



INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)
INTERNAL & EXTERNAL ADVERTISEMENT

Ref: IITA-HR-NRS2023-019	Position: <ul style="list-style-type: none">• People and Culture Officer (Talent Acquisition - Client Services)
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 12 April 2023	Closing Date: 26 April 2023

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

Position: People and Culture Officer (Talent Acquisition - Client Services)

Contract: 3-year renewable contract

Location: Ibadan

DUTIES:

Recruitment and Selection

- Assist the Manager, Global Talent Acquisition and Client Services in reviewing submitted requisition to recruit (RTR) forms and doing the preliminary screening of job applications.
- Provide support in collating the ranking tables of potential candidates and following up with other units on interview preparation requests.
- Monitor the status of job adverts on the career pages, job boards, and social media outlets for expiry dates and extensions.
- Prepare schedules and assist with logistics for Internationally Recruited Staff (IRS) interviews to ensure smooth coordination.
- Prepare announcements about new staff (with a brief biodata) for circulation to all staff.
- Prepare online travel authorizations (TA) for necessary approval and expedite action to dispatch to the travel unit for ticket issuance.

Contract Review and Orientation

- Create virtual links for contract reviews and coordinate the logistics to ensure a smooth process.
- Prepare schedules of orientation for new hires and act as a guide (when required).

Records Management/Data Reports

- Update the International Recruited Staff (IRS) consultancy database and monthly recruitment tracking list on required Microsoft packages.

- Prepare People and Culture reports, P&C-related metrics, and presentations as needed.
- Check the submitted documents by Internationally Recruited Staff (IRS) for AIARC insurance plans and collate them for necessary approval.
- Perform any other job-related duties as may be assigned by the Supervisor.

QUALIFICATION:

BSc/HND in Human Resources Management, Industrial Relations, Business Administration, or any other related field with a minimum of two (2) years' experience performing a similar role in a well-structured environment. Possession of CIPM or CIPD certification is an added advantage.

COMPETENCIES:

The ideal candidate must:

- Have excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Be highly effective planning and multi-tasking skills with a positive attitude and strong administrative service orientation.
- Have excellent organizational skills and attention to detail.
- Be proficiency in or the ability to quickly learn payroll management, human resource information systems (HRIS), recruitment software, and similar computer/digital applications.
- Have excellent verbal and written communication skills.
- Have excellent report writing and documentation skills.
- Have ability to work in a cross-cultural and multidisciplinary environment.
- Be global cultural conscious and sensitive.
- Be proficient in using Microsoft Office Suite or related software.

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 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 note that only shortlisted candidates will be contacted.