

NIGERIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE

Role Profile – Resource Disbursement Team Leader

Title of the position: Resource Disbursement Officer	Location of the job (Department & Division): Executive Secretary
Number of subordinates: 1	Reports to: Resource Disbursement Team Leader
Core purpose of the job	
<p>The position holder under the guidance and supervision of Resource Disbursement Team Leader will be required to support the development and implementation of an integrated framework that will enable tracking and monitoring of revenue generated from the extractive industries. The Officer will also be required to handle all the operational activities that relates to the tracking, monitoring, reporting and coordination of revenue management and utilization within the extractive industry.</p>	
Key performance area	
Core, essential responsibilities/outputs of the position (KPA's)	
<p>Role complexity;</p> <ul style="list-style-type: none"> • Assisting in coordination of sub-sector meetings • Data collation • Data reporting • Data analysis • Report writing • Logistic management and arrangement • Networking/Relationship building 	
<p>Task complexity:</p> <ul style="list-style-type: none"> • Collate relevant data to be used in developing an integrated framework for revenue management tracking and monitoring • Provide logistic and administrative support towards developing an effective coordination system that will provide free flow of information between relevant agencies as regards revenue generated 	

and its usage.

- Analyze collated data to be used in ensuring transparency within the Industry.
- Develop a system that will enable continuous generation of data and information as relates to revenue generation and usage.
- Ensure data integrity by ensuring that relevant information generated and reports as regards to revenue generation and usage is handy and used towards the achievement of the secretariat's overall objectives.
- Support in analyzing Government policies that guides the sector's revenue management and pro-actively suggest possible impact in the course of achieving NEITI's set objectives.
- Carry out research on possible revenue leakages within the overall sector and suggest ways of strengthening the system.
- Support other departments with relevant information as relates to revenue generation and utilization.
- Build the capacity of relevant CBOs, NGO and Government Agencies on revenue management, revenue tracking and reporting.
- Support in developing and strengthening relationships with policy makers, particularly government regulatory bodies and operators with the aim of having first class information and or passing relevant information.
- Support in producing general and specific subsector briefings to Donors and representation at policy fora when appropriate.
- Support the communication department with relevant technical information to enhance their advocacy activities.

Supervisory Complexity:

- None

Leadership Complexity:

- None

Managerial complexity:

- None

Creativities (improvement/innovation inherent):

- Keep the position's role abreast with new changes within the subsector
- Effectively re-engineer existing roles and responsibilities to reflect industry standard
- Significantly up grade self performance in line with the overall company strategy

Vulnerabilities (control span)

- Sensitivity of the role
- Reaction of the covered entities.
- Government policy
- Staff expectations not matching reality on ground
- Interdepartmental dependencies

Collaboration**Responsibility towards:**

- **Direct report:** None
- **Matrix report:** None
- **Key customer:** Technical Director, Communication Director, CSOs
- **Relations:** Other departments/units

Discretionary space**Independent thought and Judgment:**

- Supervisors direction and expectation
- Reality on ground
- Government policies
- Predetermined policies and procedures.
- Development of operational policies, guidelines and quality control

Minimum Requirements**Education:**

- Bachelor's degree in Economics, Public Finance, Accounting,

<p>Finance, Law, Development Economics, Energy Finance or any other related field, master's degree or additional qualification in any field directly related to revenue management and utilization will be an advantage.</p>
<p>Experience:</p> <ul style="list-style-type: none"> • At least 5 years relevant experience, 2 of which should be at supervisory level.
<p>Training:</p> <ul style="list-style-type: none"> • Budget tracking and monitoring • Policy analysis • Networking • Report writing • Relationship Management
<p>Competencies</p>
<p>Knowledge:</p> <ul style="list-style-type: none"> ❖ Revenue Management system in the Nigerian extractive industry ❖ Deep understanding of the marketing and pricing of the extractive products in Nigeria ❖ Public policy analysis ❖ Extractive Industry reform efforts/initiatives ❖ Writing of a high level and or sensitive report. ❖ Knowledge of Auditing standard and practice (National and International) ❖ Knowledge of Research methodologies
<p>Skills / physical competencies:</p> <ul style="list-style-type: none"> ❖ Interpersonal skills ❖ Multi-tasking ❖ Analytical ❖ Seeing the bigger picture while working with pragmatic data
<p>Behavioural qualities:</p> <ul style="list-style-type: none"> ❖ Tactical and interpersonal ❖ Proactive identification and elimination of inefficiencies. • Continual self and subordinate development.

<ul style="list-style-type: none"> • Goal and quality oriented 		
<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 site visits to stakeholders' offices • May be required to work extended work hours 		
<p align="center">Quality Standards</p>		
<ul style="list-style-type: none"> • Ensure that the Secretariat has at its disposal all the required technical expertise with regards to revenue management in the extractive industry. • Ensure quality control of revenue data generated and reported by the organization. • Ensure effective tracking and monitoring of revenue due to the Government as relates to the subsector • Ensure effective tracking of the usage of revenue generated from the extractive Industry. • Ensure achievement of agreed Key Performance Indicators 		
<p align="center">Sign-off / Approval</p>		
Executive Secretary:	The staff:	HR Manager:
Date:	Date:	Date: