

NIGERIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE
Role Profile of Technical Director

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| Title of the position: Director Technical | Location of the job (Department & Division): Technical Division |
| Number of subordinates: 3 Direct Reports, 7 indirect reports (Total 10 reports) | Reports to: Executive Secretary |
| Core purpose of the job | |
| <p>The position holder will serve as the technical myth of the Secretariat by providing qualitative expertise, leadership and technical support to its operations in developing and implementation of the Secretariat's technical policies and procedures governing the review, quality assurance and quality management of the annual audits. The position holder will also be required to provide an in depth review of audit report, synthesis it to reasonable level of understanding, develop remediation master plan and supervise the implementation of the plan. The Technical Director will also lead in developing strategies for data capturing, system strengthening, and revenue management tracking.</p> | |
| Key performance area | |
| Core, essential responsibilities/ outputs of the position (KPA's) | |
| <p>Role complexity:</p> <ul style="list-style-type: none"> • Develop operational policies and procedures in line acceptable industry practice that will guide and facilitate the review of the annual audit report submitted to the Secretariat. • Provides expertise, leadership and technical support as regards to the core function of the sector's annual audit being managed and initiated by the secretariat. • Design and coordinates the planning and implementation of the technical component of the secretariat technical audit of the extractive sector • Design, develop sand monitor the implementation of a technical capacity building strategy that will facilitate the building of the technical competence of in-house skill and other relevant stakeholders in understanding and interpreting key technical issues identified and or highlighted by the annual audits conducted by the secretariat. • Conduct periodic technical systems assessment and review of activities to evaluate the quality and consistency of the annual audit reports submitted to | |

the secretariat to provide second opinion and ensure accuracy of the reports

- Guide, supervise, coordinate and oversees all the activities of Department and ensure adequate utilization of human, material and other resources.
- Develops and monitor implementation of adequate documentation and training of the department's staff.
- Define overall operational plan for the management of the day-to-day technical related issues.
- Manage cross-functional relationships with other departments and units.

Task complexity:

- Effectively implement stated policies and procedures with respect to conducting review of the annual audit reports.
- Accurately provide an independent opinion on the technical issues raised in the report in line with the standard practice and or based on other source and available information.
- Proactively develop systems and processes that will be used to acid test technical findings and or technical opinions in order to ensure quality control and or integrity of the opinion and or the findings.
- Proactively develop a system of gathering relevant information that may be required in the auditing of the industries and provide at a useful form as at when required.
- Support the NSWG in creating a strategic plan for remediation, which is updated and extended following on from each annual audit
- Develop system that will ensure all relevant intellectual property and information is passed to the Secretariat by the appointed auditor.
- Provide technical advice on the preparation of the tender documents for the annual audits
- Design, implement and manage a quarterly reporting framework and process, to enable the Secretariat to monitor revenue flows to the Government from the EI sector
- Assist with the writing of terms of reference for reports and studies commissioned by NEITI, and provide critical feedback on interim reports provided by 3rd party consultant's appointed by NEITI
- Build capacity within the Technical Department, by providing advice and leadership and supporting the recruitment of additional Technical Staff
- Support the extension of the annual NEITI audits to include the solid minerals

sector

- Responsible for the facilitation of the development of new and existing technical processes and procedure to ensure the secretariat is abreast with the continuous changes in the sector.
- Ensure prompt generation of Management Information report as at when due
- Perform other duties as may be assigned from time to time by the Executive Secretary

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
- Effectively allocate resources to jobholders within the Department.
- Provide clear interpretation of departmental goals and individual roles
- Understand and manage teams part in the accomplishment of overall company's goals
- Ensure adherence to defined 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 best standards and practice within the department.

Leadership Complexity:

- Provide clear direction and mentoring to direct reports.
- Promote and encourage teamwork among subordinates.
- Motivate subordinates towards the attainment of goals.
- Develop subordinate's management skills through effective delegation of authority.

Managerial complexity:

- Provide clear interpretation of departmental goals and individual roles.
- Exhibit flexibility in changing circumstances.
- Understand team's part in the accomplishment of overall company's goals.
- Manage expectations.
- Identify and maximize subordinates' potentials.
- Manage and resolve conflicts.

Creativities (improvement/ innovation inherent):

- 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

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| <p>Vulnerabilities (control span)</p> <ul style="list-style-type: none"> • Emotional staff/ other stakeholders • Staff expectations not matching reality on ground • Interdepartmental dependencies |
| <p>Collaboration</p> |
| <p>Responsibility towards:</p> <ul style="list-style-type: none"> • Direct report: 3 technical staff, 7 <i>Indirect Reports</i> • Matrix report: None • Key customer: Executive Secretary, National Working Group, Engaged Auditors • Relations: Other departments/ units |
| <p>Discretionary space</p> |
| <p>Independent thought and Judgment:</p> <ul style="list-style-type: none"> • Predetermined policies and procedures. • Development of operational policies, guidelines and quality control • Definition and allocation of targets |
| <p>Minimum Requirements</p> |
| <p>Education:</p> <ul style="list-style-type: none"> • Bachelor's degree in Petroleum Engineering, Energy Finance, Petroleum Economics, social sciences or any other relevant field of study, master's degree or additional qualification in any field directly related to Extractive Industry Operation required. |
| <p>Experience:</p> <ul style="list-style-type: none"> • At least 15 years relevant experience, 5 of which should be at top senior supervisory level. • In depth experience and knowledge of the reform initiatives in the extractive industries sector |
| <p>Training:</p> <ul style="list-style-type: none"> • Petroleum Sector Auditing • Solid Minerals • Extractive Industries Operation • Auditing of Extractive Industries • Report writing • Strategic plan development and implementation • Management Programs • Employee Performance Management • Change Management • Project Management • Relationship Management |

| Competencies | | |
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| <p>Knowledge:</p> <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 • Solid Minerals Operation and or Auditing of the sub sector operation • Oil and gas reform efforts/ initiatives • Strategic plan development and implementation • Writing of a high level and or sensitive report. • Budgeting and budget control • Knowledge of Auditing standard and practice (National and International) | | |
| <p>Skills/ physical competencies:</p> <ul style="list-style-type: none"> • Research skills • Economic analysis skills • Project management skills • Presentation skills • Analytical skills | | |
| <p>Behavioural qualities:</p> <ul style="list-style-type: none"> • Tactical and interpersonal • Proactive identification and elimination of inefficiencies. • Continual self and subordinate development. • Goal and quality oriented | | |
| <p>General working conditions (e.g. shift work, specific tools, special clothing, environmental requirements, etc.)</p> | | |
| <ul style="list-style-type: none"> • Normal hours • Will be required to conduct site visits to stakeholders' offices • May be required to work extended work hours | | |
| <p>Quality Standards</p> | | |
| <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 the development and implementation of remediation master plan • Ensure availability of technical data relevant to the achievement of the secretariat's objectives • Ensure achievement of agreed Key Performance Indicators | | |
| <p>Sign-off / Approval</p> | | |
| Executive Secretary: | The staff: | HR Manager: |
| Date: | Date: | Date: |

