



INTERNAL & EXTERNAL ADVERTISEMENT

Ref: IITA-P&C-NRS2023-023	Position: <ul style="list-style-type: none"> Project Administrative Assistant
Location: Ibadan	Recruitment Type: National (2-year renewable contract)
Date Posted: 9 May 2023	Closing Date: 23 May 2023

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

Position: Project Administrative Assistant

Contract: 2-year renewable contract

Location: Ibadan

DUTIES:

- Assist the Project Administrator and other senior project team members with day to day administrative processes and functions.
- Facilitate organization of project events and travel by assisting with flight and hotel booking, travel authorization, visa requests, travel advances and expense claims.
- Implement project social media strategy, manage project social media accounts, and attend to requests from social media and other communication platforms.
- Maintain project staff records (Staff, consultants, students and interns) and assist with processing contracts and payments.
- Manage inventory of project vehicles, drivers and duty trips and ensure timely vehicle maintenance in collaboration with FMS.
- Raise and process purchase requisitions and follow up with Supply chain and finance to ensure delivery.
- Handle project enquiries and proactively engage with project team members to ensure that responses are provided in a timely manner.
- Perform any other job-related duties that may be assigned by the project manager(s) or other senior project team members.

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:

- Be proficient in Microsoft Office packages, with demonstrated experience with setting up and providing support for online meetings using Zoom or MS Teams.
- Have excellent oral and writing communication skills in English.
- Be well organized, able to multitask and work under pressure with minimal supervision.
- Have a positive attitude, strong team spirit and excellent administrative service orientation.

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.