

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

Ref:IITA-HR-NRS2017-0034	Position: Legal Officer
Locations: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 7 th September 2017	Closing Date: 21 st September 2017

Positions	Responsibilities	Qualification
Legal Officer	<p>Successful candidate will among other things perform the following duties:</p> <ul style="list-style-type: none"> • Assist in contract lifecycle management, including preparation, review, negotiation and advise on all research agreements (including donor agreements, partnership agreements, MoUs, research collaborations, consultancies, material transfer agreements, licensing agreements etc.) and other institutional agreements and contracts; • Monitor finalization and submission/return of completed contracts, appropriate follow-ups and archiving of all research and other institutional agreements; • Contribute to the development of implementation guidelines for and support the implementation of IITA Intellectual Property (IP) Policy and other Policies; • Maintain and update the IITA Contracts/LegalManagement System/Database • Assist in preparing, drafting and vetting all agreements • Manage administrative and legal aspects in relation to project start-up and close-out • Conduct due diligence, on partners prior to preparing, partner agreements, asset disposal etc. • Contribute to the development and improvement of the Legal Unit including the implementation of new systems. • Assist in the development of guidelines and templates for effective project start up and close 	<p>Competencies</p> <p>The ideal candidate must:</p> <ul style="list-style-type: none"> • Have at least six year's post-law school experience in legal practice in a busy environment, preferably in a corporate environment or an international non-profit organization • Demonstrate good grasp of relevant laws including but not limited to Laws governing International non-profit organizations; Intellectual Property (IP) Law and related International Laws and Treaties, Labour Laws and Corporate Governance. • Possess excellent communication,

	<p>out</p> <ul style="list-style-type: none"> • Assist with organizing and conducting workshops for partners and other IITA staff on legal and other related topics • Support internal and external capacity development in project development and administration • Carry other duties, properly assigned, as may be occasioned by the exigencies of the job 	<p>research, presentation and analysis skills</p> <ul style="list-style-type: none"> • Proactive and self-motivated individual able to work with minimum supervision • Be proficient in basic Computer and Typing skills (Word, Excel, Outlook and PowerPoint) and knowledge of French will be an added advantage.
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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.