



INTERNAL & EXTERNAL ADVERTISEMENT

Ref: IITA-HR-NRS2023-002	Position: <ul style="list-style-type: none">• Legal and Administrative Officer
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 23 January 2023	Closing Date: 6 February 2023

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

Position: Legal and Administrative Officer

Contract: 3-year renewable contract

Location: Ibadan

DUTIES:

- Draft, review, negotiate and advise on sub-grant agreements as well as alignment of sub-grants with donor requirements and other agreements.
- Conduct due diligence prior to the conclusion of sub-grant arrangements.
- Maintain the IITA Contracts, Litigation, and IP Database, and connect with PDAU on filing in ProMIS (or other data systems in place) where needed.
- Support legal research and compliance advice functions within the legal services unit.
- Provide Legal and Administrative support to the Legal Services Unit.
- Provide general administrative duties (answering correspondence, taking telephone calls, ordering supplies, and other services from IITA'S service units).
- Assist as administrative contact person with IITA's Nigeria retained an external law firm and other work units in IITA.
- Perform any other job-related task as may be assigned by the supervisor.

QUALIFICATION:

Bachelor's degree in Law followed by call to bar (BL) with a minimum of three (3) years' experience performing a similar role in a well-structured environment.

COMPETENCIES:

The ideal candidate must:

- Have excellent communication skills (writing, reading, oral). Working knowledge of French would be an added advantage.
- Have knowledge about and certain experience with drafting and reviewing agreements.
- Be able to demonstrate a good grasp of relevant laws including but not limited to laws governing international non-profit organizations, international contracts, intellectual property (IP) law, and related international law and treaties.
- Have sufficient knowledge and skill and be familiar with the operation of computers and programs, and databases.
- Be committed, dependable and confidential, having high ethical standards and the ability to remain calm under pressure.
- Have good organizational skills with high attention to detail.

REMUNERATION:

We offer highly competitive salaries 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 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 note that only shortlisted candidates will be contacted.