



# 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>Senior Environmental Officer</b>	<b>Job Code:</b>	OG-SEO
<b>Department / Division:</b>	Oil and Gas / Permitting and Compliance	<b>Position Type:</b>	Full Time ___ Part Time ___ Contractor ___ Intern ___
<b>Location:</b>	Head Office – Georgetown	<b>Scale Grade:</b>	
<b>Reporting To:</b>	Head – Oil & Gas		
<b>Supervises:</b>	Environmental Officers		

### Overall Objective

To undertake activities related to authorization, compliance, complaints, response, enforcement and capacity building among stakeholders.

### Duties and Responsibilities

1. Screen and evaluate applications for environmental authorization of projects.
2. Engage in field work and provide scientifically sound data and research in relation to project authorization.
3. Assist in developing Terms of Reference (ToR) for Environmental Impact Assessments (EIAs) and Environmental Management Plans (EMPs) for all sectors and review them to determine compliance with the approved ToR.
4. Draft Environmental Authorizations in keeping with the Environmental Protection Act and Regulations and good international industry practices.
5. Prepare Prohibition Notices, Cease Orders, and Enforcement Letters.
6. Provide technical elements for issuing, approving, modifying, suspending, or revoking (completely or partially) permits, licenses, and industrial safety and environmental protection authorizations.
7. Supervise and inspect permitted projects to determine compliance with the environmental authorization.
8. Conduct research, data analysis, prepare reports, and assist in the development of EPA's position on environmental issues.
9. Represent the EPA and the Government of Guyana at workshops, conferences/meetings, and consultations locally and overseas.
10. Respond to environmental emergencies.
11. Collect physical and biological samples from the environment for analysis for all sectors.
12. Investigate all reports from Environmental Officers or concerned citizens of suspected violations of Environmental Permits and/or hazards to the environment and manage complaints of pollution.
13. Oversee the management of the database and assist in conducting research in physical (soil/land, water, air, and noise) and biological assessments for projects.
14. Guide and orient new staff on projects and the work of the Division and EPA.
15. Recommend conditions to attach to Environmental Authorizations pertaining to environmental monitoring and management for projects.
16. Coordinate environmental joint inspection programmes through sector agencies.
17. Conduct regular and/or annual compliance monitoring of authorized projects and prepare reports for activities completed during environmental authorization and compliance monitoring projects.
18. Assist in the preparation of the annual department budget and workplans.
19. Perform related duties which may be assigned from time to time.



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**Requirements**

**Qualifications and Work Experience:**

- A minimum of a Bachelor's Degree in Petroleum Engineer, Chemical Engineer, or Chemistry, with a minimum of 6 years relevant experience.
- OR
- A Master's Degree in Petroleum Engineer, Chemical Engineer, Chemistry with a minimum of 4 years relevant experience.

**Competencies:**

- Practical experience holding a position of comparable responsibility.
- Experience in legal proceedings such as the presentation of evidence.
- Experience of competence undertaking field work, using field equipment, preparing reports and analyzing data, statistical analysis, computer literacy, good interpersonal writing and oral skills.