



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

Ref: IITA-HR-NRS2019-027	<b>Position:</b> <ul style="list-style-type: none"><li>• <b>Stores Manager</b></li></ul>
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 6 <sup>th</sup> August 2019	Closing Date: 20 <sup>th</sup> August 2019

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

**Position: Stores Manager**

**Contract:** 3-year renewable contract

**Location: Ibadan**

**DUTIES:**

Successful candidate will among other things perform the following duties:

- Supervise the entire activities and operations of the main store;
- Ensure the establishment, implementation and keep under review processes, system, procedures, programmes and strategies to control investment in inventory;
- Ensure the use of modern stock optimization process in the management of inventories;
- Ensure proper management of receipt and inspection of stock delivered to the institute;
- Keep track of the use and dispatch of the institute stock of materials;
- Maintain relevant documentation for all transactions and activities within the store system;
- Ensure safety and security of stock held regardless of location;
- Ensure preparation and submission of accurate and timely monthly reports to management;
- Ensure an economical store working environment and operations for cost effectiveness;

- Establish and maintain an effective/efficient customer-oriented service system with the end users;
- Train, develop, motivate, coordinate, direct and control stores staff team for efficiency;
- Ensure that safety rules and regulations at work are adhere to within the store system;
- Ensure proactive risk management system within the store systems;
- Perform any other duties as may be assigned by the supervisor.

### **QUALIFICATION:**

A master's degree in a numerate discipline/Purchasing and Supply. A chartered professional certification in CIPS, CIPSMN is highly required.

Minimum of 15 years performing same or related functions with a minimum of 8 years in a supervisory/managerial role.

### **COMPETENCIES:**

The ideal candidate must:

- Have sound analytical mind, high level of integrity, good interpersonal and communication skill (oral and written).
- Have sound knowledge of inventory optimization models, meeting deadlines with little or no supervision;
- Have strong knowledge or oracle application and efficient inventory management.

### **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.***