



INTERNAL & EXTERNAL ADVERTISEMENT

Ref: IITA-HR-NRS2022-024	Position: <ul style="list-style-type: none">• Database Officer
Location: Yola	Recruitment Type: National (2-year renewable contract)
Date Posted: 2 December 2022	Closing Date: 14 December 2022

The International Institute of Tropical Agriculture seeks suitable applicants for the position below at the Institute's project location in Yola:

Position: Database Officer

Contract: 2-year renewable contract

Location: Yola

DUTIES:

- Receive data from the field on a regular basis to measure achievement against the performance indicators.
- Check data quality from different and implement the Activity M&E techniques and data management protocols.
- Store and maintain records of all data processing activities conducted in the Activity.
- Assure safekeeping of Activity data in line with organizational data storage policy.
- Assist in the development and/or finalization of the Activity Work Plan and keep it updated in accordance with Activity interventions and timeframes.
- Support the implementation and coordination of M&E activities according to M&E plan.
- Prepare data for technical reports including quarterly and annual reports on activities relating to Activity implementation.
- Ensure proper filing of M&E evidence and documents, including periodic uploading of data as required by the donor and IITA.
- Perform any other job-related task as may be assigned by the supervisor.

QUALIFICATION:

BSc/HND Agricultural Economics, Statistics, Economics or any other related field with a minimum of four (4) years' experience performing a similar or related role in a well-structured organization.

COMPETENCIES:

The ideal candidate must:

- Have the ability to give accurate and timely report.
- Have the ability to travel extensively within the relevant state and work long hours.
- Have excellent interpersonal skills and the ability to work in a team-oriented multicultural environment.
- Have good communication skills (writing, reading, and speaking).
- Have ability to work with little or no supervision.
- Have experience in agricultural data analysis.

REMUNERATION:

We offer highly competitive salaries 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 note that only shortlisted candidates will be contacted.