



**INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)
SHORT-TERM CONTRACT VACANCY ADVERTISEMENT**

Ref: STS2022-008	Position: <ul style="list-style-type: none">• Administrative Technician
Location: Ibadan	Recruitment Type: STS- National (6-months renewable contract)
Date Posted: 14 June 2022	Closing Date: 21 June 2022

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

Position: Administration Technician

Duration: 6 months renewable

Location: Ibadan

DUTIES:

- Perform secretarial duties including typing correspondence, reports, and memoranda.
- Maintain diaries and arrange appointments.
- Assist in the supervision of ongoing projects within and outside the institute.
- Keep tracks of projects and work repairs to be executed.
- Assist in the compilation and review of monthly reports.
- Keep records of bio-gas and supervise the biogas plants attendants.
- Schedule meeting and draft minutes of meetings.
- Perform any other job-related task as may be assigned by the Supervisor.

QUALIFICATION:

National Diploma with a minimum of three (3) years' experience performing similar or related role in a well-structured organization.

COMPETENCIES:

The ideal candidate must:

- Have good record-keeping and communication skills.
- Have good knowledge of power points.
- Have ability to prioritize work and use initiative.

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 One Week 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