
Policy Officer

State-Owned Enterprise/Commodity Trading Transparency

The Extractives Industries Transparency Initiative (EITI) is looking for a full-time **Policy Officer** to join the office in Oslo, Norway. This key-position will support the implementation of EITI's policy priorities related to extractive sector governance, with a particular focus on state-owned enterprise transparency and reporting on the sale of oil, gas and minerals.

This is an opportunity to work in an international and vibrant environment helping citizens of resource-rich countries benefit from their natural resources by promoting the Standard for good governance of the extractive industries.

We are looking for a motivated, curious, detailed-oriented, research-savvy individual who can manage projects, review companies' filings and annual reports and help prepare publications related to EITI's policy areas including state-owned enterprise and commodity trading transparency.

We offer a competitive salary and will consider requests to provide financial support to cover relocation costs based on circumstances and financial need.

Key responsibilities

1. Support the policy group's work on improving transparency of state-owned enterprises and the sale of oil, gas and minerals (commodity trading), including:
 - a. supporting the implementation of relevant reporting requirements in EITI countries, including supporting the development of analytical tools for use by EITI implementing countries and state-owned enterprises,
 - b. coordinating secretariat and partner support as well as the EITI working groups and networks dedicated to advancing these issues,
 - c. reporting on progress to the EITI Board.
2. Contribute to the drafting of outreach material and reports, such as preparing briefs with EITI staff members ahead of meetings with stakeholders and industry representatives, updating existing publications and guidance related to state-owned enterprise and commodity trading transparency.
3. Liaise and coordinate with partner organisations, industry associations and company representatives, building strategic partnerships to establish support and understanding of the EITI's mission and work.
4. Support internal coordination and administration of policy and implementation projects, including keeping internal documents, databases and relevant website content updated.

Required Qualifications

- Relevant advanced university degree. Bachelors degree is required. Masters degree is highly desirable.
- 3-7 years of applicable experience with government, company, civil society organisation, or a development agency. Experience with oil, gas and mining companies, state-owned enterprises and the commodity trading industry, Public Financial Management (PFM), or reviews of audited financial statements is highly desirable.
- Interest in natural resource governance is required. Knowledge of issues related to governance of state-owned enterprises and/or the sale of oil, gas and minerals in resource-rich countries is an advantage.
- Ability to influence stakeholders, in particular industry, through a combination of strong writing, presentation and networking skills. An understanding of the incentives for business and investors to be supportive of promoting transparency, and of corporate strategy as it relates to corporate social responsibility and shared value partnerships with INGOs.
- Strong interpersonal skills and the ability to work flexibly with a wide range of team members, while retaining the ability to act independently.
- Experience working in an international environment and with international partners is an advantage.
- Excellent command of written and spoken English. Fluency in French or Spanish is desirable though not required. Other languages are an advantage.
- Willingness to work in an “all hands on deck” environment, and engage in a variety of tasks.

How to apply

To apply please visit our [website](#) or go directly to our [application portal](#) no later than close on 31 August 2019. Please note that we will **not process** applications received via email.