

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

<i>Ref. IITA-HR-NRS2015-041</i>	<i>Position Title: Germplasm Dispatch Assistant</i>
<i>Location: Ibadan</i>	<i>Recruitment Type: National (1-year renewable contract)</i>
<i>Date Posted: 17th August 2015</i>	<i>Closing Date: 31st August 2015</i>

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

Position	Position/Responsibilities	Qualification, Experience and Skills
Germplasm Dispatch Assistant 1-year renewable contract (Ibadan)	<p>Successful candidate will among other things perform the following:</p> <ul style="list-style-type: none"> • Compile the list of research inputs for procurement from both local and oversee suppliers in a database to facilitate the timely collection of the necessary items for running trials and nurseries in and outside of Ibadan; • Arrange inputs and other supplies maintained in the maize unit stores in good order to facilitate easy retrieval of the required items for use in the unit; • Keep computerized records of regional trial and seed requests from collaborators and arrange for timely shipment of the requested seeds and trials; • Document records of number of trials and quantity of seeds supplied to collaborators, various institutions and scientists in a data base; • Arrange seeds maintained in cold stores in good order facilitate easy retrieval during seed preparation using bar codes; 	<p>Qualification</p> <p>BSc/HND in Business Administration or General Agriculture with Minimum of Three (3) years' experience in related field.</p> <p>The ideal candidate must have:</p> <ul style="list-style-type: none"> • Good communication skills. • Be a team player.

	<ul style="list-style-type: none"> • Establish and consistently update the list of genetic materials maintained in the cold store in a database; • Follow up with Seed Health Unit and Plant Quarantine services for securing import permits and phytosanitary certificates for shipments of maize seeds and trials to the collaborators and for the importation of maize seeds and trials from other International Research Centres, universities and National Research Institutes; • Communicate with scientist through e-mail to attend to collator's seed and trial requests when the scientists travel out of Ibadan; • Perform all other related duties as may be assigned by the supervisor. 	
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REMUNERATION:

We offer highly competitive salary with equally attractive fringe 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 include either the Head of applicant's current or previous organization or applicant's direct Supervisor/Superior officer at work and evidence of current remuneration package.

IITA is an equal opportunity employer and particularly welcomes applications from female candidates.