

**GOVERNMENT OF ST. VINCENT AND THE GRENADINES**  
**NATIONAL AGRICULTURAL AND FEEDER ROADS PROJECT**  
**POSITION OF PROJECT COMMUNITY LIAISON OFFICER**

**REQUEST FOR APPLICATION**

The Ministry of Transport, Works, Urban Development and Local Government (MTW), the Executing Agency, wishes to procure services from eligible individuals for the position of **Project Community Liaison Officer (CLO)** in the Project Team established under the National Agricultural and Feeder Roads Project.

The expected outcome of the Project is to rehabilitate and upgrade the road infrastructure in several rural areas across the country.

The **Project Community Liaison Officer (CLO)** will be assigned exclusively to the Project and will report to the Project Coordinator (PC). The duties and responsibilities of the CLO include but are not limited to:

- a) Identifying project stakeholders
- b) Identifying project issues that will impact different groups of stakeholders
- c) Developing and maintaining constructive stakeholders' relationships
- d) Determining appropriate engagement levels, techniques and duration to provide timely input into project development
- e) Providing communities affected and general population with regular information regarding progress of project implementation and implication of works proposed
- f) Promoting awareness of safety issues related to construction and road use by arranging road safety workshops/ talks
- g) Identifying any new issues that may arise prior and during implementation
- h) Monitoring implementation of social mitigation measures during construction
- i) Monitoring stakeholder attitudes to the development
- j) Encouraging the participation of women in non-traditional roles during project implementation
- k) Monitoring direct and indirect employment under the project
- l) Monitoring gender sensitivity and culture appropriateness of the communication plan
- m) Monitoring and evaluating community participation, and
- n) Collaborating with other members of the Project Coordinating Team to effectively execute the Community/ Stakeholder Participation Plan

Prospective candidates must possess the following qualifications:

- a) At least 10 years of experience in a similar position, working as CLO on other projects
- b) At least High school Diploma
- c) Excellent verbal and written English language;

- d) Excellent communication, and facilitation skills;
- e) Hard working, detailed oriented, and able to multi-task effectively;
- f) Ability to work effectively under pressure.
- g) Can work independently and with no supervision

The duration of the assignment is expected to be for a period of **36 months**.

MTW now invites interested eligible individuals to submit Applications for the position of **Project Community Liaison Officer (CLO)**.

In the assessment of submissions, consideration will be given to qualifications and experience. Further information may be obtained from the MTW between 0800 and 1600 hours Monday to Friday.

Four (4) hard copies of the Application must be received at the address below no later than 1400 hours on **Friday, May 24, 2019**. The sealed envelope should be clearly marked "**Application for the Position of Project Community Liaison Officer (CLO), National Agricultural and Feeder Roads Project**"

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to an interview. GOSVG reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not selecting any applicant and will not defray any costs incurred by any applicant in the preparation and submission of applications.

Permanent Secretary  
Ministry of Transport and Works  
Kingstown  
**ST. VINCENT AND THE GRENADINES**  
Tel: (784) 457-2031  
Fax: (784) 457-1289  
Email: [office.mtw@mail.gov.vc](mailto:office.mtw@mail.gov.vc)