



INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)
JOB OPENING ANNOUNCEMENT

Ref:IITA-HR-NRS2018-0020	Position: <ul style="list-style-type: none">• Station Administrator
Location: Abuja	Recruitment Type: National (3-year renewable contract)
Date Posted: 9 th July 2018	Closing Date: 23 rd July 2018

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

Position: Station Administrator

Contract: 3-year renewable contract

Location: Abuja

DUTIES:

Successful candidate will among other things perform the following duties:

- Assist the Head of station in managing Station financial and operational strategies;
- Coordinate the overall function of the station support systems and ensure logistics back-up;
- Organize the preparation and implementation of the Station work program;
- Maintain efficient information flow between the station, hosted institution and projects operating within the Station;
- Assure timely financial reporting and posting of charges back to the station cost recovering budget;
- Ensure implementation of regulations and procedures for local purchases, procurement and logistics management
- Perform any other duties as may be assigned by the Supervisor.

QUALIFICATION:

MBA in Management/Administration, Social Sciences or related fields with minimum of eight (8) years' experience performing similar or related role in a structured organization.

COMPETENCIES:

The ideal candidate must:

- Have good computer and ERP usage skills
- Have good negotiation, mediation and excellent communication skills.
- Have good financial management and reporting skills.

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.