

# Environmental Protection Agency



## **Job Description**

**Job Title:** Environmental Officer  
**Reports:** Senior Environmental Office

### **Duties and Responsibilities:**

- Assisting in screening of projects related to the environment
- Responding to complaints for sectors
- Conducting site visits to ensure that proper procedures and standards are effected
- Conducting research, analyze data, preparing reports and assisting in the development of EPA's position on environmental issues
- Assisting in developing Terms of Reference for EIAs, review of EIAs, EMPs, presentations, drafting of environmental authorizations, prohibition notices, cease orders, and enforcement letters.
- Assist in the development of regulations, guidelines and standards.
- Assist and represent the EPA and Sector Agencies at workshops, conferences/meetings and consultations.
- Collecting data samples from the environments
- Performing related duties which maybe assigned from time to time

### ***Qualifications and Experience:***

- A B.Sc. Degree in Natural or Environmental or related Sciences
- At least one year experience working in a similar position.

### ***Communication, motivation and influence:***

- Should have good communication skills and the ability to work as a team.