



Office of the Executive Governor
PLATEAU STATE, NIGERIA
Government House, Jos-Plateau State.
www.plateaustate.gov.ng

EXECUTIVE ORDER PLSG-10, 2020

ESTABLISHMENT OF THE ONE STOP INVESTMENT CENTRE (OSIC)

Whereas, Plateau State desires to key into the National movement towards elimination of bureaucratic constraints in doing business and of progressively making the Country a preferred destination for business and investments through the creation of Investor-friendly environment to attract Domestic and International investments.

Whereas, there is an immediate need to accelerate the establishment of a One Stop Investment Centre in the State to actualize the Objectives and Goals of the proposed Plateau State Investment Promotion Agency (PLASIPA), pending the passage of the Bill for its creation by the Plateau State House of Assembly.

NOW THEREFORE by the power vested in me under Section 5(2) of the Constitution of the Federal Republic of Nigeria 1999 (as Amended) and all other enabling Laws and powers in that regard, **I, Rt. Hon. (Dr.) Simon Bako Lalong KSGG, Executive Governor of Plateau State** DO HEREBY ORDER AS FOLLOWS:-

There is hereby established a ONE STOP INVESTMENT CENTRE (OSIC) in Plateau State with the following Purpose, Mandate, Objectives, Staff Composition and Organisational Structure:-

- I. Purpose:** Investment facilitation, Promotion and harmonization of Government Agencies in one location aimed at removing administrative bottlenecks experienced by Investors in the course of business especially business entry and doing business in the State.

II. Mandate:

- a. To coordinate and streamline processing and issuance of business entry requirements by simplifying, shortening and clarifying administrative and regulatory procedures for issuance of Business Approvals, Permits and Licences and Company Incorporation thereby removing bottlenecks faced by Investors in establishing and running business, and ultimately, reducing the cost of doing business in Nigeria and offer effective after care services.

III. Services:

- a. Grant business entry Approvals, Licenses and Authorization.
- b. Provide data and general information on the State Economy, Investment climate, Legal and Regulatory Framework as well as sector Industry specific information to aid existing and prospective Investors in making informed business decisions.
- c. Facilitation and follow-up services on behalf of Investors in all MDAs.

IV. Objectives of the Centre:

- a. Simplify procedural steps for obtaining business approvals.
- b. Shorten service delivery time without undermining the Policy objectives of participating Agencies/Ministries.
- c. Ensure transparency and predictability in the Regulatory environment.
- d. Provide prompt investment Information and advice to Investors.
- e. Fast-track public sector reforms that will result in more attractive business environment in the State.
- f. Maintain close and professional working relationship among Government Agencies and Ministries in support of Investors.
- g. Provide statistical data and information on the Plateau State Economy, Investment climate, Legal and Regulatory Framework as well as Sector and Industry specific information to aid existing and prospective Investors in making informed business decisions.
- h. Offer quality aftercare services, which is a Key success factor for OSIC.
- i. Political will and strong leadership to create a conducive BEE.
- j. Adoption of reforms by MDAs relating to procedures and processes.
- k. Make available timely and relevant/accurate data and information to Investors, potential and existing.
- l. Provide quality service, ensure professional working attitude and Commitment by Staff of the Centre.

V. Staffing:

1. Core Staff
2. Posted Staff

● **Core Staff:**

They are Staff employed by the Centre and are distinct from a posted Staff, with their Career path structured in line with the Centre's Organisational Structure and Remunerations paid by the Centre. They include:

- a. Head of OSIC or Centre Manager (DG or ES when it becomes IPA);
- b. Front Desk Officer (Media) Linkages and Investor Relations Officer;
- c. Legal Services Officer; and
- d. Admin Services Officer.

● **Posted Staff:**

They are the backbone of the services with regards investment promotion and facilitation. Their unique capacities include:

- a. Offer advice and information to Clients on the process of obtaining approvals, Permits, Licenses, and Certificates etc;
- b. Provide road-map, jointly and individually to Investors on how to actualize investments;
- c. Have knowledge about their respective MDA procedures and processes;
- d. Report to their Supervisors in respective MDAs;
- e. Take directives from OSIC Manager;
- f. Submit Progress Reports on activities with Clients to the Centre Manager through the Investor Relations Officer;
- g. Receive remunerations from their MDAs, but shall receive from the Centre basic working tools as Stationeries, Computing, Internet commodity and the Centre shall assist in the Monthly payment of stipends as may be fixed from time to time.
- h. Identify, based on experience, possible areas of reforms in their MDA processes or procedures in conjunction with the Centre Manager and MDA Line Heads;
- i. Agreements on the need for Reform, shall be discussed by the Centre Manager with the SGS or Head of Service, through the Chairman, OSIC Steering Committee and Commissioner, Ministry of Commerce and Industry which will be related to the respective MDAs; and
- j. Submit Reports to their Heads in their respective MDAs.

