



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

Ref: IITA-HR-NRS2019-029	<b>Position:</b>
	<b>• Procurement Officer</b>
Location: 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 Adamawa:

**Position: Procurement Officer**

**Contract:** 2-year renewable contract

**Location: Adamawa**

**DUTIES:**

Successful candidate will among other things perform the following duties:

- Prepare the Annual Procurement Plan of the Activity using inputs from Activity Experts
- Undertake preparation of bidding documents under the IITA Standard Operating Procedures
- Prepare and process purchase orders and documents
- Source, select, and negotiate with suppliers for the best purchase package in terms of quality, price, terms, deliveries, and services
- Assist in the selection of appropriate suppliers
- Promote good procurement practices with due regard to sustainability, ethical purchasing standards, and whole life costing
- Maintain complete updated purchasing records/data and pricing in the system
- Execute and monitor all regular purchasing duties
- Coordinate with end-users and suppliers in the purchasing scope of work for the Activity
- Prepare relevant inputs to standard bidding documents, such as TORs, specifications and Bills of Quantities;
- Participates in the bidding/tendering processes for the procurement of works, goods and services following USAID and CG Procurement Rules and Procedures as applicable
- Prepare all procurement records to facilitate post-procurement reviews

- Keep and maintain up-to-date procurement records in line with USAID requirements
- Perform any other duties as may be assigned from time to time by the supervisor

### **QUALIFICATION:**

BSc/HND in Public/Business Administration, Accounting/Finance or related fields from an accredited university with proven track record and/or specialized training in procurement with a minimum of five (5) years' experience as a procurement officer in a multilateral donor funded project or program with a procurement authority. CIPSM, ACA or other relevant professional qualification is an added advantage.

### **COMPETENCIES:**

The ideal candidate must:

- Demonstrate ability to plan and co-ordinate, and monitor own work plans, including meeting of set deadlines
- Be able to speak Hausa Language
- Be self-motivated with ability to work under minimum supervision
- Have computer literacy, especially in Microsoft Office tools
- Be an excellent team player with good interpersonal skills and ability to work in a multicultural environment
- Be proficiency in English language with excellent writing, communication and presentation skills
- Have the ability to deliver accurate and timely reports
- Be able to work with minimum supervision and with tight deadlines
- Have working knowledge of USAID and/or CGIAR procurement rules and procedures will be added advantage
- 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.***