



**INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)**  
**JOB OPENING ANNOUNCEMENT**

Ref:IITA-HR-NRS2018-0018	<b>Position:</b> <ul style="list-style-type: none"><li>• <b>Clinic Administrator</b></li></ul>
Location: <b>Ibadan</b>	Recruitment Type: National (3-year renewable contract)
Date Posted: 12 <sup>th</sup> June 2018	Closing Date: 26 <sup>th</sup> June 2018

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

**Position: Clinic Administrator**

**Contract:** 3-year renewable contract

**Location: Ibadan**

**DUTIES:**

Successful candidate will among other things perform the following duties:

- Carryout routine administrative and management of the medical services;
- Liaise with the relevant sections of IITA with respect to acquisition of services in support of the unit;
- Provide administrative support to the Head of Medical services;
- Coordinate the clinic's budget, monitor expenditure and facilitate procurement;
- Ensure the clinic's preparedness for daily operations;
- Management of the Clinic CAPRECs;
- Preparation of reports and analysis of statistical data for management use;
- Management of patient's database and utilization of same for reports and statistics;
- Ensuring appropriateness of Clinical financial transactions and billings;
- Coordinate and supervise the activities of Subordinate staffs in the unit;
- Liaise with retained medical facilities in Ibadan and for all IITA outstations to ensure enquires are promptly attended to and statement of account are reconciled where necessary;
- Manage, control and ensure proper maintenance of unit vehicles;
- Perform any other duties as may be assigned by the Supervisor/Management.

**QUALIFICATION:**

MSc in Social Science, Management Science or related field with minimum of five (5) years' experience performing similar role in a multicultural and multidisciplinary teams. Possession of CIPM certificate is an added advantage.

**COMPETENCIES:**

- Computer literacy and have a very strong analytical mind.
- Commitment to high ethical standards for personal and professional conduct
- Communication and relationship management.

**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.***