

NIGERIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE
Job Profile of Government Relation Officer

Title of the position: Government Relations Officer	Location of the job (Department & Division): Communication Department
Number of subordinates: N/ A	Reports to: Outreach Team Leader
Core purpose of the job	
<p>The position holder under the guidance and direction of the outreach team leader will establish, develop and maintain relationships with all relevant Government agencies working in the extractive industries sector, for the purposes of gaining information, providing advice to them on key issues and feedback on the results of research, audit and analysis of the happenings within the extractive industries sector. The position holder will be required to liaise with other agencies and individuals regarding NEITI's programmes with a view to learning from them and advocating the adoption by others of remediation recommended by the audit report as well as coordinating the activities of various Government agencies with regards to the remediation activities.</p>	
Key performance area	
Core, essential responsibilities/ outputs of the position (KPA's)	
<p>Role complexity:</p> <ul style="list-style-type: none"> • Relationship building • Relationship management • Information dissemination • Coordination • Advocacy • Networking 	
<p>Task complexity:</p> <ul style="list-style-type: none"> • Identify key Government agencies on which NEITI and its partners should focus their advocacy efforts. • Identify the different stakeholders within the Extractive industries sector in the country and set out strategies for informing and influencing them. • Draw up NEITI's Advocacy strategy and Plans • Develop and agree on the indicators to measure the impact with which to measure progress towards the objectives in the Advocacy Plans. • Establish, develop and maintain relationships with Government agencies working in the extractive sector, academia, and research institutions for the purposes of gaining information and advice from them on key issues and feedback on the results of NEITI's audit findings and recommendation. • Strengthen the collaboration between NGOs and government departments at 	

<p>federal and state level.</p> <ul style="list-style-type: none"> • Support the coordination of the implementation of the recommendation of all remediation activities with the Government agencies • Promote the development and implementation of sector policies, strategies, standards and guidelines at all levels.
<p>Supervisory Complexity:</p> <ul style="list-style-type: none"> • None
<p>Leadership Complexity:</p> <ul style="list-style-type: none"> • None
<p>Managerial complexity:</p> <ul style="list-style-type: none"> • None
<p>Creativities (improvement/ innovation inherent):</p> <ul style="list-style-type: none"> • Creatively develop means of building effective relationships with Government agencies • Enhance networking with the agencies • Significantly up grade individual performance in line with the overall company strategy

<p>Vulnerabilities (control span)</p> <ul style="list-style-type: none"> • Government policies • Audit report and recommendation • Willingness of the Government agencies
<p>Collaboration</p>
<p>Responsibility towards:</p> <ul style="list-style-type: none"> • Direct report: None • Matrix report: None • Key customer: FIRS, NNPC, DPR, FMAFC, Ministry of Finance, CBN etc • Relations: External stakeholders
<p>Discretionary space</p>
<p>Independent thought and Judgment:</p> <ul style="list-style-type: none"> • Audit Report • Government report
<p>Minimum Requirements</p>
<p>Education:</p> <ul style="list-style-type: none"> • Degree in development studies, public policy & social administration; international relations; development economics or journalism

<p>Experience:</p> <ul style="list-style-type: none"> • At least 5 years relevant experience, 2 of which should be at similar role.
<p>Training:</p> <ul style="list-style-type: none"> • Advocacy • Networking • Relationship building and management • Communication
Competencies
<p>Knowledge:</p> <ul style="list-style-type: none"> • Understanding of technical and institutional issues relating to the Nigerian Extractive Industries • Knowledge of communication and profile raising. • Experience of managing communication and advocacy projects and working with Government agencies.
<p>Skills/ physical competencies:</p> <ul style="list-style-type: none"> • Analytical skills • Persuasive • Seeing the bigger picture • Communication skills at all levels

<p>Behavioural qualities:</p> <ul style="list-style-type: none"> • Goal and quality oriented • Multi tasking 		
General working conditions (e.g. shift work, specific tools, special clothing, environmental requirements, etc.)		
<ul style="list-style-type: none"> • Normal hours • Office environment • Will be required to conduct off site visits • May be required to work extended work hours 		
Quality Standards		
<ul style="list-style-type: none"> • Ensure effective and mutual relationship with relevant Government agencies • Implementation of remedial recommendations • Provision of relevant information at the right time 		
Sign-off / Approval		
Executive Secretary:	The staff:	HR Manager
Date:	Date:	Date:

