



Elias Motsoaledi Local Municipality



Address: P.O. Box 48
Groblersdal, 0470

Phone: (013) 262 3056/7/8/9

Fax: (013) 262 2450

E-mail: rmaredi@emlm.gov.za

Our Ref: R.M Maredi
Ons Verw:

Correspond with the Municipal Manager
Korrespondeer met die Munisipale Bestuurder

RE-ADVERTISEMENT OF CLO POST x1

POSITION: COMMUNITY / PROJECT LIAISON OFFICER FOR THE UPGRADING OF KGAPHAMADI BUS ROUTE AND STORMWATER CONTROL PH1E

REMUNERATION: AS PER TENDER DOCUMENT

DUTIES / RESPONSIBILITIES

- To write a progress report and submit to the RE / Municipality every month
- To represent the community and to assist the Contractor, Sub-contractor, the Engineer 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 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 inactivates 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 21**) and Proof of Residents must be attached

Applications must be submitted into the tender box at **Groblersdal Infrastructure Office** by the **10th July 2018 at 14H00** that is the closing date. For enquiries, please contact PMU Manager Mr. F.M Debeila at 013 262 3056.

Elias Motsoaledi Local Municipality

03 JUL 2018

R.M MAREDI
MUNICIPAL MANAGER

Municipal Manager



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RE-ADVERTISEMENT OF CLO POST x3

POSITION: COMMUNITY / PROJECT LIAISON OFFICER FOR MONSTERLUS TO MAKGOPHENG, KGOSHI MATHEBE AND MATSEPE CONSTRUCTION OF ACCESS ROADS AND STORM WATER CONTROL

REMUNERATION: AS PER TENDER DOCUMENT

DUTIES / RESPONSIBILITIES

- To write a progress report and submit to the RE / Municipality every month
- To represent the community and to assist the Contractor, Sub-contractor, the Engineer 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 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
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- 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 inactivates 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 10, 18 & 25**) and Proof of Residents must be attached

Applications must be submitted into the tender box at **Groblersdal Infrastructure Office** by the **10th July 2018 at 14H00** that is the closing date. For enquiries, please contact PMU Manager Mr. F.M Debeila at 013 262 3056.

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R.M MAREDI
MUNICIPAL MANAGER

03 JUL 2018

Municipal Manager