



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

Ref: STS2022-017	<b>Position:</b> <ul style="list-style-type: none"><li>• <b>Protocol Assistant</b></li></ul>
Location: Abuja	Recruitment Type: STS- National (6-months renewable contract)
Date Posted: 9 November 2022	Closing Date: 16 November 2022

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

**Position: Protocol Assistant**

**Duration: 6 months renewable**

**Location: Abuja**

**DUTIES:**

- Assist the Protocol Officer in facilitating all functions relating to protocol formalities and services in Abuja.
- Assist to send and receive all applications and processed documents sent through the courier service.
- Assist to process IITA correspondence through Federal Government Agencies, e.g. MFA, NCS, NIS, etc.
- Drop off visa application documents and pick up approved visas and passports from Embassies/High Commissions.
- Assist in writing daily reports of activities of protocol services in Abuja.
- Perform any other job-related task as may be assigned by the Supervisors.

**QUALIFICATION:**

BSc/HND in Public Relations, Public Administration, International Relations and Diplomacy, or any other related course, with a minimum of four (4) years of experience performing a similar role in a well-structured environment.

**COMPETENCIES:**

The ideal candidate must:

- Have good communication skills (writing, reading, and speaking).
- Ability to use basic Microsoft software (word, excel, PowerPoint).

- Have good knowledge of custom clearance procedures.
- Have good knowledge of drafting, reading, and understanding diplomatic documents.
- Have the ability to work with little or no supervision.

**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***