



## **NDLAMBE MUNICIPALITY**

### **VACANCY: COMMUNITY LIAISON OFFICER (CLO): UPGRADING OF BATHURST INFILL INFORMAL SETTLEMENTS (6) MONTHS CONTRACT**

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

**REQUIREMENTS:** - Candidate residing in Bathurst will be an added advantage. - Grade 12 certificate with basic computer literacy. -Must be able to communicate, read and write in English. - Must be reliable and accountable. - Must know the area - 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 sub-contractors. -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 client, 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 client aware of community affairs and possible dynamics. -Assist the contractor’s supervisory staff in the management of workers. -Report monthly to the client, 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. -Attend to general site issues regarding labour, local Sub-contractor, and community. -Provide monthly labour schedule and labour report. -Compile a monthly community liaison report.

**To apply, please send your C.V, certified copies of qualifications, ID document, and covering letter to the HR Department at Municipal Offices, Civic Centre, Causeway, Port Alfred between 07h30 – 16:30. Please note that no email or faxed applications will be considered.**

All applications who do not receive any response within 21 days of the advertisement, should know that their applications have not been successful.

**The closing date is Friday, 06 March 2026 at 12h00.**

**NOTICE NUMBER: 54/2026  
26 FEBRUARY 2026**

***Municipal Noticeboards***

**ADV. R DUMEZWENI  
MUNICIPAL MANAGER**

***Municipal Libraries***