



INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)
INTERNAL & EXTERNAL
ADVERTISEMENT

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| <i>Ref.</i> IITA-HR-NRS2016-013 | <i>Position Title:</i> Payroll Assistant |
| <i>Location:</i> Ibadan | <i>Recruitment Type:</i> National (3-year renewable contract) |
| <i>Date Posted:</i> 24 th February 2016 | <i>Closing Date:</i> 10 th March 2016 |

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

| Position | Responsibilities | Qualification and Skills |
|---|--|---|
| Payroll Assistant Ref. IITA-HR-NRS2016-013B | Successful candidate will among other things perform the following duties: <ul style="list-style-type: none"> • Assist in NRS monthly salary preparation; • Assist in payments/remittances of statutory deductions; • Assist in preparation and payment of Casual Labour Wages; • Assist in preparation of salaries for Short Term Staff; • Prepare Journals for uploads into GL; • Attend to payment enquiries from staff; • Carry out Payroll numbers reconciliation; • Monitor payroll documents for e-filing system; • Carry out monthly review and reconciliation of accounts balances; • Perform any other related duties as may be assigned | OND in Accounting or related field with 5 years’ experience performing similar role. Competencies <ul style="list-style-type: none"> • Must be friendly, agile and hardworking. • Must be honest, trustworthy, articulate and be able to work under pressure. |

REMUNERATION:

We offer highly competitive salary with equally attractive 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/care-ers> 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 be applicant's current or previous direct Supervisor, professional colleague and evidence of current remuneration package..

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