



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

Ref: IITA-HR-NRS2023-019	<b>Position:</b> <ul style="list-style-type: none"><li>• <b>People and Culture Officer (Talent Acquisition)</b></li></ul>
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)**

**Contract: 3-year renewable contract**

**Location: Ibadan**

**DUTIES:**

- Contribute to data compilation for report generation and other useful HR metrics and updates and report.
- Maintain employee (Short-term staff and consultant) files and ensure they are regularly updated.
- Respond to internal and external Human Resources related inquiries or requests and provide assistance accordingly.
- Perform general office administration duties such as writing of interview report, letters, memos, and other official documents, mail collection and distribution, scanning and photocopying of documents, filling of documents, staff (short-term staff and consultant) database updates and follow up on stationaries and material.
- Assist with recruitment activities such as drafting of advert, advert placement on IITA website using HR Software, shortlisting, medical and reference checks and follow up staff documentation processes.
- Perform regular update of records for effective cost recovery, follow up on fund approval and requisition forms (both STS and regular position) to facilitate their contract letter in partnership with finance office for payment of salary.
- Assist and guide the officer in charge of casual hiring and act on his behalf when on official assignment or on leave.
- Send interview invitation to candidates, follow up with calls and also prepare interview briefs for panel members.
- Supervise candidate during written and practical test, follow up with medicals, reference checks.

- Coordinate with employee services on background check for managerial staff positions.
- Create online links for virtual meeting and set up meeting room during meeting and workshops (Skype, conference call, Webinar, Presentation etc.)
- Create and update staff records (new and extension) on Microsoft Dynamics to facilitate payment with coordination the Finance Directorate.
- Maintain employee confidence and protects operations by keeping human resource information confidential.
- Maintain quality service by adhering to the organization Standard of Operation manual.
- Perform any other job-related duties as may be assigned by the supervisor.

### **QUALIFICATION:**

BSc/HND in Business Administration, Public Administration or any other related field with a minimum of two (2) years' experience performing a similar role in a well-structured environment.

### **COMPETENCIES:**

The ideal candidate must:

- Have excellent interpersonal, multi-tasking, organizational and communication skills with the ability to manage sensitive and confidential information.
- Be proficiency the use of human resource information systems (HRIS), recruitment software, and similar digital applications or software's.
- Have excellent verbal and written communication skills.
- Have ability to work in a cross-cultural and multidisciplinary environment.

### **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.***