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

Ref:IITA-HR-NRS2017-0026	Positions: **Publishing Assistant**
Locations: Ibadan	Recruitment Type: National (3 year renewable contract)
Date Posted: 2nd June 2017	Closing Date: 16th June 2017

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

Positions	Responsibilities	Qualification
Publishing Assistant IITA-HR-NRS2017-0026A	Successful candidate will among other things perform the following duties: • Participate in the designing and producing collateral materials for conferences, training, events, and meetings, i.e., name tags, table-tent flyers, programs, flyers, banners, medical IDs, complimentary cards, staff ID cards, streamers, posters, signages and other visual materials; • Participate in developing graphics and visual design, and layouts for various communication products and mediums based on design briefs; • Work on publication layouts using templates and prescribed formats • Discuss design job requirements, messages, strategies and presentations with clients • Digitize and organize documents,	OND in Computer Science with at least three (3) years' of experience in doing layouts and compositing or assembling communication materials using computer design packages. **Competencies** The ideal candidate must: • Have computer and desktop publishing

publications, images, slides, and other graphic assets for posterity based on specifications and according to IITA archival system and Open Access principles; • Perform any other duty assigned by the Supervisor.	skills. • Have good interpersonal skills.

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.