Community Liaison Officer – Supplier Park Development Company (SOC) Ltd trading as AIDC, Rosslyn/Satellite Sites, Gauteng

The Supplier Park Development Company (SOC) Ltd trading as AIDC is a Government owned, public entity company established to provide support to the SA Automotive Industry in its drive for global competitiveness. It is a dynamic company that offers exciting career opportunities. The AIDC's success hinges on its human capital, and in the pursuit to realise its strategic objectives, the AIDC aims to recruit a **Community Liaison Officer** in the **Business Development Department** on a **Three (03) Years Fixed Term Employment Contract** with three months' probation. The successful candidate will report directly to the **Senior Manager: Business Development.**

LOCATION: **Automotive Supplier Park AIDC Offices, Rosslyn and Satellite Sites**

DIVISION: **Business Development**

REMUNERATION: **TCOE R 474 467,56 per annum**

JOB GRADE : **C4**

PURPOSE OF THE ROLE

The Community Liaison Officer is responsible for developing and overseeing a community engagement program aligned with the demographics and needs of the areas surrounding the automotive manufacturing plant. This role plays a crucial role in influencing workforce morale, operational efficiency, and overall community relations to build trust, enhance local participation, and reduce risk by ensuring that communities are heard, respected, and involved in a meaningful way in development projects that affect them. The Community Liaison Officer designs measurable evaluation criteria and conducts periodic assessments to gauge the program's impact. Drawing on data from both formal and informal feedback, the community liaison Officer formulates and executes a long-term plan aimed at maintaining high morale and strengthening the relationship between AIDC and the local community.

KEY RESPONSIBILITIES

1. Stakeholder and community Engagement

- Foster good relationships with the community, municipality, legitimate business forums and ward Councillors as and when required by ensuring that all affected parties understand the scope of the project and the opportunities that arise from it.
- Acts as a bridge between project implementers (government, AIDC, contractors, developers) and affected communities.
- Ensures that accurate, timely, and transparent information flows both ways.
- Helps prevent misunderstandings and misinformation.

2. **Conduct Community Needs Assessments and Coordinate Socio-Economic & Enterprise Development Initiatives**
   - Explains project scope, timelines, and limitations to local communities.
   - Helps manage expectations regarding job creation, procurement opportunities, and social benefits.
   - Prevents unrealistic demands and promotes trust.
   - Identifies and promotes local employment, skills development, and subcontracting opportunities.
   - Works to ensure fair and inclusive access to economic opportunities arising from the project.
   - Assists in empowering historically disadvantaged communities

3. **Conflict Resolution & Risk Mitigation**
   - Identifies potential sources of conflict early and mediates disputes.
   - Helps prevent project delays due to unrest, protests, or community dissatisfaction.
   - Provides insight into local dynamics (e.g., political, social, cultural) that might affect the project.
   - Work relevant stakeholders to organize briefings, contingency planning seminars, and town meetings to disseminate information and ensure coherence.

4. **Reporting**
   - Ensure that the correct project and departmental information is reported
   - Ensure on-time and accurate submission of all required reports
   - Ensure all evidence is collected and filed for auditing purposes
   - Monthly, Quarterly and Annual reports i.e. M&E and Management
   - Submit monthly and implementation reports
   - Submit monthly stakeholder engagement and grievance handling reports
   - Delivery of reports by due date.

MINIMUM QUALIFICATION AND COMPETENCY REQUIREMENTS:

- A Matric Certificate /Grade 12 and National Diploma or Degree in (Public Relations, Community Development, Social Sciences, Communications, Sociology, Public Administration).
- Certification in Project Management, Conflict Resolution, or Corporate Social Responsibility (CSR). (Advantageous)
- A minimum of 5 years of relevant experience in community liaison, stakeholder engagement, or public participation.
- A Proven track record working with local municipalities, traditional authorities, ward councilors, and community-based organizations.
    - Computer Literacy on Microsoft Office Products.
    - Good communication skills and report writing skills.
    - Experience working in a similar role will be advantageous.
    - Proven involvement and exposure to community development work.

AIDC is an equal opportunity employer. Appointment will be made in line with the organisation's Employment Equity policy. Only shortlisted candidates will be contacted.

Applications must be accompanied by a curriculum vitae, certified copies of qualifications and certified copies of identity documentation.

- Preference will be given to people with different abilities, women and previously disadvantaged individuals to promote Employment Equity within the group.
- Only shortlisted candidates will be contacted. If you have not heard from us within three months after the closing date, please regard your application as having been unsuccessful.

Applications should be addressed to **https://bit.ly/GGDAGroupRecruitment**

Enquiries should be addressed to **hrrecruitment@aidc.co.za**

The closing date for applications is **06 November 2026.**

"The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant's or Employee's Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you

applying for this position, you give The Group the consent to keep and or process your information as per POPIA