



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

Ref:IITA-HR-NRS2017-0018	Positions: <b>Station Administrator</b>
Locations: Abuja	Recruitment Type: National (3-year renewable contract)
Date Posted: 28 <sup>th</sup> March 2017	Closing Date: 11 <sup>th</sup> April 2017

The International Institute of Tropical Agriculture seeks suitable Nigerian for the position below at the Institute’s station in Abuja.

<b>Position</b>	<b>Responsibilities</b>	<b>Qualification</b>
<p><b>Station Administrator</b></p> <p><b>(Abuja)</b></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"> <li>▪ Assist the Head of Station in managing Station financial and operational strategies;</li> <li>▪ Coordinate the overall functioning of the Station support systems and ensure logistics back-up;</li> <li>▪ Organize the preparation and implementation of the Station work program;</li> <li>▪ Maintain efficient information flow between the Station, hosted institutions and projects operating within the Station;</li> <li>▪ Assure timely financial reporting and posting of charge-backs to the Station cost recovery budgets; Ensure implementation of regulations and procedures for local purchases, procurement and logistics management; Liaise effectively with relevant units;</li> </ul>	<p>Masters in Management/Administration or related discipline with at least eight (8) years working experience performing similar role in a structured organisation.</p> <p><b>Competencies:</b></p> <p>The ideal candidate must:</p> <ul style="list-style-type: none"> <li>• Have the ability to work with high degree of autonomy; initiative and good sense of judgment;</li> <li>• Have good interpersonal and communication skills;</li> <li>• Be creative and flexible response to changing work</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Perform any other duties, properly assigned, by the Supervisor</li> </ul>	<p>requirements;</p> <ul style="list-style-type: none"> <li>• Have Strong computer skills;</li> <li>• Have ability to work under pressure.</li> </ul>
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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.**