



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

Ref:IITA-HR-NRS2017-0026	Positions: <b>Digital Communication Assistant</b>
Locations: Ibadan	Recruitment Type: National (3 year renewable contract)
Date Posted: 2 <sup>nd</sup> June 2017	Closing Date: 16 <sup>th</sup> June 2017

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

<b>Positions</b>	<b>Responsibilities</b>	<b>Qualification</b>
<b>Digital Communication Assistant</b>  (IITA-HR-NRS2017-0026B)	<p>Successful candidate will among other things perform the following duties:</p> <ul style="list-style-type: none"> <li>• Organize and manage the media asset bank and archiving both in Communication Unit and Data and Information Management Unit;</li> <li>• Take a logical approach to image management and supply the image database repository with meta tagging information using prescribed tools;</li> <li>• Process, upload, store, retrieve and manage research images in compliance with Open Access Policy</li> <li>• Provide support, respond to enquiries and requests for images from researchers, colleagues, clients and other databases on media assets;</li> </ul>	<p>BSc. \HND in agriculture, science, communication, library science, management or related field with at least three (5) years’ experience, preferably performing same role.</p> <p><b>Competencies</b></p> <p>The ideal candidate must:</p> <ul style="list-style-type: none"> <li>• Be proficient in using computers, archiving and some graphic and imaging</li> </ul>

	<ul style="list-style-type: none"> <li>• Assure copyright compliance for images and other media assets;</li> <li>• Conduct training on image management, metadata tagging, and related topics;</li> <li>• Prepare periodic reports on IITA image repository;</li> <li>• Perform any other duty assigned by the Supervisor.</li> </ul>	<p>applications.</p> <ul style="list-style-type: none"> <li>• Have good communication skill.</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.**