

Recruitment

The Nigeria Extractive Industries Transparency Initiative (NEITI) is the Nigerian subset of a global initiative aimed at following due process and achieving transparency in payments by Extractive Industry (EI) companies to government and government-linked entities. Our Mission is to promote transparency and engender due process in the Nigerian Extractive Industries. In our bid to strengthen our operation we are seeking highly motivated professionals for the following positions:

A) Technical Department

- a. **Technical Director:** S/he will provide qualitative expertise, leadership and technical support to the Secretariat's operations. The position holder will also be required to provide an in depth review of audit reports and explain them to a reasonable level of understanding, develop a remediation master plan and supervise implementation of the plan.
- b. **Team Leader Oil and Gas:** The position holder will support the technical Director in ensuring quality analysis and review of the policies of the petroleum subsector. He/she will carry out research, studies on activities in the oil and gas subsector with the aim of enhancing transparency and service delivery.
- c. **Team Leader Solid Minerals:** The position holder will be required to provide professional expertise and support in the areas of solid minerals exploration, production quotas, fiscal system, subsector economic analysis and the implication of Government policies in ensuring transparency within the subsector. S/he will also be required to provide support in determining the robustness and quality of revenue management systems within the subsector.
- d. **Team Leader Audit:** The position holder will provide technical support to the Technical Director and external auditors in conducting routine audit of the Industry, ensuring quality review of the audit report, implementation of recommendations, and monitoring and evaluation of all the audit findings and recommendation.
- e. **Remediation Officer:** The position holder will be required to coordinate all processes surrounding remediation and support implementation of remedial plan.
- f. **Financial Analyst:** The position holder will be required to conduct an in depth analysis of the sector's financial policies and payment system with the aim of identifying policy challenges, system lapses, revenue leakages and ways of strengthening the system.
- g. **Monitoring and Evaluation Officer:** The job holder will be responsible for monitoring and evaluation of all audit activities, development and maintaining of an audit database which will guide the audit function of the Secretariat.
- h. **Petroleum Analyst:** The position holder will be required to provide professional expertise and support as regards to petroleum exploration, subsector economic analysis and implication of Government policies in the course of ensuring transparency within the extractive industries.
- i. **Policy Analyst:** The position holder will be required to conduct an in depth analysis of the extractive industries sector policies with the aim of identifying policy challenges, system lapses and ways of strengthening the system.
- j. **Solid Minerals Analyst:** The position holder will be required to provide professional expertise and support as regards to ensuring transparency in solid minerals exploration, revenue management system and conduct policy analysis of the subsector.
- k. **Remediation Analyst:** The position holder will be required to monitor measure and evaluate the effectiveness of implemented remedial actions. S/he will also be required to provide technical support in the development of remedial master plan.

Educational Qualification: For vacancies **a), b), c and d)**, candidate should have Bsc degree in Petroleum Engineering, Energy Finance, Petroleum Economics, Economics, Accounting or any other relevant field of study, master's degree or any other additional qualification in any field directly related to Extractive Industries Operations, is required. Possession of doctorate degree in any of the relevant fields will be an added advantage. As for position **e), f), g), h), i), j), and k)**, candidates should have Bsc degree in any of the above fields. Possession of additional qualifications will be an advantage.

