



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



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Job Title:	Environmental Officer 1	Job Code:	C-EO1
Department / Division:	Communications / Permitting and Compliance	Position Type:	Full Time____ Part Time____ Contractor____ Intern____
Location:	Head Office – Georgetown	Scale Grade:	
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
1. Develop and implement a comprehensive communications strategy that includes social media, print, radio, and television. 2. Write and produce press releases, fact sheets, speeches, and other materials to communicate the Agency's status, guidelines, and events to the public. 3. Develop and manage relationships with media outlets to ensure that Agency news and events are covered accurately and effectively. 4. Provide timely and accurate information to the public through social media platforms. 5. Assist to create and manage Agency-specific websites, ensuring that they are up to date and user-friendly. 6. Plan and organize Agency-related events, such as public consultations, workshops, seminars and events. 7. Manage the sector's presence at events, such as conferences and trade shows. 8. Monitor media coverage of the agency and provide regular reports to senior management. 9. Work with stakeholders to develop key messages that communicate the Agency's objectives, priorities and changes to guidelines or policies. 10. Develop and execute crisis communications plans to manage issues that could damage the Agency's reputation. 11. Collaborate with other departments or agencies to ensure consistent messaging and avoid duplication of efforts. 12. Provide training to staff on effective communication techniques and strategies. 13. Perform related duties which may be assigned from time to time.
Requirements



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Qualifications and Work Experience:

- A minimum of a Bachelor's Degree in Communication, Environmental Studies or Natural or Biological sciences or related field.
- A minimum of one (1) year's relevant experience.

Competencies:

- Practical experience holding a position of comparable responsibility.
- Experience of competence undertaking field work, using field communications equipment, preparing reports and analyzing data, statistical analysis, computer literacy, excellent interpersonal writing and oral skills.