

# JOB DESCRIPTION



Position Description					
<b>Job Title:</b>	<b>Technical Assistant, Land Access</b>				
<b>Department:</b>	Social Performance – Fixed Term Contract (18 months)				
<b>Business Unit/Team:</b>	Kenya				
<b>Location:</b>	Nairobi with regular travel to the field.				
<b>Reports To:</b>	Line Manager: Social Performance Advisor				
<b>Interacts With:</b>	<table border="1"> <thead> <tr> <th>Internal:</th> <th>External:</th> </tr> </thead> <tbody> <tr> <td>                     Principle interface with:                     <ul style="list-style-type: none"> <li>▪ Legal</li> <li>▪ Operations (drilling, seismic).</li> <li>▪ Asset Protection</li> <li>▪ EHS</li> <li>▪ Supply Chain Management</li> <li>▪ Development</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• Government departments</li> <li>• Local Government representatives</li> </ul> </td> </tr> </tbody> </table>	Internal:	External:	Principle interface with: <ul style="list-style-type: none"> <li>▪ Legal</li> <li>▪ Operations (drilling, seismic).</li> <li>▪ Asset Protection</li> <li>▪ EHS</li> <li>▪ Supply Chain Management</li> <li>▪ Development</li> </ul>	<ul style="list-style-type: none"> <li>• Government departments</li> <li>• Local Government representatives</li> </ul>
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<b>Background</b>	<p>In 2010, Tullow Oil Kenya embarked on a major exploration campaign across five Kenyan licence areas (Blocks 10BA, 10BB, 10A, 12A and 13T) covering over 67,000 sq km (six times the size of the licences in Uganda). In 2012, Tullow added additional interests in Block 12A and Block 12B. To date four wells have been drilled and an extensive seismic programme is underway within areas which are remote, environmentally very sensitive and conflict prone due to tribal conflict, water and food insecurity.</p> <p>Early exploration results indicate that there could possibly be future commercialisation of Kenya’s Northern oil resources. In order to be successful, ongoing exploration and appraisal activities combined with future development planning will require unfettered access to land within Tullow’s acreage.</p> <p>Appropriately managing ongoing access to land in a responsible and timely manner is a critical activity for both operations and social performance.</p>				

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<p><b>Job Purpose:</b></p>	<p>The Tullow Oil Kenya Technical Assistant, Land Access will be based in Nairobi with regular travel to Tullow's acreage in North West Kenya and is responsible for supporting the development and execution of Tullow Oil Kenya's Land Access Framework.</p> <p>The Technical Assistant will report to the Nairobi based Social Performance Advisor and will contribute to business unit success by ensuring that Tullow Oil has a robust land access framework which facilitates unfettered access to land for ongoing exploration and appraisal, as well as early development activities.</p> <p>Key to this role will be working closely with legal, EHS, operations and development to ensure that a 'fit-for-purpose' framework which accounts for domestic legislation, Tullow Oil Social Performance Standards and international standards is developed and executed in an efficient and timely fashion. This work will be a critical input to Social Investment Strategy as it relates to livelihood support issues. This position will also be the key point of contact internally for land related matters and will coordinate the Tullow Oil Kenya land access taskforce.</p>
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<p><b>Responsibilities / Key Objectives:</b></p>	<p><b>Land Framework</b></p> <ul style="list-style-type: none"> <li>▪ In cooperation with legal provide input into national legislative and regulatory frameworks as they pertain to community land and access for oil industry activities.</li> <li>▪ In cooperation with key functions, develop an integrated Tullow Oil Kenya Land Access Framework which accounts for (but not necessarily limited to):             <ul style="list-style-type: none"> <li>○ National legislation and regulation</li> <li>○ Local County procedures</li> <li>○ International standards</li> <li>○ Land tenure and land use rights</li> <li>○ Public disclosure and consultation</li> <li>○ Valuation and compensation</li> <li>○ Economic and physical displacement</li> <li>○ Cultural Heritage</li> <li>○ Spatial services</li> </ul> </li> <li>▪ In cooperation with the Environmental team, input into the scoping and review of Environmental &amp; Social Impact Assessments (and associated management plans) to ensure matters associated with land access and / or acquisition are appropriately accounted for.</li> <li>▪ Provide technical land management input into the design, development and implementation of the Borealis Information Management System.</li> <li>▪ Cooperate with Tullow Oil GIS to ensure the effective integration of land issues into spatial services to inform engineering design.</li> <li>▪ Coordinate the Tullow Oil Kenya Land Access taskforce and ensure agreed actions are executed in a timely fashion.</li> </ul>
	<p><b>External Stakeholder Engagement &amp; Grievance Management</b></p> <ul style="list-style-type: none"> <li>▪ As requested, support the field based Social Performance &amp; EHS teams in executing stakeholder and community consultation activities in accordance with regulatory and IFC requirements for stakeholder relationship management.</li> <li>▪ Support the timely resolution of stakeholder and community grievances, particularly where this involves issues pertaining to land grievances.</li> <li>▪ Represent Tullow Kenya at key engagements as requested.</li> </ul>
<p><b>Financial Responsibility:</b></p>	<ul style="list-style-type: none"> <li>▪ NA</li> </ul>

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<b>Person Specification</b>	
<b>Experience and Education:</b>	<ul style="list-style-type: none"><li>▪ Minimum of 10 years' experience in a land based role (surveying, town / rural planning and infrastructure development).</li><li>▪ Strong track record in building successful relationships and securing alignment between multiple stakeholders.</li><li>▪ Experience in relationship management, negotiations, and conflict resolution.</li><li>▪ Solid understanding of international best practice/standards in this area. Particularly as they pertain to land access &amp; acquisition, economic and physical displacement</li><li>▪ Extensive experience in the application of national and local land legislation / regulations and procedures.</li></ul>
<b>Skills:</b>	<ul style="list-style-type: none"><li>▪ Heightened appreciation of the social, cultural and environmental aspects of land access and management.</li><li>▪ Proven track record of planning.</li><li>▪ Ability to translate complex information into strong, easily delivered messages, including the ability to influence, inspire confidence and build trust at all levels.</li><li>▪ Proven ability to manage complex matters in a transparent and inclusive fashion.</li><li>▪ Ability to integrate land issues into business and project planning as required.</li><li>▪ Excellent written and verbal communications skills.</li><li>▪ Ability to manage conflict situations including conflict resolution and analysis.</li></ul>

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## **Business Behaviours:**

- Politically non-partisan.
- Able to foster internal alignment on key issues and deliver results within a complex business environment.
- Awareness and sensitivity to diverse cultures / ethnic environments.
- Demonstrates a high level of personal integrity.
- Establishes priorities and works with minimal direction.
- Collaborative with heightened communications and related interpersonal skills.
- Participates in proactive team efforts to achieve departmental goals.
- Self motivated and uses initiative and judgment to attain the best results.
- Demonstrates a personal commitment to Health, Safety and the Environment.
- Actively supports and demonstrates Tullow values.