



## **VACANCY ANNOUNCEMENT FOR NON-TEACHING POSITIONS**

---

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

- i. Quality Control Officer**
- ii. Bottle Water Line Machine Operator/ Bottle Blower**
- iii. Marketing Officers**

### **The Post of Quality Control Officer (Bakery & Water Factory)**

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

- Bachelor's degree in Food Science and Technology, Engineering, or a science-related field, plus membership of relevant professional body;
- He/she must have not less than three (3) years' work experience;
- Previous experience in manufacturing or production; familiarity with water/food industry may also be necessary;
- 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:

- Maintains quality standards by approving incoming materials, in-process production, and finished products;
- Maintains safe and healthy work environment by following standards and procedures; complying with legal regulations;
- Recording quality results;
- Keeps measurement equipment operating by following operating instructions; and calling for repairs where necessary;
- Responsible for ensuring manufactured products meet set standards of quality, and reliability;
- Setting and implementing internal/external quality requirements to ensure University Ventures products/services meet customer expectations;
- specifying quality requirements for raw materials obtained from vendors and suppliers; and
- Conducts and monitors the analysis/inspection of raw materials and final products to ensure compliance with set specifications.

### **The Post of Bottling Line Machine Operator/ Bottle Blower (Water Factory)**

Candidates for the post of a Bottling Line Machine Operator/ Bottle Blower shall possess the following criteria:

- WASC/SSCE/GCE/NABTEB with 5 credit passes in subjects including English and Mathematics;
- Possession of ND/HND in related field;
- He/she must have not less than two (2) years cognate experience; and

- Previous experience in manufacturing or production; familiarity with water/food industry may also be necessary;
- 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 Superior Officers in performing the following duties:

- Operate bottling line machines/equipment in a correct, safe and efficient manner;
- Detect malfunctions of bottling line machines/equipment and troubleshoot problems correctly and in a timely manner;
- Address and resolve equipment issues as appropriate or escalate to the Supervisor;
- Make adjustments to machines to achieve optimal performance while following all safety protocols;
- Inspect product and packaging materials throughout the various stages for quality to ensure product is bottled and packaged according to quality standards and specifications;
- Perform changeovers and autonomous maintenance on equipment;
- Operates water production machinery including; filling, capping, labeling, case packing, case labeling, palletization, and other duties as assigned;
- Ability to work any shift and/or overtime as required; and
- Perform other duties as assigned.

### **The Post of Marketing Officers (Bakery & Water Factory)**

Candidates for the post of Marketing Officer shall possess the following criteria:

- National Diploma (ND) in Marketing, Business Administration or any relevant discipline from a recognised tertiary institution;
- He/she must have not less than two (2) years cognate experience; and
- Previous experience in manufacturing or production; familiarity with water/food industry may also be necessary;
- 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 Ventures Manager in performing the following duties:

- Liaise with stakeholders and vendors to promote success of activities and enhance MTU Venture's presence;
- Develop strategies for more effective sales, both individually and as part of a team;
- Track all appointments, sales, complaints, status reports, etc. thoroughly for manager review;
- Perform cost-benefit analysis for prospective customers and advise on appropriate purchase options;
- Answer all lead and customer questions accurately; prioritize and/or escalate lead and customer questions as needed; and
- Perform other duties as assigned

### **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**

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

Applications which are to be received within three (3) 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.

*July 15, 2019*