

## **VACANCY NOTICE**

**Position Title:** Environmental Permitting Compliance Assistant

**Department:** Environment

**Location:** Patos Marinza Field

### ***Key Requirements:***

- University Bachelor Degree related to environmental field, Related University Master's Degree is desirable;
- Computer literate, extensive knowledge of MS Office suite, including MS Word, MS PowerPoint, MS Excel and MS Outlook;
- Must show ability for continuous self-improvement; Excellent analytical, organizational skills;
- Working experience is an advantage;
- Must have 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;
- Knowledge of current environmental legislation is an advantage;
- Have valid driver's license or work toward one.
- 

### ***Key Responsibilities:***

- 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;
- Get the soil and groundwater, air and noise monitoring data and incorporate in the permit compliance reports!
- Gather Ecopit / Wetmud spreadsheet data and incorporate in the reports as per environmental coordinator guidance
- Gathering of data and incorporating into tables for the sustainability and GHG report.
- Prepare environmental documents and reports as required;
- Preparation of materials for use at meetings and internal/external presentations;
- Translate and summarize correspondence, reports and other documentation;
- On site liaison with field production and operations teams on any environmental issues;
- Ecology pit audits and inspections;
- Any other jobs requested by the department

### **Application Process:**

Interested candidates should submit their applications to the Human Resources Department via email at [humanresources@bankerspetroleum.com](mailto:humanresources@bankerspetroleum.com)

**Deadline for Application Submission:** February 29th, 2024