



## **Deputy Director General, Corporate Services (Ref No: DG/DDG-CS/05/16)**

**Background:** The International Institute of Tropical Agriculture (IITA) invites applications for the position of **Deputy Director General, Corporate Services**.

IITA is one of the world's leading research partners in finding solutions for hunger, malnutrition, and poverty. Its award-winning research-for-development (R4D) approach addresses the development needs of tropical countries. IITA works with partners to enhance crop quality and productivity, reduce producer and consumer risks, and generate wealth from agriculture. IITA is a non-profit organization founded in 1967 in Nigeria and governed by a Board of Trustees. IITA works on the following crops: cowpea, soybean, banana/plantain, yam, cassava, and maize. It is a member of CGIAR, a global agriculture research partnership for a food secure future. Please visit <http://www.iita.org/> for more information on IITA.

### **Position Responsibilities**

The Deputy Director General, Corporate Services reports to the Director General. Main responsibilities:

- Provide oversight and strategic guidance on the administrative operations of Supply Chain, Hospitality and Travel Service, Facilities Management Services, Safety & Security Services, Human Resources and the Administrative services at the IITA hubs and stations. Particular focus will be on Human Resources and Facilities Management Services.
- Develop and implement a long term strategy for the Corporate Services Directorate.
- Review the efficacy of the SOP of the stations and improve on them.
- Handle challenging and/or unique employee situations (e.g., performance issues, complex personal situations) with a high degree of empathy and professionalism, in keeping with IITA's broader culture and issues related to on-campus living within the local environment.
- Provide strategic advice to the IITA Board and the Director General.
- Devise strategic avenues of ensuring value for money in Supply Chain.
- Provide strong leadership on issues related to project execution and full cost recovery.
- Support, manage and progress the process of decentralization of the hubs and stations.

### **Educational Qualifications**

The candidate must be in possession of an appropriate advanced level degree in a relevant field or an equivalent qualification.

### **Core Competencies:**

- Minimum of ten (10) years relevant experience in core administration at senior management level and a proven managerial track record.
- Experience in leading and managing transformation, change and diversity.
- Strong and demonstrated management competencies, including strategic and operational capability and leadership, programme and project management, people management and empowerment and financial management.
- Experience in working with a leading international organization or multinational private sector company within a cross-cultural environment at a senior level.
- Excellent leadership, management, strategic decision making abilities together with hands on approach.
- Strong interpersonal skills and the ability to build high performance teams.
- Advanced computer literacy.

- Excellent written and verbal communication skills in English are essential, including the ability to set out coherent presentations and group interactions.

**Duty station:** Ibadan, Nigeria

**General information:** Initial appointment is for three years. IITA offers a competitive remuneration package paid in US dollars.

**Applications:** Applications must include covering letter which should address how the candidate's background/experience relates to the specific duties of the position applied for, curriculum vitae, names and addresses of three professional referees (which **must** include either the Head of the applicant's current or previous organization or applicant's direct Supervisor/Superior at his/her present or former place of work). The application should be addressed to the Head of Human Resources. Please complete our online application form using this link: <http://www.iita.org/careers>

**Closing Date:** 18<sup>th</sup> June 2016

**IITA is an equal opportunity employer and is committed to increasing diversity and inclusion in the workforce, therefore female candidates are particularly encouraged to apply.**

*Please note that only shortlisted candidates will be contacted.*