



MOUNTAIN TOP UNIVERSITY

Km 12, Lagos-Ibadan Expressway, Prayer City, Ogun State

VACANCY ANNOUNCEMENT FOR NON-TEACHING STAFF POSITIONS

Mountain Top University invites applications from suitably qualified candidates for the following non-teaching positions:

Bursary

- i. Principal Accountant (MTUCONTISS 11)
- ii. Senior Accountant (MTUCONTISS 09)
- iii. Accountant I (MTUCONTISS 08)
- iv. Accountant II (MTUCONTISS 07)

Registry

- v. Information & Protocol Officer I - (MTUCONTISS 08)
- vi. Information & Protocol Officer II - (MTUCONTISS 07)

Students' Affairs

- vii. Senior Porter (Male & Female) - MTUCONTISS 04
- viii. Porter (Male) - MTUCONTISS 03

ICT

- ix. Systems Analyst I (Digital Marketing) (MTUCONTISS 08)
- x. Systems Analyst II (Digital Marketing) (MTUCONTISS 07)

Medical Centre

- xi. Medical I (CONMESS 03)
- xii. Medical Officer II (CONMESS 02)

The qualifications for each of the positions are as follows:

i. Principal Accountant (MTUCONTISS 11)

Candidate applying for the position must possess a good First Degree in Accounting or related fields from a recognised institution with a minimum of Second Class (Lower Division) plus nine (9) years cognate experience. In addition, candidate must possess a Master's degree in Accounting or MBA with relevant professional qualification e.g. ICAN, ACCA, ACMA, etc. Candidate must be computer literate with a very good knowledge of any accounting package; e.g. Quick Book or Sage.

ii. Senior Accountant (MTUCONTISS 09)

Candidate applying for the position must possess a good First Degree in Accounting or related fields from a recognised institution with a minimum of Second Class (Lower Division) plus six (6) years cognate experience. Possession of relevant professional qualification e.g. ICAN, ACCA, ACAEW, ACMA, ACIS will be an added advantage. Candidate must be computer literate.

iii. Accountant I (MTUCONTISS 08)

Candidate applying for the position must possess a good First Degree in Accounting or related fields from a recognised institution with a minimum of Second Class (Lower Division) plus three (3) years cognate experience. In addition, candidate must possess evidence of registration with any of the following Professional Accountancy Bodies: ICAN, ACCA, ACMA, ACAEW, ICPA, etc. Candidate must be computer literate.

iv. Accountant II (MTUCONTISS 07)

Candidate applying for the position must possess a good First Degree in Accounting from a recognised institution with a minimum of Second Class (Lower Division). Candidate must be computer literate.

v. Information & Protocol Officer I - (MTUCONTISS 08)

Candidate must possess a good honours degree in Mass Communication, English, Journalism, Public Relations and Advertising or other relevant disciplines registrable with NIPR, APCON plus three (3) years post qualification experience.

vi. **Information & Protocol Officer II - (MTUCONTISS 07)**

Candidate must possess a good honours degree in Mass Communication, English, Journalism, Public Relations and Advertising or other relevant disciplines registrable with NIPR, APCON plus NYSC discharge certificate.

Duties

- i. Assisting in content drafting, editing, monitoring, evaluating and documenting publication/current affairs relating to the University.
- ii. Linking the University with the mass media and other similar organisations and agencies.
- iii. Carrying out other duties as may be assigned and providing professional and community service.
- iv. Handling of Graphic Works and Production

vii. **Senior Porter (MTUCONTISS 04)**

Candidate applying for the position must possess five (5) O/Level credit passes in subject including English Language and Mathematics with six (6) years' experience.

viii. **Porter (MTUCONTISS 03)**

Candidate applying for the position must possess five (5) O/Level credit passes in subject including English Language and Mathematics.

ix. **System Analyst I (Digital Marketing) - MTUCONTISS 08**

Candidate must possess a degree or HND in marketing, communications or a related field with a minimum of a second class (Lower Division) plus three (3) years cognate experience. Postgraduate degree in digital marketing is an added advantage. In addition, certificates in digital marketing and website development/optimization are important. Google certification is a helpful add-on, as is a good understanding of marketing automation tools and software.

x. **System Analyst II (Digital Marketing) - MTUCONTISS 07**

Candidate must possess a degree or HND in marketing, communications or a related field with a minimum of a second class (Lower Division). Postgraduate degree in digital marketing is an added advantage. In addition, certificates in digital marketing and website development/optimization are important. Google certification is a helpful add-on, as is a good understanding of marketing automation tools and software.

Duties

- a. Overseeing and developing the overall content strategy as well as marketing campaigns for the university.
- a. Conducting research on new online media opportunities that may benefit the business including mobile, social media, development of blogs and forums.
- b. Developing a distinct online presence by attracting high numbers of internet followers through social media channels such as Facebook, Twitter, YouTube and Instagram.
- c. Managing social media engagement by optimizing content.
- d. Managing and optimizing the university's website by tracking the website traffic flow.
- e. Using web analytics software to monitor the performance of client websites and make recommendations for improvement.
- f. Developing strategies to increase the number of visitors to a website by achieving high-ranking placements in search results with the use of SEO and SEM tools.

xi. **Medical Officer I / Medical Officer I (CONMESS 03)**

Candidate must possess a degree in Medicine from a recognised institution and must be a registered member of the Medical and Dental Council of Nigeria and a minimum of seven (7) years post registration experience.

xii. **Medical Officer II (CONMESS 02)**

Candidate must possess a degree in Medicine from a recognised institution and must be a registered member of the Medical and Dental Council of Nigeria and a minimum of three (3) years post registration experience.

Method of Application

Interested and qualified candidates should submit electronic copy of their application letter and detailed curriculum vitae with credentials as a **single file/document (not compressed/ziped file)** via hr@mtu.edu.ng in the following format:

1. Name in full
2. E-mail Address and Phone Number
3. Place and Date of Birth
4. State and Local Government of Origin
5. Nationality
6. Permanent Home Address
7. Current Postal Address
8. Marital Status
9. Number and Ages of Children
10. Educational Institutions Attended (with dates)
11. (i) Academic Qualifications Obtained (with dates)
(ii) Professional Qualifications Obtained (with dates)
12. Statement of experience (including full details of former and present posts; and current salary)
13. Other Activities outside current employment
14. Conferences and Seminar Attended (if any) with dates
15. Names and Addresses of three (3) Referees

All applications and Referee's reports are to be submitted within three (3) weeks of this notice.

Applicants should request their referees to forward their reports directly to the Registrar through the email registrar@mtu.edu.ng.

The Registrar

Mountain Top University
Kilometre 12, Lagos-Ibadan Expressway
Prayer City, Ogun State.

12th July, 2024