

JOB DESCRIPTION FOR HEAD, EXTRACTIVES TRANSPARENCY

Job Title:	Head, Extractives Transparency	Location:	Lagos, Nigeria
Department:	Extractives	Length of contract:	Indefinite
Role Type:	National	Grade:	Managerial
Travel Involved:	As Required	Direct Reports:	Program Officers.
Reporting to:	Principal Lead		

Organisational background

BudgIT is a civic organization that applies technology to intersect citizen engagement with institutional improvement, to facilitate societal change.

A pioneer in the field of social advocacy melded with technology, BudgIT uses an array of tech tools to simplify the budget and matters of public spending for citizens, with the primary aim of raising standard of transparency and accountability in government.

Job purpose

To lead a coherent and coordinated extractives team that's supports BudgIT's work at par with international standards.

Key working relationships

The Head, Extractives Transparency will manage the Extractives team with a direct reporting line to the Principal Lead.

External working relationships will include government agencies in the extractives industry, government, donors, civil society organizations, and other non- government organisations.

Key accountabilities

Research

- Leading a team of program officers as it relates to BudgIT's work in minerals, oil and gas,
- Contributing to extractives-related matters, including policy, laws and institutional structures
- Design qualitative and quantitative research plans and methodologies.
- Spearhead research projects around extractives, minerals, oil and gas issues.

- Ensures that BudgIT stays abreast of key policy changes and relevant external issues in the extractives industry.
- Lead the production of a wide range of extractives high quality written outputs for various audiences including high-quality, well-targeted research reports, policy briefings, press releases, blogs, and other outputs.
- Develop and manage relationships with research institutes, think tanks, policy makers, and other Civil Society Organizations.
- Represent the organization at conferences, media appearances, events, etc on all matters related to extractives.
- Update job knowledge and skills by participating in continuous professional development, e.g. training, professional/trade publications, maintaining personal networks, and membership of relevant professional organisations;

Team Leadership

- Mentor and develop staff using a supportive and collaborative approach.
- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, and establish priorities.
- Ensure continuous professional development of the skills and competencies of the team.

Qualifications and experience:

- A relevant Bachelor's degree
- A minimum of 6 years related extractives or research experience.
- Strong familiarity with the extractives industry at national and sub-national level.
- Excellent qualitative and quantitative research skills and experience in using a range of research techniques.
- A media background will be an added advantage.

Work-based skills:

- Excellent written, oral, and presentation communication skills in a range of formats, to include briefings, press releases, reports, media, articles, and blogs.
- Ability to draft, proof and edit reports is required.
- Proven ability to translate (written and verbal) complex issues into easily understandable formats for a range of stakeholder audiences.
- Proven project management skills and experience in designing, managing, and delivering high quality projects on time.
- Competence in data mining and analysis.
- Should possess gravitas, confidence, and executive presence to gain the credibility and respect of internal and external stakeholders;
- Willingness to travel, even at short notice.
- Proven experience managing teams and building networks and strong working relationships.



Interested and qualified candidates should send their CVs to hr@yourbudgit.com using the subject title, "Head, Extractives Transparency."