

## NIGERIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE

### Role Profile of Solid Minerals Analyst

<b>Title of the position:</b> Solid Mineral Analyst	<b>Location of the job (Department &amp; Division):</b> Technical Division
<b>Number of subordinates:</b> None	<b>Reports to:</b> Solid Minerals Team Leader
<b>Core purpose of the job</b>	
<p>The position holder under the guidance and supervision of Technical Director will be required to provide professional expertise and support as regards to solid minerals exploration, production quotas, fiscal system, subsector economic analysis and the policy implication of Government policies and their impact in the course of ensuring transparency within the extractive industries.</p> <p>S/ he will be required to provide tactical support in ensuring quality of revenue management system within the subsector, develop a strong network within the subsector with the aim of ensuring an effective coordination and monitoring.</p>	
<b>Key performance area</b>	
<b>Core, essential responsibilities/ outputs of the position (KPA's)</b>	
<p><b>Role complexity;</b></p> <ul style="list-style-type: none"> <li>• Technical Analysis</li> <li>• Information gathering</li> <li>• Policy Analysis</li> <li>• Production Quotas</li> <li>• Revenue Management</li> <li>• Fiscal system</li> </ul>	
<p><b>Task complexity:</b></p> <ul style="list-style-type: none"> <li>• Analyze the solid minerals aspect of NEITI's audit to ensure quality control and appropriateness</li> <li>• Review NEITI's audit report and synthesis it to the understanding of the Secretariat and other stakeholders</li> <li>• Support the Secretariat in having a database of relevant information as regards the activities of the Solid Minerals subsector</li> <li>• Support in the review of NEITI's annual audit report as regards solid minerals exploration and make appropriate recommendation for remediation, monitoring and evaluation and system strengthening.</li> <li>• Effectively perform the duty of data gathering as regards to the exploration in the Solid Minerals subsector</li> <li>• Capture relevant data as regards to revenue payment, exploration quota and mineral pricing</li> </ul>	

- Support the Secretariat’s research on possible revenue leakages within the solid minerals revenue management system and suggest ways of strengthening the system.
  - Support the co-ordination and collaboration with other technical actors in the sector and with those involved in analysis of Nigeria’s solid mineral subsector transparency initiative and the Public Expenditure Management.
  - Support the development and strengthening of relationships with policy makers, particularly government regulatory bodies and operators with the aim of having first class information and or passing relevant information.
  - Effectively ensure the accuracy of reported data as related to the solid minerals subsector.
  - Support the communication department with relevant technical information to enhance their advocacy activities.
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- Support in the designing, and developing of an integrated technical capacity development programme for relevant stakeholders
  - Perform other duties as may be assigned from time to time by the Solid Minerals Team Lead.

**Supervisory Complexity:**

- None.

**Leadership Complexity:**

- None.

**Managerial complexity:**

- None.

**Creativities (improvement/ innovation inherent):**

- Significantly up grade self performance in line with the overall company strategy

**Vulnerabilities (control span)**

- Exploration techniques
- Audit report
- Government policy
- Team Leader’s expectation

**Collaboration**

**Responsibility towards:**

- **Direct report:** None
- **Matrix report:** None
- **Key customer:** Team Leader Solid Minerals
- **Relations:** Other departments/ units

<b>Discretionary space</b>
<p><b>Independent thought and Judgment:</b></p> <ul style="list-style-type: none"> <li>• Government policies</li> <li>• Predetermined policies and procedures.</li> <li>• Development of operational policies, guidelines and quality control</li> </ul>
<b>Minimum Requirements</b>
<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Civil Engineering, Geology, Geophysics, social sciences or related field, master's degree or additional qualification in any field directly related to Solid Minerals exploration, marketing and pricing is required.</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• At least 5 years relevant experience, 2 of which should be at similar role.</li> </ul>
<p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Solid Minerals Operations</li> <li>• Solid Minerals exploration</li> <li>• Policy analysis</li> <li>• Report writing</li> </ul>
<b>Competencies</b>
<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Revenue Management system in the Nigerian solid minerals subsector</li> <li>• Deep understanding of the marketing and pricing of solid minerals in Nigeria</li> <li>• Public policy analysis</li> <li>• Solid Minerals reform efforts/ initiatives</li> <li>• Quality control system development</li> <li>• Knowledge of Research methodologies</li> <li>• Economic analysis skills</li> </ul>
<p><b>Skills/ physical competencies:</b></p> <ul style="list-style-type: none"> <li>• Interpersonal skills</li> <li>• Multi-tasking</li> <li>• Analytical</li> <li>• Seeing the bigger picture while working with pragmatic data</li> </ul>
<p><b>Behavioural qualities:</b></p> <ul style="list-style-type: none"> <li>• Tactical and interpersonal</li> <li>• Proactive identification and elimination of inefficiencies.</li> <li>• Continual self and subordinate development.</li> <li>• Goal and quality oriented</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>• Office environment</li> <li>• Will be required to conduct site visits to stakeholders' offices</li> <li>• May be required to work extended work hours</li> </ul>		
<b>Quality Standards</b>		
<ul style="list-style-type: none"> <li>• Ensure that the Secretariat has at its disposal all the required technical expertise with regards to Solid Minerals exploration, pricing and marketing.</li> <li>• Ensure quality control of audit report as relates solid mineral subsector</li> <li>• Ensure effective tracking and monitoring of revenue due to the Government as relates to the subsector</li> <li>• Ensure achievement of agreed Key Performance Indicators</li> </ul>		
<b>Sign-off / Approval</b>		
<b>Executive Secretary:</b>	<b>The staff:</b>	<b>HR Manager:</b>
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>