

NIGERIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE

Role Profile – Resource Disbursement Team Leader

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| Title of the position: Team Leader Resource Disbursement | Location of the job (Department & Division): Executive Secretary |
| Number of subordinates: 1 | Reports to: Executive Secretary |
| Core purpose of the job | |
| <p>The position holder under the guidance and supervision of Executive Secretary will be required to develop and implement an integrated framework that will enable tracking and monitoring of revenue generated from the extractive industries. The team leader holder will also be required to assist NEITI and other relevant stake holders (NGOs, CBO, Local Authorities and government agencies) to develop and implement resource disbursement tracking and monitoring with the aim of ensuring effective usage of the revenue derived from extractive industry. Develop an integrated and coordinated system of tracking and reporting the revenue.</p> | |
| Key performance area | |
| Core, essential responsibilities/outputs of the position (KPA's) | |
| Role complexity; <ul style="list-style-type: none">• Coordination• Revenue Management• Budget tracking• Budget Monitoring• Capacity Building• Fiscal system• Networking/Relationship building | |
| Task complexity: <ul style="list-style-type: none">• Develop an integrated framework for revenue management tracking | |

and monitoring

- Develop a holistic coordination system that will provide free flow of information between relevant agencies as regards revenue generated and its usage.
- Support in the review of NEITI's annual audit report as regards revenue generated and its usage and make appropriate recommendation for remediation, monitoring and evaluation and system strengthening.
- Based on the outcome of the annual audit exercise of the Nigerian extractive industries, review all issues and matters as relates to revenue management, monitoring and usage.
- Ensuring relevant information as regards to revenue generation and usage is handy and used towards the achievement of the secretariat's overall objectives.
- 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.
- Carrying out research on possible revenue leakages within the overall sector and suggest ways of strengthening the system.
- Support solid minerals and oil and gas team leaders with relevant information as relates to revenue generation and utilization
- Based on the outcome of NEITI's audit report, conduct policy dialogue relies on strong partnerships among subsector stakeholders: government departments and CSOs for effective collaboration and co-ordination.
- Build the capacity of relevant CBOs, NGO and Government Agencies on revenue management, revenue tracking and reporting.
- Develop and strengthen 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 revenue management in the sector.
- Produce 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.
- Design and implement a programme of tracking the implementation of audit recommendation with the subsector's operations.

Supervisory Complexity:

- Monitor and evaluate the performance of team members
- Ensure compliance with defined operational guidelines
- Conduct routine assessment of team member's competency and recommend for training programs to address identified gaps
- Ensure adherence to defined policies and procedures.
- Monitor and evaluate the performance standards of direct report.
- Access subordinates' training needs and ensure prompt bridging of identified gaps by recommending relevant training programs.
- Ensure adherence to best standards and practice within the department.

Leadership Complexity:

- Provide clear direction to the organization as regards to the sectors revenue management
- Provide direction and mentoring to direct report.
- Motivate subordinates towards the attainment of goals.
- Develop subordinate's management skills through effective delegation of authority.

Managerial complexity:

- Provide clear interpretation of the direct report's roles and expectation.
- Manage direct report's expectations.
- Identify and maximize subordinates' potentials.
- Manage and resolve conflicts.

Creativities (improvement/innovation inherent):

- Keep the department abreast with new changes within the subsector
- Effectively re-engineer existing processes to reflect industry standard
- Significantly up grade performance of direct report 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:** 1 direct report,
- **Matrix report:** None
- **Key customer:** Technical Director, Communication Director, CSOs
- **Relations:** Other departments/units

Discretionary space**Independent thought and Judgment:**

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

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| Minimum Requirements |
| <p>Education:</p> <ul style="list-style-type: none"> • Bachelor’s degree in Economics, Finance, Energy Finance, Public Finance, Accounting, Law or any other relevant field of study, master’s degree or additional qualification in any field directly related to revenue management and utilization is required. |
| <p>Experience:</p> <ul style="list-style-type: none"> • At least 8 years relevant experience, 3 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 |
| Competencies |
| <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

Behavioural qualities:

- ❖ Tactical and interpersonal
- ❖ Proactive identification and elimination of inefficiencies.
- 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
- Office environment
- Will be required to conduct site visits to stakeholders' offices
- May be required to work extended work hours

Quality Standards

- 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

Sign-off / Approval

Executive Secretary:

The staff:

HR Manager:

Date:

Date:

Date: