

The IITA logo is displayed in a stylized orange font. It consists of the letters 'IITA' in a bold, sans-serif typeface, with a horizontal line extending from the top of the 'A'.

Transforming African Agriculture



HEAD OF FACILITIES MANAGEMENT SERVICES

MARCH 2024



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Background

The International Institute of Tropical Agriculture (IITA) is a not-for-profit institution that generates agricultural innovations to meet Africa's most pressing challenges of hunger, malnutrition, poverty, and natural resource degradation. Working with various partners across sub-Saharan Africa, IITA improves livelihoods, enhances food and nutrition security, increases employment, and preserves natural resource integrity. IITA is a member of CGIAR, a global agriculture research partnership for a food-secure future.

Since its creation in 1967, IITA has been working with national and international partners to improve livelihoods, enhance food security, create jobs, and preserve natural resources. Its efforts have significantly improved agriculture and food value chains in sub-Saharan Africa, covering fields such as biotechnology, natural resource management, social sciences, agro-industry, crop production, and plant health. IITA attracts scientists from all over the world and has launched the Youth Agripreneurs program to combat poverty and youth unemployment in Africa, integrating this program with its Business Incubation Platform (BIP) to create jobs, develop products and foster market expansion.

Please visit <http://www.iita.org/> for more information on IITA.

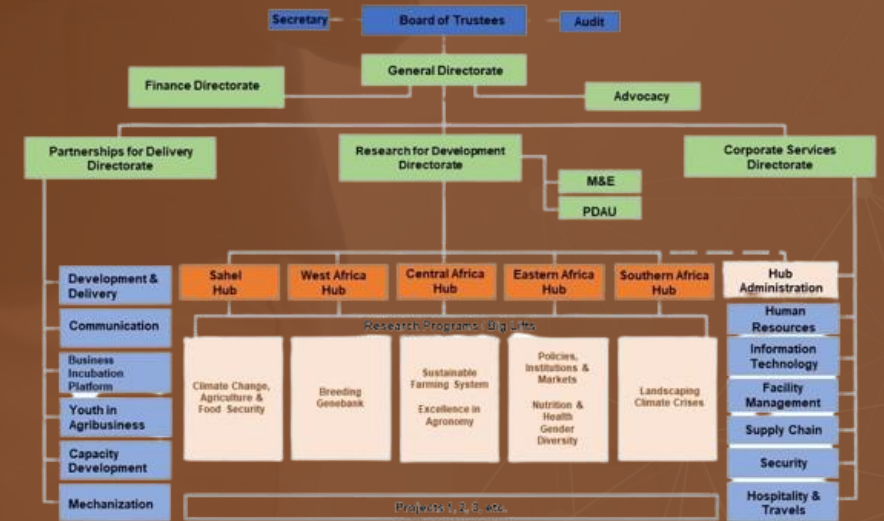
The Hiring Department

Facility Management is the largest Unit with around 100 staff and 10 to 12 Direct Reports (5/6 managers and 5/6 assistants), part of the Corporate Services directorate.

There are 6/7 Units :

- Hub Administration
- Facility Management
- Human Resources
- Hospitality & Travel
- Supply Chain
- Security

- Please see the Organigram (subject to change)



The Position

The International Institute of Tropical Agriculture (IITA) invites applications for the internationally recruited position of Head of Facilities Management Services (FMS).

We are looking for an experienced Manager who will be responsible for coordinating, planning, and leading all Facilities Management Services (FMS) of IITA, which include Automotive Services, Transport Pool, Building and Grounds, Construction, Electronics, and Instrumentation Services, Heavy Equipment and Fabrication, Refrigeration and Air-conditioning, Power supply and generation, Production of potable water supply to campus, Sewage treatment, Management of a large housing estate of 88 houses/apartments. The person should be a highly technical skilled, experienced, flexible, forward-looking, and motivated leader who is also not afraid to get her/his hands dirty. A people person with excellent interpersonal skills who can bring our FMS to international standards and provide excellent services for our users.

