

Environmental Affairs Department

1. Director of Environmental Affairs

- **Job Description:**
 - Oversee all activities related to environmental protection and sustainability.
 - Develop and implement environmental policies and programs.
 - Manage the department's budget and resources.
 - Ensure compliance with environmental regulations and standards.
 - Collaborate with other departments, government agencies, and external partners on environmental initiatives.
 - Represent the department in public forums and meetings.
- **Job Specifications:**
 - **Responsibilities:**
 - Develop and implement strategic environmental goals and objectives.
 - Monitor and evaluate the effectiveness of environmental programs and policies.
 - Manage the department's budget, including forecasting and resource allocation.
 - Ensure all operations comply with local, state, and federal environmental regulations.
 - Build and maintain relationships with key stakeholders, including government officials, community leaders, and environmental organizations.
 - Lead, motivate, and develop a team of environmental professionals.
 - Prepare and present reports on departmental performance and environmental issues to senior management and elected officials.
 - Innovate and implement new technologies and practices to improve environmental outcomes.
 - **Requirements:**
 - **Education:** Master's degree in Environmental Science, Environmental Engineering, or a related field.
 - **Experience:** 10+ years in environmental management, with at least 5 years in a senior leadership role.
 - **Skills:**
 - **Leadership:** Proven ability to lead and manage large teams and complex projects.
 - **Strategic Planning:** Experience in developing and executing long-term strategic plans.
 - **Budget Management:** Strong financial acumen and experience managing large budgets.
 - **Communication:** Excellent verbal and written communication skills, with the ability to present complex information clearly and effectively.
 - **Problem-Solving:** Strong analytical and problem-solving skills, with the ability to think strategically and implement innovative solutions.
 - **Stakeholder Management:** Ability to build and maintain strong relationships with a wide range of stakeholders.

- **Certifications:** Relevant certifications in environmental management are preferred.
- **Benefits:**
 - Salary: QAR 35,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (30 days per year)
 - Professional development opportunities

2. Assistant Director of Environmental Affairs

- **Job Description:**
 - Assist the Director in managing department operations and executing environmental programs.
 - Develop and implement policies and procedures to improve environmental performance.
 - Oversee staff performance and ensure compliance with environmental regulations.
 - Manage departmental projects and initiatives, ensuring they are completed on time and within budget.
- **Job Specifications:**
 - **Responsibilities:**
 - Assist in the development and implementation of strategic environmental goals and objectives.
 - Support the Director in budget management and financial reporting.
 - Coordinate activities among various units within the department to ensure seamless service delivery.
 - Supervise, mentor, and develop junior staff.
 - Ensure departmental operations comply with environmental laws and standards.
 - Handle public inquiries and complaints related to environmental issues.
 - Manage departmental projects, including planning, execution, monitoring, and reporting.
 - Identify opportunities for process improvement and implement best practices.
 - **Requirements:**
 - **Education:** Bachelor's degree in Environmental Science, Environmental Engineering, or a related field.
 - **Experience:** 8+ years in environmental management, with at least 3 years in a management role.
 - **Skills:**
 - **Leadership:** Strong leadership and team management skills.
 - **Policy Development:** Experience in developing and implementing environmental policies and procedures.
 - **Staff Management:** Proven ability to manage and develop staff.
 - **Communication:** Excellent verbal and written communication skills.

- **Problem-Solving:** Strong analytical and problem-solving abilities.
 - **Project Management:** Experience managing projects from inception to completion.
 - **Certifications:** Relevant certifications in environmental management are a plus.
- **Benefits:**
 - Salary: QAR 30,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (25 days per year)
 - Training and development programs

3. Environmental Manager

- **Job Description:**
 - Manage daily operations of the Environmental Affairs Department.
 - Ensure compliance with environmental regulations and standards.
 - Implement departmental policies and procedures to enhance environmental performance.
- **Job Specifications:**
 - **Responsibilities:**
 - Oversee the execution of environmental programs and initiatives.
 - Monitor staff performance and provide training and development opportunities.
 - Develop and manage departmental budgets.
 - Liaise with other departments and external partners on environmental issues.
 - Address public complaints and inquiries related to environmental matters.
 - Prepare and present reports on environmental performance.
 - Identify areas for improvement and implement changes to enhance environmental outcomes.
 - Ensure compliance with health and safety regulations.
 - **Requirements:**
 - **Education:** Bachelor's degree in Environmental Science, Environmental Engineering, or a related field.
 - **Experience:** 5+ years in environmental management.
 - **Skills:**
 - **Operations Management:** Strong ability to manage daily operations.
 - **Coordination:** Excellent coordination and organizational skills.
 - **Problem-Solving:** Strong analytical and problem-solving abilities.
 - **Communication:** Effective verbal and written communication skills.
 - **Budget Management:** Experience in managing budgets.
 - **Certifications:** Environmental management certifications are beneficial.
 - **Benefits:**

