

## Global Initiatives and Impact Coordinator / EITI

**JOB PURPOSE:** The Global Initiatives and Impact Coordinator is responsible for coordinating and managing Publish What You Pay (PWYP)'s engagement in the Extractive Industries Transparency Initiative (EITI) to ensure that the global coalition is effective in promoting an open and accountable extractive sector so that oil, gas and mining revenues improve the lives of women, men and youth in resource-rich countries. He/she is responsible for providing strategic analysis and advice, spearheading and coordinating global advocacy efforts in relation to EITI, as well as developing and delivering training programmes in order for PWYP members across the world to gain full advantage of the EITI as a platform to promote the good governance of natural resources in their respective countries.

**REPORTS TO:** Director of Global Initiatives & Impact

**SUPERVISES:** Global Initiative & Impact Assistant, consultants / partners engaged on projects

## SCOPE OF RESPONSIBILITIES:

Key Result Area	Performance Indicators
<p>Develop and implement PWYP's vision and engagement strategy with the EITI, supporting coalition members as well as civil society EITI Board members in effectively using the EITI as a tool to foster better natural resource governance in implementing countries.</p>	<ul style="list-style-type: none"> <li>▪ Civil society at local and international level are better coordinated and more effective in their EITI-related advocacy and policy asks</li> <li>▪ Civil society EITI Board members have the knowledge, tools and ability to be effective advocates for better natural resource governance and accountable representatives of the transparency/accountability movement</li> </ul>
<p>Maintain and deepen relationships with key EITI partners at global and national levels, ensuring that PWYP members gain maximum benefit from our involvement in the EITI.</p>	<ul style="list-style-type: none"> <li>▪ PWYP members leverage the EITI at country level to advance their advocacy asks in line with PWYP's global strategy</li> <li>▪ Targeted coordination with external partner organisations helps advance PWYP interests in the EITI</li> <li>▪ PWYP Regional Coordinators fully involved and supportive of EITI-related activities in their region</li> </ul>
<p>Contribute towards the development and implementation of organisational strategic plans, governance mechanisms and effective teamwork for the PWYP Secretariat</p>	<ul style="list-style-type: none"> <li>▪ Issues pertaining to EITI are represented in the Secretariat's strategic and annual plans</li> <li>▪ EITI-related activities are properly budgeted and funds raised to ensure adequate delivery and monitoring</li> <li>▪ Learning from research or M&amp;E is systematically fed into work plans and work cycles</li> </ul>
<p>Liaise with the the PWYP Member Engagement team and the Communications Teams to ensure that best practice is captured and shared with PWYP members globally, developing and delivering EITI information packs and training resources to maximise knowledge transfer and reach</p>	<ul style="list-style-type: none"> <li>▪ Best practice and learning transferred to members</li> <li>▪ Staff &amp; members' capacity in knowledge management and M&amp;E enhanced</li> <li>▪ On-line EITI-related learning platforms used to maximum effect</li> <li>▪ Action-oriented and impactful research supports the civil society agenda in the context of EITI implementation</li> </ul>

Financial Impact of Role	Nature of Responsibility
Small (under £5000); Medium (£5000-£499,000); Large (£500,000-£1,500,000); Very large (over £1,500,000)  Medium	Stewardship; Shared Responsibility; Direct Responsibility; Accountable  Shared Responsibility
<b>Narrative:</b> Contribute to identifying new donors, developing fundraising proposals and ensuring accountability for grants; Responsible for managing parts of the budget for Global Initiatives according to best practice in financial management	

## REQUIREMENTS OF THE ROLE

### QUALIFICATIONS

- Advanced Degree in a relevant field (Eg political sciences, international development, etc.)

### TECHNICAL EXPERIENCE & KNOWLEDGE

- At least 5 years of relevant professional experience in civil society, preferably within advocacy or capacity building programmes focused on natural resource governance
- Experience and/or knowledge of the Extractive Industries Transparency Initiative (EITI) or other multi-stakeholder initiatives
- Familiarity with the global extractive industry transparency movement and with the basic structure / operations of the extractive industries
- Excellent advocacy, writing and communication skills, including producing reports
- Experience with fundraising, ideally with multilateral and bilateral donors
- Fluency in English is required (written and spoken) as well as one of the other working languages of the PWYP Secretariat (Russian, French, Arabic, Spanish,)
- Proven organisational skills and ability to work under pressure; autonomy but also willingness to work as part of a decentralised team and ability to proactively share relevant information with team members
- Willingness to travel up to 40%
- Proficiency in Office Suites

Competency	1	2	3
Commitment & Drive for Results		✓	
Proactivity & Innovation			✓
Effective Resource Management		✓	
Relationship Building			✓
Communication & Influencing			✓
Thinking & Problem Analysis		✓	
Learning & Resourcefulness		✓	