



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

<i>Ref:</i> IITA-HR-NRS2016-024	<i>Position Title:</i> Finance and Administrative Officer (FAO)
<i>Location:</i> Ibadan	<i>Recruitment Type:</i> National (2-year renewable contract)
<i>Date Posted:</i> 17 th May 2016	<i>Closing Date:</i> 31 st May 2016

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

Position	Responsibilities	Qualification
Finance and Administrative Officer (FAO) Ref. IITA-HR-NRS2016-024A	<p>Successful candidate will among other things perform the following duties:</p> <p>Finance</p> <ul style="list-style-type: none"> • Oversee the entire financial operations of the project office and ensure timely and accurate delivery of financial reports. • Enter financial information and maintain all financial records for project by learning the applicable systems in RTB-CIP and IITA. • Liaise with all project partners to obtain required information in time, check for completeness, accuracy and allowability of the expenses before finalising the accounts in close working relationship with IITA finance team, • Manage compliance to project budget allocations and timely file reports on fund advances and utilization. • Support project coordinator with timely advice and recommendations to ensure that program funds are utilized appropriately by the close of each fiscal year. • Coordinate with the Grants and 	<p>HND/BSc in Accounting, Business Administration or equivalent with an MBA or equivalent.</p> <p>Professional certification such as ACCA, ICAN is essential.</p> <p>Experience</p> <p>At least seven (7) years of relevant work experience in an International Organization. CGIAR accounting system experience is essential.</p> <p>Competencies</p> <p>Ideal Candidate must have:</p> <ul style="list-style-type: none"> • Excellent communication and interpersonal skills; • Methodical, organized and results-oriented; • Good knowledge of rules, regulations and procedures of government and related agencies; ability to work independently and to take initiative when sorting out

	<p>Contracts (G&C) team to help manage contracts, agreements, and project statutory annual audits.</p> <p>Administration</p> <ul style="list-style-type: none"> • Provide all administrative and logistical support to the project team • Procure as needed and manage inventory of assets of the project • Make travel arrangements for the project team and any other project partners / visitors in the country • Make arrangements for meetings, trainings and workshops for the project team • Maintain the office filing system (manual and electronic) including backup, archiving and storage 	<p>problem issues;</p> <ul style="list-style-type: none"> • Strong computer skills in financial management software; • Good people skills, enthusiastic, entrepreneurial skills with a can do attitude
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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 complete the online application attaching 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 the 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.