



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

Ref:IITA-HR-NRS2017-0023	Positions: <b>Field Assistant/Driver</b>
Locations: Ibadan & Abuja	Recruitment Type: National (1-2 year renewable contract)
Date Posted: 28 <sup>th</sup> April 2017	Closing Date: 12 <sup>th</sup> May 2017

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

<b>Positions</b>	<b>Responsibilities</b>	<b>Qualification</b>
<p><b>Field Assistant/Driver</b></p> <p>(2 year renewable contract)            IITA-HR-NRS2017-0023B</p> <p>(Abuja)</p>	<p>Successful candidate will among other things perform the following duties:</p> <ul style="list-style-type: none"> <li>• Assist in driving AfricaYam project vehicles to convey authorized staffs and visiting partners;</li> <li>• Drive vehicles on errands for project activities and assist in the execution of projects activities in lab, screen house, glass house and field;</li> <li>• Assist in land preparation, planting, crop management, harvesting, storage and data collection while assisting with general maintenance of screen houses, field trials, and storage barn;</li> <li>• Responsible for the day to day maintenance of project vehicles (cleaning of inside and outside, daily/regular check-up of the engine oil level, water level, the battery and the air filter etc.) and ensure vehicle documents are up to date and comply with minimum security operating standards (MSOS);</li> </ul>	<p>O’Level plus valid driver’s license with at least three (3) years’ professional driving experience, preferably with an international organization.</p> <p><b>Competencies</b></p> <p>The ideal candidate must:</p> <ul style="list-style-type: none"> <li>• Be familiar with Nigeria and West African routes and be prepared to work extra hours and during weekends.</li> <li>• Hard-working, courteous, and respectful. Ability to work with staff of diverse nationalities and ethnic backgrounds.</li> <li>• Be computer literate in using digital devices such as tablets.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure the work areas are clean at all times and maintain records of each trip details in the vehicle logbook;</li> <li>• Assist in office duties such as photocopying, sorting of documents etc.</li> <li>• Perform any other duty assigned by the Supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• Have good communication skills and fluent in writing, reading, and speaking in English. Have good driving skills.</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 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.

**IITA is an equal opportunity employer and particularly welcomes applications from female candidates.**