



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

<i>Ref:</i> IITA-HR-NRS2016-029	<i>Position Title:</i> <b>CRP Administrator/Data Manager</b>
<i>Location:</i> Ibadan	<i>Recruitment Type:</i> National (2-year renewable contract)
<i>Date Posted:</i> 30 <sup>th</sup> August 2015	<i>Closing Date:</i> 14 <sup>th</sup> September 2016

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

<b>Position</b>	<b>Responsibilities</b>	<b>Qualification</b>
<b>CRP Administrator/ Data Manager</b>  <b>(Ibadan)</b>	<p>Successful candidate will among other things perform the following duties:</p> <ul style="list-style-type: none"> <li>• Assist IITA CRP-Maize Focal Person in the preparation of CRP documents including annual work plans and other project documents.</li> <li>• Assist in following up with scientists on timely preparation of annual reports and submission to the lead center.</li> <li>• 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</li> <li>• 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.</li> <li>• Assume responsibility for other CRP functions such as hosting of visitors, responding to inquiries, planning meetings, drafting letters, scheduling appointments and coordinating travel arrangement</li> </ul>	<p>MSc in Computer Science, Project Management with some background in agriculture.</p> <p><b>Experience</b></p> <p>Minimum of Seven (7) years of relevant work experience in Project Data Management, good administrative skills in general project execution.</p> <p><b>Competencies</b></p> <p>Ideal Candidate must possess:</p> <ul style="list-style-type: none"> <li>• Good project management software usage knowledge</li> <li>• Good project monitoring and evaluation skills.</li> <li>• Excellent Written and oral communication skill.</li> <li>• Good knowledge of Microsoft Office.</li> </ul>

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| <ul style="list-style-type: none"> <li>• Maintain coherent repository of Crop Information (genealogy, phenotype and genotype) allowing public access and secondary use for predictive breeding and comparative biology.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Perform any additional duties related to CRP and Data management assigned by the supervisor.</li> </ul> |  |
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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.***

