



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 of wildlife export permits and supporting documents to facilitate the international wildlife trade, while maintaining confidentiality. The Permit Officer ensures all transactions are in accordance with the guidelines set out by the GWCMC.

The position shall cover the following areas:

Receiving of documents for wildlife trade and requests for permits for research, pet export/import and other wildlife related purposes. Maintenance of the wildlife register and ensuring permits are approved by duly authorized Officers.

Responsibilities (include but not limited to):

1. Interface with all stakeholders to ensure information concerning wildlife conservation and management is transmitted in a clear and professional manner.
2. Receive documents for lodging from exporters for the international trade, verifying their accuracy before submission for approval.
3. Prepare wildlife trade permits and certificates to facilitate the international trade. Ensure that authorized signature(s) are attached to permits and all log books, prior to payment of levies by the permittee.
4. Assist the Director in maintaining an electronic record of the various types of export quotas as necessary.
5. Maintain a wildlife register according to the Wildlife Management Act, 2016.

6. Maintain a record of all cancelled, amended and replaced permits
7. Maintain the required filing system for wildlife trade permits, certificates and other related documents. and export quotas of wildlife exporters.
8. Verify short shipped species quota are accurately adjusted in the system.

Any other duties

The Permit Officer is required to perform any other related duties 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 (5) subjects at CXC including passes in Mathematics and English A.
Certificates in Microsoft Word and Excel

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

Essential Skills:

- Excellent working knowledge of Microsoft Word and Excel
- Good communication skills (written and oral)
- Ability to work well within a team.
- Ability to work with minimum supervision
- Great interpersonal skills and ability to work well with people.
- Good customer relation service skills

Job Conditions

Will be spending 100% of time at the Guyana Wildlife Conservation and Management Commission unless required to travel for special projects, such as wildlife awareness activities.

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

Employee Signature

Date: _____