



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

Ref: STS2022-022	Position: <ul style="list-style-type: none">• Project Administrative Assistant
Location: Ibadan	Recruitment Type: STS- National (6-months renewable contract)
Date Posted: 19 December 2022	Closing Date: 30 December 2022

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

Position: Project Administrative Assistant

Duration: 6 months' renewable

Location: Ibadan

DUTIES:

- Make logistical arrangements for meetings, seminars, conferences, and duty travels (booking of flight and hotel, preparation of travel authorization (TA) requests, processing visa requests, and helping with payments of travel advances in case of need.
- Develop and maintain an efficient filing system and database on project activities and stakeholders.
- Provide general project administrative support.
- Participate and document deliberations during project meetings.
- Provide support for meetings, workshops, and training.
- Perform clerical duties.
- Perform any other job-related task as may be assigned by the Supervisors.

QUALIFICATION:

BSc/HND in Business Administration, Public Administration, International Relations and Diplomacy or any other related field with a minimum of two (2) years' experience performing a similar role in a well-structured environment.

COMPETENCIES:

The ideal candidate must:

- Have good communication skills (writing, reading, and speaking).

- Ability to use basic Microsoft software (word, excel, PowerPoint).
- Have strong multi-tasking abilities and problem solving skills.
- Have proven experience as an executive assistant or other relevant administrative support experience.
- Have the ability to work with little or no supervision.

REMUNERATION:

We offer a 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 by attaching a 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