



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 62 **OSC Ref. C.5850¹⁷**

7th February, 2025

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Assistant Environmental Officer (Level 6)** in the **Environmental and Quality Assurance Section, Water Resources Authority**, salary range \$3,501,526 - \$4,709,163 per annum.

Job Purpose

The post of Assistant Environmental Officer involves the active implementation, participation and engagement in programmes, activities, and projects geared towards ensuring the protection, conservation and effective management of the nation's Freshwater Water Resources.

Key Responsibilities

- Attends stakeholder meetings, and provide information, feedback and updates regarding the management, conservation, and protection of Freshwater Resources;
- Serves on Bauxite Environmental Review Committee, Development Approval Committee, River Rafting Committee, Technical Review Committee;
- Conducts and participates in studies aimed at understanding the state, trend and disparities within various water resources and/or areas;
- Conducts in-field analysis, water quality sampling and water level measurement;
- Follows procedures to conduct accurate quality-check and update WRA's Water Quality Database;
- Assesses and makes recommendation for Land Subdivision, and Housing and Industrial developments, with the aim of protecting and conserving water resources as a part of the development approval process;
- Assesses and makes recommendations regarding proposed discharge sites, and the Level of Sewage treatment required for specific areas and activities, to protect water resources;
- Assesses and makes recommendations regarding permit applications, to protect water resources;
- Represents the Authority at Public Education Forums. Makes presentations, interacts with, and provides information to various stakeholders regarding the mandate of the WRA, for example, World Water Day celebration, World Wetland Day celebration;
- Assists and provides information and data to internal and external stakeholders;
- Assists with the development of Pollution and flood vulnerability maps;
- Conducts investigation for reported water quality and quantity breaches. Compiles reports and escalates situations, where necessary;
- Follows recommended procedures to ensure that all equipment are properly calibrated and functioning at all times;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Deductive and inductive reasoning ability
- Critical thinking and analytics
- Detail oriented
- Effective oral and written communication skills
- Innovative, decisive and flexibility
- Teamwork and collaboration
- Presentation and report writing
- Business conduct and ethics
- Skilled in Microsoft Office software; Word, Excel, PowerPoint
- Map interpretation and analysis
- Knowledge of the chemical Compositions of water
- Knowledge of and experience in hydrology and utilizing GIS applications in hydrology
- Knowledge of Environment, point and non-point sources of pollution

- Knowledge of the Policies, Regulations and Guidelines associated with the Management of Water resources and the Environment
- Knowledge of sewage treatment methods and design
- Ability to swim would be an asset
- Working Knowledge of Environmental Entities and their Mandate
- Ability to interpret and analyze Developmental Blueprints
- Working understanding of the coordinate system

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Environmental Science/Natural Resources Management/Geochemistry; **OR**
- Bachelor of Science Degree in Eco hydrology; **OR**
- Bachelor of Science Degree in Environmental Chemistry;
- Five (5) years' experience in a similar position;
- Experience or Training in Water Quality Monitoring and analysis.

Special Conditions Associated with the Job

- Site visits, inspections, and investigations in various areas;
- Use of specialized equipment for carrying out duties;
- Exposed heavy-flowing rivers and other hazardous water bodies;
- Exposure to hazardous material;
- Traversing hilly terrains during normal and extreme weather conditions;
- May be required to work on weekends.

Applications accompanied by résumés should be submitted **no later than Thursday, 20th February, 2025 to:**

**Director,
Human Resources Management and Administration
Water Resources Authority
Hope Gardens, P.O. Box 91
Kingston 7**

via: <https://www.wra.gov.jm/opportunities/careers/>

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**