



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

Ref: IITA-HR-NRS2020-011	Position: <ul style="list-style-type: none">• Driver/Logistics Assistant
Location: Abuja	Recruitment Type: National (2-year renewable contract)
Date Posted: 28 th February 2020	Closing Date: 13 th March 2020

The International Institute of Tropical Agriculture seeks suitable applicants for the position below at the Institute’s project location in Abuja.

Position: Driver/logistics Assistant

Contract: 1-year renewable contract

Location: Abuja

DUTIES:

Successful candidate will among other things perform the following duties:

- Drive activity vehicle in safe and courteous manner and support field operations
- Perform necessary cleaning and washing of assigned vehicle as needed
- Maintain activity vehicle and provide timely advice to transport office of any assigned vehicle requiring maintenance services in line with IITA Vehicle Usage and Maintenance Policy
- Act as field assistant in collecting data when travelling with Activity experts and other team members for field, training or meeting activities
- Perform logistics work such as meeting visitors at the airport, delivering message around FCT, gathering information and providing relevant lead/guide and monitor delivery of essential Activity materials.
- Perform any other duties as may be assigned by the Supervisor.

QUALIFICATION:

National Diploma in Agriculture or related field with a minimum of four (4) years’ working experience performing similar or related roles with possession of valid driver’s license.

COMPETENCIES:

- Have capacity to work in a team.
- Have versatility of driving varying automobiles in host country roads.
- Experience in farming operations.

- Good knowledge of government, donor and private sector companies', offices and ability to deliver messages effectively.
- Basic computer skills.

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. Please note that only shortlisted candidates will be contacted.

IITA is an equal opportunity employer and particularly welcomes applications from female candidates. Please note that only shortlisted candidates will be contacted.