



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

Ref: IITA-HR-NRS2019-013	<b>Position:</b> <ul style="list-style-type: none"><li>• <b>Administrative Assistant I</b></li></ul>
Location: ABUAD (Ado-Ekiti)	Recruitment Type: National (1-year renewable contract)
Date Posted: 12 <sup>th</sup> April 2019	Closing Date: 26 <sup>th</sup> April 2019

IITA on behalf of Afe Babalola University (ABUAD) is currently in search of suitable applicants for the vacant position below at its office in Ado-Ekiti):

**Position:** **Administrative Assistant I**

**Contract:** 1-year renewable contract

**Location:** **ABUAD (Ado-Ekiti)**

**DUTIES:**

Successful candidate will among other things perform the following duties:

- Perform general office administration duties;
- Assist in typing report, letters and other document which may be confidential in nature;
- Handle incoming mail, collection, distribution as well as mailing as directed;
- Carryout photocopying and scanning of documents;
- Carryout data entry and organize data in hard and soft copies;
- Organize and maintain archive for each scientist and his team;
- Maintain records of contract, payment disbursement and work schedule;
- Prepare and assist in material procurement and track purchase orders as requested using IITA procurement system;
- Request and maintain record of office stationeries supply;
- Assist in arranging travel using IITA travel authorization guidelines
- Assist in managing scientist schedules and assist with meetings and training logistics;
- Assist in receiving visitors to units in a courteous manner;
- Answer telephone and direct request to the right unit and staff;
- Respond to E-mail requested as directed;
- Perform any other duties as may be assigned from time to time by the supervisor.

**QUALIFICATION:**

OND in Secretarial Studies or related field with minimum of three (3) years' experience performing similar or related roles.

**COMPETENCIES:**

The ideal candidate must:

- Be proficient with Microsoft Office (Outlook, Excel Word and PowerPoint).
- Have good command of English Language.
- Have ability to multitask and work effectively within strict deadlines.

**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.***