



MOUNTAIN TOP UNIVERSITY
Km 12, Lagos Ibadan Expressway, Prayer City, Nigeria
www.mtu.edu.ng

VACANCY ANNOUNCEMENT FOR NON-TEACHING POSITIONS

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

- i. **Medical Officers**
- ii. **Senior Medical Officers**
- iii. **Medical Laboratory Scientist II**
- iv. **Medical Laboratory Scientist I**
- v. **Radiography Assistants and Imaging Support Workers (X-Ray Superintendents/Technicians)**
- vi. **Radiographer I**
- vii. **Senior Radiographer (Therapeutic or Diagnostic)**
- viii. **Physiotherapist I**
- ix. **Senior Physiotherapist**
- x. **Staff Nurse/Staff Midwife**
- xi. **Nursing Sister/ Nursing Officer**
- xii. **Senior Nursing Sister/ Senior Nursing Officer**
- xiii. **Porter**
- xiv. **Senior Porter**
- xv. **Assistant Chief Porter**
- xvi. **Driver/Mechanic II (Professional Drivers)**
- xvii. **Driver/Mechanic I**
- xviii. **Senior Driver**
- xix. **Chief Driver**
- xx. **Higher Library Officer**
- xxi. **Library Assistant**
- xxii. **Office Assistant**
- xxiii. **Technical Staff**
- xxiv. **Laboratory Supervisor.**
- xxv. **Systems Programmer II**

The Post of a Medical Officer (MTUCONTISS 10 / MTUCONMESS 02)

Candidates for the post of a Medical Officer shall possess the following criteria:

- A degree in Medicine and evidence of registration with the Medical and Dental Council of Nigeria;
- He/she must have not less than three (3) years post registration experience;
- He/she must be digitally compliant, up-to-date in the use of information and communication technology; and
- Adequate experience, including where applicable relevant professional competence;

Duties

The Candidate shall be responsible to the Chief Medical Officer/Director of Health Services for:

- Carrying out General Medical duties in the University Health Centre;
- Giving Health Education and Counseling;
- Taking Calls i.e. work outside normal working hours and during weekends;
- Conducting Medical registration for new Staff and new Students;
- Visiting and counselling patients referred to other Hospitals;
- Supervision of junior Doctors in the Department; and
- Carrying out other responsibilities that may be assigned by the Director of University Health Services.

The Post of a Senior Medical Officer (MTUCONTISS 11 / MTUCONMESS 03)

Candidates for the post of a Senior Medical Officer shall possess the following criteria:

- A degree in Medicine and evidence of registration with the Medical and Dental Council of Nigeria;
- He/she must have not less than seven (7) years post registration cognate experience;
- Medical Officer from related institution who has spent at least four (4) years on the grade with evidence of current registration with MDCN may be considered;
- He/she must be digitally compliant, up-to-date in the use of information and communication technology; and
- Adequate experience, including where applicable relevant professional competence;

Duties

The Candidate shall be responsible to the Chief Medical Officer/Director of Health Services for:

- Carrying out General Medical duties in the University Health Centre;
- Giving Health Education and Counseling;
- Taking Calls i.e. work outside normal working hours and during weekends;
- Conducting Medical registration for new Staff and new Students;
- Visiting and counselling patients referred to other Hospitals;
- Supervision of junior Doctors in the Department; and
- Carrying out other responsibilities that may be assigned by the Director of University Health Services.

The Post of a Medical Laboratory Scientist II (MTUCONTISS 07)

Candidates for the post of a Medical Laboratory Scientist II shall possess the following criteria:

- A good honours degree in Medical Health Science or its equivalent plus Associate Membership of the Institute of Medical Laboratory Scientist (AIMLS) of Nigeria;
- He/she must have not less than three (3) years' work experience;
- He/she must be digitally compliant, up-to-date in the use of information and communication technology; and
- Adequate experience, including where applicable relevant professional competence;

Duties

The Candidate shall be responsible to the Superior Officers in performing the following duties:

- Preparing stains, reagents and sample media for cultivation of Bacteria to perform cross matching, compatibility test of Blood for Blood transfusion and simple serological tests;
- Performing tests in Chemical Pathology, Histopathology, Hematology, Parasitology and Medical Microbiology;
- Carrying out minor repairs of Laboratory equipment;
- Carrying out quantitative simple chemical analysis of food, drugs cosmetics and medical devices; and
- Participating in the training of lower cadre (Laboratory Assistants and Medical Laboratory Technicians) in his Unit;

