



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

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| Ref: STS2023-010 | Positions: |
| | <ul style="list-style-type: none">Procurement Assistant (Partnership) |
| Location: Ibadan | Recruitment Type: STS-National (6-month renewable contract) |
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| Date Posted: 19 May 2023 | Closing Date: 26 May 2023 |
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The International Institute of Tropical Agriculture seeks suitable applicants for the positions below at the Institute's Headquarters in Ibadan.

Position: Procurement Assistant (Partnership) (2 Positions)

Duration: 6 months renewable

Location: Ibadan

DUTIES:

- Conduct market research to locate potential and reliable suppliers capable of creating and delivering value to the institute in delivering required goods/services/works.
- Develop requests for Proposal/Quotation and Expression of Interest (EOI, RFP/Q).
- Assist in technical and commercial evaluation and analysis of EOI, capability presentation, negotiation, and award recommendation.
- Assist in strategic procurement planning and implementation.
- Help follow up on initiating payment to supplier's performance.
- Assist in identifying alternate products or processes to support Supply Chain sustainability initiatives.
- Provide essential procurement and related support services.
- Adopt using latest technology and electronics tools to improve operations.
- Manage Supply Chain website and monthly newsletter.
- Assist the Head Supply Chain (HSC) in organizing supply chain training programs for Hubs/Stations.
- Perform any other job-related task as may be assigned by the Supervisors.

QUALIFICATION:

National Diploma in Public or Business Administration, Accounting/Finance, or related field with a minimum of three (3) years' experience performing a similar role in a well-structured environment.

COMPETENCIES:

The ideal candidate must:

- Have good communication skills (writing, reading, and speaking).
- Have strong negotiation skills, good time management skills, strategic thinking, and risk management skills.
- Have a good understanding of the supply market intelligence and must be familiar with technology and systems for procurement.
- Have the ability to collaborate effectively and have performance metrics analysis skills.

REMUNERATION:

We offer highly competitive salary 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.