



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

Ref: IITA-HR-NRS2020-029	Position: <ul style="list-style-type: none">• Database Officer
Location: Yola.	Recruitment Type: National (1-year renewable contract)
Date Posted: 12 October 2020	Closing Date: 26 October 2020

The International Institute of Tropical Agriculture seeks suitable applicants for the position below at the Institute's project Yola.

Position: Database Officer

Contract: 1-year renewable contract

Location: Yola

DUTIES:

Successful candidate will among other things perform the following duties:

- Responsible for data collection, storage efforts and data entry into the Activity training activity database in accordance with Activity interventions and timeframe;
- Conduct routine collation and compilation of data on Agricultural and Nutrition intervention and for update to Activity database;
- Responsible for maintaining the integrity and performance of Activity database;
- Support the regular update of program data, provide routine supportive supervision on data entry and reporting;
- Support identification of capacity building needs and training of program service providers at community, LGA and state level and ensure proper filing of M&E evidence and documents;
- Support state team and M&E officer on timely data compilation and reporting according to Activity MEL plan;
- Liaise with service provider (Nutrition Volunteers, Extension Agents, Agricultural Field Agents and Nutrition Promoters Volunteers) and key program partners to ensure data collection tools are available at the implementation levels;
- Ensure regular communication and sharing of constraints/successes with M&E Manager.
- Support training on M&E tools in line with identified capacity needs and provide ongoing mentoring support;
- Perform any other duties as may be assigned by the Supervisor.

QUALIFICATION:

BSc/HND in Computer Science, Statistics, Mathematics, Agriculture, Social Sciences or related field with a minimum of five (5) years' working experience performing similar or related roles in a structured environment.

COMPETENCIES:

The ideal candidate must have:

- Excellent interpersonal skills and ability to work in a team-oriented multicultural environment.
- Ability to communicate fluently (orally and in writing) in Hausa and English Language.
- Good knowledge of ICT4D and Management Information Systems, Microsoft Office (Outlook, Excel, Word and PowerPoint).
- Ability to deliver accurate and timely reports and ability to work with minimum supervision and with tight deadlines.

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.