



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

Ref: IITA-HR-NRS2020-015	<b>Position:</b> <ul style="list-style-type: none"><li>• <b>Administrative Officer</b></li></ul>
Location: Kano	Recruitment Type: National (2-year renewable contract)
Date Posted: 15 <sup>th</sup> June 2020	Closing Date: 29 <sup>th</sup> June 2020

The International Institute of Tropical Agriculture seeks suitable applicants for the position below at the Institute's station in Kano:

**Position: Administrative Officer**

**Contract:** 2-year renewable contract

**Location: Kano**

**DUTIES:**

- Oversee the financial operations of the project at the state level to ensure timely and accurate delivery of monthly financial report to the Project Administrator
- Assist in managing fund and ensure compliance with allocation of fund advances and utilization
- Prepare meeting notes for all project and related meetings at state level
- Develop training modules and provide training support roles on financial literacy and book-keeping
- Assist in managing budget and expenditure in relation to the project implementation and budget plan
- Assist in keeping and providing necessary support document in compliance with the project budget document
- Oversee project procurement management and monitor progress at the state level
- Manage activities in relation to resources, materials, and equipment in adherence to the approved procurement plan
- Coordinate project management activities in relation to resources, materials, and equipment in adherence to the approved budget document
- Manage logistics of state level meetings and internal trainings etc.
- Undertake any other duties that shall be assigned by the manager

**QUALIFICATION:**

BSc/HND Business Administration, Finance, Accounting, or related discipline with minimum of three (3) years' related experience performing related role.

**COMPETENCIES:**

The ideal candidate must:

- Be computer literate with a good working knowledge of computer-based control systems, shared network drives, and excel packages

- Have experience in working with youths and should be able to link them to private sector and finance partners for financial and enterprise development support.
- Be proficient in the use of MS office packages.
- Have good team working skills and must be able to share all relevant information with colleagues and users pro-actively at the right time.
- Have good manners in showing flexibility, respect, friendliness and cooperation.
- Show ability for efficient and harmonious team leadership.
- Have good personality and interpersonal relationship as well as excellent communication skills.
- Be able to communicate in Hausa language.

**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 is committed to building a diverse workforce. While all applications will be acknowledged, please note that only shortlisted candidates will be contacted.***