

NIGERIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE
Internal Auditor Job Profile

Title of the position: Internal Auditor	Location of the job (Department & Division): Internal Control
Number of subordinates: N/A	Reports to: Executive Secretary
Core purpose of the job	
The position holder under the guidance and supervision of Oil and Gas Team Leader, will be required to provide the team leader with key professional expertise and support as regards to petroleum 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.	
Key performance area Core, essential responsibilities/outputs of the position (KPA's)	
Role complexity: <ul style="list-style-type: none"> • Information gathering • Policy Analysis • Production Quotas • Revenue Management • Fiscal system 	
Task complexity: <p>Ensuring relevant information as regards to petroleum policy and petroleum economic analysis is handy and used towards the achievement of the secretariat's overall objectives.</p> <p>Analyzing policy implementation and policy issue affecting the Petroleum subsector in the country and pro-actively suggest possible impact in the course of achieving NEITI's set objectives.</p> <p>Developing system of tracking and monitoring production quotas to ensure compliance.</p> <p>Carrying out research on possible revenue leakages within the petroleum revenue management system and suggest ways of strengthening the system.</p> <p>Utilize existing models and contribute to the development of improved models for revenue forecasting and fiscal planning.</p> <p>Manage and coordinate collaborative case-studies, impact surveys and other operational analysis approaches to inform critical issues in the petroleum service delivery and its design.</p> <p>Writing policy briefings and case studies to guide the NWSC, the secretariat and other key policy level actors towards improving transparency and effective revenue utilization in the Country.</p> <p>Building the capacity of NEITI secretariat and other relevant stakeholders in petroleum policy analysis and understanding of the macro and micro economic issues pertinent to the sub sector.</p> <p>Build and maintain, a database of specialist organizations and other key players operating within the subsector highlighting roles and responsibilities.</p> <p>Co-ordinate and collaborate with other policy actors in the subsector and with those involved in ensuring transparency and or accountability within the subsector.</p> <p>Assist the NEITI technical unit in research, auditing of Covered Entities, compilation and review of</p>	

<p>audit reports.</p> <p>Undertake economic analysis on oil & gas sector related issues and the varying implications on the activities and objectives of the NEITI.</p> <p>Assist in providing technical support on oil & gas policy that would significantly impact on the key parameters that affect revenue.</p> <p>Review of industry reports and provision of periodic analysis.</p> <p>Assist in researching and preparation of presentations/papers for the Executive Secretary NEITI</p> <p>Liaise with key government agencies involved in the sector and obtain relevant oil company data</p>
<p>Supervisory Complexity:</p> <ul style="list-style-type: none"> Effectively ensure utilization of allocated resources to jobholders. Support the implementation of defined policies and procedures. Help in identifying subordinates' training needs and ensure prompt bridging of identified gaps by recommending relevant training programs.
<p>Leadership Complexity:</p> <ul style="list-style-type: none"> Provide positive feedback to support mentoring of direct reports. Promote and encourage teamwork among subordinates. Develop subordinate's management skills through effective delegation of authority.
<p>Managerial complexity:</p> <ul style="list-style-type: none"> Provide clear interpretation of direct report's expectation Clear role ambiguities and ensure clear role delineation between direct reports Identify and maximize subordinates' potentials. Manage and resolve conflicts.
<p>Creativities (improvement/innovation inherent):</p> <ul style="list-style-type: none"> Continuously improve on the existing system to make the Secretariat be abreast with the new trends in the sector. Significantly up grade individual performance in line with the overall company strategy
<p>Vulnerabilities (control span)</p> <ul style="list-style-type: none"> Direct reports expectation Stakeholders' expectation and competency Policy interpretation and policy development
Collaboration
<p>Responsibility towards:</p> <ul style="list-style-type: none"> Direct report: None Matrix report: None Key customer: Oil and Gas Team Leader, Policy Analyst Relations: External stakeholders
Discretionary space
<p>Independent thought and Judgment:</p> <ul style="list-style-type: none"> Petroleum Subsector policies Economic policies
Minimum Requirements
<p>Education:</p> <ul style="list-style-type: none"> Bachelor's degree in Petroleum Economics, Economics, Energy Finance or any other relevant field, possession of professional qualification and or Master Degree will be an added advantage.

Experience:		
<ul style="list-style-type: none"> • At least 5 years relevant experience, 2 of which should be at supervisory level. 		
Training:		
<ul style="list-style-type: none"> • Crude oil pricing • Oil production quota • Royalty calculation • Economic Analysis • Policy Analysis and review • Report writing • Relationship Management 		
Competencies		
Knowledge:		
<ul style="list-style-type: none"> • Understanding of technical and institutional issues relating to petroleum subsector in the Country • Understanding and ability to determine how crude oil price is arrived at. • Strong understanding of fiscal system – tax policy, royalties etc • Good understanding of macroeconomic indices, • Ability to analyze policy and its impact with supporting evidences • Strong numeric and analytical skills • Excellent report writing • Good communication skills 		
Skills / physical competencies:		
<ul style="list-style-type: none"> • Analytical skills • Process implementation • Communication skills at all levels 		
Behavioural qualities:		
<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 the availability of relevant technical data/information as relates to production, exploration and fiscal management system of the petroleum subsector • Ensure adequate policy analysis of the petroleum subsector • Reporting the impact of the existing policies in the subsector • Providing platform to advocate for policy reform and or change in order to promote transparency within the sector. 		
Sign-off / Approval		
Executive Secretary:	The staff:	HR Manager
Date:	Date:	Date: