



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

<i>Ref:</i> IITA-HR-NRS2016-028	<i>Position Title:</i> Finance/Administrative Assistant
<i>Location:</i> Abuja	<i>Recruitment Type:</i> National (2-year renewable contract)
<i>Date Posted:</i> 27 th May 2016	<i>Closing Date:</i> 10 th June 2016

The International Institute of Tropical Agriculture (IITA) on behalf of The International Potato Center (CIP) seeks suitable candidates for the position below at the CIP country office in Abuja.

Position	Responsibilities	Qualification
Finance/ Administrative Assistant Ref. IITA-HR-NRS2016-028	Successful candidate will among other things perform the following duties: <ul style="list-style-type: none"> • Provide administrative, financial and logistical support to the Country Coordinator; • Prepare monthly cash position and bank reconciliations ; • Maintain a ledger, monitor and analyze the budget ; • Liaise with the Procurement Officer, ensure that procurements and payments to local suppliers on behalf of the project are done expeditiously; • Implement CIP financial policies and and prepare regular financial reporting ; • 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 national project team; • Handle motor vehicle maintenance, service and supervise the driver; • Keep inventory of office equipment and supplies; • Handle telephone calls/faxes, receive and assist visitors to the office; • Liaise with Senior Project Assistant to 	BSc/HND in Accounting, Business Administration or other related field. Experience A minimum of 3 years in finance and administration experience in a reputable organization is desirable. Competencies Ideal Candidate must: <ul style="list-style-type: none"> • Be familiar with grants and contracts administration in a non for profit organization • Have excellent oral and written communication skills, including the ability to write project and financial reports. • Be a team player accustomed to working in multi-cultural groups. • Have good communication skills and willingness to travel.

	<p>enforce partner contracts;</p> <ul style="list-style-type: none">• Maintain the office filing system (manual and electronic) including backup, archiving and storage;• Perform any other duties as may be assigned by the supervisor.	
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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 cover letter and 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.