

Elias Motsoaledi Local Municipality



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Groblersdal, 0470

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Our Ref:
Ons Verw: M.M Mtsweni

Correspond with the Municipal Manager
Korrespondeer met die Munisipale Bestuurder

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**POSITION: COMMUNITY/PROJECT LAISING OFFICER FOR MONSTERLUS TO
MMAKGOPHENG ROAD PHASE 2C
REMUNERATION: AS PER TENDER DOCUMENT**

DUTIES/RESPONSIBILITIES

- To write a progress report and submit to RE/Municipality on every month
- To represent the community and to assist the Contractor, Sub-contractor, the Engineers and the employer with the communication visa versa
- Should have the ability to read and write, should it become apparent that you are failing to fulfill these duties, you may be relieved of your duties and be replaced by a new PLO
- To be available on a daily basis between the hours of 07:30 and 17:00, and at other times as the need arise.
- To consult with the Contractor, Sub-contractors and Engineer on a daily basis to determine the labour requirements with regard to payments, skills and conditions of employment.
- To identify suitable labour to satisfy the requirements of the Contractor and Sub-contractors.
- To be responsible for screening candidates, to inform them of the conditions of temporary employment and to ensure their timeouts reporting for duty.
- To ensure that all labour from local community who involved in activities where productivity rates are specified are fully informed regarding the task.

MINIMUM REQUIREMENTS

- Grade 12 or ABET
- Applicants must be local (ward 18 only)

EACH APPLICANT MUST SUBMIT THE FOLLOWING

- A CV
- Certified ID copy
- Certified copies of certificates of qualifications

Applications must be submitted to The Ward Councilor, Cllr MP Matshipa by **14th October 2013**
For enquiries, please contact Cllr MP Matshipa at 082 525 4067