

## NIGERIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE

### Media Relation Officer Job Profile

<b>Title of the position:</b> Civil Society Relation Officer	<b>Location of the job (Department &amp; Division):</b> Communication Department
<b>Number of subordinates:</b> N/A	<b>Reports to:</b> Outreach Team Leader
<b>Core purpose of the job</b>	
<p>Within the context of NEITI's Communication Strategy; use Civil Societies, NGOs, CBOs and other relevant pressure groups to disseminate relevant information to targeted stakeholders and sensitize the general public in order to promote transparency and accountability within the extractive industries in Nigeria. The position holder will also be required to build their capacity, enhance coordination of their activities with the aim of ensuring the achievement of NEITI's strategic objectives.</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 dissemination</li> <li>➤ Capacity Building and development</li> <li>➤ Developing and promoting effective coordination</li> <li>➤ Writing/developing policy briefing</li> </ul>	
<p><b>Task complexity:</b></p> <ul style="list-style-type: none"> <li>• Support Civil Societies, NGOs, CBOs and other relevant bodies in ensuring transparency within the extractive Industry.</li> <li>• Conduct and Share collaborative case-studies, impact surveys and other research that informs policy of critical issues in extractive industries service delivery and its design with the Civil Societies and ensure effective usage of the information.</li> <li>• Build the capacity of CSOs and other relevant stakeholders in all aspects required that will enhance their operation and sustainability</li> <li>• Managing the process of identifying, segmenting and targeting specific Pressure groups with particular strategies, messages or</li> </ul>	

training programmes through various media and interpersonal channels, traditional and non-traditional.

- Ensure the Integration of NEITI's strategic objectives with that of the Civil Societies.
- Develop and Ensure effective coordination of the activities of all the relevant Civil Societies towards the achievement of common goal.
- Support in managing information and public affairs activities, such as lobbying with decision makers through personal contacts and direct mail; holding seminars; rallies and news-making events; ensuring regular newspaper, magazine, television and radio coverage and obtaining endorsements from popular people.
- Support in creating a social movement for national call for transparency within the extractive industries, by mobilizing Civil Societies to support and disseminate relevant information for the achievement of same cause.
- Support in translating/making audit findings understandable to the level of each organization working with NEITI.
- **Any other duty as may be required by the brand team leader**

**Supervisory Complexity:**

- None

**Leadership Complexity:**

- None

**Managerial complexity:**

- None

**Creativities (improvement/innovation inherent):**

- Design and develop creative means of ensuring effective coordination within the Civil Societies.
- Develop an effective means of building the capacity of the Civil Societies.
- Significantly up grade self performance in line with the overall company strategy

**Vulnerabilities (control span)**

<ul style="list-style-type: none"> <li>• Strategy documents</li> <li>• Strategic objectives of the Civil Societies</li> <li>• Policies and Procedure violation</li> <li>• Brand image of the organization</li> </ul>
<b>Collaboration</b>
<p><b>Responsibility towards:</b></p> <ul style="list-style-type: none"> <li>• <b>Direct report:</b> None</li> <li>• <b>Matrix report:</b> All departmental Heads</li> <li>• <b>Key customer:</b> CSOs, General Public</li> <li>• <b>Relations:</b> Other departments/units</li> </ul>
<b>Discretionary space</b>
<p><b>Independent thought and Judgment:</b></p> <ul style="list-style-type: none"> <li>• Predetermined policies and procedures.</li> <li>• Development of operational policies, guidelines and quality control</li> <li>• Audit standard and best practise</li> </ul>
<b>Minimum Requirements</b>
<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Graduate degree in development studies, public policy &amp; social administration; international relations; development economics or journalism or any other relevant field of study.</li> <li>• Knowledge of research methodologies and policy/technical issues in the extractive industries</li> <li>• Understanding of the role of communication in development and ensuring transparency.</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• At least 5 years relevant experience, 2 of which should be at similar role.</li> </ul>
<p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Communication management</li> <li>• Social marketing</li> <li>• Capacity building</li> <li>• ICT skills</li> </ul>
<b>Competencies</b>

**Knowledge:**

- Understanding of technical, social and institutional issues relating to the extractive industries reform initiatives
- Understanding the mode of operation of Civil Societies
- Knowledge of communication and profile rising.
- Knowledge of writing coaching and support.
- Experience of managing communication and advocacy projects and working with media.
- Experience of involvement in carrying out international research projects.
- Experience of implementing through, and working with, partner organizations in an advisory capacity
- Experience in advocacy and communication planning.
- Experience in training needs identification and planning
- Publication of at least one book, journal article or newspaper article

**Skills / physical competencies:**

- Excellent oral and written communication skills.
- Analytical and research skills
- Good numeracy skills.
- Facilitation and negotiation skills.
- Computer literate
- Written and spoken English language.

**Behavioural qualities:**

- Sensitivity
- Diplomacy
- A can do attitude
- Communication skills, both for a professional/specialist and lay audience.
- Public speaking skills
- Articulate with above average presentation skills
- Team player

<b>General working conditions (e.g. shift work, specific tools, special clothing, environmental requirements, etc.)</b>		
<ul style="list-style-type: none"> <li>• Normal hours</li> <li>• Office environment</li> <li>• Will be required to conduct off site visits</li> <li>• May be required to work extended work hours</li> <li>• Entails a lot of travelling</li> </ul>		
<b>Quality Standards</b>		
<ul style="list-style-type: none"> <li>• Ensure right information reaches the targeted audience</li> <li>• Ensure safe guarding brand image of the organization</li> <li>• Ensure relevant stakeholders have the required skills and knowledge to understand audit findings</li> </ul>		
<b>Sign-off / Approval</b>		
<b>Executive Secretary:</b>	<b>The staff:</b>	<b>HR Manager</b>
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>