

**Nigeria Extractive Industries Transparency Initiative (NETI)  
Job Profile Special Assistant to the Executive Secretary**

<b>Title of the position:</b> Secretariat Secretary and Legal Adviser	<b>Location of the job (Department &amp; Division):</b> Legal Services
<b>Number of subordinates:</b> 2 Direct Reports	<b>Reports to:</b> Executive Secretary
<b>Mission/ Core purpose of the job (short description)</b>	
<ul style="list-style-type: none"> <li>▪ Ensure that NETI complies with appropriate legal requirements for the continued existence of the organization and effectively mitigate the company's legal exposure. Provide oversight on all legal aspects of NETI's activities with the aim of promoting the Organization's corporate image and managing the interface with the media, other corporate entities and the public/ society at large. Serve as the Organizational chief legal adviser and Secretariat secretary; provide strategic and operational support to the Executive Secretary across the functions of legal agreement, legal interpretation and other legal services.</li> </ul>	
<b>Key performance area</b>	
<b>Core, essential responsibilities/ outputs of the position (KPA's)</b>	
<b>Role complexity:</b> <ul style="list-style-type: none"> <li>• Mitigation of legal exposure</li> <li>• Guidance on legal regulation</li> <li>• Regulatory compliance</li> <li>• External solicitors management</li> </ul>	
<b>Task complexity:</b> <ul style="list-style-type: none"> <li>▪ Oversee and champion the articulation and development of the departmental strategy and ensure its alignment with NETI's corporate strategy, strategic goals and objectives</li> <li>▪ Coordinate the drafting, vetting and review of all statutory and regulatory agreements, perfections, contracts and other formal arrangements including administrative and personnel matters.</li> <li>▪ Support the review of NETI's annual audit to ensure compliance with the legal requirements</li> <li>▪ Support the Secretariat Remediation work and ensure compliance with regulatory requirements</li> <li>▪ Provide support and guidance to the Secretariat's policy, financial and monitoring and evaluation services.</li> <li>▪ Champion the articulation of alliance guidelines and agreement with third parties and liaise with operators/ regulators in the industry to implement such</li> <li>▪ Ensure NETI's compliance with stipulated statutes such as the NETI's Act, and other Public Institution regulations.</li> </ul>	

- Oversee the appointment of external legal solicitors to assist in providing legal services to NETI
- Attend to external enquiries on the Secretariat, the Act and other regulation guiding the operation of the Secretariat.
- Act as secretary to NETI's management committee meetings.
- Act as legal adviser to the NSWG
- Oversee the development and implementation of effective media/ public relations and crisis management systems and processes.

**Supervisory Complexity:**

- Ensure strict adherence to defined legal services 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.
- Ensure adherence to regulatory requirements and provided by the NETI act and other public sector Organization's regulatory bodies.

**Leadership Complexity:**

- Provide clear direction and support to all internal and external Legal services of the Organization.
- Take a key leadership role in ensuring and mitigating the Organization's legal risks and exposure.
- Promote and encourage teamwork among subordinates.
- Motivate subordinates towards the attainment of goals.
- Develop subordinate's management skills through effective delegation of authority.
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**Managerial complexity:**

- Provide clear interpretation of the organizational Legal services goals and objectives as aligned to the NETI's corporate objectives
- Provide clear interpretation of the Legal departmental goals and individual roles.
- Provide clear interpretation of other department's role in mitigating legal exposure of the Organization.
- 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 mitigating legal risks as regards the operation of the Organization.
- Proactively develop and monitor means of mitigating risk associated with corporate image.
- Effectively re-engineer existing processes to reflect industry standard
- Proactively identify and eliminate inefficiencies within the department
- Significantly up grade teams performance in line with the overall company strategy

**Vulnerabilities (control span)**

- Government policies
- Legal Interpretation
- Effectiveness of external solicitors
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**Collaboration****Responsibility towards:**

- **Direct report:** 2
- **Matrix report:** Media Relation and Public Relation Officers
- **Key customer:** Executive Secretary, NSWG, External Stakeholders and other staff
- **Key supplier:** External Solicitors

**Discretionary space****Independent thought and Judgment:**

- Government Policies and Regulations
- NETI Act
- ETI Standards

**Minimum Requirements****Education:**

- A good first degree in Law

- Post graduate degree in Law and or Master in Business Administration required.

**Experience:**

- At least 8 years relevant experience out of which 3 years must be in similar role.
- Working knowledge and understanding of the Nigerian legal framework (corporate and commercial law)

**Training:**

- Mitigation of Legal Exposure
- Environmental Scanning
- Confidentiality Management

**Competencies**

**Knowledge:**

- Working knowledge of the Nigerian Legal system
- Knowledge of EITI legal requirements and operations
- In depth knowledge of the Extractive Industry and or Financial Services Industry
- Knowledge of audit best practices and standards
- Knowledge of NETI's operation/ work plan
- Knowledge of the operation of multi-literal and or bi-literal donor organizations services.
- Working knowledge of the Microsoft Office suite

**Skills/ physical competencies:**

- Excellent and proven planning, organisational, coordination, negotiation and problem solving skills.
- Ability to multi task and function effectively under pressure.
- Flexibility, tact, discretion and the ability to work harmoniously with people

**Behavioural qualities:**

- Excellent communication (written and oral), interpersonal and negotiation skills
- High sense of integrity and demonstrated ability to manage confidential information
- Good analytical and problem solving skills.

<ul style="list-style-type: none"> <li>• Strong leadership, supervisory and people management skills</li> <li>• High sense of responsibility, accountability and dependability Conceptual analytical ability and excellent communication skills with demonstrated ability to present information in a clear and logical manner both orally and in writing.</li> <li>• Ability to maintain confidentiality</li> </ul>		
<b>General working conditions (e.g. shift work, specific tools, special clothing, environmental requirements, etc.)</b>		
<ul style="list-style-type: none"> <li>• Normal hours</li> <li>• May be required to work extended work hours</li> <li>• Domestic and International Travels</li> </ul>		
<b>Quality Standards</b>		
<ul style="list-style-type: none"> <li>• Ensure mitigation of the Organizational Legal exposure</li> <li>• Ensure adequate review of all legal agreements between the Organization and external parties/ stakeholder</li> <li>• Ensure adequate legal support to NSWG</li> <li>• Ensure adequate understanding of the legal framework of the NETI Act by the Organization.</li> </ul>		
<b>Sign-off / Approval</b>		
<b>The Executive Secretary:</b>	<b>The Staff:</b>	<b>HR &amp; Admin Manager:</b>
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>