The successful candidate will be responsible for preserving the good condition of infrastructure and ensuring that facilities are safe and well functioning. The ideal candidate will be well-organized, up to date with modern, and especially greener, technologies, and optimize the use of space and equipment while reducing operating costs.

The position is located in IITA headquarters, Ibadan, Nigeria.

A man in a dark suit and red tie is shown in profile, looking upwards towards the sky. In the background, several tall skyscrapers are visible against a clear blue sky. The image has a professional, corporate feel.

Key Functions

The Head of FMS reports to the Deputy Director-General for Corporate Services and will have the following key responsibilities:

- Lead and coordinate Facilities Management Services.
- Manage and lead the FMS teams: Automotive Services, Transport Pool, Building and Grounds, Construction, Electronics and Instrumentation Services, Heavy Equipment and Fabrication, Refrigeration and Air-conditioning, Power supply and generation, Production of potable water supply to campus, Sewage treatment, Management of a large housing estate of 88 houses/apartments.
- Supervise, develop, appraise, and retain staff to deliver services in a client-focused, efficient and effective manner.
- Prepare work schedules and outline work assignments.
- Plan and coordinate training for staff to ensure they have the knowledge and skills needed for operating and maintaining current and future systems and technologies.
- Lead on preventive maintenance programs for laboratory analytical instruments, office equipment, housing infrastructure, systems, vehicles, HT power grid distribution network, and heavy earth-moving equipment
- Utilize in-house technical skills and technologies and propose outsourcing wherever it will be economical and technically feasible.
- Assist in preparing technical feasibility studies and cost estimates on new projects.

Key Functions

- Oversee construction projects and liaise on infrastructure, equipment, and vehicles.
- Ensure the safety and security of all installations and take responsibility for health and security standards.
- Coordinate the proper functioning of the FMS central helpline staff and act as a liaison between FMS and other service units, clients, suppliers, etc.
- Review and approve purchase requests. Maintain inventory and ensure adequate supply of materials, parts, and related equipment and supplies in collaboration with the Supply Chain/ Procurement unit, by proposing and adjusting Re-order levels (ROL) of critical items.
- Manage capital and operational budgets as well as plan and monitor expenditures.
- Take part in the One CGIAR Business Operations Community of Practice to leverage collaborative and shared services.
- Perform any other job-related duties as may be assigned by the Supervisor

Competencies

- The candidate should have a minimum of BSc or an equivalent degree in Engineering, Facilities Management, or a related field.
- Relevant work experience of at least 10 years, in an international, multicultural organization or company, with experience in Africa.
- Expertise in at least three (3) of the service areas, one of which should preferably be civil or building structures with adequate experience in modern construction practices.
- Excellent working knowledge of current and future technologies, including renewable energy solutions.
- Strong technical and practical skills.
- Strong problem-solving and project management skills.
- Knowledge of basic accounting and finance principles.
- Strong critical/analytical thinking and decision-making skills.
- Excellent leadership and people management skills, with Gender, Diversity, and Inclusion understanding and strong cultural awareness.
- Excellent interpersonal skills.
- Fluency in English with excellent verbal and written communication skills; working knowledge of French would be an advantage.

Appendix

- [Organizational Chart](#)
- [CGIAR 2030 Strategy](#)
- [Annual Report 2022](#)
- [Financial Report 2022](#)
- [IITA's Work](#)





Application Process

IITA is an equal-opportunity employer and is committed to building a diverse workforce, particularly welcoming applications from women.

Applicants should send an up-to-date CV and a one-page cover letter, including copies of the highest diploma/degree, training certificates related to the position, and names and email addresses of 3 professional referees to **Ms. Auree de Carbon** by email at: **adecarbon@carrhure.com** no later than **16 April 2024 23:59pm GMT**. Please indicate in the Subject' of the email the title "application for the post of **IITA _ HEAD OF FACILITIES MANAGEMENT SERVICES**

Please note that Only shortlisted candidates will be contacted for an interview.