



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

Ref:IITA-HR-NRS2016-045	Position Title: Institutional Data Manager
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 25 th October 2016	Closing Date: 9 th November 2016

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

Position	Responsibilities	Qualification
<p>Institutional Data Manager</p> <p>Ref. IITA-HR-NRS2016-045 A</p>	<p>Successful candidate will among other things perform the following duties:</p> <ul style="list-style-type: none"> • Advice project managers and project data manager on data management issues; • Serve as major contributor in writing procedural guidelines and workflow descriptions on project in collaboration with SharePoint designer (creating and refining project/unit SP-site template; • Guide in writing project/unit data management plans; • Seek approval of project/unit data management plans; • Facilitate project data management discussion and also travel to other countries for data management coordination; • Perform any other duties as may be assigned by the supervisor. 	<p>MSc in Computer Science, Mathematics, Statistics or any other related field with at least ten (10) years relevant experience in data management, research or project development.</p> <p><u>Competencies</u></p> <p>Ideal Candidate must have;</p> <ul style="list-style-type: none"> • Excellent data management skills • Strong sense and information/data protection • Excellent MS Office skills including MS Access and MS Project • Experience in using SharePoint or proven ability to learn it quickly • Good personality with excellent communication skills • Good team working skills and must be able to share all relevant information with colleagues and users pro-actively at the right time • Good manners in showing

		flexibility, respect, friendliness and openness in cooperation. • Good training and learning skills
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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 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.