



GUYANA  
ENERGY  
AGENCY

*Job Description*

**SCHEDULE 1**

**JOB DESCRIPTION**

|                   |   |               |  |
|-------------------|---|---------------|--|
| Job Title:        | Marking Officer   |               |  |
| Division:         | Fuel Marking Division   | Gross Salary: |  |
| Job Category:     | Operations  |               |  |
| Reports to:       | Head- Marking Unit and Senior Marking Officer   |               |  |
| Purpose:          | To mark fuel with the relevant markers upon authorization.  |               |  |
| KeyOutput         | Accuracy and efficiency in the marking of fuel.   |               |  |
| Main Duties:      | <ul style="list-style-type: none"><li>• Manage marker concentrate on a day-to-day basis;</li><li>• Mark fuel as authorized;</li><li>• Record all activities according to SOP;</li><li>• Assist Inspectors when instructed;</li><li>• Verify licence status of vehicles/vessels before loading;</li><li>• Report unlicensed vehicles/vessels to Head;</li><li>• Provide testimony in the Court(s) as required; and</li><li>• Undertake any other duties and tasks that may be assigned by the Head of Division, the CEO or his nominated representative.</li></ul> |               |  |
| Key Competencies: | <ul style="list-style-type: none"><li>• Reliable and productive;</li><li>• Ability to execute instructions;</li><li>• Strong written and oral communication skills;</li><li>• Ability to work with minimal supervision;</li><li>• Meticulous; and</li><li>• Computer literate.</li></ul>  |               |  |
| Qualifications:   | <ol style="list-style-type: none"><li>1. Minimum of five (5) subjects CXC (English &amp; Mathematics compulsory).</li><li>2. Experience in a similar capacity would be an asset.</li></ol>  |               |  |