
PROJECT LIAISON OFFICER

V3 Consulting Engineers (Pty) Ltd requires the services of a Project Liaison Officer (PLO) for the following contract:

SANRAL R.063-130-2015/1F

CONSULTING ENGINEERING SERVICES FOR THE UPGRADING OF NATIONAL ROUTE R63 SECTION 13 BETWEEN FORT BEAUFORT (KM 35.77) AND ALICE (KM 58.86)

- Location:** The PLO will operate from the Project Site Office located in Fort Beaufort.
- Salary:** Market Related
- Purpose of position:** To assist the South African National Roads Agency SOC Limited, the Consulting Engineer and the Contractor (Project Management Team) in the day-to-day liaison with the communities affected by the project.
- Person Profile:** Good interpersonal skill and at good standing with the relevant communities. Project Management knowledge, as well as report writing skills and computer literacy is a prerequisite. Must be able to communicate in English and IsiXhosa.
- Residential Area:** Qualifying candidates must reside in the Raymond Mhlaba Local Municipality Wards affected by the project.
- Minimum Qualification:** Grade 12
- Experience:** Relevant project management and community participation experience.
- Other:** Code B driver's license with own transport could be an advantage.

Duties include:

- To assist with the community liaison processes
- To provide input and advice on the procurement process, especially sub-contracting
- To assist in the equitable distribution of subcontracting opportunities
- To monitor project(s) implementation within their defined boundaries
- To assist with the sourcing of labour, equitably among the affected wards
- To monitor that procedures are followed especially workforce/labour matters
- To facilitate the sharing of information among and with affected parties
- To monitor and streamline training needs & training offered within the area
- To assist in dealing with road safety issues
- To assist during identification of special development projects and delivery thereof
- To assist and provide input during disputes resolutions
- To organize and attend all community and stakeholder meetings
- To distribute minutes and notices
- To update stakeholders on work in progress



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- To keep the Client, Consulting Engineer and Project Management Team aware of community affairs and possible dynamics
- To keep record of stakeholder meetings and other related working groups work

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;
- The employer reserves the right not to make an appointment in the advertised post.

Prospective candidates must forward their Curriculum Vitae to the local LED office (Office of the Head of Department - Raymond Mhlaba Municipality):

THE CLOSING DATE FOR APPLICATIONS IS: **Friday, 13 September 2019 at 12:00**