



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

Ref. IITA-HR-NRS2016-015 (Readvertisement)	Position Title: Project Assistant
Location: Abuja	Recruitment Type: National (2-year renewable contract)
Date Posted: 4 th March 2016	Closing Date: 18 th April 2016

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

Position	Responsibilities	Qualification and Competencies
Project Assistant 2-year renewable contract Abuja	Successful candidate will among other things perform the following duties: <ul style="list-style-type: none"> • Meet with Project Manager on a regular basis to provide project updates and share relevant information; • Visit implementing partners and conduct missions to fields as necessary in consultation with Pilot Manager; • Provide administrative and logistic support to the Project Office; • Assist with special projects and reports as needed; • Establish and maintain the project's information management system; • Provide logistical support for all project training, seminars and workshops; • Provide assistance to participating organizations and facilitate market linkages; • Prepare tracking documents for meetings, and update tracking tools regularly; • Facilitate collection and samples of data by the technical team; • Assist and make appointments 	Qualification BSc. in Project Management, Agricultural Economics, Development Studies / Management or related field with minimum of five (5) years' relevant experience. Ideal candidate must: <ul style="list-style-type: none"> • Have experience on project coordination with stakeholder engagement. • Have experience of community or rural development approach. • Have experience in market sector, Agribusiness, Civil Society Organization to maximize participation in publicity of the pilot. • Have organizational, planning and budget management experience. • Have ability to work as a member of a multi-disciplinary team in a

	<p>with project stakeholders, including logistical arrangements and secretarial assistance when needed;</p> <ul style="list-style-type: none"> • Follow up with the implementing partners for progress report, submission of reports and recent data on target group and other information materials; • Review data and information generated by the Project's implementing partner and prepare information materials for briefing and review sessions. • Perform any other function as may be assigned by the Supervisor. 	<p>cross-cultural environment.</p> <ul style="list-style-type: none"> • Have excellent project management, interpersonal and team building skills
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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 curriculum vitae saved with their names in Microsoft word format to IITA website: <http://www.iita.org/careers> 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 particularly welcomes applications from female candidates.