

NIGERIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE
Policy Analyst Job Profile

Title of the position: Policy Analyst	Location of the job (Department & Division): Technical Department
Number of subordinates: N/ A	Reports to: Audit Team Leader
Core purpose of the job	
Under the guidance and support of Audit Team Leader, the position holder will be required to conduct an in depth analysis of the extractive industries sector policies with the aim of identifying policy challenges, system lapses and ways of strengthening the system. The position holder will also be required to follow up on the implementation of policy remediation recommendations coming out from the NETI's audit report.	
Key performance area Core, essential responsibilities/ outputs of the position (KPA's)	
Role complexity: <ul style="list-style-type: none"> ➤ Policy Analysis ➤ Monitoring implementation of policy remediation recommendations ➤ Identifying facts behind the figures ➤ Coordination ➤ Report writing ➤ Developing case studies ➤ Writing/ developing policy briefing 	
Task complexity: <ul style="list-style-type: none"> • Conduct the process of using strategically the information gathered from documentation of critical sector issues and lessons learnt across sector to influence change of policies that affect the transparency and accountability of the sector. • Promote positive transparency development initiatives using policy analysis to address the policies and practices that perpetuate revenue management in the sector. • Develop materials for case studies and special reports, based on field activities, which document the impact and policy implications of NETI's and partners' work • Produce at least one major national report and an agreed number of issue sheets in each state each year on the policy lessons arising from NETI's work. • Supporting the development and implementation of NETI's objectives of policy research and information dissemination. • Analysing the practice and policy issues affecting the Extractive Industries 	

<p>sector in the country and pro-actively engage in key policy issues dissemination.</p> <ul style="list-style-type: none"> • Participate and developing collaborative case-studies, impact surveys and other research that informs policy of critical issues in Extractive Industries service delivery and design • Building the capacity of NETI and its partners in policy analysis and understanding of the macro and micro economic issues pertinent to the sector • Developing and strengthening partnerships among sector stakeholders, government departments and NGOs for effective collaboration and co-ordination
<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"> • Design and develop system of tracking and capturing information relevant for policy analysis • Significantly up grade self performance in line with the overall company strategy • Develop creative ways of building the capacity of relevant stakeholders
<p>Vulnerabilities (control span)</p> <ul style="list-style-type: none"> • Policies and Procedure violation • Brand image of the organization
<p>Collaboration</p>
<p>Responsibility towards:</p> <ul style="list-style-type: none"> • Direct report: None • Matrix report: All departmental Heads • Key customer: CSOs, NSWG, General Public • Relations: Other departments/ units
<p>Discretionary space</p>
<p>Independent thought and Judgment:</p> <ul style="list-style-type: none"> • Predetermined policies and procedures. • Development of operational policies, guidelines and quality control • Government policies
<p>Minimum Requirements</p>
<p>Education:</p> <ul style="list-style-type: none"> • Graduate degree in development studies, public policy & social administration; international relations; development economics or journalism

- Knowledge of research methodologies and reform initiatives in the extractive industries
- Understanding of the role of advocacy work and communication in development and reform process.

Experience:

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

Training:

- Public policy analysis
- Research Methodologies
- Communication management
- Social marketing
- Capacity building
- ICT skills

Competencies

Knowledge:

- Understanding of technical, social and institutional issues relating to the extractive industries reform initiatives.
- Knowledge of research methodologies.
- Knowledge of writing coaching and support.
- Experience of involvement in carrying out international research projects.
- Experience of implementing through, and working with, partner organizations in an advisory capacity
- Experience in advocacy and communication planning.
- Experience in training needs identification and planning
- Publication of at least one book, journal article or newspaper article

Skills/ physical competencies:

- Excellent oral and written communication skills.
- Analytical and research skills
- Computer literate
- Written and spoken English language.

Behavioural qualities:

- Sensitivity
- Communication skills, both for a professional/ specialist and lay audience.
- Public speaking skills
- Articulate with above average presentation skills

<ul style="list-style-type: none"> • Team player 		
<p align="center">General working conditions (e.g. shift work, specific tools, special clothing, environmental requirements, etc.)</p>		
<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 • Entails a lot of travelling 		
<p align="center">Quality Standards</p>		
<ul style="list-style-type: none"> • Ensure right information reaches the targeted audience • Ensure safe guarding brand image of the organization • Ensure relevant stakeholders have the required skills and knowledge to understand audit findings 		
<p align="center">Sign-off / Approval</p>		
Executive Secretary:	The staff:	HR Manager
Date:	Date:	Date: