



<b>Job Title:</b>	Social and Environmental Officer		
<b>Division:</b>	Energy & Energy Statistics Division	<b>Salary Scale:</b>	GA9
<b>Job Classification:</b>	Technical	<b>Salary Range:</b>	
<b>Reports to:</b>	Head, Energy & Energy Statistics Division		
<b>Purpose:</b>	To support the development of Guyana's renewable energy resources, energy efficiency projects and energy policy.		
<b>Key Output:</b>	Provide technical advice and support on the Execution and management of energy-related programme /activities.		
<b>Main Duties:</b>	<ul style="list-style-type: none"> <li>• Conduct site visits to assess that projects adhere to environmental safeguards and comply with EPA Permits and recommendations.</li> <li>• Identify and plan environmental related activities.</li> <li>• Implement environmental polices and practices</li> <li>• Devise strategies to meet targets and to encourage best practices</li> <li>• Ensure compliance with occupational health and safety, social and environmental legislations, procedures, guidelines and specifications and to provide advice on measures needed to minimize hazards or unhealthy situations at project sites.</li> <li>• Assessing, analysing and collating environmental performance and gender related data and reporting information to the internal staff, clients and regulatory bodies.</li> <li>• Produce educational or information resources for internal staff, clients and/or general public</li> <li>• Maintain knowledge and awareness of the environmental procedures, legislations (including international legislation where applicable) and standards and ensure same are maintained and replicated for GEA related projects</li> <li>• Assist in the preparation and execution of programmes to promote the effective and efficient management of environmental resources associated with the GEA's mandate;</li> <li>• Prepare environmental and social management reports, TOR for environmental impact assessments and other related documents;</li> <li>• Provide technical support to the agency on environmental and social management-related issues;</li> <li>• Assist in the analysis of environmental data and environmental studies;</li> <li>• Conduct studies, research and analyses to promote the adoption and usage of environmental best practices;</li> <li>• Maintain a register/database of Environmental and Social Management Projects;</li> <li>• Analyse Renewable Energy Project Documents and determine the environmental and social requirements and implement same</li> <li>• Liaise with the Environmental Protection Agency (EPA) and the Ministry of Social Protection, donors and other organisations on all matters relevant to the work of the GEA which require environmental considerations</li> <li>• Conduct consultations with stakeholders in accordance with relevant polices and guidelines</li> <li>• Report on and disseminate good practices and generate knowledge</li> <li>• Supervise projects to ensure implementation of mitigation measures</li> <li>• Identify and report all key potential social and environmental impacts and risks of projects and ensure that their magnitude and significance are well understood.</li> </ul>		
<b>Key Competencies:</b>	<ul style="list-style-type: none"> <li>• Reliable and productive;</li> <li>• Ability to take the lead on projects.;</li> <li>• Project Management skills;</li> <li>• Strong written and oral communication skills;</li> <li>• Strong analytical and management skills;</li> <li>• Ability to work with minimal supervision;</li> <li>• Meticulous; and</li> <li>• Computer literate.</li> </ul>		

**Qualifications:**

1. Minimum of a Bachelor of Sciences Degree in Environmental Studies/Science from a recognised university with at least three (3) years experience in a similar capacity.