



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

<i>Ref: IITA-HR-NRS2015-045</i>	<i>Position Title: Training Manager</i>
<i>Location: Ibadan</i>	<i>Recruitment Type: National (2-year renewable contract)</i>
<i>Date Posted: 17<sup>th</sup> September 2015</i>	<i>Closing Date: 1<sup>st</sup> October 2015</i>

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

<b>Position</b>	<b>Duties</b>	<b>Qualification, Experience and Skills</b>
<b>Training Manager</b>  <b>2-year renewable contract</b>  <b>(Ibadan)</b>	<p>Successful candidate will among other things perform the following:</p> <ul style="list-style-type: none"> <li>• Conduct organizational and unit-based training needs assessments; collect and analyze data to determine performance gaps and recommend training solutions;</li> <li>• Design and implement training programs using a variety of modalities depending on the needs, including advanced e-learning activities, webinars, instructor led trainings, etc.;</li> <li>• Make use of the Instructional System Design Model to design and develop courseware and engaging blended or multi-media learning activities for training;</li> <li>• Establish working relationships with instructional designers, analysts, management, subject matter experts, other training staff, and end users;</li> <li>• Review training program evaluations, test results, and participant and manager feedback on training effectiveness to make recommendations for program optimization;</li> <li>• Provide support to special projects to implement their capacity development plans to ensure capacity gaps identified are addressed in a timely and effective manner; promote inter-projects learning on common good practices and exchange of training programs;</li> <li>• Develop appropriate training materials; recommend revisions to existing training courses and possible areas requiring training courses for staff and NARS;</li> <li>• Market training services working closely with the Communications Office using online and offline approaches; produce publicity materials such as fliers, brochures and newsletters, social media, adverts and update training web pages;</li> <li>• Ensure effective logistics before and during course</li> </ul>	<p><b>Qualification</b></p> <p>Master's Degree in Agricultural Extension, Social Sciences, Humanities or related field with at least 5 years of experience in managing training programs in a research organization. Membership of NITAD or other relevant professional organization is an added advantage.</p> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Experience in creation, coordination and delivery of training programs.</li> <li>• Understanding of adult learning, participatory training approaches, curriculum design and development is essential.</li> <li>• Skills in project management, data collection, evaluation and needs analyses with good organization, communication and coordination abilities are also required.</li> <li>• Fluency in English (written and spoken) is essential; other language skills, particularly French, are desirable.</li> </ul>

	<p>implementation including: liaising with the venue, undertaking preparation of course materials in liaison with the trainers, and supporting trainers to ensure the smooth running of all courses;</p> <ul style="list-style-type: none"><li>• Manage the training database organizing and archiving training materials and data;</li><li>• Support the development and writing of proposals for capacity-development and training projects;</li><li>• Report on training and learning activities and assist the Head of the CDO in developing annual budgets and plans;</li><li>• Perform all other related duties as may be assigned by the supervisor.</li></ul>	
--	---	--

**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.*