



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

Ref: STS2023-004	<b>Position:</b> <ul style="list-style-type: none"><li>• <b>Security Assistant</b></li></ul>
Location: Ibadan	Recruitment Type: STS- National (6-months renewable contract)
Date Posted: 30 January 2023	Closing Date: 6 February 2023

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

**Position: Security Assistant**

**Duration: 6 months' renewable**

**Location: Ibadan**

**DUTIES:**

- Assist in maintaining liaison with the outsourced security company management to ensure effective and efficient contract guards service delivery as it relates to guard' welfare, kitting, equipment supply and compliance with contractual agreement.
- Supervise security guards' work performance to ensure value for money.
- Prepare weekly duty roaster for all security guards and supervisors, such that continuity of security functions in the institute is always ensured.
- Undertake a regular patrol of the Ibadan campus facility and ensure that all infringements are reported immediately.
- Assist in ensuring adherence to all security rules, regulations, and procedures relating to entry/exit, control of the movement of institute properties, searching of materials, persons, loaded vehicles, and other security and safety operations are strictly observed and addressed.
- Assist in responding to incidents, emergencies, inquiries, investigations, and information on security related problems.
- Assist in arranging for the training and induction of newly recruited guards deployed to the institute and ensure the maintenance of high level of discipline among the guards and supervisors.
- Attend security and safety meetings and prepare incidents report.
- Perform any other job-related task as may be assigned by the Supervisors.

**QUALIFICATION:**

National Diploma in Intelligence and Security Management or any other related field with a minimum of three (3) 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 good leadership qualities with a mature outlook and integrity.
- Have good interpersonal skills and a balanced sense of judgment.
- Have experience in security supervisory cadre, security and safety training on crime prevention, access and egress control.
- Have experience in loss prevention, industrial first aid, fire risk survey and control in industries.

**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.***