



**INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)
STAFF COOPERATIVE SOCIETY IBADAN**

Location: Ibadan	Position:
	• Coop Technician I
	Recruitment Type: National (2-year renewable contract)
Date Posted: 4 th February 2020	Closing Date: 18 th February 2020

The **Staff Cooperative Society** at the International Institute of Tropical Agriculture seeks suitable candidates for the following positions at the society's office in IITA campus Ibadan.

Position: Coop Technician I

Contract: 2-year renewable contract

Location: Ibadan

DUTIES

Under the supervision of the Executives, the successful candidate will among other things perform the following duties:

- Handle loan application and process for the supervisor's review and recording.
- Assist in the daily update of payment register, prepare and file payment voucher.
- Assist in the entry of transactions into the Accounting System.
- Assist in recording monthly deduction into members ledgers and proper filing of documents.
- Attend to queries as may be directed.
- Perform any other related duties assigned by the Supervisor.

QUALIFICATION:

ATS/National Diploma in Accounting or finance related field plus minimum of three (3) years' experience in a related role.

COMPETENCIES:

The ideal candidate must have:

- Good computer skills with a good grasp of MS office applications (Ms Excel, Ms Word) with good knowledge and use of Accounting Application.
- Good understanding and articulate with figures.
- Excellent communication skills and ability to keep confidential information.

REMUNERATION:

The society offer highly competitive salary obtainable in other departmental cooperatives with fringe 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.

Please note that only shortlisted candidates will be contacted.