
Job Descriptions

Community & Stakeholder Relations Manager (CSRM)

TITLE

Community & Stakeholder Relations Manager (CSRM)

REPORTING RESPONSIBILITIES

The CSRM is reporting to the Chief Executive Officer (CEO), KVTC

DUTY STATION

Mavimba, Ulanga District, Morogoro Region

OBJECTIVE

The CSRM is responsible to ensure all aspects of the company social responsibility objectives, policies, strategies, and programs are implemented in KVTC participating villages and beyond. These participating villages invested land and labor into KVTC. They have the right to expect significant economic and social benefits from KVTC through providing fair employment opportunities for community members, contributing to the Village Social Fund, managing natural forest land, supporting community and individual teak out growers, and a host of other indirect benefits as well.

RESPONSIBILITIES

The responsibilities of the CSRM include:

- To communicate information, reports, and regular news to the community for greater understanding of the business operations.
- To consult and seek feedback from surrounding communities on company operations from the community
- Liaise with village governments and ensure that there is proper administration of social fund projects.
- Facilitate annual social fund disbursement to respective village social fund account
- Ensure that each participating village have active social fund account.
- Ensure each social fund projects are properly documented and recorded.
- Create community awareness on social fund projects implemented by village government.
- Facilitate village contract agreement, enforcement, bonus and village game scout patrol invoices calculation and payment.
- Receive and record illegal incidences reports from village Game scout as per village contract.
- To receive, file, raise internal action request and make a follow up on grievance raised from local communities
- Making follow up of social filed cases.
- Keep management informed of all activities on going and past that could affect the company's community relation.
- Advise the company on matters pertaining to social side of business module
- Record and manage disputes based on agreed resolution procedure with the local community

- Promote the sustainable use of Non-Timber Forest Products by the local community
- Identify cultural, religious, and historical sites in discussion with the local community prior to company operations.
- Adherence to Safety, Health & Environment policy, and procedures,
- Involve in HSE internal audits
- Facilitate land acquisition and record keeping

OTHER RESPONSIBILITIES.

- Produce written reports as required.
- Produce accounts/retirements.

Qualifications and Experience:

- **Bachelor's degree** in *Community Development, Sociology, Rural Development, Social Sciences, Public Administration*, or any related field.
- Master's degree in a relevant field will be an added advantage.
- 7–10 years of progressive experience in community relations, stakeholder engagement, program management, or forestry/agriculture-based community projects.
- Strong understanding of Tanzania's local government structures, land matters, rural development dynamics, and community governance systems.
- Proven experience in conflict resolution, community consultation, and managing community development initiatives.
- Excellent communication skills in Kiswahili and English (both written and spoken).
- Strong report writing, negotiation, facilitation, and interpersonal skills.
- Experience working with rural communities in remote or hard-to-reach areas is highly desirable.

HOW TO APPLY

Applicants should email their CV, copies of certificates and application letter not later than **Monday 15th December 2025** to: hr@kvtc-tz.com

Only shortlisted applicants will be contacted and scheduled for interviews.