



# GUYANA WILDLIFE CONSERVATION AND MANAGEMENT COMMISSION

## TERMS OF REFERENCE FOR PERMIT OFFICER

### **Commission Overview**

The Guyana Wildlife Conservation and Management Commission (GWCMC) 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 Permit Officer is responsible for the processing permits for exporters, provide support to the Director of Licensing and Permitting to ensure the smooth functioning of the Permitting Section.

### **The position shall cover the following areas:**

Lodging of documents for processing, preparing permits for exporters, assisting with the filing of documents, act as liaison between the Commissioner and the Permit section (as well as the Finance Unit when necessary) when documents are being paid for and maintaining a register of permits as required by the Species Protection Regulations 1999.

### **Responsibilities (include but not limited to):**

#### **1. Lodge Documents for Processing.**

- Accept documents for lodging from exporters.
- Enter name of exporter in lodge book.
- Place lodge number on document.
- Provide exporter with a lodge number.

#### **2. Prepare permits for exporters**

- Prepare CITES and non-CITES permits for exporters based on invoices and C-72 forms submitted.
- Make copies of the permits for the exporters and for the files.
- Ensure that copies are only given to authorized persons.

#### **3. Assist with filing of documents**

- Assist the Director of Licensing and Permitting in maintaining an appropriate filing system
- Filing permits as necessary

- Retrieving documents from files as requested
- 5. Act as liaison between the Commissioner and Trade Section (as well as the Finance Unit when necessary) when documents are being paid for.**
  - Take documents to the Commissioner for signing.
  - Prepare documents that have been signed for payment for processing by the Finance Unit
  - Oversee the signing of the permits and relevant books before the documents are transmitted to the Finance Unit
- 6. Maintain the register of permits as required by the Species Protection Regulations 1999.**
  - Enter permit number, name of exporter, issue and expiry dates and category of animals into the register
  - Note all cancelled, amended and replacement permits
- 7. Any other duties**
  - The Permit Officer is required to perform any other duty that may be assigned from time to time.

**Reporting Responsibilities:** Reports to the Director of Licensing and Permitting

**Supervisory Responsibilities:** No Supervisory Responsibilities.

### **Job Requirements/Specifications**

**Education:** Five subjects at CXC including passes in Mathematics and English A.

**Experience:** At least one-year experience in a similar capacity.

### **Essential Skills:**

- Working knowledge of Microsoft Word and Excel
- Good communication skills (written and oral)
- Ability to work with minimum supervision

**Job Conditions**

Will be spending 100% of time at the Guyana Wildlife Conservation and Management Commission unless required to travel for special 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