



INTERNAL & EXTERNAL ADVERTISEMENT

Ref: IITA-HR-NRS2023-014	Position:
	• Driver
Location: Kaduna	Recruitment Type: National (1-year renewable contract)
Date Posted: 22 March 2023	Closing Date: 3 April 2023

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

Position: Driver II

Contract: 1-year renewable contract

Location: Kaduna

DUTIES:

- Drive IITA/I-Youth project vehicle in a safe and courteous manner to convey authorized staff, visiting partners etc. for project activities.
- Carryout daily maintenance of project vehicle (cleaning and regular check-up).
- Check weekly vehicle schedule for the office (missions, transport needs), prepares necessary plans/arrangements and reports any changes.
- Load and unload goods into the vehicle and ensure their security and condition while in the vehicle.
- Ensure vehicle documents are up to date and comply with minimum security operating standards (MSOS).
- Provide timely report to the State Administrative Office and Project Administrator of the vehicle requiring maintenance service.
- Record every trip detail in the vehicle logbook including filling of the monthly balance sheet.
- Perform any other job-related task as may be assigned by the Supervisor.

QUALIFICATION:

O'level with a valid drivers' license with a minimum of two (2) years' experience performing similar related role in a well-structured organization.

COMPETENCIES:

The ideal candidate must:

- Have basic communication skills in English and Hausa.

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 Two Weeks 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.