



Making Barbados Work Better

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CIRCULAR

FROM: CHIEF PERSONNEL OFFICER
**TO: Permanent Secretaries
Heads of Departments**
DATE: July 26, 2017

**Details Regarding the Vacant Post of
Senior Marine Pollution 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, , Natural Science, Geology or Environmental Science or in a related discipline; and not less than two years' relevant experience; or*
- (ii) A degree in Chemical Engineering, Civil Engineering, Environmental Engineering, Chemistry, Biology, Geology or Environmental Science or in a related discipline, and not less than four years' relevant experience.*

SALARY SCALE:

Z6-1: \$58,585.92 x 1,762.80 - \$63,874.32x 2,318.16-\$68,510.64 per annum.

DUTIES AND RESPONSIBILITIES:

- Supervises officers under span of control to ensure unit objectives are met;
- Prepares Sectional Programme Budget Document and estimates of expenditure by September of each year and quarterly work plans by agreed deadlines and in accordance with the approved format;
- Prepares unit plans for the Departmental Strategic Plan in accordance with National Strategic Plan and Medium Term Strategy as required;
- Prepares work assignment schedules within agreed timelines and in accordance with job descriptions and the programme budget document;
- Prepares, coordinates and implements 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;
- Advises the Deputy 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 notices, notices of violation, permits, licenses and legal instruments by assigned deadlines as required;
- Liaises with local, regional and international organisations on matters relating to environmental agreements, technical assessments of the environment and environmental governance as required and within agreed deadlines;
- Represents the Director at local, regional and international meetings, workshops, seminars and conferences as required;
- Plans, organises, and conducts activities for environmental assessments, regulatory inspections, compliance inspections, investigations, and associated monitoring of developments/operations that discharge pollutants to the environment or have the potential to do so to assess compliance with Acts, Regulations and Policies ;

- Identifies, develops and executes public awareness educational and training programmes as required and within specified timeframes;
- Reviews and assesses the quality of work produced by officers for conformance with Departmental SOPs and quality standards by assigned deadlines;
- Prepares all Departmental reports in conformance with departmental SOPs and quality standards by agreed deadlines;
- Researches, monitors, implements and report 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 arbitration 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;
- Reviews and provides comments on technical documents and requests for information submitted to the Department within the assigned period;
- 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;
- Coordinates factory calibration and maintenance of equipment within specified timeframes
- Maintains financial records for the sections activities in accordance with budgetary allocations for the financial period on a quarterly basis and as required;
- Ensures that the projects and programmes of the technical section are executed within set deadlines and quality standards;
- Facilitates the provision of adequate resources for the safe execution of duties; and

- Performs any other related duties as assigned by the Director.

KNOWLEDGE REQUIREMENTS:

- Knowledge of industrial relations procedures;
- Specific and relevant knowledge of international and local legislation and rules which relate to environmental management;
- Knowledge of mission, vision and goals of the Department;
- Knowledge of scientific research, data management and statistical analysis of data;
- Knowledge of the multilateral environmental agreements and other international legislation to which the Government of Barbados is signatory and for which the Environmental Protection Department is responsible;
- Knowledge of 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:

- Computer literate and applied knowledge of Microsoft applications and statistical software;
- Good analytical and technical problem solving skills;
- Work as a team member;
- Write technical reports;
- Good interpersonal skills;
- Good oral and written communication skills;
- Good time management;

- Train and teach others;
- Function well under pressure;
- Work with minimal supervision;
- Valid light goods drivers' 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;
- The job involves working in front of a computer and exposure to glare from the computer screen;
- Work entails lifting and carrying of some equipment.

DESIRABLE TRAITS:

- Keeps up to date with the various relevant conventions to which Barbados is signatory and policies, rules and legislation that affect the organisation;
- Willingness to share information with others;
- Must be willing to be a team player;

- Should be prepared to keep up to date in profession;
- Maintain confidentiality, and high moral and ethical standards; and
- Must be willing to encourage and support organisational initiatives.

APPOINTMENT:

The appointment to the maybe permanent or temporary.

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:

Vacation Leave:

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.

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 Paragraph 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;
- The Appraisal Form of the Performance Review and Development System (PRDS);
- 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) appraisal 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) appraisal.

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**.

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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