

Contract vacancy

Project Liaison Officer

The South African National Road Agency (SANRAL) requires the service of a Project Liaison Officer (PLO) for a SANRAL contract within the Overberg District Municipality.

The office from where the PLO will operate will be based at the Project Site Office in Swellendam, in the Swellendam Local Municipality.

Salary: R10 000.00 per month

Purpose of the position: To assist the South African National Roads Agency Limited, Consulting Engineer and the Contract Manager (Project Management Team) in the day-to-day operation liaison with communities affected by the projects.

Person Profile: Good interpersonal skill and in good standing with the relevant communities. Project Management knowledge, as well as report writing skills and computer literacy is a prerequisite.

Qualifications:

- Minimum grade 12 certificate.
- Code EB (Code 8) Driver's License.
- ***The applicant must be a resident of the municipality listed above and proof of residence must accompany the application.***

Experience: Relevant Project Management and Community participation Experience.

Other: Own vehicle an added advantage. Travelling with own vehicle shall be compensated for at the normal SANRAL rates.

Duties include:

- Plan, coordinate and implement community liaison activities
- Identify, develop and ensure the implementation of operational activities aimed at the community involvement in the project
- Build strong relations and liaise with the relevant communities to facilitate and improve communication amongst all role players
- Secure labourers for the contractor and sub-contractors in liaison with the Local Municipality and the Department of Labour
- Monitor the project's ABE development programmes
- Keep a daily project diary
- Report and minutes writing
- Facilitate meeting related to the project's ABE's
- Render translation services (Relevant Local Languages) and

- Assist with statutory control of the illegal advertising
- Identify and inform the Project Management Team (PMT) of any relevant training required by the targeted Labour,
- Attend all disciplinary proceedings to ensure that hearings are fair and are conducted in accordance with the current and relevant legislation,
- Proactively identify PLC, Project Stakeholder, affected communities requirements, disputes, unrest strikes etc. and bring it to the attention of the PMT,
- Perform any duties as may be directed by any member of the PMT

Prospective candidate must forward their Curriculum Vitae and contact details to

E-mail: piet.dewet@deltais.co.za

Enquiries: Delta Infrastructure Solutions 012 368 1850

Closing date for applications: 28 July 2020 at 17:00pm