



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

Ref:IITA-HR-NRS2018-0025	<b>Position:</b> <ul style="list-style-type: none"><li>• <b>Secretary II</b></li></ul>
Location: <b>Ibadan</b>	Recruitment Type: National (2-year renewable contract)
Date Posted: 15 <sup>th</sup> August 2018	Closing Date: 29 <sup>th</sup> August 2018

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

**Position: Secretary II**

**Contract:** 2-year renewable contract

**Location: Ibadan**

**DUTIES:**

Successful candidate will among other things perform the following duties:

- Perform Oracle input for RFPs, MRI etc;
- Develop travel advance and expense claims for scientist and other team members working in the two building;
- Assist building wardens for the two buildings and report issues within building to Head West African Hub;
- Perform logistics, prepare travel plans, accommodation plans and other activities related to events the Hub Administration office has been assigned to do;
- Liaise with external hosted organizations i.e Inqaba;
- Perform any other duties as may be assigned by the supervisor.

**QUALIFICATION:**

BSc/HND in Social Sciences, Secretarial Studies or related fields with minimum of four (4) years' experience performing similar or related role in a structured organization.

**COMPETENCIES:**

The ideal candidate must:

- Have good communication and interpersonal skills.
- Be highly proficient in the use of computer and possess good knowledge of filing systems.

**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.***