



**INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)
SHORT-TERM CONTRACT VACANCY ADVERTISEMENT**

Ref: STS2023-008	Position: <ul style="list-style-type: none">Office Assistant/Receptionist
Location: Abuja	Recruitment Type: STS-National (6-months renewable contract)
Date Posted: 17 May 2023	Closing Date: 24 May 2023

The International Institute of Tropical Agriculture seeks suitable applicants for the position below at the Institute's station in Abuja:

Position: Office Assistant/Receptionist

Duration: 6 months renewable

Location: Abuja

DUTIES:

- Greet, welcome guests, and direct visitors to the appropriate person and office.
- Answer, screen, and forward incoming phone calls and ensure the reception area and all the conference halls are tidy and presentable, with all necessary stationery and material (e.g., pens, forms, and brochures).
- Receive, sort, and distribute daily mail/deliveries.
- Ensure facilities and surrounding areas free from trash, litter, debris, and weeds.
- Clean stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc) and document routine inspection and maintenance activities.
- Carry out heavy cleansing tasks and report any occurring deficiencies that require repairs.
- Perform any other job-related task as may be assigned by the Supervisors.

QUALIFICATION:

O'level with a minimum of two (2) years experience performing related roles in a well-structured organization.

COMPETENCIES:

The ideal candidate must:

- Have good communication skills (writing, reading, and speaking).

- Have the ability to use different tools and types of lawn care equipment.
- Be physically fit enough to remain standing for most of the day.
- Have the ability to be resourceful and proactive when issues arise.

REMUNERATION:

We offer highly competitive salary 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.