



Making Barbados Work Better

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CIRCULAR

FROM: CHIEF PERSONNEL OFFICER
**TO: Permanent Secretaries
Heads of Departments**
DATE: July 27, 2017

**Details Regarding the Vacant Post of
Environmental Technical Officer, 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:

- (i) A postgraduate degree in Chemical Engineering, Civil Engineering, Environmental Engineering or Environmental Science; and not less than two years' relevant experience; or*
- (ii) A degree in Chemical Engineering, Civil Engineering, Environmental Engineering or Environmental Science; and not less than four years' relevant experience*

SALARY SCALE:

Z6-1: \$58,585.92 x 1,762.80 - \$68,510.64 per annum.

DUTIES AND RESPONSIBILITIES:

- 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;
- Reviews terms of reference, environmental scoping studies and environmental impact assessments within set deadlines in accordance with policies, procedures and legislation;
- Works with other sections of the Department to identify potential impacts to the environment and or human health; and to ensure a coordinated implementation of the Vision, Goals, Plans and Programmes of the Department;
- Researches, monitors, implements and reports on activities in accordance with the obligations of the relevant Multilateral Environmental Agreements by specified deadlines;
- Conducts research and provide comments on technical matters related to pollution prevention, preservation, protection, enhancement and management of the environment;
- Develops, executes, monitors and evaluates projects to ensure that objectives are met and funds are managed efficiently;
- Identifies, develops and executes public awareness and educational programmes as required and within specified timeframes;
- Represents the Director at local, regional, and international meetings, workshops, seminars, and conferences as required;
- Compiles and submits information for preparation of all Departmental reports in conformance with Departmental SOPs and quality standards by agreed deadlines;
- Reviews and provides comments on technical documents and request for information submitted to the Department within the assigned period;
- Responds to natural disasters and other hazard events in accordance with established legislation, policies, and emergency contingency plans of the Department;

- Advises the Director on technical matters related to contingency planning, emergency response, pollution prevention, preservation, protection, enhancement and management of the environment and consequently human health as required and by agreed deadlines;
- Prepares reports, briefs, cabinet papers, certificates of compliance, enforcement and violation notices, permits, licenses, and legal instruments by assigned deadlines;
- Presents evidence generated from enforcement and compliance programmes to relevant bodies when necessary;
- Identifies relevant equipment and consumables necessary for the section on an annual basis and make request for purchase as necessary;
- Operates relevant monitoring equipment, perform data capture and analysis, as well as in field calibration in accordance with factory specifications as required;
- Executes enforcement activities in accordance with relevant Statutes, Acts, Regulations and Policies;
- Supervises consultants and student interns, facilitate the provision of adequate resources for the safe execution of their duties and assess their productivity and quality of work; and
- Performs any other related duties as assigned/ requested by the Director.

KNOWLEDGE REQUIREMENTS:

- Knowledge of the general rules of conduct of international conferences and of the multilateral environmental agreements to which the Government of Barbados is signatory and for which the Environmental Protection Department is responsible;
- Knowledge of prevailing environmental best practices;
- Knowledge of the functions and duties of the post and how they contribute to the Departmental mission and goals;
- Knowledge of government policies that affect the functioning of the Environmental Protection Department; and

- Knowledge of the Public Service Act Cap. 29 and General Orders 1970

SKILLS AND ABILITIES:

- Good time management;
- Computer proficiency;
- Strong interpersonal skills;
- Excellent oral and written communication including technical report writing;
- Ability to work with minimal supervision;
- Ability to work under pressure;
- Ability to think critically;
- Good analytical and technical problem solving skills; and
- Ability to drive a light goods vehicle (Manual).

PHYSICAL ENVIRONMENT:

- Work involves dealing with the public, which can subject officer to verbal abuse;
- Work entails site visits which may require some physical exertion in the form of walking, standing and lifting, exposure to chemicals and other hazards;
- Job involves exposure to hazards which may include chemicals, microorganisms and physical hazards;
- Work involves driving to various site locations and working outdoors, sometimes in the marine environment and on boats;
- Work will result in occasional visits to landfills, residences, quarries, factories and commercial operations, which may subject the officer to unpleasant sounds, smells and sights;
- Work entails working in front of the computer screen and being exposed to glare from the screen. There is also the risk of carpal tunnel syndrome; and

- The job entails working outside of working hours.

DESIRABLE TRAITS:

- Willingness to work overtime occasionally;
- Ability to continually demonstrate high moral and ethical standards;
- Willingness to share information, knowledge and resources with others;
- Passion to safeguard human health and the environment;
- Willingness to assist with other relevant duties; and
- Must be willing to encourage and support organisational initiatives.

APPOINTMENT:

The appointment may be permanent or temporary. If permanent, the appointment is subject to medical fitness and a probationary period, except in the case of serving officers. If temporary, the appointment is subject to termination by one (1) months' notice on either side.

LEAVE:

Leave is granted as follows:-

Vacation Leave

Forty-two (42) days' vacation leave per year, 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.

Sick leave

Twenty-one (21) days sick leave per year for permanently appointed officers. Fourteen (14) days sick leave per year for temporary 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 Section 6 of the First Schedule of the Recruitment and Employment Code of the Public Service Act, Cap. 29.

Applicants should be aware that where more than one method of selection is used, applicants may be shortlisted in order to move on to the next stage of the selection process.

ASSESSMENT:

Officers will be assessed on the following:-

- Relevant qualifications and professional training;
- Experience;
- Performance at the interview;
- Performance Review and Development System (PRDS) appraisals;
- General suitability; and
- Any other assessment method approved by the Public Service Commission.

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 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 the contents of this Circular to the attention of all staff in your Ministry/Department.

M. NORVILLE (Miss)
for Chief Personnel Officer

MN/jc