

PROJECT LIAISON OFFICER (PLO)

VACANCY: PROJECT LIAISON OFFICER (PLO) REQUIRED FOR THE CONTRACT SANRAL R.040-050-2023/2: REPAIRS TO THE COLLAPSED MITRE DRAIN AND SLOPE REHABILITATION ON NATIONAL ROAD R40 SECTION 5 AT KM 30.4.

Applications are invited from suitably competent individuals to fill the position of Project Liaison Officer for Contract SANRAL R.040-050-2023/2 on a fixed-term employment contract of **3 (three) months**, adjustable on a month-to-month basis until contract completion. The successful incumbent will be employed by the Project Engineer, Naidu Consulting (Pty) Ltd, engaged by SANRAL for the implementation of the Project.

KEY REQUIREMENTS:

- (i) Minimum qualification – Grade 12;
- (ii) Valid Driver's Licence;
- (iii) Experience in Community Liaison is a prerequisite, supported by established administration experience;
- (iv) Ability to communicate in the local indigenous language present in the Bushbuckridge Local Municipality.

Locality:

- (i) Applicant must be from the Bushbuckridge Local Municipality specifically from wards 8 and 37.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCY

- (i) Computer literacy (Word, Excel, PowerPoint), inclusive of report writing skills and minute taking;
- (ii) Good verbal and written communication skills, including attention to detail, the ability to maintain consistency, and the ability to handle confidential matters;
- (iii) Project planning and implementation, together with problem solving and decision-making skills;
- (iv) Construction experience will be an advantage.

KEY RESPONSIBILITIES:

- (i) Provide a secretariat function to the Project Liaison Committee (PLC), including scheduling meetings, compiling agendas and document packages, distributing minutes, assisting the PLC to formulate written communication, and maintaining all PLC records and documentation;
- (ii) Attend all PLC meetings and monthly site meetings to report on day-to-day project, stakeholder, and community matters;
- (iii) Attend any other meetings related to the project in which project stakeholders, affected communities, Targeted Labour, and Targeted Enterprises are involved;

- (iv) Maintain a full-time, dedicated on-site presence to monitor and address day-to-day project, stakeholder, and community matters;
- (v) Assist the PMT in the day-to-day liaison with project stakeholders and affected communities, including dissemination of information relating to the scope of works, project programme, employment opportunities, and subcontracting opportunities;
- (vi) Assist the PMT and PLC to establish and agree eligibility and selection criteria for the employment of Targeted Labour;
- (vii) Assist the PMT in resources and skills audits by providing a coordinating function between the PMT, project stakeholders, and affected communities;
- (viii) Compile, maintain, and update Targeted Labour databases based on agreed eligibility and selection criteria;
- (ix) Coordinate the selection and employment of Targeted Labour based on the Contractor's labour requirements;
- (x) Ensure that each Targeted Labourer enters into an employment contract compliant with current and relevant labour legislation, and understands the conditions of employment, including start and end dates and wages payable;
- (xi) Identify and inform the PMT of any relevant training required by Targeted Labour;
- (xii) Attend all disciplinary proceedings to ensure hearings are conducted fairly and in accordance with current labour legislation;
- (xiii) Be proactive in identifying PLC, stakeholder, and community requirements, disputes, unrest, and strikes, and bring these to the attention of the PMT timeously;
- (xiv) Assist the PMT to liaise with the PLC, stakeholders, and affected communities to resolve any disputes arising from the project;
- (xv) Maintain records of all documents and processes pertaining to the employment of Targeted Labour and any other matters relevant to the functions of the PLC; and
- (xvi) Produce and submit a monthly report to the PMT and PLC on PLC meetings, meetings attended, Targeted Labour employment, and all other project stakeholder and community matters.

Letters of application accompanied by a detailed curriculum vitae, together with certified copies of qualifications (if applicable) and ID copies, must be forwarded to: The Project Engineer, Naidu Consulting (Pty) Ltd — Reference: Contract SANRAL R.040-050-2023/2 PLO Vacancy.

E-mail: Benny.Mathole@naiduconsulting.com **Copy:** Simphiwe.Khumalo@naiduconsulting.com

Closing date for applications: Wednesday 20th May 2026 at 12:00.

In addition to the application, please note the following: The canvassing of councillors and officials in respect of the above position will lead to the immediate disqualification of applicants. Faxed and late applications will not be accepted. Applications submitted prior to the publication of this advert must be resubmitted, failing which the application will be disregarded. Should you not be contacted within one month from the closing date of this application, kindly consider your application as unsuccessful.