

POSITION ANNOUNCEMENT
STATION ADMINISTRATIVE MANAGER (IITA/UG2023/ADM/001/NRS)

Background: The International Institute of Tropical Agriculture (IITA) invites applications for the position of **Station Administrative Manager** at IITA Uganda. **This is a nationally recruited position exclusively for Uganda citizens.** The position reports to the Country Representative of IITA Uganda for the day to day activities and to the Regional Administrator in terms of policy direction.

The International Institute of Tropical Agriculture (IITA) is a not-for-profit institution that generates agricultural innovations to meet Africa's most pressing challenges of hunger, malnutrition, poverty, and natural resource degradation. Working with various partners across sub-Saharan Africa, we improve livelihoods, enhance food and nutrition security, increase employment, and preserve natural resource integrity. IITA is a member of CGIAR, a global agriculture research partnership for a food secure future.

We have more than 200 internationally recruited scientists from about 35 countries and over 1000 nationally recruited staff based in various stations across Africa. Please visit <http://www.iita.org/> for more information on IITA.

1. Duties and responsibilities

- a. Generally administer the station and supervise all support service staff responsible for personnel, finance, Information Technology, travel services, purchasing, stores and receiving shipping, operation/maintenance of buildings, equipment and vehicles, safety and security.
- b. Implement and ensure compliance with IITA policies and procedures and bring up to the Country Representative suggestions for changes where necessary.
- c. Assist the Country Representative in liaising with the host country government.
- d. Directly liaise with host country officials relevant to IITA's operations.
- e. Approve all the Station's financial transaction.
- f. Review and approve the station's monthly imprest.
- g. Lead the procurement function (Purchasing, Stores and Receiving/Shipping) to ensure its effectiveness and proper function, and maintain relevant records and produce monthly reports.
- h. Lead the facilities management function including monitoring of building construction contracts and works, and monitoring of facilities and vehicle maintenance contracts and works;
- i. Prepare, manage and monitor the station's operating and cost recovery budgets.
- j. Assist scientists in the management of their operating budgets.
- k. Assist the HR in administering monetized housing related benefits, annual leave travel for IRS and in conducting related surveys.
- l. Liaise with appropriate support service unit heads in Ibadan and/or the East Africa regional hub office to arrange services for the station as may be required.
- m. Conduct periodic remuneration surveys for Nationally Recruited staff.
- n. When required, liaise with the HRM to initiate medical evacuation for IRS.
- o. Institute adequate arrangements for fire-protection/fighting and safety in the station's laboratories and offices.
- p. Maintain accurate records on all administrative functions and services.
- q. Assist and advise scientists in all administrative and management matters.
- r. Assist and advise Country Representative in developing the Station's capital investment plans.

2. Education Level and Qualifications:

- An MA in Public Administration or MBA in administration is highly desirable, but minimum requirement is university degree in management plus 5 years of experience, preferably with international organizations of a similar nature.
- Other relevant training and certification are an added advantage.

3. Core Competencies:

- Excellent leadership skills.
- Strong analytical skills that include good attention to details.
- Good knowledge and experience in working with Uganda labour regulations and government administration.
- Strong organizational and time management skills.
- Good conflict resolution skills.
- Ability and experience in working in a diverse and multi-cultural environment with several nationalities.

- Strong communication and interpersonal skills with ability to communicate clearly.

4. Duty Station: IITA-Uganda Station, Sendusu.

5. General Information: Initial appointment is for two years with a probation period as per Uganda Labor Law. IITA offers a competitive remuneration package paid in Uganda Shillings. This package includes base pay and housing and transport allowances. In addition, IITA Uganda pays the premium of a competitive health benefit package, and provides a paid annual leave.

6. Applications: Applications must include cover letter, curriculum vitae, and names and addresses (including phone number and email) of three persons knowledgeable of the applicant's experience and performance. Applications should be addressed to the IITA Country Representative in Uganda IITA-Uganda@cgiar.org Interested candidates could also complete the online application form using this link: <https://jobs.iita.org/erecruit>

7. Closing Date: 10 February 2023

IITA is an equal opportunity employer and particularly welcomes applications from women candidates.

Please note that only shortlisted candidates will be contacted. Interviews will be held during the week of 20-24 February 2023.