

ADVERTISEMENT

COMMUNITY LIAISON OFFICER (CLO)

CONSTRUCTION OF SANSA SPACE TRACKING FACILITY, MATJIESFONTEIN

Minimum requirements:

1. Must be in possession of a Grade 12 Certificate. Fluent in Afrikaans and English.
2. Must have good knowledge of the community and able to form good relationships within the community.
3. Must be able to obtain local labour for contract work.
4. Must be able to identify local businesses as suppliers or subcontractors.
5. Must be reliable and accountable.
6. Must be able to communicate with all parties, including main contractor and sub-contractors.
7. Must be resident in the area.

Responsibilities:

1. Represent the community. Assist communication between the employer, the employer's agent, the contractor and the community.
2. Inform the community about the project, safety measures and the programme.
3. Be available at premises offices during working hours, or as prescribed by the contractor.
4. Keep an updated record of potential employees in the community, and provide the contractor with copies of these
5. Identify, select and nominate local community labour in accordance with the requirements of the contractor and, in consultation with the contractor, determine the needs of the local labour for employment and appropriate technical training where applicable.
6. Liaison between main contractor and workers regarding wages and conditions of service.
7. Identify possible labour disputes, unrest, strikes, etc. and help resolve them.
8. Attend all meetings where the community and / or labour are represented or discussed.
9. Coordinate and assist in obtaining information regarding the community's needs (questionnaires, etc.)
10. Inform workers of their conditions of temporary employment, to confirm their availability. The employment period must also be transferred to workers in advance.
11. Attend disciplinary hearings to ensure that hearings are fair and equitable.
12. Keep daily record of interviews and community engagement.
13. Liaise with the Municipal EPWP data transporter regarding EWPW issues

Other:

1. Perform responsibilities and duties as set out by Supervisor/ Line Manager.
2. Ensure that progress reports are submitted to Supervisor/ Line Manager timeously.

Send applications (CV) to: agreement@vharanani.com

Attention : Mr Agreement Mathebula
Tel : 0787188363
VHARANANI PROPERTIES JV LUONDE OXFORD

Closing date: Friday, 22 May 2026 @ 13h00 (for hand deliveries – Submission Boxes will be placed at the Municipal Offices in Laingsburg and at the Matjiesfontein Hall)

Shortlisted applicants will be informed about interview's date, time and location.

ADVERTENSIE

GEMEENSKAP SKAKELBEAMPTTE

CONSTRUCTION OF SANSA SPACE TRACKING FACILITY, MATJIESFONTEIN

Verantwoordelikhede:

1. Moet in besit wees van 'n Graad 12 Sertikaat. Afrikaans en English magtig.
2. Moet goeie kennis van die gemeenskap he, en moet in staat wees om goeie verhoudings binne die gemeenskap te vorm.
3. Moet in staat wees om plaaslike arbeid te verwerf vir kontrakwerk.
4. Moet in staat wees om plaaslike ondernemings as verskaffers of subkontrakteurs te identifiseer.
5. Moet betroubaar en toerekenbaar wees.
6. Moet 'n begrip he van konstruksie werk en moet in staat wees moet met alle partye, hoofkontrakteur en subkontrakteurs ingesluit, te kan kommunikeer.
7. Moet in die omgewing woonagtig wees.

Verantwoordelikhede:

1. Die gemeenskap verteenwoordig. Kommunikasie bande tussen die werkgewer, die werkgewer se agent , die kontraakteur en die gemeenskap aanhelp.
2. Die gemeenskap inlig oor die projek, veiligheidsmateels en die program.
3. Beskikbaar wees by perseel kantore gedurende werksure, of soos die kontraakteur voorgeskryf.
4. 'n Bygewerkte rekord aanhou van potensiele werknemers in die gemeenskap, en die kontraakteur met afskrifte van hierdie voorsien.
5. Arbeid uit die plaaslike gemeenskap identifiseer, keur en nomineer in ooreenstemming met die vereistes van die kontraakteur en, in oorleg met die kontraakteur, die behoeftes van die plaaslike arbeid vir indiensneming en toepaslike tegniese opleiding te bepaal waar van toepassing.
6. Skakel tussen hoofkontraakteur en werkers rakende lone en diensvoorwaardes.
7. Identifiseer moontlike arbeidsgeskille, onrus, stakings, ens., en help met die oplossing.
8. Woon alle vergaderings by waar die gemeenskap en/of arbeid verteenwoordig of bespreek word.

9. Koördineer en help met die verkryging van inligting rakende die gemeenskap se behoeftes (vraelyste, ens)
10. Stel werkers in kennis van hul voorwaardes vir tydelike indiensneming, om hul beskikbaarheid te bevestig.
Die indiensnemings tydperk moet ook vooraf oorgedra word aan werkers.
11. Woon disiplinêre verhore by om te verseker dat verhore regverdig en redelik is.
12. Hou daaglikse rekord van onderhoude en gemeenskapskaking.
13. Skakel met die Munisipale EPWP data oplegger in verband met EPWP kwessies.

Ander:

1. Uitvoering van pligte en take vanaf toesighouer.
2. Voorsien voltooide vordering verslae betyds aan toesighouer.

Rig aansoeke (CV) aan: agreement@vharanani.com
 Attention : Mr Agreement Mathebula
 Tel : 0787188363
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Sluitingsdatum: Vrydag, 22 Mei 2026 om 13h00 (vir handaflewering Laingsburg Munisipaliteit Kantoor in Laingsburg en by Matjiesfontein saal)

Aanzoekers op die kortlys sal ingelig word oor die onderhoud se datum, tyd en plek.