

NIGERIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE
Job Profile of Monitoring and Evaluation Officer

Title of the position: Monitoring and Evaluation Officer	Location of the job (Department & Division): Technical Department
Number of subordinates: N/A	Reports to: Audit Team Leader
Core purpose of the job	
The job holder will be responsible for the overall monitoring and evaluation of all remedial activities as recommended by the Audit Report, Collaborate with stakeholders to provide technical support in developing logical frame framework and other monitoring and evaluation tools to be used in determining, implementation and annual outcome of remediation activities.	
Key performance area	
Core, essential responsibilities/outputs of the position (KPA's)	
Role complexity: <ul style="list-style-type: none"> • Monitoring • Evaluation • Tools development • Coordination 	
Task complexity: <ul style="list-style-type: none"> • Take lead in developing monitoring and evaluation tools to be used in monitoring and evaluating all remedial activities recommended by the annual audit • Assess the implementation of NEITI's annual work plan using the Organization's strategic log frame • Collaborate with stakeholders and other technical staff to provide technical support to covered entities to conduct outcome evaluation of their remedial activities • Provide periodic report on progress on the implementation of 	

recommended remediation activities.

- Develop and maintain relevant database of data and serves as a hub of data that may be required by the engaged Auditors and or other stakeholders
- Take lead in the development and implementation of a participatory monitoring system which includes development of project-specific monitoring plans and a database for processing and reporting performance.
- Synthesize and provide technical assistance on the development of quarterly, six-monthly and annual NEITI performance reports
- Report on each donor funded specific project/programme as regards implementation and evaluation of the project/programme
- Identify and prioritise for specific programme learning in line with NEITI's strategic objectives.
- In collaboration with other technical staff, identify research and learning from field monitoring and evaluation results with policy and practice implications which can be taken forward to influence NEITI's corporate research and learning priorities.
- Establish and support effective knowledge management for NEITI and its stakeholders.
- Support the organization's efforts to develop local learning systems and production of learning products on regular basis for dissemination in-country and internationally through the development of materials for case studies and special reports based on field activities

Supervisory Complexity:

- 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.

Leadership Complexity:

- Provide positive feedback to support mentoring of direct reports.

<ul style="list-style-type: none"> • 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"> • Ensuring continuous development of new means of data capturing and reporting • 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"> • The Efficiency of affected stakeholders in implementing recommendation • The integrity of data provided and captured • Direct reports expectation • Stakeholders’ expectation and competency • Interpretation of recommendation
Collaboration
<p>Responsibility towards:</p> <ul style="list-style-type: none"> • Direct report: None • Matrix report: None • Key customer: Covered Entities • Relations: External stakeholders
Discretionary space
<p>Independent thought and Judgment:</p> <ul style="list-style-type: none"> • Audit recommendation
Minimum Requirements
<p>Education:</p>

- Post-graduate degree in Development Studies, Planning, Statistics, Energy Finance, Petroleum Economics or other relevant area
- Knowledge of research methodologies and reform initiatives in the extractive industries and understanding of the role of monitoring and research work in development.

Experience:

- At least 5 years relevant experience, 2 of which should be at similar role.

Training:

- Data capturing
- Data analysis and reporting
- Monitoring and evaluation tools
- Participatory evaluation tools

Competencies

Knowledge:

- Understanding of technical and institutional issues relating to petroleum subsector in the Country
- Experience of managing research projects and commissioning research.
- Knowledge of participatory research methods, participatory learning and action.
- Knowledge of field based monitoring and evaluation approaches
- 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:

- Analytical skills
- Excellent oral and written communication skills.

- Analytical and research skills
- Good numeracy skills.
- Facilitation and negotiation skills.
- Computer literate
- 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 and solid mineral subsectors • Ensure adequate information on the implementation of remedial activities • Reporting the implementation • Ensure evaluation of NEITI's strategic objectives • Ensure identification of learning opportunities • Support the organization's policy analysis and technical team with relevant filed data. 		
Sign-off / Approval		
Executive Secretary:	The staff:	HR Manager
Date:	Date:	Date: