



## PROJECT LIAISON OFFICER

The South African National Roads Agency (SANRAL) requires the services of a Project Liaison Officer (PLO) for the **Construction phase** on the following contract:

**CONTRACT SANRAL N002-080-2019/2: PERIODIC MAINTENANCE OF NATIONAL ROUTE N2 SECTION 8 FROM NATURE'S VALLEY (KM 79.75) TO BLOUKRANS RIVER (KM 97.30)**

**Salary:** Will be in line with SANRAL's guidelines, to be confirmed with the successful candidate.

**Purpose of Position:** To assist the South African National Roads Agency Limited and the Consulting Engineer in the day-to-day liaison with the communities affected by the project during the implementation of the project.

**Person Profile:** Good interpersonal and communication skills (fluent in English, speaking & writing) and at good standing with the relevant communities. Project Management knowledge, as well as report writing skills (indicate experience on CV) and computer literacy (indicate experience and / or qualification on CV) is a prerequisite.

**Minimum Qualification:** Grade 12 with Matric certificate (INCLUDE MATRIC CERTIFICATE IN APPLICATION) and Computer literate in Microsoft Word and Excel (indicate experience and / or qualification on CV).

**Experience:** Previous work experience as a PLO on construction contracts will be an added advantage.

**Locality:** Applicant must be from the Bitou Local Municipality, specifically from **Wards 1, 2, 3, 4, 5, 6 and 7**.

**Other:** Must have a cell phone that can take photos and have whatsapp. Code B driver's license with own transport would be an added advantage.

### **Duties Include:**

- The PLO shall facilitate the employment of Targeted Labour and shall coordinate communication between the Employer, Engineer, Contractor and the PLC to address the day-to-day project, Stakeholder, and Community matters that impact on the parties to the project.
- Except for taking the minutes of PLC meetings, the PLO shall provide a secretariat function to the PLC which includes, amongst others, the following:
  - a. Schedule meetings;
  - b. Compile meeting agendas;
  - c. Compile document packages for meetings;
  - d. Compile minutes and distribute minutes of meetings;
  - e. Assist of project Stakeholders and affected Community to formulate their communication to the PLC

in writing;

f. Distribute written communication to and from the Employer, Engineer and Contractor and the PLC.

g. Keep records of all the above and any other PLC documentation; and

h. Provide any other reasonable secretariat function pertaining to the PLC.

- Attend all PLC meetings to report on the day to day project, Stakeholder and Community matters that impact on the parties to the PLC.
- Attend all monthly site meetings to report on the day to day project, Stakeholder and community matters that impact on the parties to the PLC.
- Attend any other meetings related to the project and in which any of the project Stakeholders, affected Communities, Targeted Labour and Targeted Enterprises are involved.
- Maintain a full-time presence on site to monitor and address the day to day project, Stakeholder and Community matters that impact on the parties to the PLC.
- Maintain a full-time presence on site to assist the parties to the PLC in the day to day liaison with each other.
- Assist the Engineer and the Contractor on site to disseminate information to PLC members such as:
  - a. Basic Scope of the Works and how it will affect the Community.
  - b. Project programme and regular progress updates.
  - c. Anticipated employment and subcontracting opportunities.
  - d. Project programme as it pertains to the employment of Targeted Labour and subcontracting of Targeted Enterprises.
  - e. Occupational Health and Safety precautions; and
  - f. Any other information relevant to project Stakeholders and the affected Communities.
- Be well acquainted with the contractual requirements as it pertains to Targeted Labour employment and training requirements.
- Assist the PLC to establish and agree the eligibility and selection criteria to be followed when employing Targeted Labour.
- Assist the Engineer and Contractor in its resources and skills audits by providing a coordinating function between the Engineer, Contractor, project Stakeholders, and the affected Communities.
- Ensure that Targeted Labour databases are compiled based on the agreed eligibility and selection criteria and that it is updated as and when required.
- Coordinate the selection and employment of Targeted Labour based on the agreed eligibility and selection criteria and based on the Contractor's labour requirements.
- Ensure that each Targeted Labourer enters into an employment contract which adheres to current and relevant Labour legislation.
- Ensure that each Targeted Labourer understands the conditions of his/her employment with an emphasis on the employment start date, end date and wages payable.
- Identify and inform the Contractor of any relevant training required by the Targeted Labour.
- Attend all disciplinary proceedings to ensure that hearings are fair and conducted in accordance to the current and relevant Labour legislation.
- Be proactive in identifying project Stakeholder, affected Communities (including Targeted Labour and/or Targeted Enterprise Subcontractor), requirements, disputes, unrest, strikes, etc. and bring it to the attention of the PLC.
- Assist the parties to the PLC to resolve any disputes, which may occur due to the project.
- Other than the document records to be kept as mentioned above, keep record of all other documents and processes pertaining to the employment of Targeted Labour.
- Produce and submit a monthly report to the PLC on PLC meetings, other meetings attended by the PLO, as well as on Targeted Labour employment, and project Stakeholder, affected Community and any other project matters that impact on the parties to the PLC.
- Plan, coordinate and implement community liaison activities.
- Promote active participation and involvement of stakeholders, including beneficiary communities throughout the project life cycle.
- Build strong relations and liaise with the relevant communities to facilitate and improve communication amongst all role players.

- Ensure that community structures (PLC) for project management at local level are fully functional
- Provide all the support necessary for the PLC to be effective in rendering of an efficient and effective service.
- Monitor the project's development programmes.
- Keep a daily project diary.
- Facilitate meetings related to the project, such as IDP Process of the Bitou Local Municipality and ensure that the Project Management Team participate.
- Render translation services (Local African Languages)
- Perform any other duties that may be delegated by the Project Management Team and ensure successful implementation of the project.

**Important notice to all applicants:**

- Applications received after the closing date will not be considered.
- Correspondence will be done only with the shortlisted candidates and candidates not contacted within a period of 10 days after the closing date should assume their applications have not been successful.
- Shortlisted candidates will be required to undergo competency-based assessment and/or interviews.
- Basic Conditions of Employment: SANRAL will not deny employment to any applicant solely because the person has been convicted of a crime. SANRAL however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.
- SANRAL reserves the right not to make an appointment in the advertised post.

**Applications consisting of a Curriculum Vitae and copies of certificates and qualifications, as necessary, shall be submitted **via email to:** [phinda.bendlela@zutari.com](mailto:phinda.bendlela@zutari.com)**

**Queries relating to issues arising from this document shall also be addressed to the contact person above, i.e. [phinda.bendlela@zutari.com](mailto:phinda.bendlela@zutari.com)**

**THE CLOSING DATE FOR APPLICATIONS **VIA EMAIL IS 14h00 ON WEDNESDAY, 12 FEBRUARY 2025****