



NATIONAL ENVIRONMENT AND PLANNING AGENCY

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Environmental Economist
JOB GRADE:	7
POST NUMBER:	
DIVISION:	Planning Projects Monitoring Evaluation & Research
BRANCH:	Planning, Monitoring, Evaluation & Research
REPORTS TO:	Manager, Planning, Monitoring, Evaluation & Research
MANAGES:	n/a

This document is used as a management tool and specifically to enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Strategic Objectives of the Division/Branch:

The Planning, Projects, Monitoring Evaluation and Research (PPMER) Division is mandated to direct the Agency's strategic, corporate and operational planning function; provide oversight for programs, plans, project development and implementation; monitoring and evaluation of targets vis-à-vis the National Development Plan, the Agency's Strategic Action Plan and related programmatic activities; monitor and track the achievements against indicators as well as develop and operationalize the Agency's research agenda to support evidence-based interventions.

The Division is organized into two Branches – the Projects Branch and the Planning, Monitoring Evaluation & Research Branch.

The Projects Branch has primary responsibility for leading the process to identify, develop, and manage the execution of projects through bilateral, multilateral and local private sector partnerships in keeping with the strategic objectives of the Agency to advance the development and management of the country's natural and built environments.

The Branch also provides technical project management support in the design and execution of internal operational projects, manages the monitoring and evaluation of these projects as well as ensuring sustainability and mainstreaming project outputs within the Agency's program of work.

The Planning, Monitoring, Evaluation & Research Branch is responsible for: managing the Agency's strategic planning portfolio including the Performance Management Evaluation System (PMES); developing and implementing strategies to monitor the implementation of obligations related to Multilateral Environmental Agreements (MEAs) and ensuring their integration into Agency plans and also leading the research function.

Job Purpose:

The Environmental Economist is responsible for conducting economic analysis and evaluation on planning and environmental impacts and the use of the natural environment, to inform policy and operational decision making of the Agency and facilitate the achievement of the national environmental goals. The position also provides economic analysis support to staff and projects through the delivery of high quality economic modelling and analysis,

As one of the Agency's knowledge specialists, the incumbent is required to develop and maintain effective working relationships with relevant MDAs, NGO's, universities, and the private sector; and represents the Agency on external multi-disciplinary teams with collaborating organisations.

Key Outputs:

- Reports, technical papers,
- Economic assessment model
- Technical advice/guidance
- Economic resources database
- Environmental Performance Bonds

Key Responsibility Areas:

A. *Technical/ Professional Responsibilities*

1. Designs and conducts regulatory impact studies to assess the economic impact of existing and proposed environmental and planning policies, regulations, standards, guidelines and codes of practice to facilitate regulatory accountability and competitiveness among the regulated community.
2. Conducts the calculation of environmental Performance Bonds and Compensation payments, used as economic tools towards the protection of the natural environment.
3. Leads the development and implementation of a model to value natural resources, periodically reviews and updates to ensure its continued relevance to the needs of the Agency.
4. Conducts economic impact assessment to support the development of environmental and planning interventions as well as natural resource management initiatives; participates in the development of alternative interventions where appropriate.
5. Develops mechanism to track trends and key indicators within the Agency and the local, regional and international environments essential to the sustainable use and management of the environment; periodically conducts trend analysis and interprets indicators to ascertain the overall health of the local environment.
6. Leads/participates in internal and/or inter-agency research initiatives that have an impact on planning and environment; prepares technical documents to communicate results to decision-makers and/or stakeholders and the public.
7. Provides technical support to application processing and Development Assistance Branches in the review of applications, development proposals and EIAs and advises the Agency on economic feasibility of proposals
8. Participates in the development of public education and community outreach programmes Prepare and deliver presentations to communicate economic and environmental study results, to present policy recommendations, or to raise awareness of environmental consequences.
9. Contributes to the preparation of the State of the Environment report
10. Participates in developing project proposals and the institutionalization of project outputs/outcomes relevant to the Branch/Division
11. Maintains a database of reference materials and documents produced.

B. *Other Responsibilities*

The incumbent may from time to time be assigned duties not specifically outlined within the job description but are however within the capacity, qualifications and experience normally expected from a person occupying this position.

Authority

Performance Standards:

- Established personal, targets are consistently achieved
- Deliverables produced consistently meet established standards
- Sound and feasible advice is provided
- Divisional heads and staff are consistently satisfied with the support/service provided
- Effective working relationship is maintained with external agencies, partners associates and other key stakeholders
- Confidentiality, integrity and professionalism are demonstrated in the execution of duties and personal conduct

Internal and External Contacts

(i) Internal

Contact (Title)	Purpose of contact
Heads of Divisions and Branches	Collect/share information
Application Processing Officers	Provide assistance with applications

(ii) External Contact (required for the achievement of the position's objectives)

Contact (Title)	Purpose of Contact
Parent Ministry, Local Authorities,	Collect/provide information, collaborate on projects, etc
PIOJ, STATIN, Development Assistance Agencies, UWI	Collect/provide information for/from research

Working Conditions

- Typical office environment

Required Competencies

- Proficiency in: the use of basic research methodologies and statistical analysis
- The use of statistical software e.g. SPSS
- Extensive knowledge of economics and environmental policies.
- Excellent written and verbal communication skills.
- Extensive knowledge of research processes and procedures.
- Excellent analytical and problem-solving skills.
- Ability to present research findings clearly.
- Excellent organizational skills and attention to detail.
- Proficient in Microsoft Office Suite or similar software.
- Knowledge of environmental impact assessment, including both market and nonmarket costs and benefits;

Minimum Required Education and Experience

- Undergraduate degree in Economics, or Environmental Economics and policy or Development Studies or comparable economics specialization
- At least three (3) years working with multilateral projects or development assistance or environment and planning organizations