

MINISTRY OF NATURAL RESOURCES

JOB OPPORTUNITY

NATIONAL COORDINATOR

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 a robust 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 will be 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.

Job Summary

The National Coordinator (NC) is responsible for leading the National Secretariat and coordinating the implementation of the Guyana Extractive Industries Transparency Initiative (GYEITI) in close collaboration with the Multi Stakeholder Group (MSG) and the Ministry of Natural Resources with a view of ensuring consistency with the global EITI Standard and compliance with the Standard Operating Procedures of the GYEITI National Secretariat 2021.

Duties and Responsibilities

1. Serve as the Executive Director of the National Secretariat;
2. Implement the decisions and resolutions of meetings of the Multi-Stakeholder Group of the GYEITI;
3. Manage human, material and financial resources of the Multi-Stakeholder Group of GYEITI in accordance with national laws and regulations which includes:
 - Assess human resource, material and financial needs;
 - Define the tasks (ToR) of agents to be recruited at technical secretariat; and
 - Prepare a procurement plan for the technical secretariat;
4. Lead the EITI Secretariat Team, managing all day-to-day activities of the EITI Secretariat;
5. Liaise with the EITI International Secretariat on technical matters on any issues with regards to Guyana's membership to EITI;

6. Ensure that the GYEITI follows the standard international practices of the EITI and complies with its Standard as well as the Standard Operating Procedures of the GYEITI National Secretariat 2021;
7. Coordinate the GYEITI Annual Report and liaises with the Independent Administrator and with the MSG in the processes and analyses of its preparation;
8. Plan and Organize the GYEITI Validation processes and liaises directly with the International Secretariat and the independent Validation team as required;
9. Coordinate scoping studies and provides technical input for Terms of Reference for GYEITI consultants and staff positions in consultation with the Ministry of National Resources and the MSG;
10. Implement the approved GYEITI Work Plan and its required actions;
11. Liaise effectively with all Stakeholders including Government Institutions, the Private Sector, Civil Society Organizations and the Press and Media on relevant issues related to the GYEITI;
12. Plan and Organize capacity building programs for the GYEITI Secretariat, Extractive Industry companies, Government officials and Civil Society Organizations;
13. Produce periodic reports from the National Secretariat on the activities of the GYEITI for the MSG;
14. Conduct public information and media campaigns on the EITI and the GYEITI in liaison with the Communications and Outreach Officer and the Ministry of Natural Resources public affairs department, ensuring alignment with the approved communications plan;
15. Advise the MSG in its deliberations and decision of the National Priorities of the GYEITI and coordinates their implementation;
16. Promote and support linkages with the wider extractive industry reform agenda, as driven by the Government of Guyana; and
17. Any other task assigned by the Multi-Stakeholder Group.

Qualifications:

The **National Coordinator** should have:

Education:

- At least a Master's Degree in Public Policy, Business Administration, Economics, Sustainable Development, Project Management or any other related field.

Work Experience:

- Extensive experience in senior management/supervisory level positions.
- Minimum of 5 years working experience in the field of public policy, policy development, organisational administration, programme 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, sustainable development 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 Familiarity with EITI/GYEITI:

- Basic familiarity with the EITI Standard GYEITI operations is required.

(Information can be accessed from the GYEITI website and candidates are expected to have at least some basic knowledge of the organisation to which the candidate is applying for a staff position.)

Language Skill:

- Candidate must 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 organisational 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.