



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

Ref: IITA-HR-NRS2019-025	<b>Position:</b> <ul style="list-style-type: none"><li>• <b>Administrative Assistant</b></li></ul>
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 12 <sup>th</sup> July 2019	Closing Date: 26 <sup>th</sup> July 2019

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

**Position: Administrative Assistant**

**Contract:** 3-year renewable contract

**Location: Ibadan**

**DUTIES:**

Successful candidate will among other things perform the following duties:

- Perform a broad variety of administrative tasks for the unit in all aspects including managing meetings, commitments, appointments/schedules, travels, and other routine and non-routine activities of the unit and following up appropriately;
- Process staff overtime, keeping of unit imprest, claim reimbursement and provide administrative support out stations in Nigeria;
- Handle incoming call and correspondence, raising draft statement and responses on behalf of the unit head;
- Work closely and effectively with the head and be proactive in bringing up matters that should receive his attention;
- Support the unit head in preparation for the meeting and assist with the design and development of relevant presentations by the Unit head;
- Develop and update relevant databases for the effective running of the unit and facilitate easy retrieval of information;
- Manage procurement of materials and equipment required for the effective running of the office;

- Perform all other related duties as may be assigned from time to time by the supervisor;

**QUALIFICATION:**

BSc/HND in Secretarial Studies, Public Administration or related field with a minimum of (4) years' working experience performing similar role.

**COMPETENCIES:**

The ideal candidate must have:

- Ability to use computer (Microsoft Office Packages) and knowledge of Oracle application.
- Ability to pay attention to details and be prudent in handling of office materials.
- Excellent communication skill, neat, trustworthy and reliable.

**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.***