

# COMMUNITY LIAISON OFFICER

## KANNALAND MUNICIPALITY

### CALITZDORP HOUSING PROJECT: CONSTRUCTION OF HOUSES

ASLA require the services of a Community Liaison Officer (CLO) for the construction of new residential units in Calitzdorp.

ASLA reserves the right to appoint one CLO for all the listed responsibilities (A and B), or to split the responsibilities between two CLO's, as may be deemed by ASLA to be required or preferable.

#### **Responsibilities:**

##### **A Construction:**

Keep the Contractor informed on relevant community affairs.

Facilitate sub-contractor engagement with Site Management.

Assist site management with the issuing and management of material stock during the day.

Assist site administrative team with daily admin.

##### **B Handover co-ordination:**

Ensure notification letters are distributed to beneficiaries informing them of anticipated handover.

Physical handover of house to beneficiary.

Facilitate and record house inspection of beneficiary and all agreed parties on day of handover.

Complete the "happy letter" and ensure beneficiary and parties understand recording and agree by counter signing.

Liaise with Site Management team on construction matters/issues during handover process.

#### **Other (applicable to both A and B):**

Perform other responsibilities and duties as may be required from time to time as set out by Site Management/Supervisor.

Submit progress reports to Site Management/Supervisor timeously.

#### **Minimum requirements for the position:**

Good, proven communication and written skills in English and Afrikaans.

Must have passed matric (Grade 12).

Basic computer skills with abilities in Microsoft Word and Excel preferred.

Previous experience as a CLO will be advantageous.

Have good knowledge of Calitzdorp community dynamics.

Must permanently reside in Calitzdorp and have proof of substantiate.

Background checks, inclusive of criminal record and social media, may be done as part of selection process.

The person must be independent and cannot hold any position in any organ of state, political party or community advocacy organisation.

The incumbent cannot have any conflict of interest whatsoever in relation to the project and its participants.

Reference for the position will be required.

**Applications must be handed in, in a closed envelope marked "CLO Calitzdorp: Attention ASLA" at the Calitzdorp Office** If the applicant has a preference for only one of the listed responsibilities (A or B), please indicate this on the first page of the application.

Closing date for Applications: 15 September 2023 @ 12h00