



The National Road Operating & Constructing Company invites applications for the position of:

## **COMMUNITY RELATIONS COORDINATOR**

### **TERMS OF REFERENCE**

#### Position Summary

This position is responsible for establishing relations with communities within the construction/alignment routes of the highways/tolled roads. The incumbent is also responsible for coordinating activities aimed at gathering intelligence and determining and implementing strategies for preventing and or reducing disruptions by community personnel.

#### Contract Duration:

One (1) year.

#### Summary Deliverables:

1. Initiates and maintains contact with community leaders/organizations and other key stakeholders.
2. Conducts sensitization meetings regarding NROCC's and its contractors or sub-contractors work plan for the community.
3. Provides guidance on approaches to be adopted by the organization to minimize and or prevent demonstrations or other disruptive actions/incidents.
4. Coordinates with the relevant company personnel to facilitate the timely implementation of remedial actions in affected communities.
5. Identifies and discusses with the Project Manager, suitable and cost-effective community outreach projects or social intervention strategies.
6. Initiates contacts and hold discussions with non-governmental organizations as necessary, to identify source of funding for social projects where possible.
7. Evaluates the effectiveness of strategies and recommends approaches for maintaining good relations.
8. Compiles and submits reports on the status of community activities.

## Position Requirements

1. Bachelor of Science degree in a Behavioural Science specialization or equivalent qualifications.
2. Training in the principles of social work.
3. Excellent communication, human relations, and organizational skills.
4. At least three (3) years' experience in community relations/social work or related field.
5. Exposure to project management or event planning.

## Reporting Requirements

- Fortnightly Progress reports for presentation at Operations & Planning Committee meetings
- Monthly performance reports submitted to Environmental Manager
- Quarterly performance reports as per agreed key performance indicators

NOTE: THIS IS AN INDEPENDENT CONTRACT

Your application with a detailed resume should be sent no later than November 8, 2021 to:

Corporate Services Manager  
National Road Operating & Constructing Company Ltd.  
Development Bank of Jamaica Building  
11a-15 Oxford Road, Kingston 5

Or emailed to: [info@h2kjamaica.com.jm](mailto:info@h2kjamaica.com.jm) (Include the *Position* you are applying for in the subject line.)

NB: We thank all applicants for their interest, however only short-listed candidates will be contacted.