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

Ref:IITA-HR-NRS2016-029	*Position Title*: **CRP Administrator/Data Manager,**
Location: Ibadan	*Recruitment Type*: National *(2-year renewable contract)*
Date Posted: 27th May 2016	*Closing Date*: 10th June 2016

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

Position	Responsibilities	Qualification
CRP Administrator/ Data Manager **(Ibadan)** Ref. IITA-HR-NRS2016-029A	Successful candidate will among other things perform the following duties: • Assist IITA CRP-Maize Focal Person in the preparation of CRP documents including annual work plans and other project documents. • Assist in following up with scientists on timely preparation of annual reports and submission to the lead center. • Track and monitor CRP budget expenditures against approved budgets of IITA scientists in order to provide the CRP leader with a clear status of financial resources • Communicate with the CRP-Maize Manager of the lead center (CIMMYT, Mexico) and assist the CRP-Maize focal person with CRP related management functions including the preparation of key performance indicators. • Assume responsibility for other CRP functions such as hosting of visitors, responding to inquiries, planning meetings, drafting letters, scheduling appointments and coordinating travel arrangement	MSc in Computer Science, Project Management, Business Administration or any other related field. **Experience** Minimum of Seven (7) years of relevant work experience in Project Management, Business Administration and Project Data Management. **Competencies** Ideal Candidate must possess: • Good project management software usage knowledge • Good project monitoring and evaluation skills. • Excellent Written and oral communication skill. • Good knowledge of Microsoft Office.

| | | Maintain coherent repository of Crop Information (genealogy, phenotype and genotype) allowing public access and secondary use for predictive breeding and comparative biology. Work with Data Manager/Analyst, E-Research and the Integrated Breeding Platform (IBP) on the development of a data management system for storing and retrieval of information and linking it with GIS for the maize breeding unit. Define and implement data standards and best practices for Research Data Management by developing ontologies, phenotyping protocols, quality standards, Trait dictionaries, templates and field books. Assist members of the Maize breeding program to capture data electronically and use the BMS to manage the day to day activities of their breeding programs. Perform any additional duties related to CRP and Data management assigned by the supervisor. | |

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.