



INTERNAL ADVERTISEMENT

Ref: IITA-HR-NRS2023-010	Position: <ul style="list-style-type: none">• Office Assistant
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 6 March 2023	Closing Date: 13 March 2023

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

Position: Office Assistant

Contract: 3-year renewable contract

Location: Ibadan

DUTIES:

- Handle incoming and outgoing mails emanating from mail room and other programs.
- Manage the Finance Directorate section of the institute archive to ensure safety of confidential documents that could be referenced over years.
- Assist in filing of documents to ensure easy retrieval of documents when needed.
- Maintain and monitor photocopy machine and other office materials in Finance Directorate store.
- Assist in filing of foreign transfer payments and photocopy the original copies for reference purposes.
- Carry out proper check of wastages and timely replenishment of stationeries.
- Assist in handling of arrangements needed for meetings in the Directorate.
- Ensure that information that are confidential in nature are handled accordingly.
- Perform any other job-related task as may be assigned by the Supervisor.

QUALIFICATION:

National Diploma in Business Administration, Public Administration, Office Technology Management or related field with a minimum of two (2) years' experience performing similar role in a well-structured environment.

COMPETENCIES:

The ideal candidate must:

- Be friendly, agile, hardworking, honest, trust worthy, articulate and be able to work under pressure.

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.