



Government of the Co-operative Republic of Guyana

Environmental Protection Agency



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Job Title:	Environmental Officer 1	Job Code:	MI-EO1
Department / Division:	Manufacturing and Industry / Permitting and Compliance	Position Type:	Full Time____ Part Time ____ Contractor____ Intern____
Location:	Head Office – Georgetown	Scale Grade:	
Reporting To:	Head – Manufacturing and Industry		
Supervises:	NA		

Overall Objective	
To undertake activities related to authorization, compliance, complaints, response, enforcement and capacity building among stakeholders.	
Duties and Responsibilities	
1. Conduct screening of projects related to environmental authorizations and evaluate applications for compliance with regulations and standards. 2. Manage and investigate pollution complaints specific to regulated operations. 3. Conduct compliance monitoring of authorized projects to ensure proper environmental management procedures and standards are followed. 4. Conduct research, data analysis, and prepare reports on environmental issues to assist in the development of EPA's position. 5. Develop Terms of Reference for Environmental Impact Assessments (EIAs), review of EIAs, EMPs, drafting of environmental authorizations, prohibition notices, cease orders, and enforcement letters. 6. Assist in the development of environmental regulations, guidelines, and standards to promote sustainable practices. 7. Represent the EPA and government agencies in workshops, conferences, meetings, and consultations. 8. Collect physical and biological samples from the environment and analyze them. 9. Prepare and present reports on activities related to environmental authorizations and compliance monitoring of regulated projects. 10. Supervise and inspect regulated projects to ensure compliance with environmental authorization requirements. 11. Respond to environmental emergencies and develop emergency response plans. 12. Provide technical elements for issuing, approving, modifying, suspending, or revoking permits, licenses, and industrial safety and environmental protection authorizations. 13. Provide supervision and training to technicians. 14. Perform any other related duties assigned from time to time.	
Requirements	
Qualifications and Work Experience: ▪ A minimum of a Bachelor's Degree in Environmental Studies or Natural or Biological sciences or related field. ▪ A minimum of one (1) year relevant environmental management experience. Competencies: ▪ Experience of competence undertaking field work, using field equipment, preparing reports and analyzing data, statistical analysis.	



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- Computer literacy
- Good interpersonal writing and oral skills.
- The ability to work as a team.
- Should also be able to work under minimum supervision.