



INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)
JOB OPENING ANNOUNCEMENT

Ref:IITA-HR-NRS2017-0038	Position: Project Administrator
Location: Abuja	Recruitment Type: National (2-year renewable contract)
Date Posted: 14 th November 2017	Closing Date: 29 th November 2017

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

Duties

Successful candidate will among other things perform the following:

- Liaise with Project Manager to ensure that activities are completed on time within budget and meet quality standard which will include developing and implementing plans for monitoring project progress as well as scheduling project meetings;
- Establish and maintain project management information system;
- Develop and maintain plans to support the project including analyses of task, schedules and resources needed;
- Monitor project adherence to the funding requirements;
- Track expenditure and report the status of the project budget monthly;
- Plan for resources needed to support project implementation and assist with procurement of required items in consultation with IITA supply chain unit;
- Assist with project in technical and financial reporting to the donor;
- Manage project support team member;
- Manage the project office and ensure efficient travel and other arrangement for project meetings and workshop;
- Perform all other related duties as may be assigned by the supervisor.

Qualification

MBA or Master's Degree in Management, Social Sciences or related field with minimum of Five (5) years' experience performing similar role in a structured organization.

Competencies:

- Project management qualification (e.g Prince 2 or Microsoft Project) and demonstrate project management skills.
- Experience in working with government, multilateral and bilateral development agencies and civil society organization.
- Experience with budget preparation and monitoring and project activity monitoring.
- Experience in supervising support teams.
- Ability to meet tight deadlines for various activities.
- Ability to prioritize work and handle multiple tasks, paying keen attention to details.
- Excellent spoken and written communication skills in English (French language ability will be an added advantage).
- Ability to work in a multi-disciplinary, multi-institutional and multi-cultural environment.

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 attaching detailed cover letter and curriculum vitae saved with their names in Microsoft word format to IITA website:

<http://www.iita.org/about/jobs/> 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 particularly welcomes applications from female candidates.