



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

Ref:IITA-HR-NRS2017-0016	Position: Administrative Assistant
Locations: Ibadan	Recruitment Type: National (2-year renewable contract)
Date Posted: 15 th March 2017	Closing Date: 30 th March 2017

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

Position	Responsibilities	Qualification
Administrative Assistant IITA-HR-NRS2017-016	<p>Successful candidate will among other things perform the following duties:</p> <ul style="list-style-type: none"> • Provide administrative support to the coordination of proposal development; • Assist with the administrative process/review of all drafts; • Liaise effectively with scientists with regards to proposal development; • Manage proposal development aspects of PDAU;s intranet site and database processes • Upload and proposal calls on the intranet and ProMIS; • Upload, update and report on information in relation to PDO's map; • Prepare and upload PDO news stories and documents onto the intranet as instructed; • Assist with all administrative duties in support of PDAU (facilitate calendar, travel authorization, contacts, unit meeting with scientists and donor/partners and also create/review documents, etc); 	<p>BSc/HND in Economics, Business Administration, Sciences, Social Science or related field with at least three (2) years' experience performing same role.</p> <p>Competencies:</p> <p>Ideal Candidate must have:</p> <ul style="list-style-type: none"> • Excellence interpersonal and communication skill also demonstrate ability to communicate ideas efficiently. • Excellent computer skill: MsWord, MsExcel, PowerPoint, Project, SharePoint etc. • High numeric ability and attention to detail. • Excellent verbal and written communication skill in

	<ul style="list-style-type: none"> • Monitor unit cost center and facilitate any administrative cost in Oracle; • Generate draft of monthly reports of PDAU's activities; • Perform all other duties as may be assigned the supervisor. 	<p>English.</p> <ul style="list-style-type: none"> • Good working knowledge of French and ability to work under pressure.
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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.