

# Senior Community Liaison Officer - Fier

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EPPC Albania, on behalf of its client, *a global leader in drilling services, as well as in the engineering, construction and installation of pipelines onshore and offshore in the oil & gas market* is currently recruiting a **Community Liaison Officer (fixed-term contract)**.

## Job Scope:

Community Liaison Officer (CLO) will be an experienced person responsible for any aspects of connection with local communities, local organizations and institutions, relevant subjects within the assigned area, ensuring direct contacts and a lasting and positive relationship with local communities and with all the other strategic actors for the project. He/she will be directly responsible for carrying out the planned activities, in particular for awareness campaigns, regular meetings and consultations with the communities involved in the project.

## Essential Responsibilities:

1. Identifies and analyses local stakeholders, especially local communities and their representatives;
2. Engages with local stakeholders and Project affected people, especially informing them about the Project risks and opportunities, the process of reporting complaints or concerns, etc.;
3. Monitors the implementation of the community liaison plan during Project execution phases;
4. Collects and registers any complaints / grievances from communities and individuals about the Project activities or personnel. Participates in the investigation of the complaints to establish the root cause and the identification of corrective actions; manages grievance mechanism under supervision of Social Coordinator (SC);
5. Participates in the development of social initiatives, including planning, reporting and monitoring of KPIs, and ensures their execution on the ground;
6. Implements and reports to SRC on social awareness campaigns;
7. Provides all community relation trainings to project affected communities, CONTRACTOR and its SUBCONTRACTOR's personnel;
8. Provides monitoring and reporting (i.e. daily/weekly/monthly) to Social Manager on grievance statistics as well as speed of their resolution.

## Requirements for this position are:

- University Degree;
- **Fluent in English, both written and spoken (MUST);**
- Excellent interpersonal and presentational skills;
- Excellent organizational skills;
- **Resident in Fier county or available to move and work in Fier;**
- Demonstrated expertise with MS Office (Word, Excel, PowerPoint), or equivalent software.

## How to apply:

To apply for this opportunity, please send your CV **until 15<sup>th</sup> of November 2018**, mentioning the position you are applying for, to: [recruitments@eppc.al](mailto:recruitments@eppc.al)

You will be contacted by EPPC, only if your CV will be qualified.