



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

Ref:IITA-HR-NRS2017-0015	Position: Store Keeper I
Locations: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 14 th March 2017	Closing Date: 29 th March 2017

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

Position	Responsibilities	Qualification
Store Keeper I IITA-HR- NRS2017-014B (2-Positions)	Successful candidate will among other things perform the following duties: <ul style="list-style-type: none">• Assist in stock counting and physical verification of stock items;• Assist in opening and recording bin cards for all inventory items;• Assist in updating of daily transaction of bin cards;• Assist in filling all paper MRIs on daily basis;• Assist in crosschecking item quantity delivered from receiving sections and mark items with identification codes;• Assist in delivering of stock items to FMS on daily basis;• Assist in cleaning and tidying shelves and racks;• Assist in stacking heavy items in woods/iron stores;• Perform any other duties as may be assigned by the supervisor.	O'Level school leaving certificate or CIPS I with at least one (1) years' experience performing same role. Competencies: Ideal Candidate must have: Ideal Candidate must have: <ul style="list-style-type: none">• Good knowledge of computer with excellent interpersonal and communication skills (oral and written).

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.