



## INTERNAL & EXTERNAL ADVERTISEMENT

Ref: IITA-HR-NRS2023-022	<b>Position:</b>
	<ul style="list-style-type: none"> <li><b>People and Culture Assistant II (Data and System</b></li> </ul>
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 25 April 2023	Closing Date: 9 May 2023

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

### **Position: People and Culture Assistant II (Data and Systems)**

**Contract: 3-year renewable contract**

**Location: Ibadan**

#### **DUTIES:**

- Maintain staff personal files and ensure up-to-date records in staff personal files.
- Keep track of files movements and maintain the Unit archive.
- Maintain data on Short-term Staff (STS) leave management.
- Support the collation and analysis of data for periodic reports.
- Support the implementation of the E-filing arrangement.
- Support the maintenance of records on staff pension matters.
- Handle the distribution of correspondence and documents.
- Participate in the general planning and execution of P&C programs and activities.
- Perform any other duties as may be assigned by the Supervisor or the Unit Leadership.

#### **QUALIFICATION:**

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

#### **COMPETENCIES:**

The ideal candidate must:

- Be proficient in Microsoft Office packages.
- Be attentive to details and have knowledge of HR software.
- Maintain the highest degree of discretion and confidentiality

- Have good interpersonal skills and ability to organize tasks simultaneously.

**EMUNERATION:**

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.***