



**INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)  
STAFF COOPERATIVE SOCIETY IBADAN**

Location: Ibadan	<b>Position:</b> <ul style="list-style-type: none"><li><b>IITA Coop Administrator</b></li></ul>
Date Posted: 12 <sup>th</sup> December 2018	Recruitment Type: National (2-year renewable contract)
	Closing Date: 26 <sup>th</sup> December 2018

The **Staff Cooperative Society** of the International Institute of Tropical Agriculture seeks suitable candidates for the following position at the society’s office in IITA campus Ibadan.

**Position:** IITA Coop Administrator  
**Contract:** 2-year renewable contract  
**Location:** Ibadan

**DUTIES**

Under the supervision of the Executives, the successful candidate will among other things perform the following duties:

- Assist in implementing the cooperative Bye-Laws and work with the Executive to set implementation frameworks;
- Handle loan application and reconcile monthly deductions sheet with payroll sheets;
- Assist in coordinating the cooperative society meeting and Executive agendas;
- Supervise and coordinate the business activities of the Coop by managing the people, capital, and assets;
- Maintain an adequate bookkeeping and accounting system;
- Take responsibility for the implementation of the coop accounting automation systems
- Prepare monthly bank reconciliations;
- Prepare and present timely and effective reports to the Executive with appropriate analysis;
- Prepare and analyze quarterly financial statements for presentation to Executive;
- Maintain effective communication and working relationship with Executive and Coop Members;
- Provide future price and financial forecast information needed for long-range planning;
- Represent the cooperative and portrays a positive image to members and others in the Institute;
- Maintain accurate membership records and solve operational problems
- Ensure assets are utilized productively and safeguarded from loss;
- Ensure the Coop provides outstanding customer service to its members and customers;
- Prepare regular monthly reports of activities to the Executives;
- Perform any other duties as may be assigned by the Executive.

**QUALIFICATION:**

BSc/HND Cooperative Studies and Management, Accounting or Business Management, PE II ICAN. Possession of ACA or ACCA would be an added advantage. The ideal candidate must have a minimum of five (5) years' experience in a related role.

**COMPETENCIES:**

The ideal candidate must have:

- Excellent computer skills in the use of financial applications (Oracle or Peachtree, QuickBooks or other Accounting software)
- Excellent interpersonal skills with advanced written and verbal communication skills;
- Ability to multi-task and work under pressure;
- Excellent team working skills with less supervision.

**REMUNERATION:**

The society offer highly competitive salary obtainable in other departmental cooperatives with fringe 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.***