

NIGERIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE
Role Profile of Oil and Gas Team Lead

Title of the position: Team Leader Oil and Gas	Location of the job (Department & Division): Technical Division
Number of subordinates:	Reports to: Technical Director
Core purpose of the job	
To provide tactical support to the technical Director in ensuring quality analysis and review of the policies of the petroleum subsector. The position holder will be required to develop a strong network within the subsector with the aim of ensuring an in depth analysis of the Government Initiatives including but not limited to the policies developed in ensuring the achievement of NEITI's set objectives.	
Key performance area Core, essential responsibilities/outputs of the position (KPA's)	
Role complexity:	
<ul style="list-style-type: none"> • Analyzing and reviewing audit report • Co-ordinate and collaborate with other policy actors in the sector and with those involved in analysis of Nigeria's petroleum subsector transparency initiative and the Public Expenditure Management. • Develop and strengthen relationships with policy makers, particularly government regulatory bodies and operators within the aim of having first class information and or passing relevant information. • Effectively ensure the accuracy of reported data as related to the petroleum subsector. 	
Task complexity:	
<ul style="list-style-type: none"> • Support in the review and quality control of the Audit report and recommendation • Develop a data capturing system that will enable the Secretariat have relevant information at its disposal • Develop a system of tracking revenue payment, production quota adherence and other technical guidelines guiding oil and gas exploration. • Carry out research, studies and or case studies on activities in the oil and gas extractive industries with the aim of enhancing transparency and service delivery. • Based on the petroleum subsector policy analysis conducted, develop, document and disseminate policy messages for relevant stakeholders as key policy messages for Government and CSOs 	

- Identify windows of influence and ensure relevant stakeholders are well informed to make effective usage.
 - Produce general and specific subsector briefings to Donors and representation at policy fora when appropriate.
 - Ensuring learning and dissemination of policy work as relates to the petroleum subsector operation.
 - Support the communication department with relevant technical information to enhance their advocacy activities.
 - Based on the outcome of the annual audit exercise of the Nigerian extractive industries, review all issues and matters as relates to the petroleum subsector to ensure accuracy, integrity and quality control.
 - Design and implement a programme of tracking the implementation of audit recommendation with the subsector's operations.
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- Design, develop and ensure implementation of capacity building programme as related to the activities of the subsector.
 - Design, implement and manage a quarterly reporting framework and process, to enable the technical Director to monitor revenue flows to the Government from the EI sector
 - Responsible for the facilitation of the development of new and improvement of the existing technical processes and procedure to ensure the department is abreast with the continuous changes in the petroleum subsector.
 - Ensure prompt generation of Management Information report as at when due
 - Perform other duties as may be assigned from time to time by the Technical Director.

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 and mentoring to direct report.
- Motivate subordinates towards the attainment of goals.
- Develop subordinate's management skills through effective delegation of

authority.
Managerial complexity: <ul style="list-style-type: none"> • 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): <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> • Technical Director's expectation • Staff expectations not matching reality on ground • Interdepartmental dependencies
Collaboration
Responsibility towards: <ul style="list-style-type: none"> • Direct report: 1 technical staff, • Matrix report: None • Key customer: Technical Director, Communication Director • Relations: Other departments/units
Discretionary space
Independent thought and Judgment: <ul style="list-style-type: none"> • Government policies • Predetermined policies and procedures. • Development of operational policies, guidelines and quality control
Minimum Requirements
Education: <ul style="list-style-type: none"> • Bachelor's degree in Petroleum Engineering, Energy Finance, social sciences or related field, master's degree or additional qualification in any field directly related to Extractive Industry Operation required.
Experience: <ul style="list-style-type: none"> • At least 8 years relevant experience, 3 of which should be at senior supervisory level.
Training: <ul style="list-style-type: none"> • Petroleum Sector • Policy analysis • Networking • Report writing

<ul style="list-style-type: none"> Relationship Management 		
Competencies		
Knowledge: <ul style="list-style-type: none"> Revenue Management system in the Nigerian oil and gas sector Oil and gas operation and or Auditing of the sub sector operation Public policy analysis Oil and gas reform efforts/initiatives Quality control system development Learning capturing and dissemination Writing of a high level and or sensitive report. Knowledge of Auditing standard and practice (National and International) 		
Skills / physical competencies: <ul style="list-style-type: none"> Policy analysis skills Research skills Economic analysis skills 		
Behavioural qualities: <ul style="list-style-type: none"> 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.)		
<ul style="list-style-type: none"> Normal hours Official vehicle Office environment Will be required to conduct site visits to stakeholders' offices May be required to work extended work hours 		
Quality Standards		
<ul style="list-style-type: none"> Ensure that the Secretariat has at its disposal all the required technical expertise to enable the achievement of its set objectives. Ensure achievement of agreed Key Performance Indicators 		
Sign-off / Approval		
Executive Secretary:	The staff:	HR Manager:
Date:	Date:	Date: