



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

Ref:IITA-HR-NRS2017-0028	<b>Position:</b> • <b>Secretary II</b>
Locations: Ibadan	Recruitment Type: National (2-year renewable contract)
Date Posted: 7 <sup>th</sup> July 2017	Closing Date: 21 <sup>st</sup> July 2017

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

<b>Position</b>	<b>Responsibilities</b>	<b>Qualification</b>
<b>Secretary II</b>  IITA-HR-NRS2017-0028A	Successful candidate will among other things perform the following duties: <ul style="list-style-type: none"> <li>• Carryout general office administrative duties</li> <li>• Type reports, letter and other document which may be confidential in nature</li> <li>• Handle incoming mail, collection, distribution as well as mailing as directed</li> <li>• Carry out photocopying, scanning of documents</li> <li>• Carry out data entry and organize data in hard and soft copies</li> <li>• Organize and maintain archive for each scientist and his team</li> <li>• Maintain records of casual contracts, payment disbursement and work schedule</li> <li>• Carryout material procurement and track purchase orders as requested</li> <li>• Request and maintain record of office stationeries supply</li> <li>• Arrange travel through IITA travel authorization system</li> <li>• Manage scientists schedules and assist with meetings and training logistics</li> <li>• Receive visitors to units in a courteous manner</li> </ul>	BSc/HND in, Business Administration, Economics, Sciences, Social Science or other related field with at least Three (3) years relevant experience.  <b>Competencies</b>  Ideal Candidate must: <ul style="list-style-type: none"> <li>• Have excellent interpersonal and communication skills with ability to communicate ideas effectively.</li> <li>• Have excellence computer skills, Microsoft application.</li> <li>• Have excellent verbal and written communication.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Answer telephone and direct request to the right unit and staff</li><li>• Respond to e-mail requested as directed</li><li>• Perform any other duties as assigned by the scientist to whom support is being provided.</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 attaching detailed curriculum vitae saved with their names in Microsoft word format to IITA website: <http://www.iita.org/careers> 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 welcome applications from female candidates.**