B) Communication Department

- a) **Director Communication:** The position holder will ensure well articulated, target focused and cost effective communication dissemination to stakeholders and lead in promoting the image of NEITI. S/he will coordinate all the activities of mass media and Information, Education and communication outputs of the organization, including maintaining close relations with all stakeholders
- b) **Outreach Team Leaders:** The position holder will manage all aspects of NEITI's external strategic relationship with Government, Media and Civil Societies with the aim of achieving NEITI's strategic objectives. Take a lead role in delivering on NEITI's strategic responsibility of sharing collaborative case studies, Audit findings, policy analysis result and research that informs stakeholders of critical issues in the extractive Industry.
- c) **Brand Team Leader:** The position holder will ensure well articulated, target focused and cost effective corporate information and communication is disseminated to targeted recipients in the most effective way.
- d) **Public Information Officer:** The position holder will establish, develop and maintain relationship with the general public, for the purposes of disseminating relevant information as regards the activities of NEITI. S/he will support in explaining technical information to the understanding of the general public in order to enhance transparency.
- e) **Media Relation Officer:** The position holder will be required to use media and press to disseminate relevant information to targeted stakeholders in order to promote transparency and accountability within the extractive industries in Nigeria.
- f) **Government Relation Officer:** The position holder will establish, develop, coordinate and maintain relationships with relevant Government agencies for the purposes of gaining information, providing advice on key issues and feedback on the results of research and audit with the aim of promoting transparency.
- g) **Civil Society Liaison Officer:** The position holder will establish, develop, coordinate and maintain relationships with Civil Society Organizations for the purposes of disseminating information and build their capacity on revenue tracking, policy analysis and in the implementation of audit recommendation.
- h) **Publication Officer:** The position holder will manage the printing and publication of all information, education and communication materials. S/he will ensure target distribution that will yield significant outcome and availability.

Educational Qualification: For vacancies **a), b), and c)**, candidates should have Graduate degree in communications, journalism, public relation, marketing or any other related area, with demonstrated ability to manage external and internal multimedia communications in a large, complex extractive industries related project. Possession of Masters Degree or relevant professional qualification is required. As for vacancies **d), e), f), g) and h)**, candidates should have graduate degree in communication, journalism, public relation, marketing or any other relevant area. Possession of Master degree and or relevant professional qualification will be an advantage.

C) Executive Secretary Department

a) Secretariat Secretary and Legal Adviser

The position holder will ensure that NEITI complies with appropriate legal requirements, provide oversight on all legal aspects of NEITI's activities with the aim of promoting the Organization's corporate image and manage interface with other corporate and public entities. S/he will serve as the organizational chief legal adviser and Secretariat secretary; providing strategic and operational support to the Secretariat across the functions of legal agreement, legal interpretation and other legal services.

b) **Legal Officer:** Reporting to Legal secretary, the position holder will be required to support the secretariat in ensuring NEITI complies with appropriate legal requirements through the development and vetting of legal agreements; memorandum of understanding and other legal documents.

c) **Executive Assistant:** The position holder will be required to provide administrative support to the Executive Secretary in dealing with secretarial and administrative tasks.

d) **Internal Auditor:** NEITI is committed to ensuring the highest levels of professional competence and financial integrity. The position holder will be expected to meet this commitment through the delivery of an agreed programme of internal audit work, by performing audits of the operation of the Secretariat and NSWG.

e) **Resource Disbursement Team Leader:** The position holder will assist NEITI and other relevant stake holders (NGOs, CBO, Local Authorities and government agencies) to develop and implement an integrated and coordinated resource disbursement tracking, monitoring and reporting system, with the aim of ensuring the effective usage of revenue derived from the extractive industries.

f) **Resource Disbursement Officer:** The position holder will support the Resource Disbursement Team Leader, to effectively deliver on the departments' roles and responsibilities.

Educational Qualification: For a), candidate should have graduate degree in Law, postgraduate degree in law or any relevant professional qualification is required. For position b) and c), candidate should have graduate degree in law, possession of postgraduate degree or professional qualification is an advantage. For position d), candidate should have graduate degree in Accounting, Economics, Finance, Auditing or any other relevant field of study. Possession of ACCA, ACA, CFE or CPA is required. For vacancies **e), and f)**, candidate should possess graduate degree in Accounting, Law, Finance, Economics, Auditing, Development Economics or any other relevant field of study.

