



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

Ref: IITA-HR-NRS2019-021	Position: <ul style="list-style-type: none">• Project Development Officer
Location: Ibadan	Recruitment Type: National (2-year renewable contract)
Date Posted: 18 th June 2019	Closing Date: 2 nd July 2019

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

Position: Project Development Officer

Contract: 2-year renewable contract

Location: Ibadan

DUTIES:

Successful candidate will among other things perform the following duties:

- Review and support scientists in developing compliant budgets during project development process;
- Review call guidelines and provide guidance in developing proposal guidelines;
- Prepare, review, update and manage database of station costs including staff administrative and operational costs to be used in the development of proposal budget;
- Update master document of costs to facilitate budget development and review;
- Keep track of RSS and other instructional costs introduced by the management;
- Provide budget development support and training to scientists and staff at IITA as necessary;
- Compile and continuously update database of donor budget templates and budgetary requirements;
- Revise and update IITA Budget templates and liaise with HR and Finance on staff cost clarification as well as supply chain and other service providers on other market value of various costs;
- Support the unit head in developing annual budgets for the unit, track PDAU expenditure by submitting a monthly expenditure report and follow up with finance directory with queries as necessary;
- Keep track of key donor budgetary templates and update as necessary;

- Perform any other duties as may be assigned by the supervisor

QUALIFICATION:

BSc/HND in Accounting, Business Administration, Economics or related field with a minimum of five (5) years' working experience in a structured working environment e.g. private sector or non-governmental organization.

Experience in budget making is imperative, and those with experience in research environments will have a competitive edge.

COMPETENCIES:

The ideal candidate must:

- Be experienced in budget making.
- Be very good with financials and working with formulas.
- Have ability to work on proposals and budgets.
- Have proven literacy in MS Excel and similar packages.
- Have excellent ability for attention to details.
- Have problem solving abilities.

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.