

**CONTRACT SANRAL R.574-010-2022/1**

**FOR THE MSBBR: EMERGENCY STRENGTHENING OF ARMCO CULVERTS ON THE  
R574 SECTION 1 AT KM 12.42**

# VACANCY

**Project Liaison Officer (PLO)**  
**CSA Construction Site offices, Tafelkop**  
**Contract Duration: June 2023 – September 2023**

Suitable candidates will need to have the following minimum qualifications and relevant experience:

**Requirements:**

**Minimum requirements/experience**

- Must have Grade 12 (Matric certificate to be attached)
- Driver's License
- Previous experience as a Project Liaison Officer will be preferred/or worked on previous community projects
- Computer Literate (MS Word, Excel & PowerPoint)
- Past experience with working with communities
- Must be a resident from the Target Area and must therefore attach proof of residence
- Must have good communication skills
- Must be mature and have respect for the community, contractor, Client and his representatives.
- Must always act in the best interest of the project

**Roles & Responsibilities:**

- Be available on site daily from 07:00 -17:00.
- Except for taking the minutes of PLC meetings which is a duty of the Engineer, the PLO shall provide a secretariat function to the PLC which includes, amongst others, the following:
  - a. Schedule meetings;
  - o Compile meeting agendas;
  - o Compile document packages for meetings;
  - o Distribute minutes of meetings;
  - o Assist representatives of project Stakeholders and affected Community to formulate their communication to the PLC in writing;
  - o Distribute written communication between the parties to the PLC;
  - o Keep records of all PLC correspondence and documentation; and
  - o Provide any other reasonable secretariat function required by the PLC.
- Attend all PLC meetings to report on the day-to-day project, Stakeholder and Community matters that impact on the parties to the PLC.
- Attend all monthly project site meetings to report on the day-to-day project, Stakeholder and Community matters that impact on the parties to the PLC.

- Attend any other meetings related to the project and in which any of the project Stakeholders, affected Communities, Targeted Labour and Targeted Enterprises are involved.
- Maintain a full-time presence on site to monitor and address the day-to-day project, Stakeholder and Community matters that impact on the parties to the PLC.
- Maintain a full-time presence on site to assist the parties to the PLC in the day-to-day liaison with each other.
- Assist the Engineer and the Contractor to disseminate information to PLC members such as:
  - the basic Scope of the Works and how it will affect the Community;
  - the project programme and regular progress updates;
  - the anticipated employment and subcontracting opportunities;
  - the project programme as it pertains to the employment of Targeted Labour and subcontracting of Targeted Enterprises;
- Occupational Health and Safety precautions; and
- any other information relevant to project Stakeholders and the affected Communities.
- Be well acquainted with the contractual requirements as it pertains to Targeted Labour employment and training.
- Assist the PLC to establish and agree the criteria to be followed when selecting and employing Targeted Labour.
- Assist the Engineer and the Contractor in their resources and skills audits by providing a coordinating function between the Engineer, the Contractor, project Stakeholders and the affected Communities.
- Ensure that Targeted Labour databases are compiled based on the agreed eligibility and selection criteria and that it is updated as and when required.
- Coordinate the selection and employment of Targeted Labour based on the agreed eligibility and selection criteria and based on the Contractor's labour and skills requirements.
- Ensure that each Targeted Labourer enters into an employment contract which adheres to current and relevant Labour legislation.
- Ensure that each Targeted Labourer understands the conditions of his/her employment contract, with an emphasis on the employment start date, end date and wages payable.
- Identify and inform the Contractor of any relevant training required by the Targeted Labour.
- Attend all disciplinary proceedings to ensure that hearings are fair and conducted in accordance to the current and relevant Labour legislation.
- Be proactive in identifying project Stakeholder and affected Communities' (including Targeted Labour and/or Targeted Enterprise Subcontractor), requirements, disputes, unrest, strikes, etc. and bring it to the attention of the PLC.
- Assist the parties to the PLC to resolve any disputes, which may occur due to the project.
- Other than the document records to be kept as mentioned in above, keep record of all other documents and processes pertaining to the employment of Targeted Labour.
- Produce and submit a monthly report to the PLC on PLC and other meetings attended by the PLO, as well as on Targeted Labour employment, and project Stakeholder, affected Community and any other project matters that impact on the parties to the PLC

This Vacancy will close on the **9 June 2023 at 17:00** and all documents (clear/colour copies) listed below must be submitted to **neo.m@kcse.co.za**.

**Please note: No documents will be accepted after the abovementioned time and date**