Transforming African Agriculture

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

Ref:IITA-HR-NRS2017-0010	Positions: **Human Resources Information Systems Assistant**
Locations: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 22nd February 2017	Closing Date: 8th March 2017

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

| **Human Resources Information Systems Assistant**

IITA-HR-NRS2017-010A

(3-year renewable contract) | Successful candidate will among other things perform the following duties:

• Assist in the implementation of HR software
• Assist in development and maintenance of applications and databases to automate specific HR processes.
• Input and update existing and new staff data into information systems
• Assist in reviewing, updating and cleansing of HR data
• Identify application requirements with other HR staff and ICT staff
• Assist in providing HR software and IT solutions
• Assist in providing day-to-day technical support and advice to HR staff and other HR Information System users.
• Contribute to overall HR goals by carrying out tasks as may be directed by HR management and supervisor. | BSc/HND in Computer Science, Statistics or any related field with at least three (3) years relevant experience in database management and software development

Competencies

Ideal Candidate must:

• Have good communication, interpersonal skills, ICT skills, planning, and organizational skills.
• Must have business savvy skill and Critical thinking skill.
• Be a team player. |

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.