



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

Ref: IITA-HR-NRS2019-022	<b>Position:</b> <ul style="list-style-type: none"><li>• <b>Farm Records Officer</b></li></ul>
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 17 <sup>th</sup> June 2019	Closing Date: 1 <sup>st</sup> July 2019

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

**Position: Farm Records Officer**

**Contract:** 3-year renewable contract

**Location: Ibadan**

**DUTIES:**

Successful candidate will among other things perform the following duties:

- Collect, process, manage and store farm records;
- Manage unit's store and issue lubricants, spare parts;
- Attend to all Farm Office requisitions,
- Be responsible for training of IT students and managing their records,
- Assist in managing administration of farm project in Ibadan and other sub-stations of the Institute
- Assist the Farm Office charge chargeback processing;
- Perform other related duties as may be assigned from time to time by the supervisor.

**QUALIFICATION:**

BSc/HND in Agricultural Economics or Extension, Statistics or related field with a minimum of two (2) years' experience performing similar duties.

**COMPETENCIES:**

The ideal candidate must:

- Be literate in Microsoft Word, Excel, and Power Point with knowledge of statistical packages as an added advantage.

**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://jobs.iita.org/erecruit/> 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.***