

NIGERIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE Publication Officer Job Profile

Title of the position: Publication Officer	Location of the job (Department & Division): Communication Department
Number of subordinates: N/A	Reports to: Brand Team Leader
Core purpose of the job	
<p>The position holder will manage the printing and publication of all information, education and communication materials. S/he will ensure target distribution that will yield significant outcome and availability.</p> <p>Education and Experience: Graduate degree in development studies, public policy & social administration; international relations; social sciences, public relation, development economics or journalism. Candidate should possess at least 5 years relevant experience, 2 of which should be in similar role at the right time.</p>	
Key performance area	
Core, essential responsibilities/outputs of the position (KPA's)	
<p>Role complexity:</p> <ul style="list-style-type: none"> ➤ Printing and Publication ➤ Information dissemination ➤ Distribution channel management ➤ Supply chain management 	
<p>Task complexity:</p> <ul style="list-style-type: none"> • Identify and collate success stories, case studies, policy issues, researches and other relevant information. • Take lead role in publishing such information in the best form to yield maximum impact • Participate in sharing collaborative case-studies, impact surveys and other research that informs policy of critical issues in extractive industries service delivery and its design • Participate in managing the process of identifying, segmenting and targeting specific groups/audiences with particular strategies, messages or training programmes through various media and interpersonal channels, traditional and non-traditional. • Manage the supply chain management and process of distributing published material to targeted individuals. • Manage the process of translating relevant information to targeted recipients • Support in translating/making audit findings understandable to the general public • Any other duty as may be required by the brand team leader 	
<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 creative means of passing information to the targeted audience • 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"> • Strategy documents • Policies and Procedure violation • Brand image of the organization
Collaboration
Responsibility towards: <ul style="list-style-type: none"> • Direct report: None • Matrix report: All departmental Heads • Key customer: CSOs, General Public • Relations: Other departments/units
Discretionary space
Independent thought and Judgment: <ul style="list-style-type: none"> • Predetermined policies and procedures. • Development of operational policies, guidelines and quality control • Audit standard and best practise
Minimum Requirements
Education: <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 policy/technical issues in the extractive industries • Understanding of the role of communication in development and ensuring transparency.
Experience: <ul style="list-style-type: none"> • At least 5 years relevant experience, 2 of which should be at similar role.
Training: <ul style="list-style-type: none"> • Publication • Printing • Communication management • Social marketing • Capacity building • ICT skills
Competencies
Knowledge: <ul style="list-style-type: none"> • Understanding of technical, social and institutional issues relating to the extractive industries reform initiatives • Knowledge of communication and profile rising. • Knowledge of writing coaching and support. • Experience of managing communication and advocacy projects and working with media. • 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: <ul style="list-style-type: none"> • Excellent oral and written communication skills. • Analytical and research skills • Good numeracy skills. • Facilitation and negotiation skills. • Computer literate

- Written and spoken English language.

Behavioural qualities:

- Sensitivity
- Diplomacy
- A can do attitude
- Communication skills, both for a professional/specialist and lay audience.
- Public speaking skills
- Articulate with above average presentation skills
- Team player

General working conditions (e.g. shift work, specific tools, special clothing, environmental requirements, etc.)

- 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

Quality Standards

- 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

Sign-off / Approval

Executive Secretary:	The staff:	HR Manager
Date:	Date:	Date: