

Program Officer: Environmental Compliance

Full-Time Based in Chiang Mai, Thailand

Background

The United States Agency for International Development (USAID) requires implementation support to establish and manage the Community Resilience Program (CRP). This program is based in Chiang Mai, Thailand to support activities that will sustain and strengthen community resilience in the region.

About the Role

CRP is currently seeking a Program Officer: Environmental Compliance to serve as the focal point for overseeing environmental compliance across CRP and its partners (grantees). This role will work closely with both the program and grants teams, ensuring that all activities comply with USAID and Chemonics' environmental standards. The officer will provide expertise throughout grant development, implementation, monitoring, and reporting stages.

The ideal candidate will possess a strong understanding of environmental compliance, with a preference for candidates who have experience supervising grants programs, especially under USAID programming.

The Program Officer: Environmental Compliance will play a critical role in maintaining environmental sustainability within the program's objectives and ensuring adherence to all regulatory frameworks.

The position will report directly to the Senior Program Advisor and work collaboratively with internal and external stakeholders to ensure compliance and best practices.

Key Responsibilities

Activity Development

- Provide input in the design and development of grants with regards to environmental compliance, ensuring all activities comply with the project approved Initial Environmental Examination (IEE).
- Analyze grant budgets to ensure sufficient funds are allocated for environmental compliance in line with the IEE.
- Closely work with program development unit to verify the grantee selection and the implementation plan, ensuring prospective partners have the capacity to implement IEE requirements or identifying areas where capacity building is needed.
- Review construction plans and collaborate with the project SMT to ensure Chemonics' home office approvals.
- Identify appropriate Environmental Threshold Determinations and draft tailored Environmental Mitigation Measures for each grant activity.

Activity Implementation

- Participate in grant kickoff meetings, orienting CRP partners on environmental mitigation measures, implementation plans, monitoring, and reporting requirements for environmental compliance.
- Ensure grant implementation complies with approved mitigation measures, working closely with partners to achieve environmental compliance.
- Provide regular updates to the grants management unit and senior management on the status of environmental mitigation measures across the grant portfolio.
- Anticipate and troubleshoot challenges in grant implementation, coordinating with program staff and grantees.

- Monitor and evaluate environmental compliance through consistent communication and thorough review of deliverables on each grant.
- Draft and update environmental compliance-related correspondence to ensure staff are fully informed.
- Coordinate with relevant teams to ensure the accuracy and completeness of environmental compliance data.

Reporting

- Ensure all Environmental Mitigation and Monitoring Plan (EMMP) milestone deliverables related to environmental compliance are done well and accurately for each grant.
- Contribute updates to monthly reports regarding environmental compliance.
- Collect and store all relevant environmental documentation in the appropriate folders for future reference.

Qualifications and Skills:

- Bachelor's degree required. A degree in Environmental Science, Civil Engineering, or a related field is an added advantage.
- Minimum of five (5) years of experience in environmental compliance, project management, and monitoring. Experience managing environmental compliance for donor-funded projects is an added advantage.
- Experience in working with or supporting NGOs and community-based organizations, especially in relation to environmental compliance and capacity building.
- Familiarity with USAID environmental compliance regulations, Initial Environmental Examinations (IEE), and Environmental Threshold Determinations is preferred.
- An understanding of environmental and political conditions in Myanmar and/or Southeast Asia is highly desired.
- Ability to work independently with minimal supervision, prioritize multiple assignments in a fast-paced environment, meet deadlines, and exercise professional judgment.
- Demonstrated creativity and analytical skills to manage environmental compliance and resolve issues.
- Flexibility, creativity, and the ability to maintain a rapid and demanding pace of work.
- Commitment to teamwork and cross-functional collaboration with program and grants teams.
- Proficiency in Office computer applications, including MS Word, PowerPoint and Excel.
- Fluency in English and Burmese (or an ethnic language) is required.

Interested candidates should submit a cover letter and CV to CRPRecruit@chemonics.com

Please indicate "Application: "Program Officer" in the subject of email and only shortlisted candidates will be notified.

Closing date – 18th October 2024 5.00PM Thailand Time