



**INTERNAL & EXTERNAL ADVERTISEMENT**

Ref: IITA-HR-NRS2023-022	<b>Position:</b>
	<ul style="list-style-type: none"> <li><b>People and Culture Officer I (Data and Systems)</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 Officer I (Data and Systems)**

**Contract: 3-year renewable contract**

**Location: Ibadan**

**DUTIES:**

- Manage compliant and provide support to information systems users.
- Support the regular analysis of People and Culture processes and recommend improvement strategies to maintain process efficiency.
- Collaborate with the Information Technology Unit to perform system upgrades and additions that align with the organization's overall technology infrastructure.
- Support the development and maintenance of applications and databases to automate People and Culture processes, including data extraction, analysis, and visualization.
- Update new and existing staff information across all information systems while maintaining high confidentiality, exercising discretion, ensuring information security and, ensuring data and systems are up-to-date and accurate.
- Understand, interpret, and implement policies and procedures to ensure compliance.
- Provide project and people management support for People and Culture initiatives.
- Foster a culture of continuous improvement by identifying opportunities to optimize people and culture processes and systems.
- Perform any other job-related duties as may be assigned by the Supervisor or the Leadership of the Unit.

**QUALIFICATION:**

BSc/HND in Humanity, Social Science, Statistics, Computer Science, Computer Engineering, Information Technology, or related field with a minimum of two (2) years' experience performing a similar role in a well-structured environment.

**COMPETENCIES:**

The ideal candidate must:

- Be proficient in Microsoft Office packages, specifically Excel
- Be attentive to details and have knowledge of HR software.
- Have ability to maintain the highest degree of discretion and confidential.
- Have evident analytical skills and ability to manage confidential information.

**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.***