



The Kathu Solar Park is a new Solar Energy Facility being built over the next 27 Months 10 km north of Kathu. The Project will deliver 100 MW of Renewable Energy to South Africa. The Two New Full Time Positions below are to work for Owner during the Construction Period.

Positions start dates are 1 August for a period of @2 years.

www.kathusolarpark.co.za

VACANCIES

COMMUNITY LIAISON OFFICER

Position will be the public face of the Project Company in the Community. Excellent presentation skills & communication (written and verbal) skills, highly organized, possessing deep community roots and a high degree of passion for the work. Ability to work with a wide range of stakeholders from the community including but not limited to social groups and organizations, community leaders, trade unions and business groups in an open and a-political way. Host, organize and attend public meetings as a Company Representative. The CLO will liaise with the Kathu Trust and the trustees. A professional who is conscious of image the company needs to project to the community and works diligently to drive the company initiatives in the community to best effect. Displaying the personal character strengths of trust, tact, integrity and fairness.

Requirements – College preferred (preferred), previous experience in community organizing, public relations, or as CLO. Exceptional listener with diplomatic communication style. Some science or technology background would be a plus. Excellent computer skills. English, Afrikaans, and Tswana fluency.

This position will report to the Construction Director (CD)

PA FOR CONSTRUCTION DIRECTOR

Position will report to the CD on the job site to coordinate the activities in the Owner's Offices. Manage CD diary, meetings, travel, logistics, visitors, reporting requirements and schedule. Scheduling and coordination of all types of meetings, face to face, conference call, video conference etc. Ensure that adequate preparations are made for smooth running of all meetings – onsite, conference calls, etc. Ensure that all administrative matters are conducted in an efficient and effective manner including Draft company correspondence, maintain correspondence logs, setup and maintain an appropriate filing system, maintain Office Supply stocks, answer phones, distribute correspondence, and maintain day to day functioning of the office and manage office environment in an effective and efficient manner. Ensure cleanliness and visual image of office area and work stations by coordinating the cleaners.

Requirements – Post secondary training, 5 years' experience in similar position, Excellent organizational skills, proficient in English, Afrikaans (Tswana a plus), Customer oriented, excellent written and verbal communication skills, good computer skills and knowledge of whole Microsoft suit. Efficient time management with ability to work alone and as part of a team. Ability to work under pressure. Capacity to organize and prioritize.

Please send CV's to KathuComm@kathusolarpark.co.za