



Government of the Co-operative Republic of Guyana

Environmental Protection Agency



Document Name:	Job Description Form	Revision Date:	03/10/2025	Document Code:	EPAJDF-23-02
-----------------------	----------------------	-----------------------	------------	-----------------------	--------------

Job Title:	Communications Officer	Job Code:	C-EO
Department / Division:	Communications / Permitting and Compliance	Position Type:	Full Time____ Part Time ____ Contractor____ Intern ____
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">1. Implement the Agency's communications strategy for regulated and unregulated communities and the general public.2. Communicate to various stakeholders and the public, the Agency's objectives, priorities and any changes to its guidelines and policies.3. Plan, coordinate and implement training on environmental guidelines and best practices for stakeholder in the various development sectors.4. Collaborate with the complaints department in implementing stakeholder complaints outreach.5. Develop and manage relationships with media to allow accurate and effective coverage of the agency's news and events.6. Monitor media coverage of the agency's work and provide regular reports to senior management and prepare responses as required.7. Collaborate with other departments or agencies to ensure consistent messaging and avoid duplication of efforts.8. Provide timely and accurate information to the public via social media platforms, print and electronic media and the agency's website.9. Develop and execute crisis communications to manage issues that could impact on the agency's reputation.10. Plan and organize agency-related events, such as, public consultations, workshops, seminars and events to deliver on the agency's mandate.11. Manage the agency's presence at events, such as, conferences, trade shows, symposia etc. via booths, presentations and speeches etc.12. Develop and conduct training with staff on effective communication techniques and strategies.13. Support the Human Resources Department and other departments in capacity building initiatives.14. Develop and design information materials for publication.15. Prepare annual and quarterly work programmes and budget.16. Coordinate the preparation of the Agency's annual report; Newsletters; and Magazines.17. Perform related duties which may be assigned from time to time.



Government of the Co-operative Republic of Guyana
Environmental Protection Agency

