

MINISTRY OF NATURAL RESOURCES

JOB OPPORTUNITY

ADMINISTRATOR

Guyana Extractive Industries Transparency Initiative (GYEITI) National Secretariat

Background

The Extractive Industries Transparency Initiative (EITI) is a global standard that promotes transparency and accountability in the oil, gas and mining sectors. It has yet flexible methodology for disclosing and reconciling company payments and government revenues in implementing countries. EITI implementation has two core components:

- **Transparency:** oil and gas, mining and other nationally defined extractive industries, through their companies disclose their payments to the government, and the government discloses its receipts. The figures are reconciled with technical support from an Independent Administrator (IA) and published in annual Reports of the Guyana Extractive Industries Transparency Initiative (GYEITI), alongside contextual and other information about the extractive sector which are approved by the Multi Stakeholder Group (MSG). The Report is published and publicly disseminated.
- **Accountability:** a Multi-Stakeholder Group with representatives from government, extractive industry companies and civil society is established to oversee and communicate the findings of the national GYEITI Report, and promote the integration of the GYEITI into broader national transparency efforts.

The National Secretariat of the GYEITI is supported by the Ministry of Natural Resources on behalf of the Government of the Cooperative Republic of Guyana. The Secretariat's responsibilities encompass conceptual and organizational support for the MSG in order to ensure the successful implementation of the MSG decisions and all GYEITI requirements. The Secretariat furthermore serves a public relations function, encouraging contact with the EITI International Secretariat, as well as fellow EITI Secretariats.

ADMINISTRATOR

Job Summary

The Senior Administrator (SA) will be responsible for the administrative functions of the GYEITI National Secretariat reporting to the National Coordinator and working in close collaboration with Multi Stakeholder Group as directed by the National Coordinator, and the Ministry of Natural Resources. The Senior Administrator also acts as the Deputy National Coordinator when the National Coordinator is on leave or unavailable.

Duties and Responsibilities

1. Supervise the day to day administration of the National Secretariat including

- supervision of human, material and financial resources of the Secretariat;
2. Ensure the smooth operations and workflow of Secretariat;
 3. Promote team building and professional work relations of the Secretariat staff;
 4. Assist in the preparation of budgets for the GYEITI and in oversight of financial reporting;
 5. Be familiar with the EITI Standard and ensure staff members adhere to and comply with EITI standard practices within the Secretariat as well as the Standard Operating Procedures of the GYEITI National Secretariat 2021;
 6. Assist in the implementation of the decisions and resolutions of meetings of the Multi-Stakeholder Group of the EITI;
 7. Prepare a procurement plan for the National secretariat;
 8. Track the implementation of the Work Plan and reporting its progress to the Multi Stakeholder Group;
 9. Support the meetings of the Multi-Stakeholder Group by preparing the agendas, recording the minutes and drafting the reports;
 10. Assist in the planning and organising of capacity building programs for the National Secretariat;
 11. Assist in the production of periodic reports on the activities of the GYEITI for the MSG;
 12. Support and assist with organising and planning of GYEITI outreach activities in liaison with the Communications Officer of the National Secretariat and the Ministry of Natural Resources; and
 13. Any other task assigned by the National Coordinator.

Qualifications:

The Senior Administrator should have:

Education:

- At least a Bachelor's Degree in Public/Business Administration, Economics, Project Management or any other related field. A Master's Degree in the will be preferred.

Work Experience:

- Extensive experience in management/supervisory level positions.
- Minimum of 3 years working experience in the field of administration, management, project implementation, monitoring and evaluation or any other related fields.
- Experience working with Civil Society Organizations.
- Extensive knowledge of the principles and theories of natural resources and environmental management.
- Familiarity with current policies, laws, regulations and issues in the natural resources and environment sector in Guyana.
- Expertise in accounting, auditing and financial analysis.
- A track record in similar work. Previous experience in EITI reporting is not required, but would be advantageous.

Basic Knowledge and Understanding of the EITI Standard and of the GYEITI. (Information can be accessed from the GYEITI website and candidates are expected to have a basic familiarization with the organisation to which they are applying for a staff position.

Language Skill:

- Candidate must also possess excellent oral and written English communication skills and be able to articulate ideas and write reports in a clear and concise style.

Competencies:

Professionalism: Good understanding of the functions of the post, ability to work independently with minimum supervision.

Teamwork: Good interpersonal skills and ability to work in a Team.

Skills: Good computer skills and proficiency in Microsoft Office.

Planning & Organizing: Excellent organizational and management skills and ability to carry out work in an efficient and timely manner.

Flexibility: Must be willing to travel out of town where necessary.

Availability: The Coordinator is expected to make him/herself available full-time throughout the duration of the contract.