The Post of a Medical Laboratory Scientist I (MTUCONTISS 08)

Candidates for the post of a Medical Laboratory Scientist I shall possess the following criteria:

- A good honours degree in Medical Health Science plus six (6) years post qualification cognate experience or B.Sc. in Medical Laboratory Technology or its equivalent plus Associate membership of Institute of Medical Laboratory Scientists (AIMLS);
- He/she must have not less than six (6) years cognate experience;
- He/she must be digitally compliant, up-to-date in the use of information and communication technology; and
- Adequate experience, including where applicable relevant professional competence;

Duties

The Candidate shall be responsible to the Superior Officers in performing the following duties:

- Performing advanced tests in Medical Microbiology, Histopathology, Hematology, Chemical Pathology, Parasitology and Blood Transfusion.
- Maintaining and carrying out minor repairs of laboratory equipment.
- Indenting for Store and Medical equipment from Medical Store.
- Taking charge of a large Hospital Laboratory Department and Blood Banks.
- Assisting in the training and supervision of Junior Staff in the Laboratory.

The Post of Radiography Assistants and Imaging Support Workers (X-Ray Superintendents and Technicians (MTUCONTISS 03, 04, 05 & 06)

Candidates for the post of a Radiographer I shall possess the following criteria:

- Must possess at least five (5) O/Level Credit passes in SSCE/WASSCE/GCE/NECO including English and two (2) Science Subjects plus Proficiency in Computer;
- ND/Diploma in Radiography or other relevant field or related discipline is required for X-Ray Technician on MTUCONTISS 06;
- He/she must have not less than three (3) years cognate experience;
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;
- Very safety conscious, interested in technology, calm and reassuring;
- Able to understand and follow instructions exactly;
- Physically fit as the job involves a lot of standing and lifting;
- Have good communication and observation skills;
- Able to keep up to date and learn new skills; and
- Adequate experience, including where applicable relevant professional competence;

Duties

Work with Radiographers in:

- Taking care of X-Ray equipment;
- Checking and sorting X-Ray films or Radiographs;
- Developing and filling radiographic examination for record purposes;
- Processing film images;
- Ordering stocks of consumable items;
- Helping with procedures such as biopsies;
- Making sure the work environment is clean and hygienic while preparing patients for treatment, including lifting patients; checking the equipment; and
- Reporting faults.

The Post of a Radiographer I (MTUCONTISS 08)

Candidates for the post of a Radiographer I shall possess the following criteria:

- B.Sc. in Radiography with at least Second Class Division;
- He/she must be digitally compliant, up-to-date in the use of information and communication technology; and
- At least three (3) years' experience, including where applicable relevant professional competence.

Duties

The Candidate shall be responsible to the Superior Officers in performing the following duties:

- Carries out Radiographic examination such as V.I.P. and cholecystography;
- Assisting in Fluorography examinations of the gastro-intestinal tract, blood vessels and neuro investigations;
- Taking care of X-Ray equipment; and
- Assisting in developing and filling radiographic examination.

The Post of a Senior Radiographer (MTUCONTISS 09) - Therapeutic or Diagnostic

Candidates for the post of a Radiographer I shall possess the following criteria:

- B.Sc. in Radiography plus professional qualification;
- He/she must have not less than five (5) years cognate experience;
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;
- Therapeutic radiographers should be able to use doses of x-rays and other ionising radiation to treat medical conditions - mainly cancer and tumours;
- Work to high levels of accuracy to help ensure the patient's tumour or cancer receives exactly the right dose of radiation, at the same time as ensuring the surrounding normal tissues receive the lowest possible dose; and
- Registered Therapeutic Radiographers have to keep their skills and knowledge up to date with annual CPD (continuing professional development)

- Diagnostic radiographers use the latest technology to look inside the body in different ways.
- Ability to use a range of imaging technology and techniques to work out what disease or condition is causing a patient's illness, including:
- Ability to expertly use x-ray to look through tissues to examine bones, cavities and foreign objects fluoroscopy to see a real time image of the digestive system including contrast studies;
- Ability to competently use CT (computed tomography) to provide views of cross-sections of the body along with contrast studies.
- Ability to competently use MRI (magnetic resonance imaging) to build a 2D or 3D map of the different tissue types within the body along with contrast studies.
- Ability use Ultrasound (Also called Sonographer) to perform diagnostic check on different sections of the body (from Head to the Pelvic organs) and also to perform Obstetric Scans and Angiography scans.
- Expected to provide services for most departments within the hospital including accident and emergency outpatients, operating theatres and wards. Also, to work in the radiology and imaging departments of hospitals to capture, interpret images and report findings; as well as working with other health professionals including healthcare scientists working in non-ionizing imaging; and
- Supervise the work of radiography assistants or imaging support assistants.

