

Nemai Consulting C.C.

Job Specification

20 August 2014

POSITION

Junior Environmental Officer/Environmental Compliance Officer



1. GENERAL INFORMATION

Information pertaining to the general requirements of this position are detailed below:

Job Title	Junior Environmental Officer/ECO
Job Category	Technical
Preferred Highest Education	Masters Degree in Environmental Science or Environmental Management.
Monthly Remuneration	R13 500.00
Reports to	Senior Environmental Officer
Type of Employment	Full-time
Duration of Employment	Permanent
Start Date	To Be Arranged

2. DESCRIPTION OF BUSINESS

Nemai Consulting has been in existence since 1999 and was built on a vision to help clients manage their most demanding environmental, social and occupational health and safety challenges. Nemai provides integrated, multi-disciplinary, services supported by strong project management and project lifestyle expertise and resources.

One of Nemai Consulting's key strengths is our scope of expertise, through our strong relationships with and staff compliment of environmental practitioners, engineers and environmental specialists. With this expertise we are able to provide a full suite of environmental, social and safety services to the public and private sector.

3. ORGANISATIONAL CULTURE / WORK ENVIRONMENT

Due to the technical nature of the services offered, Nemai Consulting supports an academic work environment, where individuality, growth and development are high priorities. It is an environment where the team works together to provide accurate information to its clients. Employees are supported by management, through mentorship and technically sound guidance and training. Nemai Consulting does not believe in a rigid, rule driven environment, but rather supports openness, honesty and hard work.

4. ACADEMIC AND WORK REQUIREMENTS

The following qualifications and work experience is required for this position:

4.1 Qualifications

A degree in any of the following: Environmental Science and Environmental Management.

4.2 Work Experience

Candidates require 0-2 years working experience in the environmental field.

5. KNOWLEDGE, SKILLS AND CAPABILITIES

The vacant position requires the applicant to:

- Be a good cultural fit;
- Be seeking a long term career opportunity;
- Have strong report writing and verbal skills;
- Have high attention to detail;
- Be able to absorb training and willing to learn;
- Have skills in problem definition and model conceptualization; and
- Have knowledge of the environmental legislative requirements.

6. DUTIES AND RESPONSIBILITIES

Below is a broad description of some of the duties and responsibilities required for the position:

- Be able to conduct a Public Participation campaigns using media advertising, personal invitations and site visits to prospective Interested and Affected Parties (IAPs). This work includes accurately documenting and addressing IAPs concerns as well as the arranging and facilitation of public meetings;
- Visiting sites and performing baseline investigations to determine the project's sensitivity, its possible legal requirements and to gain an understanding of the scope of any specialist work that may be required;
- Evaluating projects from a legislative compliance perspective;
- Generating high quality and accurate reports that reflect either the sensitivity of the receiving environment, the nature of the proposed project or developing and describing suitable mitigation measures to reduce the impacts. These reports should be written, at the minimum, in compliance with legislative requirements and preferably with reference to best industry practice;;
- Developing environmental control documents that will manage the construction and operational level impacts;
- Conducting audits of construction sites to ensure environmental compliance, preparing audit reports and justifying the contents of those reports to clients and contractors. This is an Environmental Control Officer Task.

- Liaising with both clients and authorities in a professional and knowledgeable manner, that results in documented decisions and a clear understanding of their requirements;
- Using the nascent quality management system implemented at Nemai Consulting;
- Assisting in projects from a compliance and project management perspective;
- Providing support to senior staff members through assisting with site visits, report writing and research;
- Administrative functions to the extent determined by the work of a junior environmental consultant.

7. BENEFITS AND REMUNERATION

Certain benefits and remuneration for the position include:

- Market related salaries and/or salaries that are reflective of an individual's knowledge, skills and abilities;
- A R750 monthly contribution towards a Momentum Medical Aid Hospital Plan;
- The provision of a pension fund to which the company will make a co-contribution of 4% of the gross salary;
- Incentive Bonus in the form of a 13th cheque, dependent upon company and individual performance;
- Employee support initiatives, where individual circumstances require such intervention;
- Annual leave of 27 days per annum.

8. APPLICATION REQUIREMENTS

Should you meet the above requirements, you can forward your application to the company.

The application should take the form of your CV and a motivational letter. The application should be emailed to ciaranc@nemai.co.za.

Candidates who meet the required criteria will be contacted to complete a questionnaire in order to be shortlisted for an interview.