



**ENQ:**

Ms: H Molelekoa  
063 482 1507/  
066 473 2227

## **A POSITION OF CLO/ PLO FOR KOFFIEFONTEIN – HAVENGA BRIDGE PROJECT**

### **COMMUNITY LIAISON OFFICER (CLO/ PLO)**

#### **Purpose of the Position**

To assist in day to day liaison with the community affected by the project and with local labour issues.

#### **Personal Profile**

##### **Attributes**

- Have a strong personality
- Be able to be firm and decisive
- Be able to listen
- Have credible and good standing in the community
- Be objective and impartial
- Be fair
- Be able to select the right person

##### **Skills**

- Communication skills
- Writing skills
- Computer skills
- Facilitation skills
- Conflict resolution skills
- Have knowledge of labour laws and industrial relations (training will be provided where necessary)
- Administrative skills (be able to keep minutes and record in a proper and orderly way)

#### **Minimum Qualifications**

Grade 12 or relevant experience (at list 3 years) – has previous experience of working with projects and community participation experience

#### **Duties/Responsibilities**

- Assist the PSC to perform a skill and resource audit in the community
- Communicate with the contractor to determine labour requirements with regard to numbers and skills
- Assist contractor in recruitment and engagement of their labour
- Co-ordinate day to day communication needs between the contractors, PSC, labour and affected communities
- Assist with the coordination of the Labour Workshop

#### **Salary**

Estimate package: Temporary Job

**CV'S ACCOMPANIED BY CERTIFIED COPY OF ID AND CERTIFICATE MUST BE DEPOSITED IN THE MUNICIPAL TENDER BOX, AT LETSEMENG LOCAL MUNICIPALITY NO LATER THAN 12H00, 14 JUNE 2022**

#### **Chief Directorate Roads**

P O Box 119 BLOEMFONTEIN, 9300, Republic of South Africa  
Medfontein Building, second Floor, St. Andrews Street, BLOEMFONTEIN  
Tel: (051) 409 8275 Fax: (051) 409 8271  
e-mail: molelekoah@freetrans.gov.za

[Tel:+27\(0\)51 409 8275](tel:+270514098275) Fax:+27(0)51 409 8576 Email:molelekoah@freetrans.gov.za