

**VACANCIES ANNOUNCEMENTS AT THE SECRETARIAT OF THE
AFRICAN PETROLEUM PRODUCERS' ORGANIZATION (APPO)**

The African Petroleum Producers' Organization (APPO) is an intergovernmental energy organization created in 1987 in Lagos, Nigeria, to serve as a platform for African petroleum producing countries to cooperate, collaborate, and share knowledge and competencies. It aims to promote common policy initiatives and projects in all facets of the petroleum industry with a view to maximizing the developmental and welfare benefits accruable from petroleum exploitation activities in the Member Countries in particular and in Africa in general. The Organization is made up of 15 Member Countries with Congo Brazzaville as its headquarters, while Abuja Nigeria is the temporary headquarters.

2. The Secretariat of the African Petroleum Producers' Organization (APPO) invites qualified Nationals of its Member Countries interested in the following vacant positions to apply:

NO	POSITION	REQUIREMENTS	APPLICATION METHODOLOGY
1.	Secretary General	1. A postgraduate degree in petroleum/energy or social sciences or any other relevant qualification/certifications issued by a recognized university/higher education institution/professional body; 2. Age range: Between 45 and 65 years; 3. Minimum of twenty (20) years working experience of which a minimum of ten (10) years must be in a Management position in field of hydrocarbons; 4. Relevant experience in the planning and execution of major policies, programs and projects in the oil and gas sector as well as in related activities; 5. Good knowledge of computer and office tools, and MS Excel, PowerPoint and MS Project would be an added advantage; 6. Good analytical skills, organizational skills and ability to work in a team setting within a multicultural environment;	1. Application letter; 2. Cover letter; 3. Three (03) letters of reference; 4. Certified true copies/Notarized of degrees and work Certificates; [Background Check] 5. Copy of valid ID card/passport; 6. Copy of a police extract dating not more than three months; 7. Curriculum Vitae dated and signed by the author.

		<p>7. Ability to take initiative, sense of discipline and ability to work under pressure;</p> <p>8. Ability to manage a team in a multicultural environment, develop good relationships with other staff and share knowledge;</p> <p>10. Delegation and decision-making capacity</p>	
2.	Director, Rilwan Lukman Research & Deveplo ment Centre	<p>1. A postgraduate degree in petroleum or development studies or any other relevant qualification/certifications issued by a recognized university/higher education institution/professional body;</p> <p>2. Age range: Between 40 and 60 years;</p> <p>3. Minimum of fifteen (15) years professional experience in petroleum/energy field;</p> <p>4. Strategic thinking on program implementation in the oil and gas sector;</p> <p>5. Relevant experience in the planning and execution of major policies, programs and projects in the oil and gas sector as well as in related activities;</p> <p>6. Good knowledge of computer and office tools, and MS Excel, PowerPoint and MS Project would be an added advantage;</p> <p>7. Good analytical skills, organizational skills and ability to work in a team setting within a multicultural environment;</p> <p>8. Ability to take initiative, sense of discipline and ability to work under pressure;</p> <p>9. Ability to manage a team in a multicultural environment, develop good relationships with other staff and share knowledge;</p> <p>10. Delegation and decision-making capacity.</p>	<p>1. Application letter;</p> <p>2. Cover letter;</p> <p>3. Two (02) letters of reference;</p> <p>4. Certified true copies/Notarized of degrees and work certificates; [Background Check]</p> <p>5. Copy of valid ID card/passport;</p> <p>6. Copy of a police extract dating not more than three months;</p> <p>7. Curriculum Vitae dated and signed by the author.</p>
3.	Director Support Services	<p>1. A postgraduate degree in Finance/Human Resources or any other relevant qualification/certifications issued by a recognized university/higher</p>	<p>1. Application letter;</p> <p>2. Cover letter;</p> <p>3. Two (02) letters</p>

		<p>education institution/professional body;</p> <p>2. Age range: Between 40 and 60 years;</p> <p>3. Minimum of fifteen (15) years professional experience in the petroleum sector;</p> <p>4. Good knowledge of computer and office tools, and MS Excel, PowerPoint and MS Project would be an added advantage;</p> <p>5. Good analytical skills, organizational skills and ability to work in a team setting within a multicultural environment;</p> <p>6. Ability to take initiative, sense of discipline and ability to work under pressure;</p> <p>7. Ability to manage a team in a multicultural environment, develop good relationships with other staff and share knowledge;</p> <p>8. Delegation and decision-making capacity.</p>	<p>of reference;</p> <p>4. Certified true copies/Notarized of degrees and work certificates; [Background Check]</p> <p>5. Copy of valid ID card/passport;</p> <p>6. Copy of a police extract dating not more than three months;</p> <p>7. Curriculum Vitae dated and signed by the author.</p>
4.	Chief Legal Officer	<p>1. A degree in law issued by a recognized university/higher education institution;</p> <p>2. Age range: Between 35 and 50 years;</p> <p>3. Minimum of ten (10) years professional experience in the petroleum sector or in international organization;</p> <p>4. Good knowledge of computer and office tools, and MS Excel, PowerPoint and MS Project would be an added advantage;</p> <p>5. Good analytical skills, organizational skills and ability to work in a team setting within a multicultural environment;</p> <p>6. Ability to take initiative, sense of discipline and ability to work under pressure;</p> <p>7. Ability to manage a team in a multicultural environment, develop good relationships with other staff and share knowledge;</p> <p>8. Delegation and decision-making</p>	<p>1. Application letter;</p> <p>2. Cover letter;</p> <p>3. One (01) letter of reference;</p> <p>4. Certified true copies//Notarized of degrees and work certificates; [Background Check]</p> <p>5. Copy of valid ID card/passport;</p> <p>6. Copy of a police extract dating not more than three months;</p> <p>7. Curriculum Vitae dated and signed by the author.</p>

		capacity.	
5.	Communication and Public Relations Officer	<ol style="list-style-type: none"> 1. A degree in Mass Communication or any other relevant qualification issued by a recognized university/higher education institution; 2. Age range: Between 35 and 50 years; 3. Minimum of ten (10) years professional experience in the petroleum sector or in international organization; 4. Good knowledge of computer and office tools, and MS Excel, PowerPoint and MS Project would be an added advantage; 5. Good analytical skills, organizational skills and ability to work in a team setting within a multicultural environment; 6. Ability to take initiative, sense of discipline and ability to work under pressure; 7. Ability to manage a team in a multicultural environment, develop good relationships with other staff and share knowledge; 8. Delegation and decision-making capacity. 	<ol style="list-style-type: none"> 1. Application letter; 2. Cover letter; 3. One (01) letter of reference; 4. Certified true copies//Notarized of degrees and work certificates; [Background Check] 5. Copy of valid ID card/passport; 6. Copy of a police extract dating not more than three months; 7. Curriculum Vitae dated and signed by the author.

3. All Nigerians who meet the minimum requirements for the advertised positions and are interested in working at the APPO Secretariat are advised to send their applications in the format indicated above to the:

Executive Board Member, APPO,

Office of the Permanent Secretary,
Federal Ministry of Petroleum Resources,
Block "D", 6th Floor, NNPC Towers,
Central Area, Abuja.

4. Please, note that the deadline for receipt of applications is **Tuesday 26th February, 2019.**

Signed

Permanent Secretary,
Ministry of Petroleum Resources.