FIXED TERM VACANCIES

alamo projects
PEOPLE PERFORMANCE PARTNERSHIP

Alamo Projects Profile: As a proudly South African company, our core competencies span several fields within the broad area of the electrical power industry in the areas of Project management including Mega Projects, Organizational effectiveness, Document management, Construction and Outage/Maintenance management, Engineering management, and expert boiler technical witness service to international arbitration cases. The technologies in which we are experienced cover fossil (coal and gas, open cycle and combined cycle) power plant projects, renewables (especially in the waste to energy field), power boilers, Heat Recovery Steam Generators, and Gas and Steam Turbines. Our clients include South African and international Utilities, EPCs, investors, and developers.

X1 COMMUNITY LIAISON OFFICE (CLO) ADMINISTRATORS – Job Ref – ALA01031

Contract duration: 8 Months

Location: Leseding, Steenbokpan

Our organization is seeking a professional, organized, and community-oriented Community Liaison Office (CLO) Administrators to provide administrative, recruitment, and stakeholder support to the Community Liaison Office and Information Hub. The successful candidate will play a key role in supporting local employment initiatives, community engagement, and stakeholder communication.

Key Responsibilities

- Maintain and update community recruitment databases.
- Capture and manage CVs and supporting documents from community job seekers.
- Advertise employment opportunities and outage vacancies through approved community platforms.
- Assist community members with employment and training enquiries.
- Coordinate stakeholder meetings and maintain communication records.
- Support community registration and outreach programmes.
- Compile weekly and monthly recruitment and employment reports.
- Maintain accurate records for auditing and compliance purposes.
- Assist with Corporate Social Investment (CSI) and community engagement initiatives.
- Liaise with communities, contractors, traditional authorities, and government departments.

Minimum Requirements

- Grade 12 (Matric).
- National Diploma in Administration, Human Resources, Public Management, Community Development, Communications, or a related field.
- Minimum 2 years administrative experience.
- Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- Good communication skills in English and local languages.
- Valid driver's license will be an added advantage.

Key Competencies

- Excellent communication and interpersonal skills.
- Strong administrative and organizational abilities.
- Report writing and data management skills.
- Customer service orientation.
- Planning, organizing, and problem-solving skills.
- High level of integrity, professionalism, and confidentiality.
- Attention to detail and ability to work under pressure.

CLOSING DATE FOR APPLICATION: 27OCTOBER 2026

Candidates who meet the requirements are encouraged to apply by sending their application and supporting documents to **recruitment@alamoprojects.co.za** stating the relevant Job Ref number, no late submission will be considered. Candidates living with disability are encouraged to apply. The company reserves the right to fill any position advertised and employment Equity targets may be taken into consideration when filling any advertised position. Preference may be given to suitably qualified candidates from local communities within the project's area of operation. Should you not be contacted within 3 weeks after the closing date please consider your application unsuccessful.