

**Head, Medical Unit (Ref. No: DDG-CS/H/MU/08/22)**

**Background:** The International Institute of Tropical Agriculture (IITA) invites applications for the internationally recruited position of **Head, Medical Unit**.

The International Institute of Tropical Agriculture (IITA) is a not-for-profit institution that generates agricultural innovations to meet Africa's most pressing challenges of hunger, malnutrition, poverty, and natural resource degradation. Working with various partners across sub-Saharan Africa, we improve livelihoods, enhance food and nutrition security, increase employment, and preserve natural resource integrity. IITA is a member of the One CGIAR, a global agriculture research partnership for a food secure future. Please visit <https://www.iita.org/> for more information on IITA.

We are looking for a highly experienced medical practitioner, with relevant work experience in an international, multicultural organization or company, and in Nigeria.

The Head, Medical Unit, reporting to the Head of Human Resources, will be responsible for managing and providing leadership to the Medical Unit to ensure provision of qualitative medical services to IITA staff and dependents within and outside the headquarters.

**Position Responsibilities**

- Lead the Medical Unit of IITA.
- Provide leadership and direction on health and safety activities across IITA.
- Coordinate the provision of quality medical services to staff & the dependents at the headquarters and other stations outside headquarters.
- Develop, review, update and facilitate the implementation of IITA medical policy.
- Provide a wide range of outpatient pediatrics, medical, surgical, and gynecological services.
- Perform and supervise call duties for medical emergencies.
- Facilitate referral of cases for medical attention when the need arises.
- Coordinate, vet and approve the ordering of drugs, nursing items, medical laboratory items and other medical consumables needed for prompt medical service delivery at the clinic.
- Vet and approve medical reimbursement/advance requests within the institute's medical policy.
- Collaborate with external medical facilities for effective medical service delivery to IITA staff.
- Facilitate the education of IITA staff on health promotion practices and prevention of preventable communicable and non-communicable diseases.
- Facilitate pre-employment and routine medical screening exercises for early detection of diseases and prevention of complications.
- Provide professional advice to Management on medical-related issues for staff/dependents.
- Communicate career and job expectations; plan, monitor, evaluate and review job contributions of Medical Unit staff.

- Ensure capacity development knowledge with respect to state-of-the-art knowledge, standards, and equipment in the Unit.
- Participate in IITA Audit Committee and Risk Assessment Committee and others as requested to ensure IITA operates on best practices and is prepared to overcome risks related to health and safety matters.
- Work together with relevant One CGIAR teams on health and safety related matters, policies, and regulations.
- Perform any other job-related duties as may be assigned by the supervisor.

### **Educational Qualifications**

- MBBS or MBBCH from an accredited institution plus broad medical knowledge with a Valid Medical Practice License.

### **Post Graduate Studies:**

- A Master's degree in Public Health (MPH), Health Administration (MHA), Business Administration (MBA) or an equivalent from a recognized institution would be an advantage.
- Specialized training in Family Medicine, General Medical Practice or related clinical fields.

### **Core Competencies**

- Relevant work experience of at least 15 years, with at least 6 years in a leadership position, in an international, multicultural organization or company, with experience in Nigeria.
- Proven leadership and excellent organizational skills, able to handle patient-facing responsibilities as efficiently as the administrative aspects of the role.
- Fluency in English with good written and verbal communication skills; capable of effectively communicating across multiple levels of the Organization and translating medical issues into layman's terms for the benefit of patients and families. Excellent knowledge and experience in clinical supervision and program management.
- Excellent knowledge of standards (g. ISO, SafeCare) and regulations for the clinical field
- Good interpersonal skills, able to maintain a professional but friendly demeanor.
- Excellent listening skills.
- Excellent analytical, problem solving, and decision making skills.
- Sound emotional intelligent skills and cultural sensitivity; committed to working with shared leadership and various functional teams.
- Excellent coaching skills, guide and act as a Subject Matter Expert (SME).
- Excellent multi-tasking abilities: capable of handling several issues at the same time to deliver results and meet desired deadlines.
- Committed and reliable, and having the ability to remain calm under pressure.
- Knowledge of basic accounting and finance principles.
- Excellent leadership and people management skills, with Gender, Diversity and Inclusion (GDI) awareness and understanding.

**Duty Station:** IITA Headquarters, Ibadan, Nigeria, with requirement to travel to other Stations in Africa.

**General information:** The contract will be for an initial period of three years. IITA offers an internationally competitive remuneration package paid in U.S. Dollars.

**Applications:** Applications must include a covering letter which should address how the candidate's background/experience relates to the specific duties of the position applied for, curriculum vitae, and names and addresses of three professional referees (which must include either the Head of the applicant's current or previous organization or applicant's direct Supervisor/Superior at his/her present or former place of work). The application should be addressed to the Head of Human Resources. Please complete our online application form using this link: <http://www.iita.org/careers>

**Closing Date:** 5<sup>th</sup> September 2022

**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.*