



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

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

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

<p>Organizational Development Assistant</p> <p>IITA-HR-NRS2017-010B</p> <p>(3-year renewable contract)</p>	<p>Successful candidate will among other things perform the following duties:</p> <ul style="list-style-type: none"> • Participate in the design and development of effective OD initiatives in HR and across IITA, and in the implementation of organizational effectiveness interventions towards the development of IITA as a high performance organization; • Perform data analysis using Microsoft Excel and SPSS as required; • Create project documentation using Microsoft Word, Excel and Power Point • Participate in and help lead workshop program administration and logistics with internal clients and partners; • Support team effectiveness initiatives to build high-performing teams; • Follow up with clients and partners to ensure that OD activities are smoothly implemented; • Coordinate the delivery of team building sessions/presentations; 	<p>BSc/HND in Humanities, Agric-Economics, Social Sciences or related field.</p> <p>The ideal candidate must be a member of CIPM or other international HR professional bodies with at least three (3) years’ experience in a structured organisation performing similar role are essential.</p> <p>Competencies</p> <p>Ideal Candidate must:</p> <ul style="list-style-type: none"> • Have good communication and interpersonal skills. • Good knowledge and use of MS Packages, office outlook, SPSS and EPR. • Ability to analyze and
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	<ul style="list-style-type: none"> • Prepare travel arrangements, and manage team schedules; • Gather materials for internal communication and publications • Draft team building programs and initiate tools for the effective delivery of team building activities; • Ensure effective and efficient rapporteur in all OD related activities; • Prepare draft reports of all OD-led facilitation and training programs; • Interface with CDO on behalf of the OD Manager when the need arises; • Work on the development of e-learning techniques, and where relevant, be involved in the creation and/or delivery of e-learning packages; • Assist in the monitoring and evaluation of the HR refreshed strategy; • Manage the database of all OD and training activities, ensuring organized storage and effective access to and retrieval of information; • Research/benchmark on good practices with other international organizations; • Participate in work teams, attend meetings and carry out any other tasks as may be assigned from time to time, and as may be determined by strategic priorities of the HR Unit and the Institute, towards enhancing the effectiveness of HR and IITA generally; • Perform all other duties as may be assigned by the supervisor. 	<p>interpreted data.</p> <ul style="list-style-type: none"> • Good coordination, planning and implementation skill.
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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.