



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

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

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

Position: STEP Training Officer

Contract: 2-year renewable contract

Location: Abuja

DUTIES:

- Develop Selection Criteria for Schools, Students and Volunteers and participate in the selection process
- Research, develop, Update (Revise) Curriculums and other training materials for the three approaches, which includes the establishment of club, coursework and pilot enterprises
- Plan and Organize training facilitation in collaboration with the state Administrators which includes logistics, training of trainers, school teachers, volunteers and all processes that involves smooth running of training programs
- Monitor all training programs to ensure all training programs offer full delivery of the program's goal and objectives. Assist the M and E officer in carrying out routine Monitoring and Evaluation procedures especially on training feedbacks
- Document training activities through the timely submission of training reports, training databases updates etc.
- Follow-up and mentorship security for students with Start-up enterprises
- Secure and sustain partnerships with donors, government agencies, schools, CSR teams and other partners aligning with STEP, etc
- Perform any other duties as assigned by supervisor.

QUALIFICATION:

BSc/HND in Agriculture, Agribusiness 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 maintaining database of trainers and training activities.
- Have excellent communication and supervisory skills

- Have demonstrated ability to provide ongoing mentorship in entrepreneurship to young students and provide support to entrepreneurship program in the different agricultural value chains for the project
- Have experience in organizing and coordinating training programs and activities
- Have experience in supporting training in vocational agriculture and liaising with numerous secondary schools to demonstrate and promote Agribusiness opportunities for youth
- Have experience in curriculum development including defining specific knowledge and practical skill sets
- Have been previously involved in the training of trainers in Agriculture or related field
- Exhibit good network and partnership skills with local training sites and training providers as well as coordinate their efforts.

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.