



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20230906/977
Advert Reference Number:	RBIDZ 28
Job Title:	Community Liaison Officer
Job Level:	Officer
Vacancy Type:	Internal & External
Salary:	Negotiable
Department:	RICHARDS BAY INDUSTRIAL DEVELOPMENT ZONE
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Richards Bay
Number Of Posts:	1

Duties/Responsibilities:

Community Liaison; Serve as the primary point of contact for the organization in the community, responding to inquiries and concerns in a timely and professional manner. develop an effective working relationship with peers, other CLOs and community representatives. keep the communities informed on the progress of the projects. liaise with key stakeholders such as communities, traditional leaders and the contractors at construction sites. keep the RBIDZ and sub/contractors informed of relevant community affairs and possible grievances; keep sub/contractors informed of processes and procedures to follow in line with labour desk operations, framework, and recruitment processes. assist with communication and facilitation of labour sourcing by /contractors/investors through the Labour Desk office. receive job seekers CVs physically or by email and keep records. ensure that acknowledgements of receipt are communicated to job seekers upon capturing of CVs. give weekly and monthly progress reports of activities to Management. identify and integrate stakeholder engagements as means to promote proactive community engagements and relationships. ensure implementation and alignment with the Labour Desk Framework and policy. target, build and maintain relationships with key stakeholders which include communities, community representatives and leadership. integrate and align internal and external stakeholder programs and coordinate the implementation of relevant community outreach programmes through participation and involvement. arrange and coordinate stakeholders, meetings and special events targeted for specific messaging directed to communities. ensure that investors, sub/contractors, and communities understand the value of sound working relationships and are committed to the genuine participation in the activities of the company. keep abreast of developments in the community that could impact the organization and its programs and communicate this information to relevant parties. escalate recommendations and action plans originating from participation in community forums and activities. liaise and nurture relationships, whilst ensuring effective management of RBIDZ's reputation and credibility. assist in ensuring that Stakeholder and Community outreach programs yield desired outcome for the RBIDZ. Participation and Coordination of community outreach engagements with stakeholders such as communities and community leadership and representatives; Liaise with and nurture community relationships and facilitate meetings and engagements when necessary. Coordinate, support and participate in local initiatives as required by the stakeholders. Provide support to representatives and groups within the communities. Pursue and develop effective working relationship with local community organizations. Public Relations / Communication; Communicate effectively in both written and verbal forms. Gather, maintain and disseminate information to the communities; Ensure adherence and understanding of labour desk operation by communities. Update job seekers database and manage records and statistics for reporting purposes. Respond to enquiries from job seekers and escalate grievances as you deem necessary. Disseminate communication about operation of the data base and general projects information. Communicate processes of accessing data base and its operation to key stakeholders such as sub/contractors, investors, communities, and tribal authorities.

Qualifications and Experience:

Grade 12; National Diploma in Public Relations, Communication Science, Community Development; Degree Communication Science, Community Development, Public Relations (advantageous); 3 years Operational Experience in Community Development, Social Facilitation, Community Outreach programmes, Communication and Public Relations; Valid Driver's License

Essential Knowledge, Skills and Competencies Required:

●Knowledge: Social facilitation and coordination of community outreach programmes.
●Experience working with diverse communities. ●Sound communication skills in English and Zulu languages. ●Understanding of community protocols, cultures and backgrounds.
●Skills: Project Management skills● Communication skills● Excellent Planning and Organizing skills. ●Effective English and Zulu languages communication skills. ●Problem-solving skills and attention to detail. ●Conflict handling skills● Relationship Building abilities● Report writing skills● Presentation skills

Additional Information

To apply, please follow a link

<https://rbidz.mcirecthire.com/default/External/CurrentOpportunities>

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on “Employment & Labour”;
5. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on “Employment & Labour”;
2. Click on “ Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya”;
3. Log in using your username and password;
4. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 22 Sep 2023

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a) The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

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By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.