



GUYANA WILDLIFE CONSERVATION & MANAGEMENT COMMISSION

TERMS OF REFERENCE FOR LICENSING OFFICER

Commission's Overview

The Wildlife Conservation and Management Commission was established in accordance with Section 4 of the Wildlife Conservation and Management Act. The Commission is responsible for all matters related to the protection, conservation, management, sustainable use, internal and external trade of Guyana's wildlife.

Overall Responsibilities:

The Licensing Officer is expected to provide support to the Director of the Licensing and Permitting Division, particularly with regard to all aspects of the licensing processes.

The position shall cover the following areas:

Lodging of documents for processing, reviewing and processing license applications, preparing licenses for exporters and other categories of wildlife users, assisting with the maintenance of records, acting as a liaison between the Head of the Division, the Finance Unit and Licensees when necessary.

Responsibilities (include but not limited to):

1. Conducting research related to licensing of local wildlife users.
2. Analyzing data gathered from processes related to licensing for categories of licenses stipulated and to be introduced under the Wildlife Conservation and Management Act and its subsidiary regulations.
3. Assisting in the development of licensing processes for licenses described in the Wildlife Conservation and Management Act and its subsidiary regulations.
4. Assisting in the review of applications for the various categories of licenses.
5. Participating in outreach programmes designed to educate and raise awareness with regard to the regulation of Guyana's wildlife trade.
6. Managing records generated from licensing processes.

7. Assisting in the preparation of the Division's reports including monthly and annual reports.
8. Participation in Public Relations and outreach programs.

Reporting Responsibilities: Reports to the Director of Licensing and Permitting

Supervisory Responsibilities: No Supervisory Responsibilities.

Job Requirements/Specifications

Education: Diploma in Business management or a related field.

Experience: Two (2) years' experience in a regulatory environment

Essential Skills:

- Have a fair knowledge of Guyana's structure with regard to the administrative regions and geography.
- Have a good understanding of, and be conversant with issues related to conservation and biodiversity protection.
- Working knowledge of Microsoft Word and Excel
- Good communication skills (written and oral)

Job Conditions

Will be spending 80% of time at the Guyana Wildlife Conservation and Management Commission and the other 20% of time the incumbent would be required to travel for projects.

Mental Requirements: High

Data Analysis
Problem Solving
Decision Making
Innovation/ Creation
Writing/Composing
Reading

Physical Requirements: Low

The job requires minimum physical activities.

Salaries and Benefits

Salaries and Benefits are based on the Guyana Wildlife Conservation and Management Commission's existing salary scheme, and benefits are in accordance with the laws of Guyana and the policies of the Commission. These are all provided for in the Contract of employment.

Nature of Recruitment: Local