



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

Ref:IITA-HR-NRS2016-052	Position Title: <b>Field Assistant/Driver (2 Positions)</b>
Location: Ibadan	Recruitment Type: National (2-year renewable contract)
Date Posted: 19 <sup>th</sup> December 2016	Closing Date: 2 <sup>nd</sup> January 2017

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

Position	Responsibilities	Qualification
<b>Field Assistant /Driver</b>  <b>(2-positions)</b>  Ref. IITA-HR-NRS2016-052D	Successful candidate will among other things perform the following duties: <ul style="list-style-type: none"> <li>• Assist in driving YIIFSWA-II project vehicles to convey authorized staffs and visiting partners;</li> <li>• Drive vehicles on errands for project activities and assist in the execution of projects activities in lab, screen house, glass house and field;</li> <li>• Assist in land preparation, planting, crop management, harvesting, storage and data collection;</li> <li>• Assist the day to day maintenance of project Vehicles (cleaning of inside and outside, daily/regular check-up of the engine oil level, water level, the battery and the air filter etc.)</li> <li>• Ensure vehicle documents are up to date and comply with minimum security operating standards (MSOS);</li> <li>• Report any malfunction of the YIIFSWA vehicle under his care to the immediate supervisor;</li> <li>• Assist in recording trip details in the vehicle logbook including filling of the monthly balance sheet;</li> </ul>	O'Level plus a valid driver's license with at least five (5) years' relevant experience performing similar role in an International Organization.  <b>Competencies</b>  Ideal Candidate must: <ul style="list-style-type: none"> <li>• Have the ability to work with staff of different ethnic groups and nationalities;</li> <li>• Be computer literate in using tablet;</li> <li>• Have good communication skills and fluent in writing, reading and spoken English;</li> <li>• Be ready to work longer hours/weekend if needs be;</li> <li>• Have good driving skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist in office duties such as photocopying, sorting of documents etc.</li> <li>• Any other duties as may be assigned by supervisor</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.**