

**INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)**

**JOB OPENING ANNOUNCEMENT  
INTERNAL & EXTERNAL  
ADVERTISEMENT**

<i>Ref.</i> IITA-HR-NRS2016-008	<i>Position Title:</i> <b>Events and Partnership Assistant</b>
<i>Location:</i> Ibadan	<i>Recruitment Type:</i> National (2-year renewable contract)
<i>Date Posted:</i> 8 <sup>th</sup> February 2016	<i>Closing Date:</i> 22 <sup>nd</sup> February 2016

The International Institute of Tropical Agriculture seeks suitable Nigerian Nationals for the positions below at the Institute’s Headquarters, Ibadan.

<b>Position</b>	<b>Position/Responsibilities</b>	<b>Qualification, Experience and Skills</b>
<b>Events and Partnership Assistant</b>  <i>(2-year renewable Contract)</i>	<p>Successful candidate will among other things perform the following duties:</p> <ul style="list-style-type: none"> <li>• Support the development and maintenance of good working relationship with the media (Radio and Television);</li> <li>• Facilitate and support communication among partners, extension agents in targets and spill over states;</li> <li>• Facilitate and organize training for key players along vitamin A Cassava Value Chain;</li> <li>• Conceive, plan and produce events such as field days exhibition, workshop, seminars, product launches etc. to meet HarvestPlus set objectives;</li> <li>• Liaise with partners/institution to ensure HarvestPlus brand and standards are respected in all events;</li> <li>• Ensure HarvestPlus is represented in relevant events as a means of promoting, showcasing and sharing innovation along vitamin A Cassava Value Chain;</li> <li>• Identify and follow-up partnership, group, institutions and companies needed to scale out HarvestPlus activities;</li> <li>• Provide support to the country manager on advocacy issues;</li> <li>• Collect, collate and provide relevant data on</li> </ul>	<p><b>Qualification &amp; Experience</b></p> <p>OND in Mass Communication or related field with minimum of 3 years’ experience in a related field.</p> <p><b>Skills and competences</b></p> <ul style="list-style-type: none"> <li>• Be able to follow instruction and work independently where necessary.</li> <li>• Possess good organizational skills and demonstrate ability to work under pressure.</li> <li>• Be available to work outside office station and hours where necessary.</li> <li>• Display high energy level.</li> <li>• Agree to intensive travel.</li> </ul>

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- Perform any other duties as may be assigned.

**REMUNERATION:**

We offer highly competitive salary with equally attractive fringe benefits and excellent working conditions in a pleasant campus environment.

**METHOD OF APPLICATION:**

Interested applicants should forward their applications with detailed curriculum vitae saved with their names in Microsoft word format to IITA website: <http://www.iita.org/careers> no later than **Two Weeks** from the date of this publication. The application must include the names and e-mail addresses of three **professional referees** which must include either the Head of applicant's current or previous organization or applicant's direct Supervisor/Superior officer at work and evidence of current remuneration package.

***IITA is an equal opportunity employer and particularly welcomes applications from female candidates.***