



# Government of the Co-operative Republic of Guyana

## Environmental Protection Agency



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Job Title:	Communications Officer	Job Code:	C-EO	
Department / Division:	Communications / Permitting and Compliance		Position Type:	Full Time <input type="checkbox"/> Contractor <input type="checkbox"/>
Location:	Head Office – Georgetown		Scale Grade:	7
Reporting To:	Head - Communications			
Supervises:	NA			

Overall Objective	
To undertake communication activities related to authorization, compliance, complaints, response, enforcement and capacity building among stakeholders.	
Duties and Responsibilities	
<ol style="list-style-type: none"><li>1. Implement the Agency's communications strategy for regulated and unregulated communities and the general public.</li><li>2. Communicate to various stakeholders and the public, the Agency's objectives, priorities and any changes to its guidelines and policies.</li><li>3. Plan, coordinate and implement training on environmental guidelines and best practices for stakeholder in the various development sectors.</li><li>4. Collaborate with the complaints department in implementing stakeholder complaints outreach.</li><li>5. Develop and manage relationships with media to allow accurate and effective coverage of the agency's news and events.</li><li>6. Monitor media coverage of the agency's work and provide regular reports to senior management and prepare responses as required.</li><li>7. Collaborate with other departments or agencies to ensure consistent messaging and avoid duplication of efforts.</li><li>8. Provide timely and accurate information to the public via social media platforms, print and electronic media and the agency's website.</li><li>9. Develop and execute crisis communications to manage issues that could impact on the agency's reputation.</li><li>10. Plan and organize agency-related events, such as, public consultations, workshops, seminars and events to deliver on the agency's mandate.</li><li>11. Manage the agency's presence at events, such as, conferences, trade shows, symposia etc. via booths, presentations and speeches etc.</li><li>12. Develop and conduct training with staff on effective communication techniques and strategies.</li><li>13. Support the Human Resources Department and other departments in capacity building initiatives.</li><li>14. Develop and design information materials for publication.</li><li>15. Prepare annual and quarterly work programmes and budget.</li><li>16. Coordinate the preparation of the Agency's annual report; Newsletters; and Magazines.</li><li>17. Perform related duties which may be assigned from time to time.</li></ol>	



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