

NATIONAL ROAD OPERATING & CONSTRUCTING CO. LTD.

JOB DESCRIPTION

JOB TITLE: Community Relations Liaison (Temporary)

DEPARTMENT: Technical Services

POSITION SUMMARY/OVERVIEW

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.

i) **EDUCATION/SPECIALIZED TECHNIQUES**

- a. Minimum high school graduate, with at least two (2) years' experience/involvement in established community groups, service clubs or other similar-type institutions.
- b. Knowledge of Microsoft Office applications (Excel, Word, PowerPoint)
- c. Good verbal and written communication skills.

iii) **WORK PRESSURE**

The incumbent is required to:

- 1. Implement strategies within communities through ongoing efforts to achieve or exceed the performance goals within specified time.
- 2. Spend approximately 80% of the work time in the assigned communities; a considerable amount of walking is required to traverse the communities.
- 3. Work extended or ad hoc hours in impacted communities.

vii) **MAIN TASKS/DUTIES**

- 1. Initiates and maintains contact with key community stakeholders and organizations.
- 2. Conducts sensitization meetings regarding NROCC and its contractors or sub-contractors work plan for the community.

3. Provides guidance on approaches to be embraced by the organization to minimize or prevent demonstrations or other disruptive behaviour.
4. Coordinates with the relevant NROCC personnel to facilitate the timely implementation of remedial actions in affected communities.
5. Proposes suitable and cost-effective community outreach projects or social intervention strategies.
6. Networks with non-government organizations as necessary, to identify source of funding for community social intervention/outreach projects as necessary.
7. Evaluates the effectiveness of strategies and recommend approaches for maintaining good relations.
8. Compiles and submits reports on the status of community activities as required.