Duties

- Taking care of X-Ray equipment;
- Checking and sorting X-Ray films or Radiographs; and
- Developing and filling radiographic examination for record purposes

The Post of a Physiotherapist I (MTUCONTISS 08)

Candidates for the post of a Radiographer I shall possess the following criteria:

- B.Sc. in Physiotherapy with at least Second Class Division;
- Must be registered with Physiotherapist Board;
- Should be able to help and treat people with physical problems caused by illness, injury, disability or ageing;
- Conversant with manual therapy (such as massage) therapeutic exercise electrotherapy (such as ultrasound, heat or cold);
- Familiar with women's health, elderly care, stroke services, orthopedics, mental health and learning disability services, occupational health;
- He/she must be digitally compliant, up-to-date in the use of information and communication technology; and
- At least three (3) years' experience, including where applicable relevant professional competence.

Duties

The Candidate shall be responsible to the Superior Officers in performing the following duties:

- Promote good health and advise people on how to avoid injury;
- treatment of many types of conditions, such as: neurological (stroke, multiple sclerosis, Parkinson's), neuromusculoskeletal (back pain, whiplash associated disorder, sports injuries, arthritis), cardiovascular (chronic heart disease, rehabilitation after heart attack), respiratory (asthma, chronic obstructive pulmonary disease, cystic fibrosis)
- Chest physiotherapy to keep unconscious patients breathing;

The Post of a Senior Physiotherapist (MTUCONTISS 09)

Candidates for the post of a Radiographer I shall possess the following criteria:

- B.Sc. in Physiotherapy with at least Second Class Division;
- Must be registered with Physiotherapist Board;
- Should be able to work with people to help treat a range of problems which affect movement using exercise, massage and other techniques;
- Should be able to help people with physical problems caused by illness, injury, disability or ageing;
- Conversant with manual therapy (such as massage) therapeutic exercise electrotherapy (such as ultrasound, heat or cold);

- Familiar with women's health, elderly care, stroke services, orthopedics, mental health and learning disability services, occupational health;
- He/she must be digitally compliant, up-to-date in the use of information and communication technology; and
- At least five (5) years' experience, including where applicable relevant professional competence.

Duties

The Candidate shall be responsible for the performance of the following duties:

- Promote good health and advise people on how to avoid injury;
- treatment of many types of conditions, such as: neurological (stroke, multiple sclerosis, Parkinson's), neuromusculoskeletal (back pain, whiplash associated disorder, sports injuries, arthritis), cardiovascular (chronic heart disease, rehabilitation after heart attack), respiratory (asthma, chronic obstructive pulmonary disease, cystic fibrosis)
- Chest physiotherapy to keep unconscious patients breathing;

The Post of a Staff Nurse/Staff Midwife (MTUCONTISS 06)

Candidates for the post of a Nurse shall possess the following criteria:

- NRN or the NRM or its equivalent qualification
- He/she must be registered with the Nursing and Midwife Council of Nigeria (NMCN);
- He/she must have not less than two (2) years cognate experience; and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;

Duties:

- Managing a patient by assessing his history, interviewing him and his family members;
- Carrying out examination on the patient, utilizing all senses, aids and equipment;
- Identifying patient's problems and needs e.g. physical, psychological, social and economic (nursing diagnosis);
- Creating a therapeutic environment;
- Organizing community nursing services;
- Providing technical nursing care e.g. injection, wound dressing, medication, etc.;
- Supervising junior staff e.g. Cleaners/Wards aids;
- Keeping adequate records of patients, drugs instruments and equipment; and
- Maintaining and evaluating the effectiveness of care given to the patient/client

The Post of a Nursing Sister/ Nursing Officer (MTUCONTISS 07)

Candidates for the post of a Nursing Sister/ Nursing Officer shall possess the following criteria:

- A good honours degree in Nursing from a recognized university;
- Candidate possessing NRN plus NRM who has registered with the Nursing and Midwife Council of Nigeria (NMCN) plus at least three (3) years cognate experience may be considered;
- He/she must be registered with the Nursing and Midwife Council of Nigeria (NMCN); and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;

Duties:

- Providing technician nursing care as injection wound dressing medication, etc.
- Supervising junior staff.
- Collecting and distributing data base of physiological, emotional, sociological, cultural, psychological and spiritual needs, from available resources.
- Identifying and documenting changes in health status.
- Establishing a nursing diagnosis based on client's needs.
- Developing individual nursing care plans based upon nursing diagnosis.
- Identifying needs and establishing priorities for nursing.
- Carrying out individualized plans of care in conjunction with other nursing staff.
- Monitoring and evaluating nursing care.
- Identifying alternate methods of meeting clients' needs, modifying plans of care if necessary and documenting changes.
- Establishing follow up care of clients on discharge.

