



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. **Pharmacist**
- ii. **Pharmacy Technician and Assistant**
- iii. **Administrative Staff : Office Manager; Clerk; Receptionist; Secretary/Typist**
- iv. **Medical Records Officer**
- v. **Secretarial Staff**
- vi. **Account Officer**
- vii. **Nursing Assistant / Health Care Science Assistant & Associate**
- viii. **Hospital Maid/ Housekeeper**
- ix. **Hospital Cleaner**
- x. **Laundry Maid**
- xi. **Ambulance Driver (Patient Transport Service (PTS) Driver)**
- xii. **Quality Assurance Officer**

The Post of a Pharmacist (MTUCONTISS 09)

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

- Possessing a good honours degree in Pharmacy with evidence of registration with the Pharmacist Council of Nigeria
- He/she must have not less than six (6) years post qualification cognate experience; and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;

Duties:

- Performing inspection duties as provided under the Poison and Pharmacy Act, the Dangerous Drugs Act and the Food and Drugs Decree.
- Making sample drug analysis and making the result available to the Police for prosecution purposes;
- Advising other healthcare professionals, including doctors and nurses, on how to choose medicines and use them correctly;
- Ensuring that new medicines are safe to use with other medication;
- Advising on dosage;
- Suggesting the most appropriate form of medication such as tablet, injection, ointment or inhaler;
- Making sure that patients use their medicines safely and providing information to patients on how to get the maximum benefit from the medicines they are prescribed;
- Advising on the most effective treatments for a particular condition including those for sale without prescription;
- Recommending changes to prescriptions and giving advice on prescribing;
- Providing information about potential side effects;

- Monitors the effects of treatment to ensure that it is safe and effective;
- Could be involved in manufacturing medicines when ready-made preparations are not available. For example, certain cancer treatments and intravenous feeding solutions need to be tailor made under sterile conditions for individual patients; and
- Supervising Pharmacy Technician and Pharmacy Assistants in purchasing, quality testing or dispensing medicines.

The Post of a Pharmacy Technician II (MTUCONTISS 06)

Candidates for the post of a Pharmacy Technician shall possess the following criteria:

- ND in relevant discipline from a recognized institution with evidence of registration with appropriate professional bodies for Technician Cadre;
- He/she must have not less than two (2) years post qualification cognate experience; and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;

Duties:

- Assists in dispensing drugs under the supervision of a Pharmacist;
- Assists the Pharmacist in keeping proper records of drugs issued from the store;
- Assists in maintaining the cleanliness of the Pharmacy;
- Assist in dispensing drugs to in-and out patients;
- Assist in keeping records of prescriptions as required by Law; and
- Carries out any other duties as may be assigned.

The Post of a Pharmacy Technician I (MTUCONTISS 07)

Candidates for the post of a Pharmacy Technician shall possess the following criteria:

- HND/B.Sc. in relevant discipline from a recognized institution with evidence of registration with relevant professional bodies for Technician Cadre;
- He/she must have not less than two (2) years post qualification cognate experience; and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;

Duties:

- Taking charge of the Dispensary;
- Keeping proper record of drugs in Pharmacy Unit;
- Ensuring adequate care of Drug Laboratory;
- Supervising the duties of subordinate staff in the Pharmacy; and
- Performing other duties as may be assigned

The Post of an Office Manager (MTUCONTISS 09)

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

- A good honours degree in relevant discipline from a recognised University with a minimum of Second Class (Lower Division) and M.Sc. in relevant field;
- He/she must have not less than five (5) years post qualification cognate experience; and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;

Duties:

- Providing administrative or secretarial support service to support a wide range of external quality assessment activities and initiatives;

- Dealing with telephone enquiries;
- Identifying urgent from non-urgent posts;
- Attending meetings to take formal and accurate minutes, ensuring these are checked, agreed and distributed; and
- Be responsible for the processing of expenses claims, including photocopying documentation and follow up of payments

The Post of a Clerk/Receptionist (MTUCONTISS 05)

Candidates for the post of Clerk/Receptionist shall possess the following criteria:

- OND Certificate/NCE/Professional Qualification in appropriate discipline;
- Should be flexible and willing to take on a range of tasks in different departments; and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;

Duties:

