



INTERNAL & EXTERNAL ADVERTISEMENT

Ref: IITA-HR-NRS2023-009	Position: <ul style="list-style-type: none">• Administrative and Logistics Officer
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 28 February 2023	Closing Date: 14 March 2023

The International Institute of Tropical Agriculture seeks suitable applicants for the position below at the Institute's Headquarters in Ibadan.

Position: Administrative and Logistics Officer

Contract: 3-year renewable contract

Location: Ibadan

DUTIES:

- Coordinate the implementation of activities in a timely manner and be responsible for its administrative oversight in line with ALLI's policies and practices.
- Provide input for the development of technical reports and other outputs.
- Participate in the development of standardized M&E tools for data collection, data analysis, and regular reporting on approved indicators and assist with monitoring and evaluating activities as required.
- Manage logistics, coordinate the activities/events, record and disseminate the outputs of working groups that may be formed in support of the various deliverables.
- Organise and manage meetings, including appointments with stakeholders/consultations, and logistical arrangements.
- Liaise with key stakeholders to optimize access and ensure timely organization and facilitation of activities.
- Track and monitor the progress of each initiative and make adjustments as necessary to ensure the successful completion of each initiative.
- Ensure clear communication among all groups involved in the successful delivery of each activity.
- Assist in the development of presentations to highlight ALLI's progress.
- Perform any other job-related task as may be assigned by the Supervisor.

QUALIFICATION:

Masters in Public Administration, Business Administration or any other related field with a minimum of twelve (12) years' experience performing a similar or related role in a well-structured organization.

COMPETENCIES:

The ideal candidate must:

- Have excellent communication skills (writing, reading, oral).
- Have strong interpersonal skills.
- Have very good computer skills.
- Be a good team player.
- Have good leadership and management skills

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.