

# Elias Motsoaledi Local Municipality



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Our Ref:  
Ons Verw: R.M Maredi

Correspond with the Municipal Manager  
Korrespondeer met die Munisipale Bestuurder

## ADVERTISEMENT OF CLO POST x1

POSITION: COMMUNITY/PROJECT LAISING OFFICER FOR UPGRADING OF MONSTERLUS / HLOGOTLOU STADIUM

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 07:00 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 complete CV stating the physical address.
- Certified ID copy.
- Certified copy of Grade 12 or ABET Certificate.
- Certified copies of certificates of qualifications.
- Applicants must be local (Ward 20) and proof of resident must be attached.

Applications must be submitted into the tender box at Hlogotlou Satellite Offices (**Monsterlus**) by **04<sup>th</sup> November 2016 at 14H00 that is the closing date**. For enquiries, please contact PMU Manager Mr. Debeila FM at 013 262 3056/071 678 4403.

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R.M MAREDI  
MUNICIPAL MANAGER