



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

Ref: IITA-HR-NRS2019-041	Position: • Automotive Service Manager
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 23 rd December 2019	Closing Date: 3 rd January 2020

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

Position: Automotive Service Manager

Contract: 3-year renewable contract

Location: Ibadan

DUTIES:

Successful candidate will among other things perform the following duties:

- Provide technical and administrative leadership to the Automotive and Transport units of IITA-FMS;
- Possess in-depth technical knowledge of mechanical and electrical concepts used in modern passenger and light utility vehicles, e.g. Toyota, Ford, Mitsubishi and others totaling about 300 vehicles;
- Ensure the workshop is equipped with proper maintenance tools and upgrade where necessary;
- Review existing workshop Standard Operating Procedures (SOP) and update as necessary;
- Certify road worthiness checklist of all vehicles before they leave workshop after repair;
- Oversee workshop staff/supervisors’ activities to make sure correct repair procedures are followed;
- Periodically review and update inventory stock of essential spare parts needed.
- Prepare and review service history of all IITA vehicles and make sure the preventive maintenance schedules is followed on all vehicles.
- Prepare and update the Master List and particulars of all IITA vehicles used in Nigeria;
- Exercise proper budget control in the operation of automotive and transport unit to make sure expenditure and income are balanced;

- Review and advise renewal of driving licenses held by official drivers and private users at the Headquarters;
- Perform any other duties as may be assigned by the supervisor.

QUALIFICATION:

MSc in Mechanical Engineering or related field with minimum of ten (10) years' experience performing similar role in a structured environment. Possession of relevant higher qualifications and membership of Council of Registered Engineering (COREN) is an added advantage.

COMPETENCIES:

The ideal candidate must:

- Be familiar with source of genuine parts and be able to identify them.
- Be familiar with correct diagnostics repair procedure for different model/makes of vehicles.
- Have excellent managerial and supervisory skills to handle the entire auto service staff.
- Have good time management and communication skills.
- Must be well versed in the use of diagnostics tools and modules used to identify faults quickly in order to keep down time to a minimum.

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.