

# Elias Motsoaledi Local Municipality



P.O. Box 48  
Groblersdal, 0470

Phone: (013) 262 3056/7/8/9  
Fax: (013) 262 2547 / 2886

E-mail: [mmtsweni@emlm.gov.za](mailto:mmtsweni@emlm.gov.za)

Our Ref:  
Ons Verw: M.M Mtsweni

Correspond with the Municipal Manager  
Korrespondeer met die Munisipale Bestuurder

## **ADVERTISEMENT OF CLO POST x1**

**POSITION: COMMUNITY/PROJECT LAISING OFFICER FOR ELANDSDOORN HIGH MAST LIGHTS (10)**

**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**

- A CV
- Certified ID copy
- Certified copy of Grade 12 or ABET Certificate
- Certified copies of certificates of qualifications
- Applicants must be local (Ward 9 and 11 only)

Applications must be submitted to the Uitspanning office of the Manager: Jack Lepota by the **10<sup>th</sup> October 2013 at 12H00 Afternoon**. For enquiries, please contact PMU Manager Mr. Mokgehle HK at 078 181 5653