

Nigeria Extractive Industries Transparency Initiative (NETI)
Job Profile of Remediation Officer

Title of the position: Remediation Officer	Location of the job (Department & Division): Technical Department
Number of subordinates: 1 direct report	Reports to: Audit Team Leader
Core purpose of the job	
Under the guidance and support of the Audit Team Leader, the position holder will be required to coordinate all processes surrounding remediation and ensure implementation of all agreed remedial actions. Specifically, s/ he will be required to coordinate all remediation meetings, support in the development of master remediation plan, be on top of all the issues identified and follow up recommendations.	
Key performance area Core, essential responsibilities/ outputs of the position (KPA's)	
Role complexity:	
<ul style="list-style-type: none"> • Support the development and ensure the implementation of remediation strategy, policies and procedure. • Define and develop effective means of coordinating remedial action • Define and develop mean of tracking remedial implementation • Reviewing audit report and recommendation 	
<ul style="list-style-type: none"> ▪ Design and develop overall remediation action plan ▪ Design and develop effective means of tracking implementation of the remediation action points ▪ Liaise with external relevant government agencies such as DPR, FIRS, NNPC, PPMC, NPIMS, CBN in ensuring effective implementation of remedial actions ▪ Review audit recommendation as relates to remedial actions and recommend efficient means of implementation ▪ Define and implement standard policies and procedures to guide both internal and external stakeholders as it relates to remediation ▪ Assist all covered entities to understand their role in the implementation of remedial action ▪ Escalate non – compliance to Audit Team Leader as appropriate 	
Supervisory Complexity:	
<ul style="list-style-type: none"> • Ensure strict adherence to defined remediation 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. 	

Leadership Complexity:

- Support and promote the implementation of corporate communication plan.
- Participate in promoting and encourage teamwork among subordinates.
- Motivate subordinates towards the attainment of goals.
- Develop subordinate's management skills through effective delegation of authority.

Managerial complexity:

- Provide clear guidance and direction on the corporate remediation plan.
- Provide clear interpretation of the unit's role in contributing to the overall achievement of NEITI's objectives.
- Exhibit flexibility in changing circumstances.
- Identify and maximize subordinates' potentials.
- Manage and resolve conflicts.

Creativities (improvement/ innovation inherent):

- Continuously develop and manage most effective means of ensuring implementation of remedial actions.
- Proactively develop and monitor means of mitigating risk associated to non-compliance.
- 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 company strategy

Vulnerabilities (control span)

- Covered entities
- Audit recommendation
- External stakeholders
- Emotional staff/ customers
- Service level defaults
- Staff expectations not matching reality on ground
- Interdepartmental dependencies

Collaboration**Responsibility towards:**

- **Direct report:** 1 – Remedial analyst
- **Matrix report:** None
- **Key customer:** DPR, NNPC, PPMC, NIPMS, CBN, FIRS
- **Key supplier:** Other technical staff
- **Relations:** Other departments/ units

Discretionary space**Independent thought and Judgment:**

- Audit Findings and report
- Policy analysis outcome
- Research outcome
- Predetermined policies and procedures.

Minimum Requirements

Education:

Master's degree in petroleum engineering, petroleum economics, energy finance, or any other related area, with demonstrated ability to manage key recommendation to logical conclusion.

Experience:

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

Training:

- Petroleum operation
- Solid minerals operation
- Research methodology

Competencies

Knowledge:

- Familiar with both NEITI and EITI's structure and workings.
- Knowledge of crude oil pricing, royalties payment, production quotas and revenue management system of the oil and gas sector
- Strong understanding of the various reform initiatives in the sector
- Familiar and or understanding of the role and functions of relevant government agencies operating in the sector.
-

Skills/ physical competencies:

- Highly numeric
- Excellent written and interpersonal communication
- Analytical skills
- Process implementation
- Communication skills at all levels

Behavioural qualities:

- Multi tasking and excellent prioritization
- Quick thinking and seeing the bigger picture
- Effective delegation of authority.
- 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.)

- Normal hours
- Travelling
- May be required to work extended work hours

Quality Standards

- Ensure effective implementation of remedial actions
- Ensure effective coordination of the overall remediation activities
- Ensure effective reporting of remediation activities
- Ensure alignment of remediation activities with the overall organizational objectives.

Sign-off / Approval**Executive Secretary:****Staff:****HR Team Leader:****Date:****Date:****Date:**