



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

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

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

Position	Responsibilities	Qualification and Skills
Accounts Technician I Ref. IITA-HR-NRS2016-013A	Successful candidate will among other things perform the following duties: <ul style="list-style-type: none"> • Process expense claims • Input into the system processed claims • Assist to review for correctness inputed expense claims • File processed expense claims • Assist to process on-campus imprest • Raise manual and system journals as necessary • Maintain advance / expense claim register. • Perform any other related duties as may be assigned 	OND in Accounting or related field with 3 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. • Conversant with the use of Oracle Financial application.

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/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 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.