

# Nigeria Extractive Industries Transparency Initiative (NEITI)

## Job Profile Legal Officer

<b>Title of the position:</b> Legal Officer	<b>Location of the job (Department &amp; Division):</b> Legal Services
<b>Number of subordinates:</b> 2 Direct Reports	<b>Reports to:</b> Secretariat Secretary and Legal Adviser
<b>Mission/Core purpose of the job (short description)</b>	
<ul style="list-style-type: none"> <li>▪ Support the Secretariat Secretary and Legal Adviser in ensuring that NEITI complies with appropriate legal requirements for the continued existence of the organization and effectively mitigate the company's legal exposure.</li> </ul>	
<b>Key performance area</b>	
<b>Core, essential responsibilities/outputs of the position (KPA's)</b>	
<b>Role complexity:</b> <ul style="list-style-type: none"> <li>• Mitigation of legal exposure</li> <li>• Guidance on legal regulation</li> <li>• Regulatory compliance</li> <li>• External solicitors management</li> </ul>	
<b>Task complexity:</b> <ul style="list-style-type: none"> <li>▪ Support in the implementation of the departmental strategy and ensure its alignment with NEITI's corporate strategy, strategic goals and objectives</li> <li>▪ Perform drafting, vetting and reviewing of all statutory and regulatory agreements, perfections, contracts and other formal arrangements including administrative and personnel matters.</li> <li>▪ Support the review of NEITI's annual audit to ensure compliance with the legal requirements</li> <li>▪ Support the Secretariat Remediation work and ensure compliance with regulatory requirements</li> <li>▪ Support in providing guidance to the Secretariat's policy, financial and monitoring and evaluation services.</li> <li>▪ Support in the articulation of alliance guidelines and agreement with third parties and liaise with operators/regulators in the industry to implement such</li> <li>▪ Support in ensuring NEITI's compliance with stipulated statutes such as the NEITI's Act, and other Public Institution regulations.</li> <li>▪ Provide support in the appointment of external legal solicitors to assist in providing legal services to NEITI</li> <li>▪ Attend to external enquiries on the Secretariat, the Act and other regulation guiding the operation of the Secretariat.</li> <li>▪ Act as secretary to NEITI's management committee meetings in the absence of the Secretariat Secretary.</li> <li>▪ Provide support and assistance in overseeing the development and implementation of effective media/public relations and crisis management systems and processes.</li> </ul>	

<p><b>Supervisory Complexity:</b></p> <ul style="list-style-type: none"> <li>• Ensure strict adherence to defined legal services policies and procedures.</li> <li>• Ensure adherence to regulatory requirements and provided by the NEITI act and other public sector Organization’s regulatory bodies.</li> </ul>
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<p><b>Leadership Complexity:</b></p> <ul style="list-style-type: none"> <li>• Provide clear direction and support to all internal and external Legal services of the Organization.</li> <li>• Take a key leadership role in ensuring and mitigating the Organization’s legal risks and exposure.</li> <li>• Promote and encourage teamwork among subordinates.</li> <li>• Motivate subordinates towards the attainment of goals.</li> <li>• Develop subordinate’s management skills through effective delegation of authority.</li> </ul>
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<p><b>Managerial complexity:</b></p> <ul style="list-style-type: none"> <li>• Support in Providing clear interpretation of the organizational Legal services goals and objectives as aligned to the NEITI’s corporate objectives</li> <li>• Provide guidance and support in providing clear interpretation of other department’s role in mitigating legal exposure of the Organization.</li> <li>• Exhibit flexibility in changing circumstances.</li> <li>• Manage and resolve conflicts.</li> </ul>
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<p><b>Creativities (improvement/innovation inherent):</b></p> <ul style="list-style-type: none"> <li>• Continuously develop and manage most effective means of mitigating legal risks as regards the operation of the Organization.</li> <li>• Proactively develop and monitor means of mitigating risk associated with corporate image.</li> <li>• Effectively re-engineer existing processes to reflect industry standard</li> <li>• Proactively identify and eliminate inefficiencies within the department</li> <li>• Significantly up grade teams performance in line with the overall company strategy</li> </ul>
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<p><b>Vulnerabilities (control span)</b></p> <ul style="list-style-type: none"> <li>• Government policies</li> <li>• Legal Interpretation</li> <li>• Effectiveness of external solicitors</li> <li>•</li> </ul>
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**Collaboration**

<p><b>Responsibility towards:</b></p> <ul style="list-style-type: none"> <li>• <b>Direct report:</b> None</li> <li>• <b>Matrix report:</b> Media Relation and Public Relation Officers</li> <li>• <b>Key customer:</b> Executive Secretary, NSWG, External Stakeholders and other staff</li> <li>• <b>Key supplier:</b> External Solicitors</li> </ul>
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**Discretionary space**

<p><b>Independent thought and Judgment:</b></p> <ul style="list-style-type: none"> <li>• Government Policies and Regulations</li> <li>• NEITI Act</li> <li>• EITI Standards</li> </ul>
<p><b>Minimum Requirements</b></p>
<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• A good first degree in Law</li> <li>• Post graduate degree in Law and or Master in Business Administration an advantage</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• At least 5 years relevant experience out of which 3 years must be in similar role.</li> <li>• Working knowledge and understanding of the Nigerian legal framework (corporate and commercial law)</li> </ul>
<p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Mitigation of Legal Exposure</li> <li>• Environmental Scanning</li> <li>• Confidentiality Management</li> </ul>
<p><b>Competencies</b></p>
<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the Nigerian Legal system</li> <li>• Knowledge of EITI legal requirements and operations</li> <li>• In depth knowledge of the Extractive Industry and or Financial Services Industry</li> <li>• Knowledge of audit best practices and standards</li> <li>• Knowledge of NEITI's operation/work plan</li> <li>• Knowledge of the operation of multi-literal and or bi-literal donor organizations services.</li> <li>• Working knowledge of the Microsoft Office suite</li> </ul>
<p><b>Skills / physical competencies:</b></p> <ul style="list-style-type: none"> <li>• Excellent and proven planning, organisational, coordination, negotiation and problem solving skills.</li> <li>• Ability to multi task and function effectively under pressure.</li> <li>• Flexibility, tact, discretion and the ability to work harmoniously with people</li> </ul>
<p><b>Behavioural qualities:</b></p> <ul style="list-style-type: none"> <li>• Excellent communication (written and oral), interpersonal and negotiation skills</li> <li>• High sense of integrity and demonstrated ability to manage confidential</li> </ul>

information <ul style="list-style-type: none"> <li>• Good analytical and problem solving skills.</li> <li>• Ability to maintain confidentiality</li> </ul>		
<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>• May be required to work extended work hours</li> <li>• Domestic and International Travels</li> </ul>		
<b>Quality Standards</b>		
<ul style="list-style-type: none"> <li>• Ensure mitigation of the Organizational Legal exposure</li> <li>• Ensure adequate review of all legal agreements between the Organization and external parties/stakeholder</li> <li>• Ensure adequate legal support to NSWG</li> <li>• Ensure adequate understanding of the legal framework of the NEITI Act by the Organization.</li> </ul>		
<b>Sign-off / Approval</b>		
<b>The Executive Secretary:</b>	<b>The Staff:</b>	<b>HR &amp; Admin Manager:</b>
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>