



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

Ref: STS2023-010	Position:
	• Procurement Assistant
Location: Ibadan	Recruitment Type: STS-National (6-month renewable contract)
Date Posted: 19 May 2023	Closing Date: 26 May 2023

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

Position: Procurement Assistant (2 Positions)

Duration: 6 months renewable

Location: Ibadan

DUTIES:

- Maintain accurate and precise record, ensure activity tracking, and demonstrate methodology.
- Work cross-functionally with IITA colleagues to ensure requirements for all areas are met effectively and on time.
- Assist in developing and maintaining documented standards for procurement governance and processes, resulting in value for money and outcomes, and minimizing procurement risk.
- Ensure on-time delivery, challenging non-compliance in areas of responsibility, purchase order progress monitoring and updating.
- Monitor and track daily/weekly supplier deliveries by liaising with the Shipping Office, IITA Limited staff, and the receiving section of the stores.
- Develop and maintain a reporting system that measures the contribution of the procurement processes.
- Promote excellent customer service, identify, review, and implement strategies to improve service quality and efficiency.
- Maintain strong team relationships among colleagues and community groups on a formal and informal basis across all levels.
- Review tender documents for compliance with stipulated standards.
- Manage contracts assigned to vendors/contractors to ensure compliance with specifications, service quality, and delivery standards.

- Work in line with SOP 16 No 6 and map out tracking strategy or methods by hierarchy or position, value criticality, and importance.
- Facilitate expenditure reviews to identify opportunities to add value through improved procurement techniques.
- Ensure the security of the department property and assets and maintain a commitment to the care of all property and assets.
- Active involvement in the procurement of cloud storage systems.
- Attending to vendors/visitors, moving procurement memos to Finance Directorate for payment process, issuing POs to vendors, and providing customer service to all categories of internal and external customers.
- Assist the support office in organizing work schedules, meetings, seminars, workshops, and raise requisition (internal and RFP).
- Perform any other job-related task as may be assigned by the Supervisors.

QUALIFICATION:

National Diploma in Public or Business Administration, Accounting/Finance, or related field with a minimum of three (3) years' experience performing a similar role in a well-structured environment.

COMPETENCIES:

The ideal candidate must:

- Have good communication skills (writing, reading, and speaking).
- Have strong negotiation skills, good time management skills, strategic thinking and risk management skills.
- Have a good understanding of the supply market intelligence and must be familiar with technology and systems for procurement.
- Have the ability to collaborate effectively and have performance metrics analysis skills.

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.