

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

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<b>Document Name:</b>	Job Description Form	<b>Revision Date:</b>	2026/03/31	<b>Document Code:</b>	EPAJDF-23-01
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<b>Job Title:</b>	Legal Officer	<b>Job Code:</b>	EDO-LO
<b>Department/Unit:</b>	Legal Services / Executive Director's Office	<b>Position Type:</b>	Full Time___ Part Time ___ Contractor___ Intern___
<b>Location:</b>	Head Office – Georgetown	<b>Scale Grade:</b>	
<b>Reporting To:</b>	Executive Director		
<b>Supervises:</b>	NA		

<b>Overall Objective</b>
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To execute a critical role in protecting the environment by ensuring that environmental regulations are enforced and violations are prosecuted and safeguarding the interest of the Agency.

<b>Duties and Responsibilities</b>
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1. Represent the Agency in legal proceedings related to violations of environmental laws and regulations.
2. Provide legal advice and guidance to the Agency and staff on environmental matters and related legislation.
3. Conduct legal research to support the Agency's position in legal proceedings.
4. Draft legal documents, including pleadings, briefs, motions, and other court documents.
5. Develop legal strategies and tactics to achieve successful outcomes in legal proceedings.
6. Work collaboratively with other Agency staff, including technical experts, including the Ministry of Legal Affairs, to develop legal arguments and strategies.
7. Develop and maintain relationships with external legal counsel, government officials, and other stakeholders to further the Agency's interests.
8. Maintaining accurate records and documentation of legal proceedings and activities.
9. Monitor legal and regulatory developments related to environmental matters, and provide guidance to the Agency on potential impacts.
10. Advise Agency staff on the interpretation and implementation of environmental laws and regulations.
11. Assist in the development of Agency policies and procedures related to legal matters.
12. Provide support in representing the Agency in negotiations and settlement discussions related to environmental matters and other legal matters as required.
13. Provide training and guidance to Agency staff on legal matters related to the environment.
14. Support the capacity building initiatives of the Agency relative to its legislative framework.
15. Perform other related duties and responsibilities consistent with the purpose and level of the post.

<b>Requirements</b>
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**Qualifications and Work Experience:**

- A Bachelors' of Law Degree and Legal Education Certificate.
- Should have a minimum of three (3) years' experience with knowledge of the interpretation of Environmental Law.
- Experience in legal research, drafting legal documents, correspondence and pleadings.
- Experience in prosecution with some experience in civil matters.

**Competencies:**

- Familiarity with the interpretation of the Environmental Protection Act.
- Management experience.
- Self-motivated and able to work under pressure.

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- Team-oriented, trust worthy, confident, possesses a positive attitude, and works well with others.
- Excellent verbal and writing communication skills in English.
- Experience working with Microsoft Office (Word, Outlook, Excel) and internet browsers is required.
- Very good analytical and critical thinking capabilities.
- Excellent interpersonal and relationship management skills.

<b>Created By:</b>	Fay Mudlier – HR Officer	<b>Date:</b>	18/04/2023
<b>Reviewed By:</b>	Shivon Dazzel – HR Director	<b>Date:</b>	2026/03/31
<b>Revised By:</b>		<b>Date:</b>	
<b>HOD verified:</b>		<b>Date:</b>	
<b>Issued To:</b>		<b>Signature:</b>	
		<b>Date:</b>	