



CAREER OPPORTUNITIES

The Environmental Management Authority (EMA) is a statutory organization established in 1995 under the Environmental Management Act Chapter 35:05. The EMA is responsible for, among other things, developing and implementing policies, laws and programmes for the effective management of the environment.

The Authority is interested in recruiting individuals who are deeply committed to working towards the protection, conservation and enhancement of the environment, within the context of sustainable development.

ENVIRONMENTAL PROGRAMME OFFICER II - CEC

PURPOSE OF JOB

The incumbent will be responsible, under the direction of the EPO III/Technical Services Manager for the efficient implementation and regulation of all the procedures and requirements outlined under the CEC Rules.

MAIN DUTIES & RESPONSIBILITIES

- Efficient processing of CEC applications within the statutory timeframes
- Preparation of monthly reports
- Independently performs environmental assessment of impacts relating to air, water and noise pollution and assessment of plans related to water resource management, solid waste management, hazardous wastes and substances, resource conservation and protection of species and habitats;
- Enforces established environmental standards, laws and regulations via Preparation of Terms of References (TORs) for the conduct of Environmental Impact Assessments.
- Develops permits, licences and certificates by reviewing and evaluating environmental impact statements, information acquired from site visits and other informative sources used for determining compliance with established standards, best management policies and policies;
- Provides consultative, technical and educational services to industry, municipalities, individuals or groups in the necessity and methodology of enhancing environmental management standards, practices and safety;
- Provides technical expertise in handling environmental emergencies and disasters involving transportation, industrial accidents and natural catastrophes;
- Maintains records and prepares operating records and reports.
- Conduct site visits in response to - CEC applications, CEC monitoring, applicant and regulator queries/requests and in conjunction with other agencies when called upon.
- Develop TORs for EIAs and for the contract of consultancy services.
- Represent the EMA at various meetings, presentations, and seminars.
- Provide technical support to legal department in the review and development of legislation and other legal matters.

KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE

- Graduate from an accredited institution with a first degree in the Physical Sciences, Engineering or Environmental Science AND
- Three years working experience in a position involving environmental compliance, inspection duties and the monitoring of air, water, soil and/or noise pollution. Or an equivalent combination of training and experience.
- Familiarity with the CEC Rules will be an asset.
- Excellent demonstration of written and oral communication
- Must demonstrate strong organisational and time management skills
- Proficient in the use of Microsoft Office Suite

ENVIRONMENTAL PROGRAMME OFFICER I - CEC

PURPOSE OF JOB

This job is responsible, under the direction of the EPO III/Manager, Technical Services Department, for the effective implementation of the CEC Rules.

MAIN DUTIES & RESPONSIBILITIES

- Independently performs environmental compliance monitoring and inspection duties in one or more specific program speciality area such as air pollution, water pollution, noise pollution, water resource management, solid waste management, hazardous wastes and substances, resource conservation and protection of species and habitats;
- Enforces established environmental standards, laws and regulations, and administrative policies and procedures;
- Develops permits, licences and certificates (CEC) by reviewing and evaluating CEC application form, developing Terms of Reference, reviewing environmental impact assessments, information acquired by meetings, site inspections and other informative sources used for determining compliance with established standards, best management practices (BMPs) and policies;
- Investigates complaints; develops corrective recommendations for identified problems and initiates legal action to effect compliance with established standards BMPs and policies (provide Legal and Policy Department with technical support in litigation matters);
- Provides consultative, technical and educational services to industry, municipalities, individuals or groups in the necessity and methodology of enhancing environmental management standards, practices and safety;
- Provide special evaluation studies of environmental pollution and its socio-economic effects; *assists in developing standards and prepares reports of findings (assist technical coordinators in development of BMPs)*;
- Performs environmental monitoring work including sampling and evaluation of pollutants to determine environmental standards compliance;
- Provides technical expertise in handling environmental emergencies and disasters involving transportation, industrial accidents and natural catastrophes;
- Maintains records and prepares operating records and reports

KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE

- Graduate from an accredited institution with a first degree in the Physical Sciences, Engineering or Environmental Science
- Three years working experience in a position involving environmental compliance, inspection duties and the monitoring of air, water, soil and noise pollution
- Familiarity with the CEC Rules will be an asset.
- Excellent demonstration of written and oral communication
- Must demonstrate strong organisational and time management skills
- Proficient in the use of Microsoft Office Suite

ENVIRONMENTAL PROGRAMME ASSISTANT

PURPOSE OF JOB

This job is responsible, under the direction of the Head, Technical Services, for the provision of technical and administrative assistance to the environmental Programme Officers of all levels.

MAIN DUTIES & RESPONSIBILITIES

- Updating Main and Back up files with respect to adding all information on a timely basis and updating minute sheets and
- Providing assistance to the officers.
- Receiving mail/documentation for officers, making necessary copies and passing main document to the relevant officer.

- Filing of relevant copies in the main and back up files.
- Preparing Acknowledgement letters and other necessary correspondence for officers.
- Arranging site visits and meetings for CEC/EIA applications.
- Assisting departmental secretary in preparing Administrative Records for lodging at public venues.
- Preparing monthly reports for Board Meetings on CEC statistics.
- Preparing monthly statistical reports for team members.
- Assisting the help desk with queries.
- Providing inter departmental support.
- Conduct daily QAQC of the online National Register Files
- Weekly updating of the online summary of CEC applications
- Maintenance of weekly meeting schedule
- Periodically processing of CEC applications
- Any other duties as assigned.

KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE

- Graduate from an accredited institution with a Certificate or Diploma in Environmental Sciences or in Environmental Health and Safety Management
 - Proficiency in Microsoft Office Suite and its related applications
 - Good written and oral communication skills
 - Strong organizational skills
- Excellent time management and administrative skills
Strong initiative and follow up tact in tracking outstanding documents

Applications should be submitted to:-

Email: emajobs@ema.co.tt

DEADLINE DATE: - January 15, 2018
Unsuitable applications will not be acknowledged.