



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

Ref:IITA-HR-NRS2017-009	Positions: • Travel Officer I
Locations: Ibadan	
Date Posted: 27 th January 2017	Recruitment Type: National (3-year renewable contract)
	Closing Date: 9 th February 2017

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

Position	Responsibilities	Qualification
Travel Officer I (Ibadan) IITA-HR-NRS2017-009D	Successful candidate will among other things perform the following duties: <ul style="list-style-type: none"> • Assist in handling ticket and reservations for clients, advise the best and available most direct option; • Ensure prompt and improve service quality to IITA travelers; • Liaise with cooperate airline and travel partners for issuance of tickets; • Assist in preparing documentation for payments and keeping records of approved Travel Authorization (TA); • Perform any other duties as may be assigned by the supervisor. 	HND/BSc Certificate in social sciences with Air Travel and IATA certification with at least Two (2) years relevant experience performing similar function. A good related air travel management certification(s) will be considered. Competencies Ideal Candidate must: <ul style="list-style-type: none"> • Be proficiency in use of GDS especially Amadeus, Galileo and Sabre.

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 welcome applications from female candidates.