

TEFON HUMAN RESOURCES Sarl

Vacancy announcement

Position Title: ENVIRONMENTAL ANALYST

Position information

Work location	Douala, Cameroon
Work Schedule	5/2
Department	Health Safety Security & Environment
Report to	Head of Safety and Environment
Year	2021
Headcount	1

Purpose of the Job

The Environmental Analyst provides professional and effective support ensuring that environmental activities and performance deliverables are undertaken in accordance with the associated corporate and company policies, standards, procedures, relevant local and international regulatory requirements. He/she Supports the development and implementation of fit for purpose Environmental Management Systems (EMS), plans, procedures and processes.

Principal Accountabilities/Responsibilities

- Coordinate the review/update of environmental procedures, processes and provide effective training.
- Participate in environmental incident investigations and reporting, follow up and action closure - promote Learning From Incidents (LFI).
- Work closely with on/offshore operations to identify environmental aspects and develop/ implement proper risk mitigation measures.
- Maintain the register of applicable environmental legislation, provide interpretation and compliance guidance of these regulations.
- Promote effective waste management in the company and ensure proper understanding and implementation of the legal requirements for hazardous waste determination, waste profiling, and disposal.

- Ensure environmental concerns, issues are identified, tracked and treated.
- Support the company's ISO 14001 certification scheme.
- Assist in the development and implementation of emergency response procedures and plans.
- Perform environmental audits to evaluate system effectiveness and compliance and timely deliver the report of findings, recommendations and corrective action plans - drive its implementation.
- Assist with environmental aspects identification, documentation and update of aspect registers in compliance with aspect procedures.
- Conduct routine field reviews to ensure regulatory compliance.
- Enrich Line Management's environmental knowledge and provide consistent communication to improve company environmental compliance and performance.
- Assist in regulatory reporting and timely submission to interested parties (regulators, etc...)
- Support environmental studies in the company (e.g. ESHIA, ESA, etc...) and ensure the implementation of the Environmental and Social Management Plan (ESMP).
- Assist in oil spill management activities in the company (e.g. competence assurance, equipment reliability assurance, etc...).
- Promote sustainable environmental behavior through dedicated environmental campaigns, notifications and staff information. Contribute to environmental communications and events • Champion the environmental walkthrough, site inspection and self-assessment audits.
- Drive the company's environmental performance reporting.
- Support company projects' implementation ensuring the integration of the environmental component.
- Contribute to the promotion and implementation of the 14 Must Do Rules.
- Contribute to HSSE induction of new employees, contractors and visitors.

- Contribute to the company's Incident Prevention Program (APIPP), track/analyse the environmental part and provide improvement actions.

Interface & Dimensions

Internal Interfaces

- HSSE Manager.
- Departmental HSSE Teams.
- Project delivery Managers; Line Management and asset teams
- Approximately 300+ employees and contractors receive the incumbent services.
- Onshore Assets: warehouses, chemicals, office buildings and Social infrastructure.

External interfaces

- Visiting contractors / consultants.
- Regulators, NGOs, JV partners, other operators, Industries, Communities.

Key Challenges

- Interaction with employees and contractors with low environmental culture.
- Full compliance with EMS processes.
- Environmental performance data collection from focal points.
- Environmental communication

Experience/Competence Requirements

- B.Sc. in Environmental Sciences/Engineering or any other related fields with relevant study.
- At least 02 years of relevant experience as environmental, health, and safety practitioner
- Experience in the oil and gas industry or holder of a professional HSE Certification (NEBOSH, OSHA 18001, ISO 14001:2015, ISO 45001, etc.) will be a plus.
- Experience in HSSE MS procedures development and implementation.
- Knowledge regarding Environment, Health and Safety (EHS) laws and regulations.
- Ability to organize, plan and set priorities.

- Organizational, and analytical skills with strong attention to details.
- Ability to work with all levels of employees.
- Good presentation, oral and written communication skills
- Proficiency in MS office (Excel, Word, PowerPoint, Outlook, MS Teams, etc.)
- Ability to manage multiple projects simultaneously.
- Willingness to learn and improve skills.
- Enthusiasm and positive attitude to work.
- Demonstrate strong business ethics and personal integrity.

All interested candidates should submit a CV and cover letter to:

tefonhr@tefonservices.com latest 14th May 2021

This vacancy is open to all interested candidates both internal and external

