

**NIGERIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE**  
**Role Profile of Solid Minerals Team Lead**

<b>Title of the position:</b> Team Leader Solid Minerals	<b>Location of the job (Department &amp; Division):</b> Technical Division
<b>Number of subordinates:</b> 1	<b>Reports to:</b> Technical Director
<b>Core purpose of the job</b>	
<p>The position holder under the guidance and supervision of Technical Director will be required to provide professional expertise and support as regards to solid minerals exploration, production quotas, fiscal system, subsector economic analysis and the policy implication of Government policies and their impact in the course of ensuring transparency within the extractive industries.</p> <p>S/ he will be required to provide tactical support in ensuring quality of revenue management system within the subsector, develop a strong network within the subsector with the aim of ensuring an effective coordination and monitoring.</p>	
<b>Key performance area</b>	
<b>Core, essential responsibilities/ outputs of the position (KPA's)</b>	
<p><b>Role complexity;</b></p> <ul style="list-style-type: none"> <li>• Information gathering</li> <li>• Policy Analysis</li> <li>• Production Quotas</li> <li>• Revenue Management</li> <li>• Fiscal system</li> <li>• Networking/ Relationship building</li> </ul>	
<p><b>Task complexity:</b></p> <ul style="list-style-type: none"> <li>• Based on the solid minerals subsector policy analysis conducted, develop, document and disseminate policy messages for relevant stakeholders as key policy messages for Government and CSOs</li> <li>• Support in the review of NETI's annual audit report as regards solid minerals exploration and make appropriate recommendation for remediation, monitoring and evaluation and system strengthening.</li> <li>• Based on the outcome of the annual audit exercise of the Nigerian extractive industries, review all issues and matters as relates to the petroleum subsector to ensure accuracy, integrity and quality control.</li> <li>• Ensuring relevant information as regards to solid mineral policy and solid minerals economic analysis is handy and used towards the achievement of the secretariat's overall objectives.</li> </ul>	

- Analyzing policy implementation and policy issue affecting the solid Minerals subsector in the country and pro-actively suggest possible impact in the course of achieving NETI's set objectives.
  - Developing a system of tracking and monitoring production quotas and guidelines to ensure effective compliance.
  - Carrying out research on possible revenue leakages within the solid minerals revenue management system and suggest ways of strengthening the system.
  - Utilize existing models and contribute to the development of improved models for revenue forecasting and fiscal planning.
  - Based on the outcome of NETI's audit report, conduct policy dialogue relies on strong partnerships among subsector stakeholders: government departments and CSOs for effective collaboration and co-ordination.
  - Co-ordinate and collaborate with other technical actors in the sector and with those involved in analysis of Nigeria's solid mineral subsector transparency initiative and the Public Expenditure Management.
  - Develop and strengthen relationships with policy makers, particularly government regulatory bodies and operators with the aim of having first class information and or passing relevant information.
  - Effectively ensure the accuracy of reported data as related to the solid minerals subsector.
  - Produce general and specific subsector briefings to Donors and representation at policy fora when appropriate.
  - Support the communication department with relevant technical information to enhance their advocacy activities.
  - Design and implement a programme of tracking the implementation of audit recommendation with the subsector's operations.
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- Design, develop and ensure implementation of technical capacity building programme of relevant stakeholders as relates to the activities of the subsector.
  - Design, implement and manage a quarterly reporting framework and process, to enable the technical Director to monitor revenue flows to the Government from the solid minerals subsector
  - Responsible for the facilitation of the development of new and improvement of the existing technical processes and procedure to ensure the department is abreast with the continuous changes in the solid minerals subsector.
  - Ensure prompt generation of Management Information report as at when due
  - Perform other duties as may be assigned from time to time by the Technical Director.

### Supervisory Complexity:

- Monitor and evaluate the performance of team members
- Ensure compliance with defined operational guidelines
- Conduct routine assessment of team member' s competency and recommend for training programs to address identified gaps
- Ensure adherence to defined policies and procedures.
- Monitor and evaluate the performance standards of direct report.
- Access subordinates' training needs and ensure prompt bridging of identified gaps by recommending relevant training programs.
- Ensure adherence to best standards and practice within the department.

