



INTERNAL & EXTERNAL ADVERTISEMENT

Ref: IITA-HR-NRS2022-015	Position:
	• Driver
Location: Abuja	Recruitment Type: National (1-year renewable contract)
Date Posted: 5 August 2022	Closing Date: 15 August 2022

The International Institute of Tropical Agriculture, on behalf of HarvestPlus, seeks suitable Nigerian for the positions below at its project location in Kano and Abuja.

Position: Driver

Contract: 1-year renewable contract

Location: Abuja

DUTIES:

- Carry out driving duties as instructed by the supervisor
- Drive vehicles within and outside duty station to transport personnel, materials and supplies including out of hours, weekends and or public holidays as required.
- Record all vehicle logbooks which includes mileage, maintenance history and fuel consumption.
- Reports potential mechanical faults on vehicles as soon as they are discovered.
- Perform routine vehicle maintenance checks and ensure that all vehicles are fueled daily.
- Liaise with FMS workshop to ensure prompt servicing of vehicle as at when due.
- Ensure safety of vehicle and goods and assist in imprest purchases.
- Provide support to technical officers during field assignments
- Perform any other job-related task as may be assigned by the Supervisor.

QUALIFICATION:

National Diploma in Business Administration or related field with valid professional driver's license (Class E) with a minimum of five (5) years' experience performing similar role in a development or research environment.

COMPETENCIES:

The ideal candidate must:

- Have sound mind, high integrity, good interpersonal and communication skills (oral and written).
- Have ability to adhere to instruction, calm and ready to work, non-egocentric attitude and effective time management skill.
- Ability to manage pressure, prior knowledge of material handling tool and knowledge of material handling tools and basic supply chain duties.
- Experience in working in diplomatic environment

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.