



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

Ref: IITA-HR-NRS2019-008	Position: <ul style="list-style-type: none">• HR Information System Analyst
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 25 th February 2019	Closing Date: 11 th March 2019

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

Position: HR Information System Analyst

Contract: 3-year renewable contract

Location: Ibadan

DUTIES:

Successful candidate will among other things perform the following duties:

- Assist in all HR system upgrades and system additions in partnership with the Information Technology Unit;
- Assist in the development and maintenance of application and database to automate specific HR process;
- Input and update existing and new staff data into information system;
- Maintain data integrity in systems by regularly analyzing and cleansing data;
- Assist in providing day-to-day technical support to HR staff and other HR Information System users;
- Develop concepts, graphics and layout for print products;
- Contribute to overall HR goals by carrying out task as may be directed by supervisor.

QUALIFICATION:

BSc/HND in Computer Science, Statistics or related field with minimum of three (3) years’ experience performing similar or related roles.

COMPETENCIES:

The ideal candidate must have:

- Good communication and interpersonal skills.
- ICT, planning, organizational, business savvy and critical thinking skills.

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.