



INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)
JOB OPENING ANNOUNCEMENT

Ref:IITA-HR-NRS2018-001	Position: <ul style="list-style-type: none">• Asset Supervisor
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 5 th February 2018	Closing Date: 20 th February 2018

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

Position: Asset Supervisor

Contract: 3-year renewable contract

Location: Ibadan

DUTIES

Successful candidate will among other things perform the following duties:

- Maintain liaison with Assets Officer to update IITA’s master asset file;
- Explore more effective ways of asset tracking including a computerized bar-coding system and implement this as directed;
- Conduct regular housekeeping and cyclic asset verification exercise at the headquarters and if necessary in other stations to ensure that IITA tracked asset listing agrees with the Finance Office master asset file record;
- Analyze and evaluate cost/benefits of disposal strategies and make recommendation to the disposal committee on appropriate disposal method for such items as applicable.
- Prepare records of asset identified for disposal and ensure clearance of such materials;
- Secure storage of assets identified for disposal, repair and reuse as applicable;
- Assist in asset disposal process and decommissioning activities as directed by the IITA disposal committee;
- Assist with the transfer of ownership of used assets where such requirement exist while ensuring the master asset list is updated;
- Ensure healthy, safety rules and regulation at work are complied with;
- Inducting newly recruited staff and assist in training Oracle users both HQ and other Hub-station staff members
- Perform all other related duties that may be assigned by the supervisor

QUALIFICATION

BSc/HND Purchasing and Supply, Social Science or Professional Certification in Procurement and Supply or related field with minimum of eight (8) years' experience performing similar role.

COMPETENCIES

- Have good knowledge of computer, good interpersonal and communication skill (Oral and written).

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 cover letter and curriculum vitae saved with their names in Microsoft word format to IITA website: <http://www.iita.org/about/jobs/> 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.