



Vacancies

The Nigeria Extractive Industries Transparency Initiative (NEITI) is the Nigerian subset of the Extractive Industries Transparency Initiative (EITI), a global initiative that promotes transparency and accountability in the management of revenues from the oil, gas, and mining sectors. To deepen its operational capacity, NEITI seeks to recruit qualified candidates for the following approved positions:

1. Assistant Director, Policy & Strategy

The preferred candidate shall oversee NEITI's nascent policy and strategy work-stream. S/he needs to generate, stimulate and implement innovative ideas that will result in evidence-led policy prescriptions, policy consensus, and policy actions on key governance issues in the management of extractive resources in Nigeria. The candidate must have verifiable policy, research, writing and advocacy backgrounds, measurable capacity to supervise teams working on multiple and complex projects, and demonstrable flair for partnership, strategic thinking and resource mobilisation.

Qualifications, Experience & Qualities

The candidate must have:

- At least a master's degree in Economics, Public Policy, Development Studies, Political Science, or related disciplines;
- A minimum of 15 years post-qualification experience, five of which must be in senior position(s) in public policy and strategy related work;
- Demonstrable analytical skills and verifiable experience in quantitative and qualitative research;
- Excellent writing and presentation skills, with samples of published or unpublished papers attached;
- Advance computer skills with demonstrable proficiency in research and analytical tools such as Excel, SPSS, STATA, RATS, EVIEW etc.
- A very good understanding of NEITI's mandate and the policy issues in Nigeria's extractive sector;
- Proven track record in managing complex projects, people and partnerships with good results;
- Excellent organisational, leadership and team-building skills;
- High integrity, probity and professional discretion.

2. Executive Assistant to the ES

This is not a clerical or a mere administrative position. The preferred candidate shall provide operational and technical support to the Executive Secretary to ensure seamless operation and effective coordination. S/he needs to be highly organised, be able to work under intense pressure, be diplomatic and personable, and must possess the intellectual curiosity and depth to support the chief executive in a fast-paced, reform environment.

Qualifications, Experience & Qualities

The candidate must have:

- At least a first degree in any relevant field with a minimum of five years post-graduation experience, three of which must be in cognate fields. A master's degree and prior experience in supporting chief executive(s) will be an added advantage;
- Capacity to multi-task and work under pressure and tight deadlines;
- Capacity to review and synthesise technical materials and clerk high-level meetings;
- Excellent written and oral communication skills, including proficiency in drafting high-level presentations;
- Advance computer skills, especially proficiency in basic research and presentation tools;
- A good understanding of NEITI's mandate and issues in the extractive sector;
- Proven integrity, probity and professional discretion.

How to apply:

Qualified and interested candidates for any of these two positions should send their applications, resumes, and work samples (where relevant) indicating clearly how they meet the requirements to recruitment@neiti.gov.ng

Deadline: 5 March 2018

Note: Only applications submitted electronically will be considered. Also, only candidates that meet the minimum requirements will be shortlisted for interviews.