



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

Ref:IITA-HR-NRS2017-005	Position Title: <b>Legal &amp; Administrative Officer</b>
Locations: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 20 <sup>th</sup> January 2017	Closing Date: 3 <sup>rd</sup> February 2017

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

<b>Position</b>	<b>Responsibilities</b>	<b>Qualification</b>
<p><b>Legal &amp; Administrative Officer</b></p> <p>IITA-HR-NRS2017-005</p>	<p>Successful candidate will among other things perform the following duties:</p> <ul style="list-style-type: none"> <li>• Assist the DDG, Corporate Services with drafting, reviewing, negotiating, hosting agreements, tenancy/ lease agreements, country agreement/ MoUs, documents with government ministries and departments, contracts/agreement or other legal documents with suppliers/vendors/ service providers etc.;</li> <li>• Communicate and interact with PDAU staff for filing and uploading on the database of hosting agreements, tenancy/ lease agreements, country agreements/ MoUs, documents with government ministries and departments;</li> <li>• Be a member of the Intellectual Property (IP)</li> <li>• Maintain and oversee Corporate Services filing system;</li> <li>• Assist in drafting and vetting legal letters and correspondence;</li> <li>• Handle other correspondence and paperwork;</li> <li>• Provide administrative assistance to DDG-Corporate Services (related to travel meetings and purchase orders etc.);</li> </ul>	<p>BSc. in Law or related discipline with two (2) years related experience. Possession of related professional certification will be an added advantage.</p> <p><b>Competencies</b></p> <p>Ideal Candidate must:</p> <ul style="list-style-type: none"> <li>• Have proven competence in collaborating with senior staff and stakeholders.</li> <li>• Be comfortable working in a fast pace and dynamic international environment.</li> <li>• Be proactive and able to multitask.</li> <li>• Be computer literate and competence in taking minutes and other general duties.</li> </ul>

	<ul style="list-style-type: none"> <li>• Take minutes at Corporate Services-related meetings when required;</li> <li>• Provide legal advice to the Youth Agripreneurs;</li> <li>• Draft and review legal documentation of the Youth in Agribusiness Office;</li> <li>• Serve as a member of the advocacy team for the Youth in Agribusiness Office;</li> <li>• Participate in negotiations for the Youth in Agribusiness Office when required.</li> <li>• Participate and contribute in high-level meetings and events on policies for youth and agriculture etc.;</li> <li>• Perform any such other duties, properly assigned, as may be occasioned by the exigencies of the service.</li> </ul>	
--	---	--

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 welcome applications from female candidates.**