

BLUE CRANE ROUTE MUNICIPALITY
NOTICE NO.13 /2017

BLUE CRANE ROUTE MUNICIPALITY INVITES SUITABLE AND EXPERIENCED
CANDIDATES TO APPLY FOR THE FOLLOWING VACANCY IN THE
TECHNICAL SERVICES DEPARTMENT

EXTERNAL

1X COMMUNITY LIASON OFFICER (CLO) (SOMERSET EAST)

KEY REQUIREMENTS

- Minimum / essential at least Grade 10 – 12 (St.8 – 10).
- Physically fit and able to work under all weather conditions.
- Must have a knowledge and understanding of working in community projects.
- Must be from within the ward where the project is taking place.
- Must be between the ages of 18 – 35 years (Youth)

KEY RESPONSIBILITY

- Represent the community and assist the Municipality with communication between them and the community. Inform the community regarding the scope of the project, safety precautions and programme.
- Be available at the site offices at all times when the contractor is working.
- Maintain an up-to-date record of potential employees within the community and provide the Municipality with copies of this information.
- Liaise between Municipality and labour regarding wages and conditions of employment.
- Communicate daily with Site Agent on labour related issues such as numbers and skills and report back to the Municipality.
- Have a good working knowledge of the contents of the contract document regarding labour and training matters.
- Attend all meetings at which the community and/ or labour is represented or discussed.
- Attend contract site meetings and report on community and labour issues at these meetings.
- Ensure that all labour involved in activities when tasks have been set, are fully informed of the principle of tasks based work.
- Attend disciplinary proceedings to ensure that hearings are fair and reasonable.
- Keep a daily written record of interviews and community liaison.
- Any other duties that may as the works progress.

Remuneration: R5000 per month

To apply, please send certified copies of your C.V, Municipal Application Letter , and copy of I.D (including details of at least 3 contactable references) to the **Senior Human Resource Officer***, **P.O Box 21, Somerset East, 5850***. For enquiries please contact the **Human Resource Offices** on telephone no. **042-243 6400**.

Application should reach the Municipality by no later than 24 March 2017

Please note that no late applications will be considered; no faxes will be accepted, if you have not heard from us within 30 days of the closing date please accept that your application has been unsuccessful; Candidates wishing to have their C.V's returned should provide a self-addressed envelope with the required postage stamps; canvassing with Councillors or any other decision maker is not permitted and proof thereof will result in disqualification, fraudulent qualifications or documentation will immediately disqualify an applicant.

Candidates from designated groups in terms of Employment Equity Act are encouraged to apply. The Blue Crane Route Municipality reserves the right not to make an appointment.

**SOMERSET EAST
10 March 2017**

**THABISO KLAAS
MUNICIPAL MANAGER**