The Post of a Senior Nursing Sister/ Senior Nursing Officer (MTUCONTISS 08)

Candidates for the post of a Senior Nursing Sister/ Senior Nursing Officer shall possess the following criteria:

- A good honours degree in Nursing from a recognized university;
- Candidate possessing NRN plus NRM who has registered with the Nursing and Midwife Council of Nigeria (NMCN) plus at least six (6) years cognate experience may be considered;
- He/she must be registered with the Nursing and Midwife Council of Nigeria (NMCN); and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;

Duties:

- Coordinating the activities of subordinate nurses.
- Assisting and setting nursing care priorities for individual and group of clients.
- Ensuring proper care is given to patients.
- Ensuring availability and proper use of equipment and instruments.
- Supervising and ensuring proper record keeping.
- Liaising with the training schools in-respect of the nurse deployed for clinical experience.
- Supervision and ensuring proper record keeping.
- Organizing orientation courses for nurses and educating them on new trends in nursing practice.
- Appraising the performance of nurses in the ward.
- Establishing and maintaining inventory for audit purpose.

The Post of a Porter (MTUCONTISS 03)

Candidates for the post of a Porter shall possess the following criteria:

- WASC/SSCE/GCE with 5 credit passes in subjects including English and Mathematics;
- He/she must have not less than two (2) years cognate experience; and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;

Duties

- Serving as Ushers and Guides to visitors to University buildings; and
- Taking charge of University buildings and controlling the entry of visitors into the building.

The Post of a Senior Porter (MTUCONTISS 04)

Candidates for the post of a Senior Porter shall possess the following criteria:

- WASC/SSCE/GCE with 5 credit passes in subjects including English and Mathematics;
- He/she must have not less than three (3) years cognate experience; and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;

Duties

- Serving as Ushers and Guides to visitors to University buildings; and
- Taking charge of University buildings and controlling the entry of visitors into the building.

The Post of an Assistant Chief Porter (MTUCONTISS 05)

Candidates for the post of an Assistant Chief Porter shall possess the following criteria:

- ND/NCE in relevant field from recognized institution;
- WASC/SSCE/GCE with 5 credit passes in subjects including English and Mathematics plus five (5) years cognate experience may be considered; and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;

Duties

- Assists in the supervision of subordinate staff.
- Assists to coordinate staff roster.
- Safe keeping of lost and found items before handing them over to the security guards.
- Reporting cases of missing items.

The Post of a Driver/ Mechanic II (MTUCONTISS 03)

Candidates for the post of a Driver/Mechanic shall possess the following criteria:

- Five (5) O/Level Credit passes in subjects including English, plus a valid Grade 'E' Driver's License;
- He/she must have not less than three (3) years cognate experience; and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;

Duties

- Washing and cleaning of motor vehicle assigned to him;
- Driving with caution any vehicle assigned to him; and
- Undertaking minor maintenance and repairs of motor vehicles.

The Post of a Senior Driver/ Mechanic I (MTUCONTISS 04)

Candidates for the post of a Driver/Mechanic shall possess the following criteria:

- Five (5) O/Level Credit passes in subjects including English, plus a valid Grade 'E' Driver's License;
- He/she must have not less than six (6) years cognate experience; and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;

Duties

- As in the duties of Driver/ Mechanic II above
- Maintaining records of fuel lubrication consumptions by vehicles.

Senior Driver (MTUCONTISS 05)

Candidates for the post of a Senior Driver shall possess the following criteria:

- Five (5) O/Level Credit passes in subjects including English;
- Trade Test II in Driver Mechanic work, plus nine (9) years' experience with a valid Grade "E" Driver's License.
- Trade Test I plus two (2) years' experience; and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;

Duties

- As in the duties of Driver/ Mechanic II above;
- Maintaining records of fuel lubrication consumptions by vehicles.