D) Finance and Administration Department

a) **Director Finance and Administration:** The position holder will be required to provide qualitative support services to the Secretariat's operations through effective implementation of policies and procedures governing finance and administration, and ensure effective and optimal utilization and allocation of resource to all arms of the Secretariat. Develop and Implement financial management policies and procedures, develop tools and systems ensuring compliance with NEITI's overall financial policies.

b) **Human Resources and Admin Team Leader:** The position holder will be required to provide effective support to the Secretariat as regards its Human Resources Planning (staffing, promotion, and compensation), Organization (structure, job design, and training), Leadership and Control (Performance Management System).

c) **Accounts Team Leader:** The position holder will provide qualitative support services to the organization's operations through effective implementation of financial policies and procedures governing financial management & control.

d) **Procurement Officer:** The position holder will provide qualitative support services to the organization's operations through effective implementation of business policies and procedures governing procurement management & control.

e) **ICT Admin Officer:** S/he will ensure qualitative customer service by assisting in the design, development and implementation of industry-best ICT policies, processes and procedures. The position holder will also ensure smooth running of systems, programs and technology hardware within the organization through the provision of specialist and technical support.

f) **HR Officer:** S/he will assist in providing qualitative support services to the organization's operations through effective implementation of sound policies and procedures governing HR management & control. Specifically, s/he will be required to develop and maintain effective Human Resources Management Information System.

g) h) **Accounts Officer:** S/he will maintain accounts payable and accounts receivable systems in order to ensure complete and accurate records of all resources and transactions. Specifically will be required to ensure the Implementation of financial and banking policies/procedures.

h) i) **Logistic Officer:** To provide qualitative support services to the Secretariat through effective coordination of the activities of members of the NSWG, management and staff of the Secretariat. S/he will provide logistic support to the Secretariat.

i) j) **Budget Officer:** S/he will manage and coordinate all the Secretariat's budgeting processes. The position holder will be required to ensure an effective means of developing budget, implementing the budget and conducting budget reviews as at when due.

j) k) **Clerical Officer:** The position holder will be required to support operational aspect of the various departments in the Secretariat. S/he will be required to ensure effective documentation and adherence to agreed process flow.

k) l) **Office Assistant:** The position holder will be required to provide assistance in the day to day running of the office as may be required and ensure smooth running of all processes.

l) **Educational Qualification:** For vacancies **a), b) and c)**, candidates should possess graduate degree in Accounting, Finance, Economics, Business administration or Social Science. Possession of ACCA, ACA, CPA or any other relevant professional qualification is required. For vacancy **e)**, candidate should possess Bsc or HND in Electronics, Computer Science, Electrical/electronic engineering or any technology/system related field of study. For vacancies **d), f), g), h), i), and j)**, candidates should possess graduate degree in any of the relevant social science field of study, possession of additional qualification in relevant field of study is an added advantage. Candidates applying for vacancy **k)**, should possess OND in any of the relevant social science field of study. As for vacancy **l)** candidates should have Senior Secondary School Certificate of Examination with a minimum of 3 credits.

Experience: Director positions at least 12 years of experience, out of which 5 years must be in a top Management position.
Team Leaders at least 8 years relevant experience, out of which 3 years must be in a supervisory level.
Officers positions at least 5 years of experience, out of which 2 years must be in similar role.
Clerical Officers at least 3 years of experience, out of which 2 years must be in similar role.
Office Assistant at least a year experience in similar role.

Method of Application: Interested candidates should access the secretariat's website at www.neiti.org.ng to read through positions' detailed job descriptions and forward their detailed resume **using the title of the position they are applying for as the subject of the mail** on or before Friday, 10th July 2009, to the relevant email address as indicated below;

Technical Department Vacancies technicalvacancies@neiti.org.ng

Communication Department Vacancies communicationvacancies@neiti.org.ng

Executive Secretary Department Vacancies executivesecretaryvacancies@neiti.org.ng

Finance and Admin Department Vacancies financeandadminvacancies@neiti.org.ng

Please note that only application submitted in this format will be accepted and treated

Signed: **Executive Secretary, NEITI**