



## *Building for the Future*

### **TOR for Associate Environment Officer**

Job Position/Title	Associate Environment Officer
Function	Occupational Health & Safety Unit
Reporting Authority	Lead OHSU/Department Head
Job Description	<p><b>Key Responsibilities and Duties</b></p> <ul style="list-style-type: none"> <li>• Environmental Monitoring &amp; Assessment <ul style="list-style-type: none"> <li>○ Assist in conducting routine environmental monitoring (air, water, noise, dust, waste, emissions).</li> <li>○ Collect environmental data, maintain proper records, and support the preparation of analysis reports.</li> <li>○ Support Environmental Impact Assessment (EIA) and compliance studies where required.</li> </ul> </li> <li>• Compliance &amp; Documentation <ul style="list-style-type: none"> <li>○ Assist in ensuring adherence to national environmental laws, regulations, and industry standards.</li> <li>○ Maintain documentation related to waste management, emissions, permits, and regulatory submissions.</li> <li>○ Support inspections, audits, and compliance reporting to relevant authorities.</li> </ul> </li> <li>• Waste Management <ul style="list-style-type: none"> <li>○ Assist in implementing waste segregation, collection, disposal, and recycling programs.</li> <li>○ Monitor hazardous and non-hazardous waste handling as per environmental guidelines.</li> <li>○ Pollution Control &amp; Mitigation <ul style="list-style-type: none"> <li>○ Support the implementation of pollution control measures for air, water, and soil.</li> <li>○ Assist in monitoring plant operations for environmental deviations and reporting abnormalities.</li> <li>○ Coordinate with technical teams for corrective and preventive actions.</li> </ul> </li> </ul> </li> <li>• Environmental Awareness &amp; Training <ul style="list-style-type: none"> <li>○ Assist in organizing environmental awareness programs, campaigns, and training for employees.</li> <li>○ Promote initiatives such as 3Rs (Reduce, Reuse, Recycle), energy conservation, and sustainable practices.</li> </ul> </li> <li>• Reporting &amp; Documentation <ul style="list-style-type: none"> <li>○ Prepare periodic environmental monitoring reports, incident reports, and compliance documentation.</li> <li>○ Maintain environmental databases and update performance indicators regularly.</li> </ul> </li> <li>• Field Support <ul style="list-style-type: none"> <li>○ Carry out field inspections and ensure proper functioning of environmental control equipment.</li> <li>○ Support sampling activities, laboratory coordination, and data interpretation.</li> </ul> </li> </ul>

**CORPORATE OFFICE AND BUSINESS UNITS: PHUNTSHOPELRI (GOMTU)**

**DZONGKHAG: SAMTSE, BHUTAN**

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	<ul style="list-style-type: none"><li>• Other Duties<ul style="list-style-type: none"><li>○ Participate in environmental emergency preparedness and response activities.</li><li>○ Perform any other tasks assigned by the Head/HoD/CEO.</li></ul></li></ul>
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**-The Management**