

Community Liaison Officer (Cement Industry)

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Company: Dangote Group

Location: Okpella

Category: other-general

Job Title/ Position

Community Liaison Officer (CLO)

Department

Special Duties / Social Performance

Reports To

Assistant General Manager (AGM) – Community Relations

Direct Reports/ Subordinates

Job Grade Level

Job Summary

Negotiation Skills. Good understanding of the Host Communities, Basic Knowledge about Stakeholder Management Skills/Grievance Mechanism, must be computer literate with understanding of basic office application packages like; MS Word, Excel & PowerPoint etc.

Key Duties and Responsibilities

Communicate responses on all cases of grievances.

Support the AGM in attending consultative meetings with communities, agencies, NGOs etc.

Monitor and report on the social performance of all CSR projects undertaken by the plant.

Regularly, under the supervision of the AGM, update Stakeholder Engagement Plan and (SEP), Community Development Plan (CDP), Stakeholder Mapping(SM), Register/database.

Act as liaison who engages communities and other stakeholder groups in order to ensure peaceful and harmonious relationship in the environment.

Provides feedback/ useful information to the plant on relevant issues from the communities which might affect plant's operations.

Serves as Secretary to Community Development Committee (CDC) and other community fora, local institutions meetings or stakeholder meetings at community level.

Collects and registers grievances.

Support the AGM social and community relations, to implement and monitor community development and stakeholder engagement plans.

Co-ordinates the local project implementation committee (PIC) during project implementation.

Writes and submits regular reports to the plant and headquarters through the AGM.

To carry out any other assignment as may be directed by plant management.

Key Duties and Responsibilities

To assist in the maintenance of absolute peace/harmony between the host communities and the Plant on a daily basis.

To assist in the management of conflicts arising between the Plant and the immediate host communities.

Continuously enlightening youths/elders of the communities on the need for a cordial business relationship with the Plant so as to ensure the Plant does not lose its properties (material or human) through willful damage by individuals and / or groups in the host communities.

To assist in liaising with some government agencies when need arises as directed by the high management

Requirements

Education and Work Experience

Bachelor's Degree in Humanities.

5& Above years working experience with reputable organization(s).

Skills and Competencies

Must be computer literate in key Office application packages e.g Excel, MS Word, PowerPoint etc.

Key Requirements

Should be preferably a Benue indigene.

Must have relevant experience about community relations.

Must be able to speak both English Language and Tiv Language fluently.

Must be able to interpret both English Language and Tiv Language properly.

Must be able to assess the community needs/priorities and give report to AGM/mgt.

Must be mentally and physically fit to handle his/her duties logically to conclusion.

Must show the ability to handle community related issues.

Benefits

Private Health Insurance

Paid Time Off

Training & Development

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