



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

Ref: IITA-HR-NRS2020-008	<b>Position:</b> <ul style="list-style-type: none"><li>• <b>Station Administrator</b></li></ul>
Location: Abuja	Recruitment Type: National (3-year renewable contract)
Date Posted: 12 February 2021	Closing Date: 26 March 2021

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

**Position: Station Administrator**

**Contract:** 3-year renewable contract

**Location: Abuja**

**DUTIES:**

Successful candidate will among other things perform the following duties:

- Assist the Head of station in managing the Station’s financial and operational strategies;
- Coordinate the overall function of the Station administrative systems and ensure logistics back-up;
- Organize, prepare, and implement Station activities and research program;
- Maintain efficient information flow between the station, hosted institutions and projects operating within the Station;
- Ensure timely financial reporting and posting of charges back to the station cost recovering budget;
- Ensure implementation of regulations and procedures for local purchases, procurement, and logistics management;
- Perform any other duties as may be assigned by the Supervisor.

**QUALIFICATION:**

Master’s in management/Administration, Social Sciences, or related fields with minimum of eight (8) years’ experience performing similar or related roles in an international organization.

**COMPETENCIES:**

The ideal candidate must:

- Have good interpersonal, negotiation, mediation, and excellent communication skills.

**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.***