



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

Ref: IITA-HR-NRS2020-019	<b>Position:</b> <ul style="list-style-type: none"><li>• <b>Administrative Assistant</b></li></ul>
Location: Abuja	Recruitment Type: National (2-year renewable contract)
Date Posted: 7 <sup>th</sup> July 2020	Closing Date: 21 <sup>st</sup> July 2020

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

**Position: Administrative Assistant**

**Contract:** 2-year renewable contract

**Location: Abuja**

**DUTIES:**

- Perform a broad variety of administrative tasks for AfricaYam II project in all aspects including managing meetings, commitments, appointments/schedules, travels, and other routine and non-routine activities of the project and following up appropriately;
- Manage logistics of meetings, trainings, workshops etc.
- Handle incoming calls and correspondences, raising draft statements and responses on behalf of the Project Leader;
- Prepare meeting notes for all project and related meetings
- Work closely and effectively with the Project Leader and be proactive in bringing up matters that should receive his attention;
- Support the Project Leader in preparation for meetings and assist with the design and development of relevant presentations by Project Leader;
- Develop and update relevant databases for the effective running of the project and facilitate easy retrieval of information;
- Process claim reimbursements, purchase requisitions and manage procurement of materials and equipment required for the effective running of the office;
- Ensure efficient travel logistics for project staff and provide support for routine office activities;
- Perform all other related duties as may be assigned from time to time by the supervisor.

**QUALIFICATION:**

BSc/HND in Business Administration, Office Management, Finance, Accounting, Secretarial Studies or related discipline with minimum of three (3) years' experience performing related roles in an international organization.

### **COMPETENCIES:**

The ideal candidate must:

- Be proficient with Microsoft Office (Outlook, Excel Word and PowerPoint) with a good working knowledge of computer-based control systems, shared network drives, and excel packages
- Have excellent interpersonal skills and the ability to work in a team-oriented multicultural environment.
- Have ability to multitask, work with minimum supervision and effectively within strict deadlines.
- Have ability to deliver accurate and timely reports.
- Have good manners in showing flexibility, respect, friendliness and cooperation.
- Have good excellent communication skills.
- Have working experience with scientists in an international organization be an added advantage.

### **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.***