



VACANCY: HOUT BAY, WESTERN CAPE

COMMUNITY LIAISON OFFICER

Lalela provides educational arts for youth from under-resourced communities to spark creative thinking and awaken the entrepreneurial spirit. As a leader in arts education in South Africa, Lalela is looking for a passionate and experienced Community Liaison Officer to join their team in Cape Town. The position will be based in Hout Bay.

The Community Liaison Officer (CLO) will act as the primary bridge between the Lalela and local community stakeholders. Lalela works in the following areas: Imizamo Yethu, Hangberg, Masiphumelele, Phillipi, The Dwars River Valley and Bonteheuwel. The successful candidate will work mainly in Imizamo Yethu, Hangberg, Phillipi and Masiphumelele.

Key Responsibilities

- Develop and maintain strong, trust-based relationships with local residents, community leaders, community-based organisations (CBOs), and Lalela Schools
- Assist in the planning and execution of Lalela's programmes
- Coordinate Special Programmes, e.g. Lalela's annual Shakespeare Production
- Organise and facilitate community meetings, focus groups, and workshops to gather input on Lalela's local programmes
- Act as the primary point of contact for community enquiries, concerns, and feedback regarding Lalela's local programmes
- Act as primary contact with Lalela Schools
- Conduct home visits of students to increase parental involvement, and improve student participation
- Work alongside Lalela's programme team to identify and eliminate obstacles to participation for local community members
- Provide regular, accurate reports (weekly/monthly) on community activities, participation levels, and feedback
- Maintain a detailed log of all community engagements, grievances, and resolutions
- Develop and implement communication strategies to ensure information is shared effectively, ensuring local languages are utilised where needed
- Maintain confidential documents and files



- Ensure that all programmes comply with local cultural norms and community agreement.

Candidate Requirements

- Grade 12 Certificate is essential. A Diploma or Degree in Social Sciences / Development Studies
- Minimum 2–3 years of experience in Community Development / NGO outreach
- Fluency in English and isiXhosa is essential
- Good written and verbal communication skills
- Computer Literacy: Proficient in MS Office (Word, Excel, PowerPoint)
- Ability to prioritise workloads
- Valid South African driver's license is required; own reliable transport would be advantageous.

Competencies and Skills

- Exceptional People Skills: Ability to build rapport with diverse groups
- Cultural Sensitivity: Understanding of local community dynamics, norms, and traditions
- Communication: Excellent verbal and written communication skills, including report writing
- Problem-Solving: Strong conflict resolution and mediation skills.

How to Apply

Please email the following to rudayba@maraisbutton.co.za

- CV and a motivation letter (in Word)
- Contact details of three work-related referees.

Only shortlisted candidates will be contacted.

Closing date: Wednesday 08th April 2026