



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

Ref: IITA-HR-NRS2019-026	Position: <ul style="list-style-type: none">• Administrative Assistant
Location: Kano	Recruitment Type: National (2-year renewable contract)
Date Posted: 16 th July 2019	Closing Date: 30 th July 2019

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

Position: Administrative Assistant

Contract: 2-year renewable contract

Location: Kano

DUTIES:

Successful candidate will among other things perform the following duties:

- Provide support in the day to day administration of the office;
- Handle correspondence, photocopying, binding and other paper works;
- Provide support with travelling schedules and hotel reservations;
- Provide support in the preparation of request for internal purchases, order of office stationery and vehicle parts;
- Take minutes of meetings and handle confidential matter;
- Provide support in the updating of assets list;
- Perform all other related duties as may be assigned by the supervisor.

QUALIFICATION:

HND/BSc in Public Administration or related discipline with a minimum of three (3) years’ working experience performing similar role.

COMPETENCIES:

The ideal candidate must:

- Be proficiency in the use of computer (Microsoft Office packages).

- Ability to drive and perseverance to work under pressure and good team work with supervision capacity.

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.