



# 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> | 13/02/2023 | <b>Document Code:</b> | EPAJDF-24-01 |
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|-------------------------------|--------------------------------------------------------|-----------------------|-----------------------------------------------------------|
| <b>Job Title:</b>             | Senior Environmental Officer I                         | <b>Job Code:</b>      | MI-SEO1                                                   |
| <b>Department / Division:</b> | Manufacturing and Industry / Permitting and Compliance | <b>Position Type:</b> | Full Time____ Part Time ____<br>Contractor____ Intern____ |
| <b>Location:</b>              | Head Office – Georgetown                               | <b>Scale Grade:</b>   | EP7                                                       |
| <b>Reporting To:</b>          | Head – Manufacturing and Industry                      |                       |                                                           |
| <b>Supervises:</b>            | Environmental Officers                                 |                       |                                                           |

| Overall Objective                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| To undertake activities related to authorization, compliance, complaints, response, enforcement and capacity building among stakeholders.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Duties and Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <ol style="list-style-type: none"><li>1. Screen and evaluate applications for environmental authorization of projects.</li><li>2. Engage in field work and provide scientifically sound data and research in relation to project authorization.</li><li>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.</li><li>4. Draft Environmental Authorizations in keeping with the Laws of Guyana and good international industry practice, prepare Prohibition Notices, Cease Orders, and Enforcement Letters for all sectors.</li><li>5. Provide technical elements for issuing, approving, modifying, suspending, or revoking (completely or partially) permits, licenses, and industrial safety and environmental protection authorizations for all sectors.</li><li>6. Supervise and inspect permitted projects to determine compliance with the environmental authorization.</li><li>7. Conduct research, data analysis, prepare reports, and assist in the development of EPA's position on environmental issues for all sectors.</li><li>8. Represent the EPA and the Government of Guyana at workshops, conferences/meetings, and consultations locally and overseas for all sectors.</li><li>9. Respond to environmental emergencies for all sectors.</li><li>10. Collect physical and biological samples from the environment for analysis for all sectors.</li><li>11. Investigate all reports from Environmental Officers or concerned citizens of suspected violations of Environmental Permits and/or hazards to the environment for all sectors and manage complaints of pollution.</li><li>12. Oversee the management of the database and assist in conducting research in physical (soil/land, water, air, and noise) and biological assessments for projects.</li><li>13. Guide and orient new staff on the work of the Division and EPA in general for projects.</li><li>14. Recommend conditions to attach to Environmental Authorizations pertaining to environmental monitoring and management for projects.</li><li>15. Coordinate environmental joint inspection programmes through sector agencies.</li><li>16. Conduct regular and/or annual Compliance Monitoring of Authorized projects, and prepare reports for activities completed during Environmental Authorization and Compliance Monitoring Projects.</li><li>17. Perform related duties which may be assigned from time to time.</li></ol> |



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### Requirements

#### Qualifications and Work Experience:

- A minimum of a Bachelor's Degree in Environmental Studies or Natural or Biological sciences or related field OR
- A Master's Degree in Environmental, physical or biological science a plus.
- A minimum of five (5) 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.

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| <b>Created By:</b>   | Fay Mudlier – HR Officer    | <b>Date:</b>      | 17/04/2023 |
| <b>Reviewed By:</b>  | Shivon Dazzel – HR Director | <b>Date:</b>      | 17/04/2023 |
| <b>Revised By:</b>   |                             | <b>Date:</b>      |            |
| <b>HOD verified:</b> |                             | <b>Date:</b>      |            |
| <b>Issued To:</b>    |                             | <b>Signature:</b> |            |
|                      |                             | <b>Date:</b>      |            |