

Job Title: HSSE - Technical Officer
Company: Centre for Local Business Development Inc. (The Centre)
Location: Georgetown, Guyana
Reports to: Technical Coordinator
Date: February 2025

Function of the Position:

This is a **full-time, professional** position that will contribute to the management and operations of the Centre for Local Business Development Inc. (The Centre). The Centre provides tailored mentoring, coaching, and access-to-finance support—and facilitate business-to-business linkages—for Small to Medium Enterprises (SMEs) in sectors that support the oil and gas industry other sectors within the broader economy including manufacturing, safety equipment, marine operations, offshore supply, fabrication, inspection and testing facilities, civil construction services, warehousing, spare parts management, and catering.

Roles and Responsibilities:

Specific responsibilities will include:

- Support the implementation of the Centre’s HSSE products, including Awareness Programs, on-demand HSSE training, and the HSSE MS mentorship programme.
- Support the development, refinement, and promotion of HSSE products to meet the needs of SMEs and other stakeholders.
- Ensure that all HSSE products align with relevant Guyanese laws, regulations, and international standards.
- Work with internal and external stakeholders to identify new HSSE-related training opportunities and expand the Centre’s product offerings.
- Maintain internal systems and procedures to ensure the Centre retains its ISO status and certification.
- Conduct regular reviews and updates of processes, policies, and documentation related to ISO certification.
- Support the implementation of the Centre’s quality management system, including document preparation, procedure implementation, and monitoring and evaluation.
- Contribute to the development and maintenance of course materials and educational products.
- Teach the Centre’s O&G, GTE seminars and other programmes as necessary .
- Support the preparation and writing of the Centre’s monthly report to the Board, ensuring accurate and comprehensive communication of key activities, progress, and outcomes.
- Conduct radio interviews and representing the Centre at public events as well as support to the Centre’s advocacy
- Provide ad hoc advisory and hands on support to patrons on: supplier registration
- Additional duties as deemed necessary.

Qualifications:

Minimum Qualifications:

- A Bachelor's degree in Environmental Studies/Occupational Health and Safety/Safety Management/Other natural science field or equivalent work experience and equivalent certification.
- Ability to work in a fast-paced, flexible, and team-focused work environment.
- Excellent written and verbal communication skills.
- Excellent computer skills, specifically with Microsoft Office.
- Understanding of industry standards across various sectors.