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

Ref: IITA-HR-NRS2019-029	**Position:**
	• **Information and Communication Technology Officer**
Location: Adamawa	Recruitment Type: National (2-year renewable contract)
Date Posted: 16th August 2019	Closing Date: 31st August 2019

The International Institute of Tropical Agriculture seeks suitable applicants for the position below at the Institute's project location in Adamawa:

Position: Information and Communication Technology Officer

Contract: 2-year renewable contract   **Location: Adamawa**

DUTIES:
   Successful candidate will among other things perform the following duties:

- Assist in installing and ensuring proper functioning of voice network (IP PBX)
- Assist in monitoring internet system operation to detect potential problems
- Assist in installing, upgrading and maintaining all LAN items
- Support LANs & WANs network segments, internet and intranet systems
- Assist in maintaining system efficiency and ensure design of system and allow all its components to work properly
- Assist in configuring and installing system and set up new users
- Assist in setting up projectors, printers, photocopiers, digital cameras, etc. for everyday office use and as necessary for meetings
- Assist in troubleshooting technical problems with mobile subscription and IP phone
- Ensure satellite phones are working and SIM cards are activated at all times
- Ensure good asset management of ICT equipment at the offices
- Update asset register and inventory tracking system with the Activity Admin Assistant
- Perform any other duties as may be assigned from time to time by the supervisor.

QUALIFICATION:

BSc/HND in Computer Science, Statistics or related field with minimum of two (2) years' experience performing similar or related roles.

COMPETENCIES:

The ideal candidate must:
- Have excellent interpersonal skills and the ability to work in a team-oriented multicultural environment
- Have experience in developing ICT related tools for promoting agriculture/agribusiness;
- Have experience in capturing events and reporting agribusiness related activities
- Have good working knowledge of MS Office packages
- Have ability to work as a member of a multi-disciplinary team in a cross-cultural environment
- Have excellent oral and writing communication skills
- Be able to work with minimum supervision and with tight deadlines
- Have the ability to deliver accurate and timely reports
- Have ability to communicate in one or more of northern Nigeria's major languages is desirable.

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.