

MICHIGAN STATE UNIVERSITY

JOB OPENING ANNOUNCEMENT

<i>Date Posted:</i>	5th April 2017
<i>Closing Date:</i>	19th April 2017
<i>Duty Station:</i>	Lagos State
<i>Contract Type:</i>	One-Year Renewable Contract

Michigan State University, USA seeks a dynamic, experienced project manager to serve as Country Coordinator for a new 5-year program to expand youth entrepreneurship and employment in Nigeria. Ag Youth Lab will focus on major food shed areas in Oyo, Ogun and Osun States. The primary objective is to assist more than 10,000 unemployed, out-of-school, disadvantaged youth ages 18 to 24 to access higher-wage jobs or start their own businesses in high-potential horticulture, aquaculture, poultry, cassava or oilseeds sectors. The program will aim for equal representation of young men and women across its programs

The International Institute of Tropical Agriculture (IITA) on behalf of the Michigan State University invites applications for the following positions:

Position Title:

Fiscal & Administrative Officer, Ag Youth Lab Program, Nigeria

Essential Duties & Responsibilities

- Provide in-country financial leadership of the Ag Youth Lab Program.
- Monitor budgets and expenditures for the Nigeria Ag Youth Lab office and country partners.
- Ensure that adequate financial controls are in place to maintain proper accountability of expenditures. Ensure that financial transactions are properly authorized, recorded, have adequate supporting documentation, are maintained and can be easily extracted for the purpose of preparing financial statements and audits.
- Ensure that all procurement processes and expenditures of the project are in accordance with MSU and project guidelines.
- Prepare and submit timely and reliable financial documents and financial reports using the dedicated online project management system.
- Arrange for travel, hotel reservations and logistical support for project staff.
- Provide administrative and logistical support for organization of events, conferences, visits, etc.
- Prepare routine correspondence, memoranda and reports.
- Participate in phone meetings, periodically during early morning or evening hours to accommodate schedules of the global management team.
- Participate in training activities in order to learn and maintain best practices related to the position. Provide training to country partners.
- Other administrative/financial assignments as requested by the Country Coordinator or MSU Financial & Administrative Officer.

Education and Experience

- A Bachelor's degree in Accounting, Business or equivalent is required.
- At least 3 years of relevant work experience in finance and administrative functions.
- Excellent analytical skills and demonstrated experience in preparation of financial reports and working with budgets.
- Effective verbal and written communications skills. Must be fluent in English.
- Good interpersonal skills and ability to collaborate and work effectively with cross-cultural teams.
- Strong results orientation, demonstrated ability to balance multiple projects with a high level of accuracy and the ability to prioritize tasks and work independently.
- Excellent working knowledge of word processing, database, and spreadsheet software.
- Experience with donor-funded projects is desirable.

METHOD OF APPLICATION:

Interested applicants should complete the online application at IITA website: <http://www.iita.org/careers> attaching their cover letter with detailed curriculum vitae saved in a single file in Microsoft Word format 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.