



Community Relations and ED Coordinator

Introduction to SOLA

The SOLA Group is a vertically-integrated provider of renewable energy solutions, aiming to transform Africa through clean energy. With over 13 years of experience, SOLA's expertise lies in the origination, development, financing, engineering design, project management and Operations and Maintenance of renewable energy facilities. For more information, visit www.solagroup.co.za.

The overall purpose of the position:

As the Community Relations & Economic Development (ED) Coordinator you will be responsible for implementing and monitoring SOLA's community development and social empowerment initiatives, as well as drafting the company Enterprise and Socio-Economic Development deliverables and identifying beneficiaries. You will be the driving force behind maximizing the positive impact of SOLA's renewable energy projects on local communities and other key stakeholders.

Reports to: Stakeholder Relations Manager

Location: Cape Town based

Summary of Responsibilities:

Economic Development Coordination

- Collaborate with internal and external stakeholders and draft a Community Needs Analysis for communities impacted by SOLA projects.
- Identify opportunities for local economic development, job creation and community development in alignment with SOLA's Sustainable Development Strategy and Plan.
- Conduct Stakeholder mapping for all affected communities to determine the impact, influence, and interest of stakeholders.
- Cultivate and maintain strong relations with identified stakeholder groups and individuals, with due cognizance of their impact, to foster mutually beneficial corporate and community relationships.
- Monitor the compliance by contracted Community Relations service providers with their contractual deliverables. Ensure that the Community Relations Service providers actions are aligned with the SOLA Sustainability Strategy and Plan.
- Design, in collaboration with the Sustainability Team, Enterprise and Socio-Economic Development programs with a measurable impact, aimed at empowering local communities through skills development, entrepreneurship, education, health and capacity building, with a focus on diversity and inclusion.
- Implement Enterprise and Socio-Economic Development programs, continually monitoring the impact.
- Acquaint yourself with related SOLA obligations such as BBBEE compliance and keep yourself up to date with industry best practice. You are to stay up to date and current regarding sustainable development concepts, community dynamics and development needs in rural South Africa.
- Establish and maintain comprehensive tracking and reporting mechanisms to measure the impact of SOLA's sustainability and economic development initiatives. Submit monthly reports and provide periodic updates to the SOLA Steering Committee and corporate stakeholders.

Administrative/Operational

- Implement administrative and filing systems to record and keep records of monthly reports originating from ED Coordination and the CR Service provider.
- Implement and maintain records of the Project/Program Impact measurement results. Keep records of contractual details and compliance with obligations.
- Give feedback on community initiatives across multiple projects and regions.

CLEAN ENERGY FOR AFRICA

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DIRECTORS: B. DAMES | C. HAW | D. CHENNELLS | D. WILLS | S. HAW | T. BOARDMAN | REG. NO 2012/042769/07

Interpersonal and Community Relations

- Liaise effectively with the Community, SOLA's Stakeholder Manager, Asset Managers, Project Developers and Construction/ Operations Contractors.
- Initiate and maintain open lines of communication with local communities to build positive relationships.
- Organise and facilitate community meetings to address concerns, provide updates, and gather feedback.
- Develop strategies to promote community involvement and collaboration in renewable energy initiatives.
- Act as a liaison between the company and various stakeholders, including local government bodies, NGOs, and community leaders.
- Collaborate with stakeholders to identify shared goals and opportunities for mutual benefit.
- Demonstrate cultural sensitivity and respect for diversity when engaging with local communities.
- Adapt communication strategies to align with the unique cultural contexts of different communities.
- Identify and recommend external consultants and other service providers as required.
- Monitor and supervise appointed consultants and service providers.
- Maintain high standards of ethical conduct at all times.
- Engage and develop strong relationships with diverse stakeholders.
- Diffuse tense situations and resolve conflict.
- Research and find solutions to complex and novel challenges, in partnership with various stakeholders.

Health and Safety

- Cognisant of health and safety risks and priorities related to working in remote areas, on project sites and in community settings, as well as long-distance driving.

Key Performance Indicators

- Assessment of effective implementation of committed funds for economic and community development initiatives, on time and within budget.
- Demonstrated measurable beneficial impact in host communities and favorable community relations.
- Completion of project and corporate reporting against agreed timelines and scope.
- Assessment of the time taken to address and resolve the community concerns or issues related to the project.
- Evaluation of the efforts made to enhance the company's image within the local community and the ability to demonstrate cultural sensitivity and inclusivity in community interactions.
- Assessment of the contribution to local employment and economic development within the community.

Minimum Requirements:

Qualifications and Experience

- At a minimum, a degree or equivalent in social science, public relations, economics, sustainable development or similar.
- Must have proven experience (minimum 3 years) in liaising with stakeholders and maintaining good relations with the community, preferably in the townships and in rural communities.
- In-depth knowledge of socio-economic and regulatory contexts in South Africa, with an appreciation of challenges and opportunities in the renewable energy sector.
- Experience working with South African government bodies and understanding of local regulations.
- Experience as a Community Liaison, or doing Community Development, Social Impact Assessments or Environmental and Social Management Systems.

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Behavioural Competencies

- Ability to host community meetings and address conflicts within the host communities.
- A keen eye for contractual details and compliance with obligations.
- Excellent communication, negotiation and stakeholder engagement abilities.
- Ability to work alone (and with others), demonstrating initiative and self-driven learning.
- Project management/highly organized approach to task management; in other words, follow a results-oriented method of working.
- The ideal candidate will be passionate about the renewable energy industry and social impact and will embody respect and responsibility in the full sense of the word while enjoying contributing to a team of highly knowledgeable professionals.

General

- Must be fully proficient in English and either Sesotho, Sepedi or Setswana.
- Must be fully computer literate (MS Office Suite and Google App Suite).
- Must be in possession of a valid driver's license and have held this license for at least 3 years.
- Availability to travel within South Africa and spend a significant amount of time on-site and in the host communities.

At SOLA one of our core values is *Dig Diversity* and we are committed to transformation and embracing diversity. This commitment is what drives us to achieve a diverse and inclusive workplace, representative of the demographics of our society. We therefore give preference to applicants from the designated groups in alignment with our Employment Equity plan.

To apply for this vacancy, please complete this [application questionnaire](#) and send a copy of your CV to hireme@solagroup.co.za.

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