VI. Organisational Structure:

Designation	Functions
1. OSIC Manager (Centre Manager)	<ul style="list-style-type: none"> a. Responsible for the day-to-day operations of OSIC; b. <u>Through the Chairman, OSIC Steering Committee and Commissioner, Ministry of Commerce and Industry</u>, Liaise with the Office of the SGS, Head of Service and relevant MDAs with respect to Staff posting. c. Liaise with Heads of Federal MDAs with respect to

	<p>posting and performance of Staff;</p> <p>d. Establish reporting and supervisory procedures for core and posted OSIC Staff;</p> <p>e. Ensure the functionality of all systems and equipment of OSIC;</p> <p>f. Promote OSIC and raise awareness of its services within the State Government and business Community;</p> <p>g. Organise Business Forums or Dinners each year; and</p> <p>h. Liaise and relate with relevant Organisations that can assist to the success of OSIC.</p>
2. Front Desk Officer	<p>a. Responsible for Client experience and response to all enquiries regarding OSIC and its Services;</p> <p>b. Arrange appointments for Clients that are unable to meet with OSIC Staff or MDA posted Staff;</p> <p>c. Ensure OSIC Staff keep to all appointments made; and</p> <p>d. Ensure waiting and Client service areas are kept in order and clean and that professional or Business-like atmosphere is well maintained in all dealings with Clients.</p>
3. Linkages and Investor Relations Officer	<p>a. Provide a range of support services to assist potential and present investors as they make new and additional Investments;</p> <p>b. Track the progress in obtaining various Permits, Licences, Certificates or other documents or authorization that Clients require;</p> <p>c. Liaise with posted MDA Staff where necessary to identify and respond to any problems that arise;</p> <p>d. Facilitate seamless entry process and establishment of businesses for Investors;</p> <p>e. Facilitate Investors' access to local suppliers, skills and infrastructure;</p> <p>f. Establish links between the Investors, Government and academia;</p> <p>g. Support existing Investors in expanding their Investments.</p>
4. Admin and Data Management Officer	<p>a. Maintain the administration systems of the Centre and establish Client and Investor database;</p> <p>b. Keep record of all enquires made to the Centre through the Client and Investor database;</p> <p>c. Capture current and proposed Investor activities by Sector, location, activity, number of people employed;</p> <p>d. Establish a Client satisfaction Protocol wherein OSIC</p>

	<p>Clients (Large, small, foreign and local) can indicate their level of satisfaction with the Centre and MDA Representatives located in the Centre.</p>
5. Investment Promotion Officer	<ul style="list-style-type: none"> a. Market and secure Investors for Investment opportunities in selected and prioritized Sectors in Nigeria targeted to potential Investors; b. Identify target Investors using Data from Strategic Communications; c. Analyze and qualify target Investors, and engage them to sell specific Investment opportunities; and d. Handover to Investor Relations Officer once the Investor is ready to Invest.
6. Policy and Advocacy Officer	<ul style="list-style-type: none"> a. Work with Non-investor Stakeholders to make investing in Nigeria easier; b. Support initiatives to improve the quality of the investment climate and provide supply-side strategies that improve the competitive advantage of Nigeria and its attractiveness for Foreign Direct Investment (FDI); c. Advocate for the removal of constraints to investments in generic and specific Sectors; d. Advocate for improvements in the investment climate; and e. Improve the State competitiveness through focus on improving National rankings in "Doing Business" and other National and International evaluators.
7. Human Resource Officer	<ul style="list-style-type: none"> a. Responsible for recruitment, staff welfare, performance management, career and organizational development; b. administer and manage all systems and processes related to Staff (development and training, data management, incentives and discipline, etc.); c. Ensure that the Centre attracts and retains skilled and competent Staff for effective and efficient achievement of its overall goals and objectives; d. Develop, implement and continually revise Human Resource systems and processes to ensure they are fit for purpose and in line with the Regulations governing the Centre regarding Staff's: <ul style="list-style-type: none"> i. performance management; ii. training and development; iii. recruitment; iv. welfare; v. data management; and vi. benefits and incentives administration.

8. Finance and Account Officer	<ul style="list-style-type: none"> a. Responsible for the day-to-day management of the finance and administration functions of the Organization; b. Administer and manage all systems and processes related to control of budgets, financial management and financial accounting; and c. Ensure strict compliance with Public Service Regulations on all finance related matters. d. Coordinate prompt and accurate preparation of annual budgets, financial statements and management reports e. Ensure facilities and assets are made available when required, and that they are maintained in compliance with corporate and regulatory standards
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CITATION

This Order may be cited as the **ONE STOP INVESTMENT CENTRE (OSIC) Executive Order PLSG 10 -2020.**

COMMENCEMENT

This Executive Order shall take effect from the **9th day of September, 2020** and shall remain in force pending the passage into Law by the State House of Assembly of the Plateau State Investment Agency Bill 2020.



Rt. Hon. (Dr.) SIMON BAKO LALONG, KSGG
Executive Governor of Plateau State