



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

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| Ref: IITA-HR-NRS2020-016 | Position: <ul style="list-style-type: none">• Monitoring, Evaluation, Learning and Communication Officer |
| Location: Ibadan | Recruitment Type: National (2-year renewable contract) |
| Date Posted: 23 rd June 2020 | Closing Date: 7 th July 2020 |

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

Position: Monitoring, Evaluation, Learning and Communication Officer

Contract: 2-year renewable contract

Location: Ibadan

DUTIES:

- Responsible for managing data collection, analysis and storage efforts and the BASICS 11 database;
- Assist in the development and/or finalization of the BASICS II Work Plan and keep it updated in accordance with timeframes
- Collect data on a regular basis to measure achievement against the performance indicators and check data quality with partners;
- Implement and coordinate M&E activities according to M&E Plan
- Ensure proper filing of M&E evidence and documents
- Store survey results in an accessible and orderly method and assure safe keeping of BASICS II data in line with organizational data storage policy
- Develop compelling stories - features, photo and video stories, and events that reinforce BASICS II work;
- Work with relevant staff to develop communication materials including press releases, newsletters, articles, website pages, brochures, banners, posters, guidelines etc, to support partners and investors;
- Provide technical advice and support to unit leaders and other staff in planning and developing relevant information and communications products
- Develop and evaluate feasibility, efficiency and quality of Information Education and Communication (IEC) materials;
- Perform any other duties as may be assigned by the supervisor.

QUALIFICATION:

Master's in communication, Journalism Public Relation, Agricultural Extension, or related field with five (5) years' experience performing same role in a structured organization.

COMPETENCIES:

The ideal candidate must:

- Have ability to deliver accurate and timely reports
- Good Knowledge in the use of Microsoft Word, PowerPoint, Outlook applications, Cloud data storage tools like Google drive, DropBox, OneDrive etc
- Social media knowledge and experience - adept at using major social media platforms such as Twitter, Facebook and Instagram
- Proven skills in writing, editing and proofreading, concept and brand creation
- High degree of motivation, initiative, independence, reliability, adaptability, and professional maturity
- Strong command of English – possess excellent oral and written communication, interpersonal, presentation, client management, social skills
- Experience working with diverse team including web developers, journalists, graphic artists
- Working experience with Bill & Melinda Gates and USAID funded programs

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.