



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

Ref:IITA-HR-NRS2017-0026	Positions: Marketing and Visitors Service Officer
Locations: Ibadan	Recruitment Type: National (3 year renewable contract)
Date Posted: 2 nd June 2017	Closing Date: 16 th 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
<p>Marketing and Visitors Service Officer</p> <p>IITA-HR-NRS2017-0026C</p>	<p>Successful candidate will among other things perform the following duties:</p> <ul style="list-style-type: none"> • Maintain and promote the institute’s image and brand through a positive and proactive awareness campaign; • Organize, coordinate, conduct visits, excursions and tours including logistics support for institutional events, exhibitions, conferences, seminars and workshops as needed; • Promote IITA and its work by providing up-to-date and adequate information about IITA activities and projects among various publics; • Ensure positive visitor experience for all IITA visitors, i.e. students, farmers, partners, VIPs, media, and other groups/ individuals; 	<p>BSc./HND in Mass Communication, Agriculture, Psychology or related disciplines with minimum of three (3) years’ experience in print or digital media house preferably in an international organization</p> <p>Competencies</p> <p>The ideal candidate must:</p> <ul style="list-style-type: none"> • Have exceptional customer relations and interpersonal and communication

	<ul style="list-style-type: none"> • Liaise with IITA units, including Security, Facilities Management Services (FMS), Hospitality and Travel Services (HOSTRA), General Directorate, Western Africa Hub and other offices to arrange visits and schedules within and outside the Institute with other logistic requirements; • Manage the Corporate Store and assist in marketing corporate/institutional and promotional products; • Provide support for internal communication, inductions and orientations for new staffs; • Contribute to knowledge sharing and information dissemination efforts of the IITA Communication team; • Perform any other duties as may be assigned by the supervisor. 	<p>skills.</p> <ul style="list-style-type: none"> • Have proficiency knowledge of computer applications.
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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.