



Making Barbados Work Better

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## CIRCULAR

**FROM:** CHIEF PERSONNEL OFFICER

**TO:** Permanent Secretaries  
Head of Departments

**DATE:** July 26, 2017

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**Details Regarding the Vacant Post of Environmental Technician,  
Environmental Protection Department,  
Ministry of Environment and Drainage**

In accordance with Paragraph 2 of the Recruitment and Employment Code of the First Schedule of the Public Service Act, Cap. 29, applications are invited from suitably qualified persons for permanent or temporary appointment to the above-mentioned post.

**QUALIFICATION REQUIREMENTS:**

- a) *A degree in Chemical Engineering, Civil Engineering, Environmental Engineering, Natural Science, Geology or Environmental Science; and not less than two years' relevant experience; or*
- b) *An associate degree in Civil Engineering, Chemical Engineering, Environmental Engineering, Environmental Science or Environmental Health; and not less than four years' relevant experience.*

**SALARY SCALE:**

Z13 -8: \$47,918.88 x 1,484.04 - \$55, 339.08 per annum.

**DUTIES AND RESPONSILILITIES:**

- Prepares drafts and provide supporting documents for the development of policies, plans, projects and programmes to preserve, enhance and manage the environment, prevent pollution and consequently protect human health in accordance with legislation and policies;
- Compiles and submits information for Sectional Programme Budget Document and Estimates of Expenditure and quarterly work plans by agreed deadlines and in accordance with the approved format;
- Conducts activities including environmental monitoring, assessments and applicable research in order to characterise the environment, determine the extent of pollution and prepare assigned technical reports within agreed timelines;
- Identifies, develops and executes public awareness and educational programmes as required and within specified timeframes;
- Conducts research and provide comments on technical matters related to pollution prevention, preservation, protection, enhancement and management of the environment and consequently human health;
- Researches, monitors, implements and reports on activities in accordance with the obligations of the relevant Multilateral Environmental Agreements by specified deadlines;
- Presents evidence generated from enforcement and compliance programmes to relevant bodies when necessary;
- Responds to natural disasters and other hazard events in accordance with established legislation, policies, and emergency contingency plans of the Department as required;
- Represents the Director at local, regional and international meetings, workshops, seminars, and conferences as required;
- Collects samples, facilitate transfer to laboratories, collate and analyse laboratory results and any relevant supportive data as required by specified monitoring programmes and projects;
- Operates relevant monitoring equipment, perform data capture and analysis, as well as in field collaboration in accordance with factory specifications as required;

- Identifies relevant equipment and consumables necessary for the selection on an annual basis and make request for purchase as necessary;
- Prepare monthly reports in conformance with sectional SOPs and quality standards by agreed deadlines;
- Prepares reports, briefs, cabinet papers, certificates of compliance, enforcement notices, notice of violation, permits, licenses and legal instruments by assigned deadlines as required;
- Assist the supervisor with the preparation of sectional plans;
- Any other related duties as assigned;
- Executes all functions in accordance with the Department's policies and standard operating procedures;
- Investigates activities/operations that result in and or have the potential to cause harm to the environment and consequently human health; and
- Provides input in the assessment of the efficacy of plans, projects and programmes executed annually by the technical section and provide suggestions for improvement.

**KNOWLEDGE REQUIREMENTS:**

- Knowledge of the mission, vision and goals of the Department;
- Knowledge of scientific research, data management and statistical analysis of analysis;
- Knowledge of the multilateral environment agreements and other international legislation to which the Government of Barbados is signatory and for which the Environmental Protection Department is responsible;
- Knowledge on the use and operation of monitoring equipment;
- Knowledge of the specific statutes, rules, policies and general procedures under which the Department functions including the General Orders and the Public Service Act Cap. 29;

- Knowledge of the functions and duties of the post and how they contribute to the Departmental mission and goals;
- Knowledge of the linkages between the different technical disciplines in the area of environmental management; and
- Computer literacy.

