



## INTERNAL & EXTERNAL ADVERTISEMENT

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| Ref: IITA-HR-NRS2023-004     | <b>Position:</b> <ul style="list-style-type: none"><li>• <b>Administrative Technician</b></li></ul> |
| Location: Biu-Borno          | Recruitment Type: National (3-year renewable contract)  |
| Date Posted: 8 February 2023 | Closing Date: 14 February 2023  |

The International Institute of Tropical Agriculture seeks suitable applicants for the position below at the Institute's project location in Biu-Borno.

### **Position: Administrative Technician**

**Contract: 1-year renewable contract**

**Location: Biu-Borno**

#### **DUTIES:**

- Assist in day-to-day Activity administrative duties.
- Provide logistical support for all Activity trainings, seminars and workshops.
- Keep inventory of office equipment and supplies.
- Assist in the preparation of requests for internal purchases of office stationary, machineries and assist in the following up.
- Maintain an effective filing system and safekeeping of confidential documents.
- Perform any other job-related task as may be assigned by the supervisor.

#### **QUALIFICATION:**

National Diploma in Business Administration, Public Administration or any other related field with a minimum of three (3) years' experience performing a similar or related role in a well-structured organization.

#### **COMPETENCIES:**

The ideal candidate must:

- Have excellent communication skills (writing, reading, oral) and one or more of northern Nigeria's major languages.
- Be proficient with Microsoft Office (Outlook, Excel, Word and PowerPoint).

- Have excellent interpersonal skills and the ability to work in a team-oriented multicultural environment.
- Have ability to multitask and work effectively with minimum supervision.

**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.***