



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

Ref: IITA-HR-NRS2022-003	Position: • Automotive Services Manager
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 29 March 2022	Closing Date: 12 April 2022

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

Position: Automotive Services Manager

Contract: 3-year renewable contract

Location: Ibadan

DUTIES:

- Provide technical and administrative leadership to the Automotive unit of IITA-FMS.
- Possess in-depth technical knowledge of mechanical and electrical concepts used in modern passenger and light utility vehicles, e.g. Toyota, Ford, Mitsubishi and others totaling about 300 vehicles.
- Ensure the workshop is equipped with proper maintenance tools and upgrade where necessary.
- Review existing workshop Standard Operating Procedures (SOP) and update as necessary.
- Certify road worthiness checklist of all vehicles before they leave workshop after repair.
- Oversee workshop staff/supervisors' activities to make sure correct repair procedures are followed.
- Periodically review and update inventory stock of essential spare parts needed.
- Prepare and review service history of all IITA vehicles and make sure the preventive maintenance schedules is followed on all vehicles.
- Prepare and update the Master List and particulars of all IITA vehicles used in Nigeria.
- Exercise proper budget control in the operation of automotive unit to make sure expenditure and income are balanced.
- Review and advise renewal of driving licenses held by official drivers and private users at the Headquarters.

- Perform any other job-related duties as may be assigned by the Supervisor.

QUALIFICATION:

BSc/HND in Mechanical Engineering or related field with a minimum of ten (10) years' experience performing similar role in a well-structured environment. Possession of relevant higher qualifications will be an added advantage. Also, membership of Council of registered engineering (COREN) is required.

COMPETENCIES:

The ideal candidate must:

- Have excellent managerial and supervisory skills to handle the entire auto service Staff.
- Have good time management and communication skills.
- Be familiar with source of genuine parts and be able to identify them.
- Be familiar with correct diagnostics repair procedure for different model/makes of vehicles.

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 at <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 and professional colleague.

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.