



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

Ref: STS2023-001	Position: <ul style="list-style-type: none">• Project Administrator
Location: Abuja	Recruitment Type: STS- National (6-months renewable contract)
Date Posted: 13 January 2023	Closing Date: 17 January 2023

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

Position: Project Administrator

Duration: 6 months' renewable

Location: Abuja

DUTIES:

- Oversee the financial operations of the YAS project in Abuja to ensure timely and accurate delivery of a monthly financial report to the Project Administrator.
- Oversee project finances and assures compliance at the Abuja Agribusiness Hub.
- Provide input into the preparation of annual project work plans and budgets.
- Manage budget and expenditure in relation to the project implementation and budget plan.
- Keep and provide necessary support documents in compliance with the budget document.
- Provide secretariat support for relevant project-related meetings including project team meetings Oversee project procurement management and monitor progress at the agribusiness hub level.
- Track and ensure timely procurement for all project sites and project procurement processes.
- Perform any other job-related task as may be assigned by the Supervisors.

QUALIFICATION:

BSc/HND in Business Administration, Public Administration or any other related field with a minimum of two (2) years' 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 strong multi-tasking abilities and problem solving skills.
- Have proven experience as an executive assistant or other relevant administrative support experience.
- Have the ability to work with little or no supervision.

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.