



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

Ref: IITA-HR-NRS2020-035	<b>Position:</b> <ul style="list-style-type: none"><li>• <b>Administrative Officer I</b></li></ul>
Location: Ibadan	Recruitment Type: National (2-year renewable contract)
Date Posted: 14 <sup>th</sup> December 2020	Closing Date: 28 <sup>th</sup> December 2020

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

**Position: Administrative Officer I**

**Contract:** 2-year renewable contract

**Location: Ibadan**

**DUTIES:**

- Assist in the monthly report of the development & delivery activities;
- Provide administrative and logistics support for monthly/annual meetings, conferences and managing visits related to Development and Delivery office under Partnerships for Delivery Directorate and BASICS-II;
- Manage calendars and activities that fall under the purview of the D&D office and BASICS-II PM;
- File Travel Authorizations (TA) and prepare expense claims for the project manager and other project staff;
- Make oracle requisitions, work order and follow up till execution stage;
- Assist in developing economics for production of cassava seeds with partners;
- Assist in conducting training with BASICS II Seed Producers on Business Record-Keeping and price intelligence;
- Provide support to the Project Administrator on BASICS-II project matters and development and delivery office of P4D;
- Perform any other related duties as may be assigned by the supervisor.

**QUALIFICATION:**

BSc/HND in Economics, Business Administration or related field with a minimum of four (4) years' experience performing similar or related role in a well-structured organization.

**COMPETENCIES:**

The ideal candidate must have:

- Proficient level of skill and knowledge in administrative process and use of relevant technology to deliver on assigned tasks.

- Ability to prepare detailed monthly report of meeting and partnership activities with follow up actionable plans.
- Ability to ensure implementation of request in a timely manner.
- Good communication and interpersonal skill.
- Excellent computer skill especially typing and attention to details.

**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, particularly welcoming applications from women.***

***While all applications will be acknowledged, please note that only shortlisted candidates will be contacted***