



NDLAMBE MUNICIPALITY

VACANCY: 1 X COMMUNITY LIAISON OFFICER: UPGRADE OF BATHURST BULK SEWER (DURATION OF CONTRACT IS 13 MONTHS)

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 – 12:00. 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 Monday, 20 April 2026 at 12h00.

NOTICE NUMBER: 84/2026

ADV. R DUMEZWENI

10 APRIL 2026

MUNICIPAL MANAGER

=====
Municipal Noticeboards

=====
Municipal Libraries