



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



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Job Title:	Senior Environmental Officer I	Job Code:	W-SEOI	V1
Department / Division:	Whim Office / Investigation and Emergency Response	Position Type:	Full Time___ Part Time ___ Contractor___ Intern___	
Location:	Head Office – Georgetown	Scale Grade:	EP7	
Reporting To:	Head – Whim Office			
Supervises:	Environmental Officers			

Overall Objective
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.
Duties and Responsibilities
<ol style="list-style-type: none"> 1. Conduct site visits to investigate complaints and suspected environmental breaches. 2. Prepare enforcement documents for review and assist in follow-up monitoring. 3. Attend court sessions as a technical representative when required. 4. Collect and organize field data related to environmental monitoring and investigations. 5. Review environmental authorisation applications and support technical analysis. 6. Conduct compliance inspections, audits, and post-authorisation checks. 7. Assist with screening reports and support the preparation of permit documents. 8. Participate in regional emergency response actions. 9. Operate and maintain field equipment, ensuring data is collected and reported accurately. 10. Attend training related to emergency response and field protocols. 11. Engage with stakeholders to promote mitigation and environmental standards. 12. Participate in environmental outreaches and inter-agency meetings. 13. Maintain records and documentation related to site visits, complaints, and enforcement actions. 14. Contribute technical inputs to progress and field activity reports. 15. Provide mentorship to Environmental Officers or Assistants when assigned. 16. Perform related duties which may be assigned from time to time.
Requirements
<p>Qualifications and Work Experience:</p> <ul style="list-style-type: none"> ▪ A minimum of a Bachelor’s of Science Degree in Environmental Studies, Biological Sciences, Chemistry, or any other related field from a recognized institution. ▪ A minimum of five (5) years relevant experience., three of which should be supervisory level. <p>Competencies:</p> <ul style="list-style-type: none"> ▪ Proficiency in Microsoft Office (Excel, Word, and Access). ▪ Must be a strong team player. ▪ Strong investigative report writing skill is required. ▪ Experience of competence undertaking field work, using field equipment, preparing reports and analyzing data, statistical analysis. ▪ Excellent interpersonal, oral and written communication skills.