



ETHEKWINI MUNICIPALITY

ETHEKWINI WATER AND SANITATION PARTICULAR SPECIFICATIONS FOR COMMUNITY LIAISON OFFICER (CLO)

PCL.1 COMMUNITY LIAISON OFFICER & LOCAL LABOUR

A Provisional Sum has been provided in the document for the employment of a community Liaison Officer (CLO) for the duration of the contract. The primary role of the CLO shall be liaison and facilitation of communication which shall include inter alia:

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- assist in all aspects related to the recruitment of local labour, and advise them of their rights
- act as a source of information for the community and Councillors on issues related to the contract
- keeping the contractor advised on community issues
- keeping the contractor advised on any issues pertaining to local security
- assisting in setting up any meetings/ negotiations with affected parties
- keeping a site diary and recording details of any labour/community issues that may arise
- monitoring and reporting on general Health & Safety issues on site
- assisting in HIV/AIDS awareness programmes
- it must be noted that the CLO has no authority to issue any instructions to the Contractor

The CLO needs to be seen as neutral by all parties, and therefore should endeavour not to take sides should conflict arise

The minimum skills for a CLO shall include: -

- An ability to work with others
- An ability to communicate in Zulu and English
- An ability to communicate in writing
- Sound interpersonal skills

The Ward Councillor shall be responsible for the selection of the CLO, however the selected CLO shall be accountable to the Contractor. Where a project traverses several different wards, the respective Ward Councillors shall collectively identify a single CLO. The Ward Councillor should consult with the local community and other affected Councillors when identifying the CLO.

The CLO shall be employed on a full day basis, for the duration of the contract, and shall be paid at a rate based on 200% of the Civil Engineering Industry minimum wage. In addition to this, all statutory conditions of employment in respect of UIF, Workmen's Compensation etc should be met.

Responsibility for the identification of a pool of suitable labour shall rest with the CLO, although the contractor shall have the right to choose from that pool. The contractor and sub contractors shall have the right to determine the total number of labourers required at any time, and this will vary through the duration of the contract.

The contractor shall have the right to replace labour that is not performing adequately. The contractor should ensure that the replacement of any labour due to inadequate performance is done so in conjunction with the CLO.

Local labour shall be paid in accordance with the Civil Engineering Industry minimum wage, and all statutory conditions of employment shall be met.