



**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>Information and Communication Technology Officer</b></li></ul>
Location: Abuja	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 Abuja:

**Position: Information and Communication Technology Officer**

**Contract:** 2-year renewable contract

**Location:** Abuja

**DUTIES:**

- Plan, design and develop E-Learning platform with all functioning modules (registration, learning platform).
- Basic IT troubleshooting, and knowledge with technical diagnoses, implements corrective action procedures within prescribed guidelines and/or escalate to other technical resources as appropriate.
- Liaise with the assistant training coordinator and state training officers about inputs for eLearning, also train resource persons on best practices of eLearning.
- Provide and respond to enquiries/complaint and technical support to users when and where necessary.
- Documentation and deliver where required inductions and basic training in the use of the eLearning platform and other related services provided.
- Information technology technical support of corporate computer-based applications, install, maintain, and complete backups of the Project data and files.
- Check and review content from resource persons notifying for correction before uploading learning materials and resources per course to eLearning platform.
- Monitor virtual classrooms and manage user's subscription to platform
- Perform any other duties as assigned by supervisor.

**QUALIFICATION:**

BSc/HND in Computer science, Statistics or other related courses or related discipline with minimum of five (5) years' related experience performing related role. Knowledge and experience in eLearning design will be an added advantage.

**COMPETENCIES:**

The ideal candidate must:

- Be a proficient user of computer software packages related to database management and data analysis.

- Have experience with quantitative / qualitative analytical techniques.
- Have strong oral and written communication and interpersonal skills.
- Have strong coordination, organizational and analytical skills.
- Have strong experience in writing reports.
- Have intercultural communication skills.
- Ability to use basic packages such as Excel, PPT and other statistical packages

**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.***