Chief Driver (MTUCONTISS 06)

Candidates for the post of a Senior Driver shall possess the following criteria:

- Five (5) O/Level Credit passes in subjects including English;
- Trade Test I, II III in Driver Mechanic Work, plus ten (10) years driving experience
OR
- Eight (8) years plus, ND in relevant field; and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;

Duties

- As in the duties of Senior Driver above;
- Working out vehicle performance figures and applying knowledge of inventory and purchase procedure;
- Assisting in the supervision of staff and vehicles in the transport Unit; and
- Assisting the Technical Officer in maintaining the security of vehicles in the University.

The Post of a Higher Library Officer (MTUCONTISS 07)

Candidates for the post of a Higher Library Officer shall possess the following criteria:

- BLIS/BLS/BSc./HND in Library Studies/Science from a recognized higher institution with a minimum of lower credit or second class lower Division; and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology; and

Duties

The Candidate shall be responsible to the University Librarian for:

- Accessions of new books in the Register
- Charging and discharging of books to students and staff
- Carrying out other responsibilities that may be assigned by the University Librarian.

The Post of a Library Assistant I (MTUCONTISS 03)

Candidates for the post of a Library Assistant I shall possess the following criteria:

- Five (5) O'Level Credit passes in subjects including English; and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology.

Duties

The Candidate shall be responsible to the University Librarian for:

- Stamping new books.
- Gumming of book pockets and date due labels.
- Listing of books to be taken to catalogue and classification section.
- Moving materials to the cataloguing section
- Carrying out other responsibilities that may be assigned by the University Librarian

The Post of an Office Assistant I (MTUCONTISS 03)

Candidates for the post of an Office Assistant I shall possess the following criteria:

- Five (5) O'Level Credit passes in subjects including English and Mathematics
- He/she must be digitally compliant, up-to-date in the use of information and communication technology.

Duties

The Candidate shall be responsible to the University Librarian for:

- Dispatch of mail and performing Office Assistant duties under supervision;
- Carrying out other responsibilities that may be assigned by the University Librarian.

The Post of a Technical Staff (MTUCONTISS 03)

Candidates for the post of a Technical staff shall possess the following criteria:

- Five (5) O/Level Credit passes in subjects including English, Mathematics and one (1) Science subject; and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;

Duties

The Candidate shall be responsible to the University Librarian in performing the following duties:

- Performing duties under supervision; and
- Carrying out other responsibilities that may be assigned by the University Librarian

The Post of a Laboratory Supervisor. (MTUCONTISS 06)

Candidates for the post of Laboratory Supervisor shall possess the following criteria:

- ND in Laboratory Technology or other relevant qualification;

Duties

- Performing laboratory duties as may be assigned;
- Supervising and training subordinate staff; and
- Any other duties assigned by the superior officers.

The Post of a Systems Programmer II (MTUCONTISS 07)

Candidates for the post of Systems Programmer II shall possess the following criteria:

- A good honours degree in Computer Science/ Information Technology or any related discipline from a recognized University or equivalent qualifications;
- A minimum of 3 years software development experience;
- Adequate knowledge of Java, C#, SQL Server Database, PHP and C++;
- Proven knowledge of Windows Operating Systems and Linux;
- HTML and CSS experience;
- Ability to create and maintain internal software programmes for the University;
- Hardworking with creative and analytical mindset; and
- Ability to multitask and troubleshoot problems promptly.

Duties

- Code and test programming for in-house software programmes;
- Debug code for existing programmes based on immediate need;
- Conduct end-user training upon completion of software;
- Balance workday between multiple projects and respond to technical support requests from staff;
- Report issues and concerns immediately to the Director ICT and/or the Vice-Chancellor as the case may be;
- Troubleshooting system bugs and issues;
- Evaluating new systems designs;
- Undertaking programming writing codes to produce an output report; and
- Performs any other duty as may be assigned from time to time.

Salary and Condition of Service

Remuneration will be in line with NUC approved benefits and allowances as applicable to the Nigeria University System. The University also runs attractive performance-based remuneration package and other benefits/entitlements as approved from time to time by the Governing Council.

Method of Application

Each applicant should submit 15 copies of his/her application letters and Curriculum Vitae written in the format below:

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. List of Publications (if any)
14. Other Activities outside Current Employment
15. Conferences and Seminar Attended (if any) with dates
16. Names and Addresses of three (3) Referees

All applications which are to be received within four (4) weeks of this notice, should be submitted under confidential cover in a sealed envelope, marked at the upper left-hand corner stating the post applied for. The application should include photocopies of all credentials.

Applicants are requested to inform their Referees to directly forward their Confidential Reports on them in sealed envelopes marked "Referee's Reports" along with other relevant documents addressed to:

The Registrar

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

May 31, 2019