

KENYA ELECTRICITY GENERATING COMPANY	
COMMUNITY LIAISON OFFICER	
JOB DETAILS	
Job Title: Community Liaison Officer	Current Grade: 4
Supervisor/Manager Title: Chief Environment Safety & Liason Officer	Division: BDS
Department: Enviromenmt	Section: Liaison
Station: Olkaria	
Job Summary:	
The jobholder is responsible for providing a liaison between the community and the company and maintaining good community relations.	
Key Duties:	
Duty/responsibility	Percentage of time (%)
<ul style="list-style-type: none"> • Receiving and processing community requests on CSR related issues. 	50%
<ul style="list-style-type: none"> • Providing a liaison between the company and the community. 	5%
<ul style="list-style-type: none"> • Secretary to the station CSR committee. 	
<ul style="list-style-type: none"> • Coordinate relations with local community committees on development, employment and transport. 	20%
<ul style="list-style-type: none"> • Facilitate identification of candidates for the annual scholarship awards. 	5%
<ul style="list-style-type: none"> • Facilitate and promote inter-community peace building initiatives. 	10%
<ul style="list-style-type: none"> • Facilitate the building of community awareness on environmental conservation. 	10%
Responsibility:	
The jobholder has been provided with a desktop computer for the conduct of their duties.	

Judgement and Decision-Making:
The job holder provides advice and recommendations on CSR issues and community relations to the Chief Engineer and CSR committees.
Educational Requirements.
A bachelors degree in social sciences.
Related Job Experience/Qualifications:.
A minimum of 3 years experience in a similar role.
Additional skills
<ul style="list-style-type: none"> • Local language proficiency • Communication skills • Interpersonal relations skills • Negotiation skills • Influencing skills • IT skills
Contacts:
<p>Internal contacts:</p> <ul style="list-style-type: none"> • Protective Services Officer – frequent contact • Transport Officer – frequent contact • Senior Human Resources Officer – frequent contact • PR and Communications office – frequent contact <p>External contacts:</p> <ul style="list-style-type: none"> • Community committees – frequent contact • Provincial administration – frequent contact
Work environment:
The jobholder’s main area of work is the office (60%) but there is a requirement for fieldwork (40%). The jobholder experiences moderate disruption to leisure time due to working irregular hours.

ABCD

Additional Information

The jobholder is expected to manage community expectations against company resource limitations.