



Vacancy

Community Liaison Officer (CLO) – Ilikwa Solar PV Facility

Purpose of the role

The CLO's role will be to manage all communications and relationships with the local community to ensure that all stakeholders are working together towards a common purpose

Responsibilities

- Assist Economic Development (ED) Manager to formulate a stakeholder management plan and implementation thereof
- Interface between the local community, EPC, subcontractors and the Community Relations Committee
- Organize community meetings where required to ensure that all stakeholders are aware of employment opportunities, business opportunities and requirements for each of these
- Maintain a complaints & grievances register throughout all stages of the project until Close Out
- Assist with monthly reporting of all relevant company activities to the community and vice versa
- Assist with drafting minutes of monthly meetings and adhoc meetings
- Ensure that Ilikwa Solar PV Facility digital communications channels are carrying relevant and up-to-date information at all times
- Ensure that databases for employment opportunities and business opportunities are kept up-to-date
- Assist in identifying suitable candidates, from the submitted and registered CV's, according to the recruitment procedure and provide information to the contractor for interviews
- Under the guidance of the ED Manager, the CLO will notify the successful candidates and explain the contents of limited period contract to the successful candidate as well as disciplinary code of conduct and the grievance procedure
- With guidance and assistance of the ED Manager, the CLO will handle all community enquiries and will provide feedback to community members regarding the project's progress, concerns and achievements
- The CLO will observe all employment terminations
- Attend relevant project related meetings as needed and requested by the ED manager



Minimum requirements

- The CLO appointee shall have suitable documented experience in community engagement of a similar nature to this role
- A degree or diploma in Social Sciences or related fields
- Resident within Ngwathe Local Municipality area
- Ability to speak all local languages fluently
- Ability to read and write in English and at least one other language
- Computer literate and fully conversant with MS Office Suite

The CLO shall be dedicated solely to the project for the duration of the project works and shall be permanently based in the local town, city, or village of the project for the duration of their contract.

Job Location

Ilikwa PV Facility ED Office, 49 Bree Street, Ngwathe Local Municipality

Remuneration

Remuneration will depend on relevant skills and experience.

Closing date

Friday, **12 July 2024 @ 16h00**

To apply, please send your application documents via email to projects@maanda.energy with **CLO_12 July 2024** in the subject line.

For further enquiries, please get in touch via WhatsApp or call us at 082 677 6518

If you do not hear from us within 2 weeks after closing date, please consider your application unsuccessful.