- Salary: QAR 25,000 per month
- Comprehensive health insurance
- Retirement plans
- Paid time off (20 days per year)
- Professional development opportunities

4. Environmental Specialist

- **Job Description:**
 - Conduct environmental assessments and studies.
 - Develop and implement environmental policies and programs.
 - Ensure compliance with environmental regulations and standards.
- **Job Specifications:**
 - **Responsibilities:**
 - Conduct environmental impact assessments and audits.
 - Collect and analyze environmental data.
 - Develop and implement environmental management plans.
 - Ensure compliance with environmental laws and regulations.
 - Prepare reports on environmental performance and compliance.
 - Provide technical support and advice on environmental issues.
 - Collaborate with other departments and external partners on environmental projects.
 - Conduct training and awareness programs on environmental issues.
 - **Requirements:**
 - **Education:** Bachelor's degree in Environmental Science, Environmental Engineering, or a related field.
 - **Experience:** 3+ years in environmental management or a related field.
 - **Skills:**
 - **Technical Skills:** Strong technical skills in environmental assessments and management.
 - **Analytical Skills:** Ability to analyze environmental data and prepare reports.
 - **Communication:** Effective verbal and written communication skills.
 - **Problem-Solving:** Strong problem-solving abilities.
 - **Teamwork:** Ability to work collaboratively with other team members.
 - **Certifications:** Environmental management certifications are a plus.
 - **Benefits:**
 - Salary: QAR 18,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (15 days per year)
 - Training opportunities

5. Environmental Technician

- **Job Description:**
 - Assist in the implementation of environmental programs.
 - Conduct fieldwork and collect environmental data.

- Maintain environmental equipment and records.
- **Job Specifications:**
 - **Responsibilities:**
 - Conduct fieldwork and collect samples for environmental testing.
 - Maintain and calibrate environmental monitoring equipment.
 - Record and analyze environmental data.
 - Assist in the implementation of environmental management plans.
 - Ensure compliance with safety and environmental regulations.
 - Assist in the preparation of environmental reports.
 - Provide support to environmental specialists and managers.
 - Participate in training programs on environmental issues.
 - **Requirements:**
 - **Education:** Technical diploma or equivalent in a related field.
 - **Experience:** 2+ years in an environmental technician role.
 - **Skills:**
 - **Technical Proficiency:** Strong technical skills in environmental monitoring and data collection.
 - **Analytical Skills:** Ability to analyze and interpret environmental data.
 - **Attention to Detail:** Meticulous in maintaining logs and records.
 - **Safety Awareness:** Knowledge of safety regulations and practices.
 - **Teamwork:** Ability to work collaboratively with other team members.
 - **Certifications:** Environmental technician certifications are a plus.
 - **Benefits:**
 - Salary: QAR 12,000 per month
 - Comprehensive health insurance
 - Paid time off (12 days per year)
 - Professional development opportunities

6. Environmental Compliance Officer

- **Job Description:**
 - Ensure compliance with environmental laws and regulations.
 - Monitor and report on the environmental performance of the municipality.
 - Conduct environmental audits and inspections.
- **Job Specifications:**
 - **Responsibilities:**
 - Conduct regular environmental audits and inspections.
 - Ensure compliance with local, state, and federal environmental regulations.
 - Develop and implement compliance programs and policies.
 - Monitor and report on the municipality's environmental performance.
 - Investigate and resolve environmental compliance issues.
 - Provide training and support to staff on environmental compliance.
 - Prepare reports on compliance activities and findings.
 - Collaborate with regulatory agencies on compliance matters.
 - **Requirements:**

- **Education:** Bachelor's degree in Environmental Science, Environmental Law, or a related field.
- **Experience:** 3+ years in environmental compliance or a related field.
- **Skills:**
 - **Regulatory Knowledge:** Strong understanding of environmental laws and regulations.
 - **Analytical Skills:** Ability to analyze and interpret compliance data.
 - **Communication:** Effective verbal and written communication skills.
 - **Problem-Solving:** Strong problem-solving abilities.
 - **Attention to Detail:** Meticulous in conducting audits and inspections.
- **Certifications:** Certifications in environmental compliance are a plus.
- **Benefits:**
 - Salary: QAR 18,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (15 days per year)
 - Training opportunities