



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

Ref:IITA-HR-NRS2018-0037	<b>Position:</b> <ul style="list-style-type: none"><li>• <b>Transport Superintendent</b></li></ul>
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 23 <sup>rd</sup> October 2018	Closing Date: 6 <sup>th</sup> November 2018

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

**Position: Transport Superintendent**

**Contract:** 3-year renewable contract

**Location: Ibadan**

**DUTIES:**

Successful candidate will among other things perform the following duties:

- Prepare daily duty rosters for all driver according to users' request;
- Check online as well as E-mail requests for vehicle and take immediate action;
- Monitor movement of vehicles and drivers using electronic devices;
- Prepare and authorize vehicle gate pass;
- Authorize fuel issuance for vehicles when required;
- Prepare monthly chargeback statement for all vehicles, drivers and shuttle usage including long distance travel;
- Prepare overtime statement including applicable per diem statement;
- Arrange to obtain international permit for vehicles when required;
- Arrange for insurance and other legally required vehicle particulars;
- Handle and keep vehicle data and documents;
- Perform any other duties as may be assigned by the supervisor.

**QUALIFICATION:**

BSc/HND in Business Administration, Psychology or related field with minimum of six (6) years' experience in a reputable organization. Associate membership of Chartered Institute of Logistics and Transport is an added advantage.

**COMPETENCIES:**

The ideal candidate must:

- Have good knowledge of transportation assignment of drivers.
- Have good interpersonal skills.
- Be knowledge of on the use of Microsoft Office and oracle packages.

**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.***