



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

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| Ref: IITA-HR-NRS2019-029                  | <b>Position:</b> <ul style="list-style-type: none"><li>• <b>Office Assistant</b></li></ul> |
| Location: Borno & Adamawa                 | Recruitment Type: National (2-year renewable contract)                                     |
| Date Posted: 16 <sup>th</sup> August 2019 | Closing Date: 31 <sup>st</sup> August 2019   |

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

**Position: Office Assistant**

**Contract:** 2-year renewable contract (3-Positions) **Location: Borno (1) & Adamawa (2)**

**DUTIES:**

Successful candidate will among other things perform the following duties:

- Perform clerical services
- Support administrative assistants and provide janitorial services
- Perform any other duties as may be assigned from time to time by the supervisor.

**QUALIFICATION:**

O'level with minimum of Five (5) year's experience performing similar role in a structured organization.

**COMPETENCIES:**

The ideal candidate must:

- Have ability to communicate in one or more of northern Nigeria's major languages is an advantage
- Be honest and have integrity
- Have good interpersonal skills and the ability to work in a team-oriented multicultural environment

**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.***