COMMUNITY LIAISON OFFICER (CLO): DISTRICT 6 – PHASE 3, SITE Q

The 3rd Phase of the redevelopment of District 6 project has commenced in District 6 (Cape Town). The Department of Rural Development and Land Reform in partnership with Fikile Construction would like to identify a Community Liaison Officer to deploy to this project. It should be noted that the Community Liaison Officer will be employed directly by the contractor (Fikile Construction) only for the duration of the construction contract.

POST : COMMUNITY LIAISON OFFICER (CLO): DISTRICT 6 – PHASE 3, CAPE TOWN

SALARY : R4000 per month (for the duration of the construction contract)

CENTRE : DISTRICT 6 – PHASE 3, SITE Q: CAPE TOWN (WESTERN CAPE)

JOB PURPOSE : The primary purpose of the job is to ensure that the local community gets maximum benefit from this construction contract through access to labour (skilled, semi-skilled and unskilled) and subcontracting. The CLO must also act as a liaison officer for the contractor, to facilitate information flow to the community and other stakeholders.

REQUIREMENTS :
• Must be a claimant of District 6 (Cape Town) with a valid claim number.
• Grade 12 certificate with basic computer literacy.
• Must be able to communicate, read and write in English and Afrikaans.
• Must be reliable and accountable.
• Must know the area of District 6 (Cape Town) thoroughly.
• Preferably be a resident of District 6 (Cape Town).
• Must be currently unemployed.
• Should be prepared to work under difficult conditions.
• Should have skills in conflict resolution.
• Should have an understanding of construction and be able to communicate with contractors and subcontractors.
• Should not be a contractor.
• Willingness to spend extended periods in the field and work irregular hours.

DUTIES :
• Liaison between the community and the contractor.
• Liaison between the DRDLR, the community and the contractor.
• Responsible to provide a link between local resources and the contractor.
• Make reference to database of local resources.
• Keep the contractor and the DRDLR aware of community affairs and possible dynamics.
• Assist the contractor’s supervisory staff in the management of workers.
• Report monthly to the DRDLR, and the community structures with respect to local involvement targeting, training and the equity status of employees.
• Complete the necessary administrative tasks related to implementation of projects.

NOTE : Only valid District 6 claimants are encouraged to apply, one applicant per claim number.

CLOSING DATE : 17 February 2016 at 16:00 (no late applications will be considered).

Please forward your CV and a covering letter indicating your claim number, including a certified copy of your Identity Document to: The Department of Rural Development and Land Reform, Private Bag X9159, Cape Town, 8001 or hand deliver it to: 14 Long Street, 1st Floor, Cape Town, for the attention of: Human Resource Management.