### Leadership Complexity:

- Provide clear direction and mentoring to direct report.
- Motivate subordinates towards the attainment of goals.
- Develop subordinate's management skills through effective delegation of authority.

### Managerial complexity:

- Provide clear interpretation of the direct report's roles and expectation.
- Manage direct report's expectations.
- Identify and maximize subordinates' potentials.
- Manage and resolve conflicts.

### Creativities (improvement/ innovation inherent):

- Keep the department abreast with new changes within the subsector
- Effectively re-engineer existing processes to reflect industry standard
- Significantly up grade performance of direct report in line with the overall company strategy

### Vulnerabilities (control span)

- Exploration techniques
- Government policy
- Technical Director's expectation
- Staff expectations not matching reality on ground
- Interdepartmental dependencies

### Collaboration

### Responsibility towards:

- **Direct report:** 1 technical staff,
- **Matrix report:** None
- **Key customer:** Technical Director, Communication Director, CSOs
- **Relations:** Other departments/ units

<b>Discretionary space</b>
<p><b>Independent thought and Judgment:</b></p> <ul style="list-style-type: none"> <li>• Government policies</li> <li>• Predetermined policies and procedures.</li> <li>• Development of operational policies, guidelines and quality control</li> </ul>
<b>Minimum Requirements</b>
<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Civil Engineering, Geology, Geophysics, social sciences or related field, master's degree or additional qualification in any field directly related to Solid Minerals exploration, marketing and pricing is required.</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• At least 8 years relevant experience, 3 of which should be at supervisory level.</li> </ul>
<p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Solid Minerals Operations</li> <li>• Solid Minerals exploration</li> <li>• Policy analysis</li> <li>• Networking</li> <li>• Report writing</li> <li>• Relationship Management</li> </ul>
<b>Competencies</b>
<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Revenue Management system in the Nigerian solid minerals subsector</li> <li>• Deep understanding of the marketing and pricing of solid minerals in Nigeria</li> <li>• Public policy analysis</li> <li>• Solid Minerals reform efforts/ initiatives</li> <li>• Quality control system development</li> <li>• Learning capturing and dissemination</li> <li>• Writing of a high level and or sensitive report.</li> <li>• Knowledge of Auditing standard and practice (National and International)</li> <li>• Knowledge of Research methodologies</li> <li>• Economic analysis skills</li> </ul>
<p><b>Skills/ physical competencies:</b></p> <ul style="list-style-type: none"> <li>• Interpersonal skills</li> <li>• Multi-tasking</li> <li>• Analytical</li> <li>• Seeing the bigger picture while working with pragmatic data</li> </ul>
<p><b>Behavioural qualities:</b></p> <ul style="list-style-type: none"> <li>• Tactical and interpersonal</li> </ul>

<ul style="list-style-type: none"> <li>• Proactive identification and elimination of inefficiencies.</li> <li>• Continual self and subordinate development.</li> <li>• Goal and quality oriented</li> </ul>		
<p align="center"><b>General working conditions (e.g. shift work, specific tools, special clothing, environmental requirements, etc.)</b></p>		
<ul style="list-style-type: none"> <li>• Normal hours</li> <li>• Office environment</li> <li>• Will be required to conduct site visits to stakeholders' offices</li> <li>• May be required to work extended work hours</li> </ul>		
<p align="center"><b>Quality Standards</b></p>		
<ul style="list-style-type: none"> <li>• Ensure that the Secretariat has at its disposal all the required technical expertise with regards to Solid Minerals exploration, pricing and marketing.</li> <li>• Ensure quality control of audit report as relates solid mineral subsector</li> <li>• Ensure effective tracking and monitoring of revenue due to the Government as relates to the subsector</li> <li>• Ensure achievement of agreed Key Performance Indicators</li> </ul>		
<p align="center"><b>Sign-off / Approval</b></p>		
<b>Executive Secretary:</b>	<b>The staff:</b>	<b>HR Manager:</b>
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>