



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



<b>Document Name:</b>	Job Description Form	<b>Revision Date:</b>	13/02/2023	<b>Document Code:</b>	EPAJDF-23-01
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<b>Job Title:</b>	<b>Environmental Officer 1</b>	<b>Job Code:</b>	E-EO1
<b>Department / Division:</b>	Essequibo Office / Investigation and Emergency Response	<b>Position Type:</b>	Full Time___ Part Time ___ Contractor___ Intern___
<b>Location:</b>	Anna Regina, Essequibo	<b>Scale Grade:</b>	
<b>Reporting To:</b>			
<b>Supervises:</b>	NA		

<b>Overall Objective</b>
To undertake activities related to environmental monitoring and compliance, investigate effectively and efficiently alleged breaches of pollution and to take the appropriate action to remedy those proven breaches.
<b>Duties and Responsibilities</b>
<ol style="list-style-type: none"> <li>1. Investigate complaints associated with breaches of the Environmental Protection Act.</li> <li>2. Conduct screening and evaluation of development projects for Environmental Authorisations to ensure compliance with applicable environmental regulations and standards.</li> <li>3. Prepare and issue Enforcement Notices (Compliance Schedules, Prohibition Notices, Cease Orders, etc.)</li> <li>4. Monitor follow-up actions in cases where violations were found, in order to ensure compliance.</li> <li>5. Attend court hearings and plan inquiries to give evidence, on behalf of the Council in respect of alleged breaches.</li> <li>6. Promote the use of the guidelines through public outreaches and when providing mitigation measures to resolve cases of environmental nuisances.</li> <li>7. Assist and represent the Agency at workshops, conferences/meetings, and consultations.</li> <li>8. Collaborate with other relevant agencies, organizations and statutory bodies.</li> <li>9. Prepare and respond to environmental emergencies.</li> <li>10. Prepare and provide the relevant reports and maintain records.</li> <li>11. Perform related duties which may be assigned from time to time.</li> </ol>
<b>Requirements</b>
<p><b>Qualifications and Work Experience:</b></p> <ul style="list-style-type: none"> <li>▪ A minimum of a Bachelor's of Science Degree in Environmental Studies, Biological Sciences, Chemistry, or any other related field from a recognized institution.</li> <li>▪ A minimum of one (1) year's relevant experience.</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>▪ Proficiency in Microsoft Office (Excel, Word, and Access).</li> <li>▪ Must be a strong team player.</li> <li>▪ Strong investigative report writing skill is required.</li> <li>▪ Experience of competence undertaking field work, using field equipment, preparing reports and analyzing data, statistical analysis.</li> <li>▪ Excellent interpersonal, oral and written communication skills.</li> </ul>