



## **TAAT Program Administrator (Ref: DDG-P4D/TAAT/PA/10/18)**

**Background:** The International Institute of Tropical Agriculture (IITA) invites applications for the internationally recruited position of **TAAT Program Administrator**.

The International Institute of Tropical Agriculture (IITA) is a not-for-profit institution that generates agricultural innovations to meet Africa's most pressing challenges of hunger, malnutrition, poverty, and natural resource degradation. Working with various partners across sub-Saharan Africa, we improve livelihoods, enhance food and nutrition security, increase employment, and preserve natural resource integrity. IITA is a member of CGIAR, a global agriculture research partnership for a food secure future. Please visit <http://www.iita.org/> for more information on IITA.

The Technologies for African Agricultural Transformation (TAAT) is a program initiated by the African Development Bank (AfDB) as part of its Feed Africa Initiative. The main objective of the program is to improve the business of agriculture across Africa by raising agricultural productivity, mitigating risks and promoting diversification and processing in 18 agricultural value chains within 8 Priority Intervention Areas. The program is being implemented by IITA in close collaboration with other CGIAR Centers, FARA, AGRA, national agricultural research and extension systems and private sector partners. It involves close partnership between the AfDB and other developmental partners such as the World Bank, BMGF, USAID, IFAD and others. The Program Administrator position shall be part of the Program Management Unit (PMU) team.

The PMU has an important task to ensure the effective implementation of TAAT by overseeing the day-to-day implementation of project fiduciary and administrative activities. It is charged among other duties to coordinate the compilation and review of reports from value chains and enabler compacts for submission to the AfDB; and elaborate/implement administrative and financial management guidelines/templates to be used by implementing institutions. The Program Administrator shall play a critical role to ensure that these fiduciary and administrative activities are effectively undertaken in the East and Southern African hubs.

### **Position Responsibilities**

The tasks of the Program Administrator will include:

#### ***Main Responsibility***

- Assist the TAAT Program Coordinator in program administrative duties such as technical and financial reporting, and liaison with partner institutions in East and Southern Africa to ensure that they deliver on Program deliverables and outcomes.

#### ***Specific Duties and Responsibilities***

- Manage and provide support across the Compacts on issues relating to technical and financial reporting, workplan execution, contract and sub-contract agreements with implementing institutions in the Eastern and Southern Africa regions.
- Monitor timely completion and submission of Program scheduled reports and collation of these reports for submission to the Bank.
- Follow up with Program partners within the Eastern and Southern Africa institutions to ensure that all program administrative issues and concerns are addressed.
- Serve as the Program liaison officer in the East and Southern Africa regions in assisting with the organization of program meetings and events and promoting program activities within the regions.
- Coordinate all multiple Country meetings and workshops to be held for TAAT.

- Build and maintain good working relationships with all program stakeholders in the regions and provide any coordination and assistance that may be needed.
- Liaise regularly with CGIAR and other national partners and ensure regional coordination in close collaboration with the Partnership Expert of the TAAT Clearinghouse Unit.
- Train and backstop partners in the AfDB accounting, financial reporting and procurement procedures as well as support internal and external capacity development in projects management.
- Undertake any other duties that shall be assigned by the Program Coordinator and/or IITA management to ensure the effective implementation of the TAAT Program.

### **Educational Qualifications and Experience**

- An advanced University graduate degree in any area of agricultural development preferably in agricultural extension or economics.
- At least ten years of relevant job experience from International organizations/NGOs/donors preferably linked to tropical agriculture or International development.

### **Core Competencies**

- Excellent and extensive organizational and administrative skills and experience.
- Excellent computer skills (MS Word, Excel, Power Point).
- Experience in project management and resource mobilization.
- Excellent written and verbal communication skills in the English language. Working knowledge of Portuguese and French will be an advantage.
- Proven ability to work in a multi-disciplinary, multi-institutional, and multi-cultural environment.
- Ability to provide guidance and direction to others, including setting standards and monitoring performance.
- Skills using logic and reasoning to identify the strengths and weakness of alternative solutions to problems.

**Duty Station:** Nairobi, Kenya

**General information:** The contract will be for an initial period of two years, subject to fund availability from the donors. IITA offers internationally competitive remuneration package paid in U.S. Dollars.

**Applications:** Applications must include covering letter which should address how the candidate's background/experience relates to the specific duties of the position applied for, curriculum vitae, names and addresses of three professional referees (which **must** include either the Head of the applicant's current or previous organization or applicant's direct Supervisor/Superior at his/her present or former place of work). The application should be addressed to the Head, Human Resources Service. Please complete our online application form using this link: <http://www.iita.org/careers>

**Closing Date:** 30<sup>th</sup> October 2018

**IITA is an equal opportunity employer and particularly welcomes applications from women candidates.**

*Please note that only shortlisted candidates will be contacted.*