



## Community Liaison Officer (Northern Cape)

### Introduction to SOLA

SOLA is a vertically-integrated provider of solar technology, finance and engineering expertise in Africa. SOLA grows businesses, connects communities and helps people prosper by advancing the adoption of clean energy throughout the African continent. Our team is committed to powering Africa with clean, affordable energy.

SOLA has developed several solar PV projects and is looking to start work on a new small solar PV project in the Northern Cape.

### The overall purpose of the position:

The purpose of the Community Liaison Officer is to manage the relationship and facilitate engagement between the community and project stakeholders to ensure that all parties are working together in unison on mutually beneficial grounds.

**Reports to:** Project Site Manager

**Location:** Northern Cape (in vicinity of Kathu, Kuruman, Hotazel)

**Contact Type and Duration:** Fixed Term during project Construction (up to 7 months), Part Time or Full time [TBD].

**Ideal Start date:** Jan 2021

### Summary of Responsibilities:

#### Operational and Administrative

- Assists the Project Site Manager with the formulation of a community liaison strategy and implementation thereof
- Organizing community meetings when required and ensuring all relevant community stakeholders are kept informed about recruiting and procurement processes, as well as any requirements/conditions associated with these
- Keep the contractor and the company aware of community affairs and dynamics
- Complete the necessary administrative tasks related to implementation of the project
- Assist with monthly reporting to the company and the community structures with respect to local involvement
- Gathering and sharing information
- Giving presentations to community organisations
- Ensure planning obligations are met
- Ensure that the database of local resources are used fairly for recruitment of local labour

#### Interpersonal

- Responsible for providing a liaison link between local resources and the contractors
- Assist the contractor's supervisory staff in the management of workers with regards to all labour issues
- Fostering an environment that encourages and supports community involvement
- Hosting or attending community meetings, allowing attendees to raise issues
- Assist and advise on amicable resolutions of community issues within legislation and practicality
- Building a 'community spirit' around the project

#### CLEAN ENERGY FOR AFRICA

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DIRECTORS: C. HAW | D. WILLS | D. CHENNELLS | S. HAW | D. GOLDSTUCK | REG. NO 2012/042769/07

## Key Performance Indicators

- Development and execution of community engagement plan
- Number and quality of meetings held
- Successful management of community feedback received

## Minimum Requirements:

- In principle, a National Senior Certificate (Grade 12) with at least 3 years experience in a similar position shall be required; but a tertiary qualification in Human Resource Management with at least 2 years experience in a similar position would be preferred
- Needs to be a resident in good standing of Kathu, Kuruman, Hotazel or surrounding area, and must know the area very well, including its local stakeholders, and able to communicate and liaise well with local stakeholders
- Must be recognized and accepted as someone who can represent most of the community well
- Recognize and liaise in the political environment specific to the area
- Confident facilitator, advisor and presenter
- Ability to assist in communications or discussions effectively and deal with feedback and/or grievances (if any) in a way that encourages win-win solutions for the parties involved
- Must have a valid driver's license and own reliable transport
- Must be fully proficient in English, Afrikaans, Setswana and/or isiXhosa (verbal and written communication)
- Must be fully computer literate (MS Office Suite and Google App Suite) especially for preparing reports, presentations and all other written communications
- The ideal candidate will be passionate about the renewable energy industry and the company's contribution to the future of energy; He/she will embody respect and responsibility in the full sense of the word, and will enjoy contributing to a team of highly knowledgeable professionals.

**If you are interested in applying for this vacancy, please submit your CV (including references) to [hireme@sola.africa](mailto:hireme@sola.africa) and complete the screening questionnaire [here](#).**

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