

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Environment, Sustainable Development, Disaster and Beach Management

Post: Deputy Director of Environment

Salary: Rs 60,575 x 1,800 – 69,575 x 2,425 – 72,000 x 2,500 – 77,000 x 3,000 – 80,000 (19 80 89)

Effective Date: 29 September 2015

Qualifications: By selection from among officers in the grades of Divisional Environment Officer and Divisional Scientific Officer who reckon at least two years’ service in a substantive capacity in their respective grade and who –

- (i) are able to address themselves effectively to national environmental problems and contribute to sound decision making; and
- (ii) possess good managerial, leadership, communication and interpersonal skills.

Role and Responsibilities: To assist the Director of Environment in the overall management of the Department of Environment and for making recommendations on environmental policies in line with the goals and objectives of the Ministry.

Duties:

1. To deputise for the Director of Environment, as and when required.
2. To assist and understudy the Director of Environment in the formulation of environmental policies, plans and strategies.
3. To assist the Director of Environment in the timely execution of Government environmental policies and projects.
4. To supervise, coordinate and monitor the work of subordinate staff.
5. To assist the Director of Environment in the design of appropriate training and development programme for the staff of the Department.
6. To support the Director of Environment in the continuous upgrading of the services provided by the Department.

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

29 September 2015

Date.....

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-2-

7. To attend inter-ministerial meetings and Statutory Board meetings.
8. To carry out site visits, as and when required.
9. To use ICT in the performance of his duties.
10. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Deputy Director of Environment in the roles ascribed to him.

Note

The Deputy Director of Environment may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.



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