



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

<i>Ref. IITA-HR-NRS2016-055</i>	<i>Position Title: <b>Executive Assistant</b></i>
<i>Location: Ibadan</i>	<i>Recruitment Type: National (1-year renewable contract)</i>
<i>Date Posted: 9<sup>th</sup> January 2017</i>	<i>Closing Date: 16<sup>th</sup> January 2017</i>

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

<b>Position</b>	<b>Responsibilities</b>	<b>Qualification</b>
<b>Executive Assistant</b>	<p>Successful candidate will among other things perform the following duties:</p> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Provide administrative backstopping to Nigeria-based projects (ACGG and others) and offices and financial support to ILRI Ibadan staff (both Nationally and Internationally Recruited Staff);</li> <li>• Prepare letters, memo, visa requests and letters of invitation for staff and visitors;</li> <li>• Assist in preparing short term request for the unit;</li> <li>• Manage secretariat (receiving visitors, providing orientation for new staff, receiving and making telephone calls, organizing filing systems for the office, and providing secretarial support);</li> <li>• Maintain personnel files for all ILRI Ibadan employees;</li> <li>• Liaise with IITA on administrative issues</li> </ul>	<p>HND/BSC in Banking &amp; Finance, Secretarial studies, Business Administration or any related field with Eight (8) years' experience in a multidisciplinary working environment.</p> <p><b>Competencies</b></p> <p>The ideal candidate must have:</p> <ul style="list-style-type: none"> <li>• Ability to work with a high degree of autonomy and to take initiative and exercise good judgment;</li> <li>• Ability to get things done under pressure;</li> <li>• Competency in personal organization and priority setting with the ability to work effectively under time pressure and manage multiple priorities;</li> </ul>

	<p>concerning ILRI Ibadan staff;</p> <ul style="list-style-type: none"> <li>• Handle requests from ILRI Headquarters regarding administrative and financial issues;</li> <li>• Liaise with ILRI Headquarters on all legal and human resource dimensions;</li> <li>• Assist in planning, organizing and coordinating logistics for project meetings, workshops, field trips and other events in the Programme;</li> </ul> <p><b><u>Logistic management</u></b></p> <ul style="list-style-type: none"> <li>• Assist in making travel arrangements – travel authorization, air tickets, accommodation etc;</li> <li>• Coordinate vehicle management and administration (filling of log books by drivers, repairs, insurance etc.);</li> <li>• Manage facilities and consumables and organise preventive maintenance for all ILRI assets in coordination with IITA;</li> <li>• Ensure proper identification of all ILRI assets, and update asset register regularly;</li> <li>• Participate in organizing workshops and conferences;</li> </ul> <p><b><u>Financial management</u></b></p> <ul style="list-style-type: none"> <li>• Compile, check and analyse ILRI Accounts Statements from IITA, Ibadan, Nigeria</li> <li>• Monitor projects budget (ACGG and others) and prepare project financial reports;</li> <li>• Process, check and monitor various</li> </ul>	<ul style="list-style-type: none"> <li>• Good interpersonal and communication skills, with the ability to effectively interact with people in a multi-disciplinary and multi-cultural environment and to be an effective team player;</li> <li>• Creative and flexible respond to changing work requirements.</li> <li>• Strong computer skills in relevant office applications software packages (i.e. MS Word, PowerPoint, and Excel).</li> </ul>
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	<p>documents related to advances, payments, expense claims for ILRI staff, visitors and collaborators;</p> <ul style="list-style-type: none"> <li>• Handle petty cash (receiving request, making payment, keeping register, submit replenishment request as necessary);</li> <li>• Liaise with IITA Finance for monthly financial report for ILRI Ibadan office and ensure timely submission to ILRI Headquarters;</li> <li>• Assist in procurements and perform any other duties as may be assigned by the 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 one week 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.**