



Head Administration, West Africa Hub (Ref No: DDG-R4D/HA/WAH/11/22)

Background: The International Institute of Tropical Agriculture (IITA) invites applications for the internationally recruited position of **Head Administration, West Africa Hub**.

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 CGIAR, a global agriculture research partnership for a food secure future. Please visit <http://www.iita.org/> for more information on IITA.

In Western Africa, IITA works across six countries: Benin, Burkina Faso, Ghana, Liberia, Nigeria, and Sierra Leone. Ecologically, West Africa comprises various areas from the sub humid and mostly dry Guinea and Sudan savanna in the north to the more southern humid forests that receive ample rainfall.

Our mandate in Western Africa is to strengthen our R4D capacity in key farming systems located in these major agro ecological zones, targeting farmers in various climates and pushing area-specific innovations. Therefore, in West Africa, we want to consolidate the gains for cassava, enhance and diversify maize–legume farming system integration in the moist savannas, promote cereal, cowpea and livestock integration in the dry savannas, and develop high-value crops and enterprises suited to each of these different impact zones.

Our research facilities include laboratories for biotechnology, plant health sciences, GIS, biometrics, and crop utilization. The Hub hosts the Genetic Resources Center that conserves global accessions of crop species and their wild relatives and the world's largest collection of cowpea. Similarly, the Biodiversity Center at our station in Benin maintains thousands of samples of insects, and is responsible for the largest collection of insects and microorganisms in West Africa.

Position Responsibilities

At the Regional Hub, IITA-Ibadan

- Provide administrative oversight of the Regional Hub Office at IITA-Ibadan including liaison with relevant HQ units to ensure adequate administrative and logistics support in terms of procurement, maintenance, staff issues, etc. to R4D staff.
- Supervise regional R4D support staff in IITA-Western Africa.
- Provide supervision for administration in the Sahel Hub and act as liaison between Sahel Hub and Headquarters.
- Supervise three secretaries assigned to support R4D staff in three work areas: Building 400, Building 401, and Bioscience Center.
- Review and monitor allocated budgets.
- Facilitate R4D space allocation.
- Support the proper management of the Research Farm.
- Support the management of Screen houses.

- Organize regular monitoring tours of research sites and plant growth facilities for the R4D Director and staff.
- Enhance visibility of IITA-Western Africa by ensuring regular mapping of, and communication on, geographic locations of active IITA projects in the region.
- Serve on relevant committees e.g. Farm Committee, Science Procurement Advisory Group.
- Manage the R4D seminar series and monthly meetings of WA IRS.

Support to the Region

- Supervise Station Administrators of IITA locations in Western Africa (currently at Cotonou, Accra, Tamale, Freetown, Kano, and Abuja).
- Provide administrative support, including budgetary oversight, to station administrators of IITA locations in Western Africa.
- Assist these IITA locations with streamlining general administrative policies and procedures to comply with IITA institute policies and local laws and norms.
- Assist with the personnel policies and procedures for the NRS and IRS, including remuneration reviews and monetization policy.
- Assist with streamlining the Station Imprest Accounting procedure.
- Assist with Materials Management (inventory, maintenance, local and international purchasing and asset disposal).
- Ensure that all on station experimental farms are properly maintained.

Support to the One CGIAR Transition Process

- Assist IITA's Management with creating awareness and understanding in your Hub about the one CGIAR transition process.
- Work together with IITA's Hub Director, the CGIAR Regional Director, Country Conveners and others in your Hub to facilitate administrative and financial processes of the One CGIAR transition as well as the migration to policies and integrated services.
- Facilitate IITA's and other hosted staff in carrying out their CGIAR Research Initiative engagements.
- Work together with local and global facilities management colleagues to support excellence in facilities, and the management and maintenance of IITA's physical assets in the Hub.
- Perform other job-related duties as may be assigned by your supervisor.

Educational Qualifications

The candidate should have a Post Graduate degree or a Graduate degree in Business Administration, Public Administration, Management, Finance, Accounting, or any related course with significant administrative experience.

Core Competencies

- Minimum of five (5) years experience of working with a development organization in a senior administrative capacity.
- Basic knowledge of Accounting, Knowledge of accounting software used in IITA would be an asset.
- Experience in a multidisciplinary research organization and cross-cultural environment, preferably in a not-for-profit organization.
- Experience as a manager of staff and a team builder.
- Proficiency in at least one major enterprise management system (oracle, sun, platinum SAGE, etc.) and relevant computer applications.

- Excellent written and verbal communication skills in English is essential. Knowledge of French Language would be an added advantage.
- Excellent leadership and people management skills, with Gender, Diversity and Inclusion (GDI) awareness and understanding.
- Highly effective planning, organizational, and multi-tasking skills with a positive attitude and strong administrative service orientation.

Duty Station: Ibadan, Nigeria.

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

Applications: Applications must include a cover 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: 26th November 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.