



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

Ref: IITA-HR-NRS2023-020	<b>Position:</b> <ul style="list-style-type: none"><li>• <b>Training Officer (STEP)</b></li></ul>
Location: Abuja	Recruitment Type: National (1-year renewable contract)
Date Posted: 14 April 2023	Closing Date: 25 April 2023

The International Institute of Tropical Agriculture seeks suitable applicants for the positions below at the Institute's project location in Abuja.

**Position: Training Officer (STEP)**

**Contract: 1-year renewable contract**

**Location: Abuja**

**DUTIES:**

- Develop selection criteria for schools, students, and volunteers and participate in the selection process.
- Research, develop, and update (revise) curriculum and other training materials for the three approaches, which includes the establishment of club, coursework, and pilot enterprises.
- Plan and organize training facilitation in collaboration with the State Administrators which includes logistics, training of trainers, school teachers, volunteers, and all processes that involve the smooth running of training programs.
- Monitor all training programs to ensure all training programs offer full delivery of the program's goal and objectives.
- Assist the Monitoring and Evaluation Officer in carrying out routine Monitoring and Evaluation procedures, especially on training feedback.
- Document training activities through the timely submission of training reports, training database updates etc.
- Follow-up and mentor for students on start-up enterprises.
- Secure and sustain partnerships with donors, government agencies, schools, CSR teams, and other partners aligning with STEP, etc.
- Perform any other job-related task as may be assigned by the Supervisor.

**QUALIFICATION:**

BSc/HND in Agriculture, Agribusiness or related field with a minimum of two (2) years' experience performing similar related role in a well-structured organization.

**COMPETENCIES:**

The ideal candidate must:

- Be computer literate with a good working knowledge of computer-based control systems, shared network drives, and maintain a database of trainers and training activities.
- Have excellent communication and supervisory skills.
- Have ability to provide mentor young students and provide support to entrepreneurship programs in the different agricultural value chains for the project.
- Have experience in organizing and coordinating training programs and activities
- Have experience in supporting training in vocational agriculture and liaising with numerous secondary schools to demonstrate and promote Agribusiness opportunities for youth.
- Have experience in curriculum development including defining specific knowledge and practical skill sets.
- Have been previously involved in the training of trainers in Agriculture or related field.
- Exhibit good network and partnership skills with local training sites and training providers as well as coordinate their efforts.

**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.***