



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

<i>Ref.</i> IITA-HR-NRS2016-048	<i>Position Title:</i> Administrative Assistant II
<i>Location:</i> Ibadan	<i>Recruitment Type:</i> National (3-year renewable contract)
<i>Date Posted:</i> 24 th November 2016	<i>Closing Date:</i> 8 th December 2016

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

Position	Responsibilities	Qualification
<p>Administrative Assistant II</p> <p>Ref. IITA-HR-NRS2016-048A</p>	<p>Successful candidate will among other things perform the following duties:</p> <ul style="list-style-type: none"> • Carry out all secretarial support services in Hospitality and Travel Services Unit; • Monitor and maintain effective filling of incoming and outgoing mail, attend to customers and collect the meal tickets monthly for all staff; • Prepare and collate Short term staff LOP for approval, checking of biometrics for casual workers and prepare monthly fees for casual workers and DPC’s; • Prepare daily menu and weekend menu on IITA Intranet and send to the concerned destinations; • Monitor and maintain stock of stationeries; • Request for stationeries from central stores via oracle and send work orders for the repairs/replacement for different sections of Hospitality & Travel Services; • Carry out monthly report of Staff, Short Term Staff and Casuals, NYSC/Industrial Attachment Students • Monitor leave roster for all the staff; • Coordinate the renewal of Short Term 	<p>HND/BSc in Business Administration or related field with 2 years’ experience performing same role.</p> <p>Competencies The ideal candidate must:</p> <ul style="list-style-type: none"> • Be a good team player. • Be able to work under pressure. • Be computer literate.

	<p>Staff and Casuals;</p> <ul style="list-style-type: none"> • Collate Staff/Short Term Staff Overtime and input on Paypers/Excel Spread Sheet for Head, Hospitality & Travel Services' approval. • Develop and maintain bulletin for Hospitality and Travel Services Unit; • Perform any other duties as may be assigned. 	
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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 and cover letter 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.