



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

Ref:IITA-HR-NRS2016-045	Position Title: <b>Administrative Support Officer</b>
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 25 <sup>th</sup> October 2016	Closing Date: 9 <sup>th</sup> November 2016

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

<b>Position</b>	<b>Responsibilities</b>	<b>Qualification</b>
<p><b>Administrative Support Officer</b></p> <p>Ref. IITA-HR-NRS2016-045 B</p>	<p>Successful candidate will among other things perform the following duties:</p> <p><b><u>Administration of IDMU and E-Research</u></b></p> <ul style="list-style-type: none"> <li>• Keeping records of all Unit's activities and projects in MS Project, synchronized on SharePoint;</li> <li>• Monitoring timely delivery of work plan items, task starts all deadlines, institutional calendars etc;</li> <li>• To act as M&amp;E focal point of the Unit;</li> </ul> <p><b><u>Budget administration</u></b></p> <ul style="list-style-type: none"> <li>• Receiving intense hands-on training on all administrative issues with special respect on Oracle core application and relevant add-on modules;</li> <li>• Keeping inventory data of the unit up to date and clarifying issues with Supply chain or other relevant unit;</li> <li>• Handling internal workorder/facility /equipment requests and ready-to-sign-prepared purchased requests of the unit;</li> <li>• Monitoring, updating and clarifying issues on cost centres of the unit with</li> </ul>	<p>HND/BSc in Business Administration, Project Management or any other related field with at least five (5) years relevant experience performing similar role.</p> <p><b><u>Competencies</u></b></p> <p>Ideal Candidate must have;</p> <ul style="list-style-type: none"> <li>• Excellent administrative and data handling skills</li> <li>• Excellent MS Office skills including MS Access and MS Project</li> <li>• Experience in using SharePoint or proven ability to learn it quickly</li> <li>• Good personality with excellent communication skills</li> <li>• Good team working skills and must be able to share all relevant information with colleagues and users pro-actively at the right time;</li> <li>• Good manners in showing flexibility, respect, friendliness and cooperation.</li> </ul>

the Finance Directorate;

- Reporting on weekly basis;

**Travel and meeting administration**

- Keep minutes of unit or E-Research meetings;
- Manage logistics of meetings, internal trainings etc. for IDMU, subunits and E-Research inclusive subcommittees (Open Access, Oracle, Com.);
- Manage meeting documents (invitations, agenda, attendance, presented documents/files, pictures, minutes);
- Manage travel arrangements (as far as not done by travel office);

**Administration of personnel**

- Keep unit's leave calendar up to date;
- Handle all administrative matters of interns, consultants and guests;
- Collaborate with Corporate Administration, in particular on security and locating staff;
- Coordinate internal training on administrative matters to Unit's staff members;
- Report on monthly basis;
- Assisting unit's staff members in using administrative self-service applications (Oracle, Hurix, work order request, travel authorization, vehicle request, etc.);

**Data Management**

- Oversee the management of data if in line with the unit's data management plan;

	<ul style="list-style-type: none"> <li>• Reporting on quarterly basis;</li> <li>• Manage unit's SharePoint site including creating templates, report tracking, tagging, subsite administration;</li> <li>• Back up of all unit data and monitoring the backup practices of staff members;</li> </ul> <p><b><u>General Administration</u></b></p> <ul style="list-style-type: none"> <li>• Coordinate workflow tracking and enhancing unit's internal communication;</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 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.**