

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

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- Ministry:** Environment and Sustainable Development
- Post:** Divisional Environment Officer
- Salary:** Rs 37,500 x 1,250 – 50,000 (19 65 75)
- Effective Date:** 12 August 2011
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Environment Officer who reckon at least six years' service in a substantive capacity in the grade and who have –
- (i) a wide knowledge in the field of environmental policies;
 - (ii) leadership, communication and organising skills; and
 - (iii) a high sense of responsibility.
- Role and Responsibilities:** To assist in all managerial assignments relating to the provision of the best environmental services for the community.
- Duties:**
1. To be responsible for the proper management of the division.
 2. To formulate and review environmental policies.
 3. To co-ordinate and monitor implementation of environmental strategies and programmes.
 4. To provide advice and assistance in environment related fields to other Ministries/Departments in modifying existing policies or developing new policies.
 5. To undertake environmental assessment of projects, environmental reporting and assess emerging trends.
 6. To co-ordinate and/or implement climate change related policies, projects and initiatives.
 7. To amend existing environment related legislation and define needs for new legislation.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

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8. To review and/or formulate environmental standards.
9. To liaise and co-ordinate with national, regional and international organisations on environmental issues.
10. To formulate, develop and manage environmental projects.
11. To prepare environmental guidelines.
12. To develop and ensure the implementation of the Integrated Coastal Zone Management.
13. To participate in monitoring, enforcement, prosecution and post-monitoring activities.
14. To promote the translation of multilateral environmental agreements into national legislation.
15. To ensure proper follow-up of multilateral environmental agreements.
16. To devise and implement environmental education and sensitisation programmes and environmental events.
17. To manage the Environment Information System and the Resource Centre.
18. To promote pollution abatement and provide technical advice on pollution control practices.
19. To attend to court cases and cases at the Environment Appeal Tribunal.
20. To provide training to subordinate staff and to promote their development.
21. To attend inter-ministerial meetings and Statutory Board meetings.
22. To carry out site visits, as and when required.
23. To use ICT in the performance of his duties.
24. 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 Divisional Environment Officer in the roles ascribed to him.



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