



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

Ref: STS2022-009	Position:
	• Procurement Assistant
Location: Ibadan	Recruitment Type: STS- National (6-months renewable contract)
Date Posted: 5 July 2022	Closing Date: 12 July 2022

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

Position: Procurement Assistant
Duration: 6 months renewable
Location: Ibadan

DUTIES:

- Participate in market survey on fast moving items on a weekly basis
- Assist in procuring materials and items on cash as per the instruction of back of house Manager
- Preparing weekly report of outstanding purchase orders (Partial deliveries, non-deliveries, and GIT
- Ensure that invoices of all cash purchases are quickly submitted daily for preparation of imprest journal for processing and prompt reimbursement by the Finance unit
- Liaise with Supply chain unit on outstanding purchase order both locally and overseas orders to reduce encumbrances.
- Assist in raising local purchase order for imprest purchases and other deliveries to the unit
- Follow up with suppliers in ensuring prompt deliveries of items required for the day to day running of the unit.
- Perform any other duties as assigned by the Back of House Manager or supervisors.

QUALIFICATION:

O'level with a minimum of three (3) years' experience performing similar or related role in a well-structured organization.

COMPETENCIES:

The ideal candidate must:

- Have ability to work with minimal supervision, trustworthy and commitment to work during weekends and holiday when needed.

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 attaching 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