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

Ref. IITA-HR-NRS2016-048	*Position Title*: **Systems and Application Assistant.**
Location: Ibadan	*Recruitment Type*: National *(3-year renewable contract)*
Date Posted: 24th November 2016	*Closing Date*: 8th December 2016

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

Position	Responsibilities	Qualification
Systems and Application Assistant Ref. IITA-HR-NRS2016-048C	- Responsible for all electronic appliances for regular screening - Develop a simple application, using customer database and mail merger; asset record of the Unit; automated Bincard on receiving, storage, issuance of materials and stock at the I-House store; - Develop asset management module on location and distribution records of each assets; - Liaise with the Institute's ICT unit with any problem relating to ICT; - Coordinate with ICT service providers on license renewal, installation of new TS6000 and conference package for Hospitality and Travels services; - Maintain all PCs, TVs, electrical key locks and any other electronic appliances deployed to I-House and follow up on digital satellite TV (DSTV) subscription; - Update and maintain the large TV screen PPT at the I-House reception and also be in charge of the music systems for all events organized by Hospitality and Travel Services;; - Develop modules to support hospitality and	Bsc/HND in Computer Science or related field with Two (2) years' experience performing same role. **Competencies** The ideal candidate must: - Be a good team player. - Be able to work under pressure. - Be computer savvy.

	travels services routine activities;	
	• Assist in taking regular backup of database of all application;	
	• Assist in developing a POS application which will take proper documentation of all sales and stock inventory and generate required report for community store;	
	• To create a cafeteria meal ticket software application to replace the manual cafeteria meal ticketing which will generate a meal ticket and also generate required reports;	
	• Assist in redesigning and develop the hotel website and create all social media websites for Hospitality and Travels Services which will aid social marketing tools;	
	• Develop and maintain an hotel reservation billing system to be deployed same technology to all IITA's guest house;	
	• Perform any other duties as may be assigned by the supervisor.	

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.