



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

Ref: IITA-HR-NRS2022-0010	<b>Position:</b> <ul style="list-style-type: none"><li>• <b>Assistant Training Officer</b></li></ul>
Location: Abuja	Recruitment Type: National (1-year renewable contract)
Date Posted: 27 May 2022	Closing Date: 10 June 2022

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

**Position: Assistant Training Officer**

**Contract:** 1-year renewable contract

**Location: Abuja**

**DUTIES:**

- Review and validate in-coming training support documents submitted by the state teams.
- Set-up, maintain and update project e-filing and record keeping.
- Support the Training Coordinator to compile project training data and relevant information required for updating the system and ensure information is correct and accurate.
- Prepare meeting notes and reports for all I-Youth project and related meetings at the project coordination office Abuja.
- Provide administrative support to the I-Youth Executive Manager, Training and Partnership Coordination and other officers at the project coordination office.
- Perform any other job-related task as may be assigned by the Supervisor.

**QUALIFICATION:**

BSc/HND in Public Administration, Business Administration or related field with a minimum of two (3) years' experience performing similar role in a well-structured environment.

**COMPETENCIES:**

The ideal candidate must:

- Have excellent data management and report writing skills.
- Have good communication skill (writing, reading, and speaking).
- Be attentive to details and agribusiness literacy.

**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***