

Nigeria Extractive Industries Transparency Initiative (NETI)
Job profile of Logistic Officer

Title of the position: Logistics Officer	Location of the job (Department & Division): Finance & Admin Division
Number of subordinates: 3	Reports to: HR and Admin Team Lead
Mission/ Core purpose of the job (short description)	
To provide qualitative support services to the Secretariat through effective coordination of the activities of the members of the NSWG, and management of the Secretariat's fleet. The position holder will also be required to Coordinate travel arrangements by booking accommodation, feeding, and collection of visa forms, processing visa, writing and sending of visa invitation and introductory letters to visitors coming to Nigeria, arranging for drivers to meet them at airports, buying of tickets for staff, interview candidates, consultants and partners.	
Key performance area Core, essential responsibilities/ outputs of the position (KPA's)	
Role complexity: <ul style="list-style-type: none"> • Effective logistic support to the Secretariat • Effective management of the organization's fleet • Develop and implement operational policies and procedures in line acceptable industry practice. • Define overall operational plan for the management of the day-to-day logistics related issues of the organization. • Manage cross-functional relationships with other departments and units. 	
Task complexity: <ul style="list-style-type: none"> • NSWG meetings: Support the Director of services in the planning and organization of the NSWG monthly meetings. • Steering Committee/ CSO meetings: Planning and organizing meetings between civil society organizations and the NETI as well as the NETI Steering committee meetings. • Other meetings: Coordinating any other meetings the NSWG or NETI secretariat may be involved with such as meetings with Donor agencies, Embassies, other government agencies etc. • Remediation Program: Coordinate the work of the Inter Ministerial Task Team (IMTT) set up in May 2006 to develop and implement a remediation strategy for the identified lapses from the NETI Audits. • Audit Program: Monitor the work carried out by the Auditors and ensure that deadlines are being adhered to. 	

<ul style="list-style-type: none"> • Communications program: Plan and organize Road shows, Town Hall meetings, workshops and other outreach events as part of implementing the communications program. • Supporting the Director of services in the planning of the financing strategy for NEITI: identify funding requirements and sources, donors' procedures and plan ahead so as to access resources without delaying activities. • Assisting Director of services in collating reports to be communicated to the different publics. • Input into the choice of material to post on the NEITI website; • In agreement with the Director of Services, contribute to liaising with third parties nationally and internationally in order to communicate NEITI, its aims and progress; • Perform any other duties as the Director of Services may request
<p>Supervisory Complexity:</p> <ul style="list-style-type: none"> • Ensure adherence to defined policies and procedures. • Monitor and evaluate the performance standards of direct reports. • Access subordinates' training needs and ensure prompt bridging of identified gaps by recommending relevant training programs. • Ensure adherence to best standards and practice within the department.
<p>Leadership Complexity:</p> <ul style="list-style-type: none"> • Provide clear direction and mentoring to direct reports. • Promote and encourage teamwork among subordinates. • Motivate subordinates towards the attainment of goals. • Develop subordinate's management skills through effective delegation of authority.
<p>Managerial complexity:</p> <ul style="list-style-type: none"> • None
<p>Creativities (improvement/ innovation inherent):</p> <ul style="list-style-type: none"> • Effectively re-engineer existing processes to reflect industry standard • Proactively identify and eliminate inefficiencies within the unit • Significantly up grade teams performance in line with the overall organization strategy

<p>Vulnerabilities (control span)</p> <ul style="list-style-type: none"> • Emotional staff/ customers • Service level defaults • NEITI expectations not matching reality on ground • Interdependencies between NEITI & other stakeholders
Collaboration
Responsibility towards:

<ul style="list-style-type: none"> • Direct report: 1 Office Assistant, 1 Clerical Officer & 1 Messenger. • Matrix report: None • Key customer: NETI staff • Key supplier: NETI stakeholders • Relations: Other departments/ units and NETI stakeholders
Discretionary space
<p>Independent thought and Judgment:</p> <ul style="list-style-type: none"> • Predetermined policies and procedures. • Implementation of operational policies, guidelines and quality control
Minimum Requirements
<p>Education:</p> <ul style="list-style-type: none"> • Bachelor's degree in social sciences or related field, master's degree or additional qualification will be added advantage
<p>Experience:</p> <ul style="list-style-type: none"> • At least 5 years relevant experience out of which 2 years must be in similar role
<p>Training:</p> <ul style="list-style-type: none"> • Logistic Management • Project Management • Supply chain management
Competencies
<p>Knowledge:</p> <ul style="list-style-type: none"> • Relationship Management. • Basics of Office Administration. • Systems Use and Operation. • MS Office • Budgeting and budget control • NETI Policies & Procedures
<p>Skills/ physical competencies:</p> <ul style="list-style-type: none"> • Interpersonal skills • Business management and development skills • People management skills • Customer service skills • Change management skills • Project management skills • Presentation skills • Problem solving • Analytical skills • Process implementation • Communication skills at all levels

Behavioural qualities:		
<ul style="list-style-type: none"> • Good relationship management. • Proactive identification and elimination of inefficiencies. • Good work habit with minimal turn around time. • Continual self and subordinate development. • Goal and quality oriented 		
General working conditions (e.g. shift work, specific tools, special clothing, environmental requirements, etc.)		
<ul style="list-style-type: none"> • Normal hours • May be required to work extended work hours 		
Quality Standards		
<ul style="list-style-type: none"> • Ensure effective provision of support logistic services to the Secretariat • Ensure effective utilization of the organization's fleet • Ensure effective cost management of logistic services • Ensure internal and external customer satisfaction • Ensure achievement of agreed KPI's • Ensure that the client/ customer experience lives up to the brand promise 		
Sign-off / Approval		
Director F&A:	The Staff:	HRT/ L:
Date:	Date:	Date: