COMMUNITY LIASION OFFICER (CLO)

CAPE AGHULHAS MUNICIPALITY

NAPIER HOUSING PROJECT: CONSTRUCTION OF 147 HOUSES

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

Responsibilities:

1 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.

2 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 counting signing.
Attend to general queries and attend to required administration.
Liase with Site Management team on construction matters/issues during handover process.

3 Other:
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 Afrikaans or English.
Basic computer skills with abilities in Microsoft Word and Excel preferred.
Previous experience as a CLO will be advantageous.
Have good knowledge of Napier community dynamics.
Must permanently reside in Napier 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 can not hold any position in any organ state, political party or community advocacy organisation.
The incumbent cannot have any conflict of interest whatsoever in relation to the project and its participants.
References for the position will be required.

Applications must be emailed to vendor@asla.co.za.

SUBJECT: CLO NAPIER Housing

Closing date for applications: Thursday 19 November 2026 at 12:00