



INTERNAL & EXTERNAL ADVERTISEMENT

Ref: IITA-HR-NRS2022-017	Position: <ul style="list-style-type: none">• Project Assistant
Location: Lagos	Recruitment Type: National (1-year renewable contract)
Date Posted: 19 August 2022	Closing Date: 2 September 2022

The International Institute of Tropical Agriculture, on behalf of IDH, seeks suitable Nigerian for the position below at its project location in Lagos.

Position: Project Assistant

Contract: 1-year renewable contract

Location: Lagos

DUTIES:

- Host visitors, respond to inquiries, plan workshops/meetings, draft correspondence and schedule appointments.
- Perform general office management duty including managing office supplies and inventory.
- Make travel arrangements, hotel bookings, facilitate procurement of the necessary visas and travel documentations for team members and partners.
- Maintain basic financial records on projects implemented by IDH Nigeria.
- Provide monthly and quarterly reports, while getting approval to have viewing right to the budget.
- Handle payments of all approved payment requests and liaise with the banks.
- Liaise with West Africa Regional Administrator, IITA Finance Directorate and other units to ensure compliance with IITA procedures and timely response to requests.
- Record minutes at meetings accurately.
- Perform any other job-related task as may be assigned by the by the Country Director.

QUALIFICATION:

BSC/HND in Accounting, Finance, Economics, Business Administration or any other related field with a minimum of four (4) years' experience performing similar or related role in a well-structured organization.

COMPETENCIES:

The ideal candidate must:

- Have excellent English reporting, good interpersonal and communication skills (oral and written).
- Have excellent computer skills with good knowledge of Excel, Word, PowerPoint and other MS office applications.
- Have excellent understanding of administrative functions, budgeting and financial management procedure.
- Have strong ability to coordinate, prioritize and organize workload, take initiative and work under pressure.
- Have good team spirit and also participate as team player.

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://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.