contractor. • Foster a good relationship with community, municipality, business forums and ward Councillors. • Refer and utilised compiled labour database of local resources. • Keep the contractor/development management team aware of community affairs and possible dynamics and strikes. • Support the contractor with conflict resolution during the implementation of the project. • Compile and submit monthly ED and SED reports to the contractor and development management team. • Assist the contractor's supervisory staff in the management of workers. • Report monthly to the contractor, development management team with respect to local involvement, training, and the equity status of employees in line with EPWP guidelines. • Complete the necessary administrative tasks related to implementation of project. • Represent the organisations at local structures to collect data on any changes in community dynamics or needs. • Keep a daily project diary. • Report and minute writing.



	<ul style="list-style-type: none">• Perform any other duties that may be delegated by the contractor and ensure successful implementation of the project.
Duration:	10 months
Contact Person:	Ms Antea Jacobs – Site Manager
Contact number:	076 211 1630
E-mail address:	antheaj@rmahange.co.za

Application Process	CV's must include a copy of the ID and proof of residence and emailed to antheaj@rmahange.co.za by the 16 May 2025 @ 2pm.
---------------------	--