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Job Title	Who Can Apply	Job Industry
Construction Community Liaison Officer	Tanzanian Nationals	Oil and Gas

QUALIFICATIONS & EXPERIENCE

- **Education:** Advanced Degree in Social Science, Sociology, Environmental Science or other relevant discipline required
- **Experience:** At least 10 years of professional experience conducting stakeholder engagement in rural communities required
- At least 5 years of construction related experience preferred
- Experience in conducting engagement activities with authorities including associated protocols, required

DUTIES AND RESPONSIBILITIES

- Developing a good understanding of region-specific stakeholder engagement plans and associated project activities
- Developing a good understanding of the planned pipeline construction activities, planned construction fronts and the type of supporting engagements requirements
- Support early civil works engagement and acting as an additional engagement resource for these teams, as required
- Developing a good understanding of all project stakeholder around the construction areas, required engagements, and required engagement frequencies
- Interfacing with Project site Representative on construction support activities and ensure dissemination of information between project engagement team and relevant contractors
- Organizing engagements with stakeholders according to construction activity requirements and ensure stakeholders are fully aware of when construction teams will start working in affected areas
- Coordinating construction engagements with project engagement to minimize overlap and coordinate messaging
- Assisting operational project teams with field visits to construction areas and ensure construction manager and contractors are kept updated of field visit activities
- Keep construction teams updated on relevant community issues and highlight potential community related risks to Project Site Representative and relevant contractor
- Collecting questions and concerns from stakeholders in relation to construction activities and provide timely responses.

- Assisting the Land and Grievance officer to receive and resolve construction related grievances, rigorously following up and engaging third parties as directed by the Land and Grievance Coordinator
- Supporting the appropriate disclosure of engagement materials in coordination with Community Relations Coordinator (CRC) and Community Liaison Officers (CLOs)
- Maintaining up to date construction engagement records and ensure all records are captured and stored in the project ESMS tool
- Maintaining up to date register and record of all stakeholder concerns, perceptions, questions, and any other stakeholder feedback relating to construction activities and ensure this information is captured in the project ESMS tool
- Producing daily, weekly, monthly construction stakeholder engagement reports as required by CRC and Project Site Representative

PREFERRED QUALIFICATIONS AND SKILLS

- Experience in and understanding of stakeholder engagement practices in project environment, preferred
- High level of interpersonal skills with a proven ability to develop and maintain good relations with a wide range of stakeholders including a high level of discretion, diplomacy and ability to manage conflict and gain consensus, required
- High degree of organization and ability to organize team tasks and objectives essential
- Proven ability to work independently, advance required tasks and meet deadlines essential
- Excellent report writing and analytical skills required, proven attention to detail essential
- Proven computer skills, including MS Access, MS Excel required, experience using data management software preferred
- Fluency in English and Swahili (written and spoken) essential; other relevant local languages an advantage.

HOW TO APPLY

Please send your CV to recruitmenttanzania@itmafrica.com

Email Subject: Construction Community Liaison Officer

Deadline: 23rd January, 2022

Only shortlisted candidates will be contacted.