



Government of the Co-operative Republic of Guyana

MINISTRY OF THE PRESIDENCY

Department of Environment

Terms of Reference for Sustainable Development Coordinator

INTRODUCTION

The Department of Environment (DoE), under the aegis of the Ministry of the Presidency, has the mandate to coordinate and lead all efforts in transforming the country to a sustainable and green state by ensuring:

- (1) the sustainable use, conservation and protection of the natural environment;
- (2) the development of robust and resilient infrastructure;
- (3) the creation of comprehensive environmental policies and legislation;
- (4) the preservation of public health through effective environmental safeguards; and
- (5) a better quality of life for all Guyanese.

These activities are guided by the following Mission:

“To develop a robust, world-class environmental system that safeguards the integrity of the natural environment and protects public health through the development and adoption of appropriate, sustainable and coherent policies and programmes. It will further work to nurture this system through the utilization of best available science, up-to-date information and the engagement of all stakeholders to effectively advance the environmental initiatives of the Government”.

As expressed by His Excellency President David Granger the mandate of the DoE is to:

“Collaborate with the agencies responsible for the management of the extractive activities of the natural resources sector, assume responsibility for policy direction and monitoring of international environmental agreements and projects and take the lead in guiding the process in transitioning Guyana towards the development of a green economy”.

Internationally, Guyana is a signatory to a plethora of environmental protocols, agreements and treaties that increase our capacity for the effective management of the environment for which the DoE is the custodian of seven (7). Further, the realisation of the recently developed Green State Development Strategy (GSDS)|Vision 2040 is a critical part of the work of the DoE.

The DoE has supervisory and oversight responsibilities for the Environmental Protection Agency, Protected Areas Commission, National Parks Commission and the Wildlife

Conservation and Management Commission. The DoE also serves as a repository for the institutional mechanism for environmental compliance and management in Guyana. Our intention is to safeguard the improvement of the legal and administrative coordination of the various sectorial initiatives relative to the management of our environment.

SCOPE OF WORK

The Sustainable Development Coordinator will support the development and management of the DoE's programmes and work plans relative to the implementation of the Green State Development Strategy: Vision 2040, 2030 Sustainable Development Agenda and the SIDS Accelerated Modalities of Action (SAMOA Pathway). Specifically, ensuring coherence with the work of the department and supporting the implementation of programmes and work plans.

Under the supervision of the Director of the DoE, the Sustainable Development Coordinator will:

- Lead the mainstreaming of the SAMOA Pathway and the 2030 Sustainable Development Agenda into all relevant DoE internal and external programmes, policies, plans, projects etc.;
- Provide expert guidance to line agencies and other Ministries on the integration and execution of activities under the SAMOA Pathway and 2030 Sustainable Development Agenda;
- Assist with the preparation of briefs and technical reports for national and international meetings;
- Provide substantive support within the DoE, as well as to inter-agency or expert groups on issues relating to sustainable development, notably on issues relating to the 2030 Agenda for Sustainable Development and the SAMOA Pathway;
- Act as a sustainable development champion on behalf of the DoE to foster coordination of sustainable development initiatives and activities across various stakeholders to promote sensitization and adoption of sustainable lifestyles;
- Provide support to the DoE in the development of policies, regulations and other legislative instruments relating to sustainable development;
- Create and promote strategic partnerships with agencies and organisations to design, prepare and execute projects and programmes in relation to sustainable development;
- Work closely with the Data Management Officer to conduct analysis and research on donors to identify areas of cooperation and opportunities for the initiation of new projects for an overall contribution to sustainable development;
- Coordinate and implement departmental programs and assist with the delivery of other corporate goals that relate to sustainability;
- Perform any other duties that may be assigned by the DoE.

SPECIFIC QUALIFICATIONS AND EXPERIENCE

- Master of Science Degree in Sustainable Development, Natural Resource Management, Environmental Management, Environmental Sciences, or other relevant fields;
- A minimum of 3 years of experience at a senior supervisory or managerial level. Experience in the area of national development policies is an advantage;
- Fluent written and spoken English is required, knowledge of other language is desirable; and,
- Competent in computer management, inclusive of Microsoft office.

COMPETENCIES and VALUES

Professionalism: Excellent knowledge of the SAMOA Pathway, the 2030 Sustainable Development Agenda, the Green State Development Strategy and other major sustainable development initiatives. Ability to complete research and analysis on various topics within the field of sustainable development and to present same in a clear concise manner. Takes responsibility for developing programmes or initiatives related to improving the understanding and execution of sustainable development activities. Shows pride in work, demonstrates professional competence, is dependable and efficient in creating and meeting deadlines, other commitments and achieving results, shows persistence to work through difficult problems.

Communication: Articulate in speech, writing and presenting; attentive listener with the ability to respond appropriately; shows interest in two-way communication; ability to modify language and text to suit local, national, regional and international audience, demonstrates a clear ability to be open; shares information and can work well to keep others informed while maintaining confidentiality where required.

Planning and Organizing: Develops clear goals that are in line with national targets and international agreements; identifies key priority actions and assignments; adjusts priorities as required, allocates sufficient time and resources to complete assignments. Ability to work well under pressure and short timelines, and ability to handle concurrent projects, and ability to think independently and work under minimum supervision

Accountability: Takes ownership of work while honouring commitments; delivers assigned tasks within stipulated timeline, takes personal responsibility for his/her own shortcomings where applicable

Teamwork: Works collaboratively with colleagues to complete tasks, values the inputs of other, ability and willingness to lean, places organizational work agenda above personal work agenda, shares credit for team accomplishment and accepts joint responsibility for team shortcomings. Candidate should be respectful of colleagues and office arrangements (time, rules, information-sharing, etc.)