

**Nigeria Extractive Industries Transparency Initiative (NEITI)**  
**Job Profile of Clerical Officer**

<b>Title of the position:</b> Clerical Officer	<b>Location of the job (Department &amp; Division):</b> Finance & Admin. Division
<b>Number of subordinates:</b> 0	<b>Reports to:</b> Logistic Officer
<b>Mission/<span style="color: red;">Core purpose of the job</span> (short description)</b>	
<p>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. Clerical Officer will be required To assist in operating and maintaining all administration, financial and Personnel systems and records and provide clerical / typing and other administrative support to Administrators and Managers.</p>	
<b>Key performance area</b>	
<b><span style="color: red;">Core, essential responsibilities/outputs of the position (KPA's)</span></b>	
<p><b>Role complexity:</b></p> <ul style="list-style-type: none"> <li>• Administrative duties</li> <li>• Documentation Management</li> <li>• Personnel data management</li> <li>• Typing and reporting</li> </ul>	
<p><b>Task complexity:</b></p> <ul style="list-style-type: none"> <li>• Sorts mail received by administrative staff and attaches pertinent back-up materials, responds to informational requests, and drafts preliminary responses; types drafts and a wide variety of finished documents from stenographic notes, brief instructions or prior materials; uses word processing equipment and inputs and retrieves data from an on-line or personal computer system.</li> <li>• Organizes and maintains various administrative, reference and follow-up files; relieves manager and supervisors of certain administrative matters by maintaining a tickler file and following up on projects,</li> </ul>	

transmitting information, keeping informed of pertinent activities, making appointments and maintaining a calendar, scheduling and arranging for meetings and making travel arrangements.

- Assist in maintaining an effective filing system and other appropriate work systems
- Photocopy and maintain adequate stocks of relevant information as required
- Contribute in maintaining an effective communication system by participating in the preparation and circulation of information as required.

**Supervisory Complexity:**

- None.

**Leadership Complexity:**

- None.

**Managerial complexity:**

- None

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

- Effective means of supporting the administrative functions of the Secretariat
- Proactive means of multi-tasking.

**Vulnerabilities (control span)**

- Lack of punitive actions for service level defaults.
- Conflicting instruction

**Collaboration**

**Responsibility towards:**

- **Direct report:** None
- **Matrix report:** None
- **Key customer:** Company's staff

<ul style="list-style-type: none"> <li>• <b>Key supplier:</b> None</li> <li>• <b>Relations:</b> Other departments/units</li> </ul>
<b>Discretionary space</b>
<b>Independent thought and Judgment:</b> <ul style="list-style-type: none"> <li>• Predetermined policies and procedures.</li> <li>• Definition and allocation of targets</li> </ul>
<b>Minimum Requirements</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>• Candidate should possess OND in any of the relevant social science field of study</li> </ul>
<b>Experience:</b> <ul style="list-style-type: none"> <li>• At least 3 years relevant experience out of which 1 must be in similar role.</li> </ul>
<b>Training:</b> <ul style="list-style-type: none"> <li>•</li> <li>• Telephone ethics</li> <li>• Receiving visitors</li> <li>• Maintenance of basic office equipment</li> <li>• Usage of office equipment</li> </ul>
<b>Competencies</b>
<b>Knowledge:</b> <ul style="list-style-type: none"> <li>• Knowledge of the usage of MS Office</li> <li>• Knowledge of the usage of photocopying machine</li> <li>• Knowledge of the usage of fax and other office equipment</li> <li>• Security awareness</li> </ul>
<b>Skills / physical competencies:</b> <ul style="list-style-type: none"> <li>• Interpersonal skills</li> <li>• Task management</li> </ul>

<b>Behavioural qualities:</b> <ul style="list-style-type: none"> <li>• Patience and endurance</li> <li>• Integrity and transparency</li> <li>• Enthusiasm and zeal towards work</li> <li>• Good work habits with minimal turn around time</li> </ul>
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<ul style="list-style-type: none"> <li>• Good teaming ability</li> </ul>		
<p><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>• 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 internal customer satisfaction</li> <li>• Ensure office tidiness</li> <li>• Adequate support to the administrative services of the Secretariat</li> </ul>		
<p align="center"><b>Sign-off / Approval</b></p>		
<b>HR Manager:</b>	<b>Director F&amp;A:</b>	<b>CEO:</b>
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>