

## **VACANCY NOTICE**

**Position: Environmental Assistant**

**No. required: 1**

**Department: HSE**

**Reports to: Environment Deputy Manager**

**Location: Patos Marinza Field**

**Working schedule: Monday- Friday 08:00-16:00**

### **Position Requirements:**

- University environmental Bachelor Degree, University Master Degree desirable;
- Working experience is an advantage;
- Excellent analytical, organizational skills;
- Computer literate extensive knowledge of MS Office suite, including MS Word, MS PowerPoint, MS Excel and MS Outlook;
- Must possess the ability to plan, prioritize, assign, review, and evaluate work;
- Must have strong communications skills;
- Good English language both written and spoken is required;
- Demonstrate the ability to manage multiple works with changing priorities and tight operating deadlines;
- Must have knowledge of current environmental legislation;
- Must have excellent interpersonal skills to facilitate communication with staff and contractors;
- Have valid driver's license.

### **Main Responsibilities:**

- Review, translate and summarize correspondence, reports and other documentation;
- Contact with the labs for testing requirements and lab reports;
- Assist in completing applications under current permitting regime processes and ensuring these are carried out to meet project schedules;
- Assist in the management and production of regulatory reporting to ensure compliance with national regulations;
- Assist with preparation of internal and external correspondence and reporting in response to requests for information, environmental incident and HSE updates;
- Soil and groundwater monitoring and sampling;
- Air and noise monitoring and sampling;
- Complete noise and air monitoring reports and summary tablets, and contact with equipment supplier for equipment calibration;

- Maintain and update the Ecopit/Wetmud spreadsheet with daily entrances;
- Prepare environmental documents and reports as required;
- Ensure environmental projects, monitoring and compliance activities are completed within established regulatory guidelines and timeframes;
- Preparation of materials for use at meetings and internal/external presentations;
- On site liaison with field production and operations teams on any environmental issues;
- Facilitate communication between Environmental Department, field staff and contactors;
- Support engagement process with local communities and other key stakeholders;
- Ecology pit audits and inspections;
- Any other jobs requested by HSE department.

**Applications should be sent to the Human Resources Department, by E-mail to:**

**[humanresources@bankerspetroleum.com](mailto:humanresources@bankerspetroleum.com)**

**Deadline for submitting applications is August 12, 2022**