



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

Ref:IITA-HR-NRS2018-0031	Positions: <ul style="list-style-type: none">• Strategic Sourcing Officer
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 19 th September 2018	Closing Date: 3 rd October 2018

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

Position: Strategic Sourcing Officer

Contract: 3-year renewable contract

Location: Ibadan

DUTIES:

Successful candidate will among other things perform the following duties:

- Develop strategic sourcing initiatives using appropriate models for the Institute both at HQ and other stations.
- Locate potential and reliable suppliers capable of creating and delivering values
- Raise, send, receive and analyze request for quotations (RFQs), requests for information (RFIs) and other related templates;
- Benchmark suppliers' portfolios using applicable models
- Compile, analyze and interpret suppliers' performance reports on regular basis with basic key Performance indicators.
- Develop and negotiate contract terms and conditions as relevant to specific contracts and Memorandum of Understanding for strategic partners
- Progress and monitor outstanding strategic orders to ensure quality and timely delivery
- Assist in the management of the supply chain web-site and Supply Chain Newsletter
- Maintain Strategic partners records and other documentations
- Review and assist in the development of specifications, terms and conditions with internal key stakeholders
- Assist in Procurement planning with key stakeholders towards the achievement of timely availability of critical materials and strategic services
- Carry out spend Institute spend analysis to reflect value and volume for effective category management

- Assist outstations in the management and monitoring of critical and high value contracts
- Receive and Interpret data of Supply Chain operational components to prepare reports on SC key performance indicators (KPI).
- Performs all other duties as directed by Supervisor

QUALIFICATION:

BSc /HND in Purchasing and Supply or in any discipline or CIPS II + 5 years or CIPS 1 + 7 years post degree qualification experience in a non-profit, donor funded international organization.

COMPETENCIES:

The ideal candidate must:

- Have sound analytical mind, high integrity, good inter-personal and communication skills (oral and written).
- Have good knowledge of contract agreement, meet deadlines with little or no supervision Have excellent oral and written communication skills and good interpersonal skills.
- Be proficient in the use of computers and ability to handle confidential issues.

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.