**SKILLS AND ABILITIES:**

- Good analytical and technical problem solving skills;
- Work as a team member;
- Computer proficiency;
- Write technical reports;
- Good interpersonal skills;
- Good oral and written communication;
- Good time management;
- Train and teach others;
- Function well under pressure;
- Work with minimal supervision;
- Valid light goods driver's license;
- Demonstrate research skills;
- Physical agility and dexterity; and
- Good planning and organisation skills.

**PHYSICAL ENVIRONMENT:**

- Work entails occasional exposure to unpleasant sights, odours and sounds; extended periods of standing, sitting, walking and other physical demands;
- Work involves interaction with the public;
- Job involves exposure to hazards which may include chemicals, microorganisms and physical hazards;
- Work in the marine environment and on boats from time to time;
- Work involves driving to various site locations and working outdoors;
- Work involves working in front of a computer and exposure to glare from the computer screen; and
- Work entails lifting and carrying of some equipment.

**DESIRABLE TRAITS:**

- Keep up to date with the various relevant conventions to which Barbados is signatory and policies, rules and legislation that affect the organisation;
- Willingness to work and share information with others;
- Willingness to assist in other sections if required;
- Should be prepared to keep up to date in profession;
- Must be willing to work overtime when necessary;
- Maintain confidentiality, and high moral and ethical standards; and
- Willingness to encourage and support organisational initiatives.

**APPOINTMENT:**

The appointment to the post is permanent and pensionable.

Officers are subject to the Public Service Act, Cap. 29, regulations, rules orders and departmental instructions which may be in force from time to time and performance will be assessed annually using the Performance Review and Development System (PRDS).

**LEAVE:**

Leave is granted as follows:-

Vacation Leave:

Officers at Z11-8

Forty- two (42) days' vacation per annum of which fourteen (14) must be taken annually or lost. At least five (5) of the fourteen (14) days must be taken consecutively. There is a maximum accumulation of one hundred and twenty- six (126) days.

Officers from Z13-12

Thirty (30) days' vacation leave per annum of which fourteen (14) must be taken annually or lost. There is a maximum accumulation of leave per year is seventy- eight (78) days.

Sick Leave

Twenty-one (21) days sick leave is granted per year for permanently appointed officers and fourteen (14) days sick leave per year for temporarily appointed officers.

**METHOD OF SELECTION:**

The selection process will be based on merit and may involve interviews, oral and/or written tests, and/or any other method of selection approved by the Public Service Commission. Only suitably qualified applicants will be considered for selection. A Priority List arising out of the selection process, and approved by the appointing authority, will be valid for a period of two (2) years in keeping with Paragraph 6 of the First Schedule of the Recruitment and Employment Code of the Public Service Act, Cap. 29.

**ASSESSMENT:**

Candidates will be assessed on the following:

- Relevant qualifications and training;
- Experience;
- Appraisal Forms a of Performance Review and Development System (PRDS);
- General suitability;
- Any other assessment method approved by the Public Service Commission.

**ASSESSMENT:**

All officers will be assessed on the following:

- Relevant qualifications and professional training;
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- Experience;
- Assessment method approved by the Public Service Commission;
- Appraisal Forms of the Performance Review and Development System (PRDS); and
- General suitability.

It should be noted that the Performance Review and Development System (PRDS) appraisals will be required for all officers.

All officers are subject to the Public Service Act, Cap. 29, regulations, rules, orders and departmental instructions which may be in force from time to time and performance will be assessed using the Performance Review and Development System (PRDS).

Applications, which should be submitted on appropriate forms, **(SC 35)**, to be used by officers permanently employed in the Public Service of Barbados and **(SC 21)** for all other applicants, accompanied by an **up-to-date Curriculum Vitae**, should be submitted to the Chief Personnel Officer, Personnel Administration Division, E. Humphrey Walcott Building, Corner Collymore Rock and Culloden Road, St. Michael, **no later than 2017-09-15**.

**Only applicants who fully meet the eligibility criteria at 2017-09-15 will be acknowledged.**

I shall be grateful if you will bring this Circular to the attention of all staff in your Ministry/Department.

**M. NORVILLE (Miss)**  
for Chief Personnel Officer

MN/jc