- Doing whatever administrative tasks that are needed in the department where they work - could be filing, inputting data, answering phones or collecting and storing files.
- Should be able to perform specific duties such as finance clerk or clerk/receptionist;
- Handling of Correspondence or Records for the Department

The Post of Medical Records Officer (MTUCONTISS 07)

Candidates for the post of Medical Records officer shall possess the following criteria:

- A good honours Degree/HND in Medical Information Management or other relevant discipline;
- He/she must have not less than three (3) years post qualification cognate experience; and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;

Duties:

- Assisting in creating, storing and retrieving patient's records.
- Assisting in organizing and classifying Medical Records.
- Assisting in collecting and compiling Medical Statistics.
- Providing community and Professional services.
- Carrying out duties as may be assigned.

The Post of Secretary/Typist (MTUCONTISS 06)

Candidates for the post of Secretary/Typist shall possess the following criteria:

- HND in Secretarial Studies or Office Management with a minimum of a Lower Credit;
- He/she must have not less than three (3) years post qualification cognate experience; and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;

Duties:

- Assist in creating documents using word processing skills - the letters, reports and case notes they create must be well-presented and accurate;
- Should be able to work for one person or for a team, managing diaries, creating spreadsheets, inputting data and arranging meetings;
- Providing secretarial assistance such as taking dictation in shorthand and reproducing them in typed scripts;
- Receiving visitors, enquiries and telephone calls on behalf of the Officer to whom he/she is attached; and
- Performing office routine associated with the duties indicated above;

The Post of an Accountant (MTUCONTISS 07)

Candidates for the post of an Accountant shall possess the following criteria:

- A good degree in Accountancy/Accounting or related disciplines, from a recognised University with a minimum of Second Class (Lower Division);
- He/she must have not less than three (3) years post qualification cognate experience; and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;

Duties:

- Reconciliation of Bank Statements
- In charge of creditors' ledger.
- Keeping of all project registers and production of fixed assets schedules.
- Any other duties that may be assigned by the superior officers.

The Post of a Nursing Assistant; Health Care Science Assistant & Associate (MTUCONTISS 04)

Candidates for the post of a Nursing Assistant; Health Care Science Assistant shall possess the following criteria:

- Five (5) O/Level Credit passes in SSCE/WASSCE/GCE/NECO including English, plus two (2) years' experience;
- Those who possess qualifications as 'Auxiliary Nurses' could fit into these positions easily;
- Ability to demonstrate apprenticeship in such position; and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;

Duties:

- Shall be required to support colleagues across a range of healthcare science areas in the Hospital setting;
- Required to work in: a pathology laboratory, processing samples of blood, cells or tissues a cardiology department, taking readings of a patient's heart a respiratory department, measuring a patient's breathing;
- Inputting data or working directly with patients following laid down procedures or ordering stock;
- May have a specific title, for example: phlebotomist (taking blood samples for Laboratory Scientist) or cardiographer (monitoring the heart) newborn hearing screener (assessing hearing in newborn babies); Providing technician nursing care as injection wound dressing medication, etc.
- Supervising junior staff;
- Waiting on Nurses and Doctors in the Out-Patient Department, hospital wards, surgery clinics and maternity wards.
- Assisting in preparing and removing plasters, caste erection, and dismantling orthopedic beds pulleys and appliances.

The Post of Hospital Cleaner (MTUCONTISS 03)

Candidates for the post of Hospital Cleaner shall possess the following criteria:

- Five (5) O/Level Credit passes in SSCE/WASSCE/GCE/NECO including English, plus two (2) years' experience;
- Customer service experience is an added advantage, to help make patients' hospital visits more pleasant.; and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;

Duties:

- Keeping hospitals, clinics and office clean and tidy;
- Keeping wards offices and public areas clean and tidy; and
- Doing routine daily and weekly cleaning as well as responding to emergency spills;

The Post of Housekeeper/Hospital Maids (MTUCONTISS 03)

Candidates for the post of Housekeeper/Hospital Maid shall possess the following criteria:

- Five (5) O/Level Credit passes in SSCE/WASSCE/GCE/NECO including English, plus two (2) years' experience; and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;

Duties:

- Work as part of the ward team, making sure that patients have a pleasant, safe stay in hospital.
- Doing non- clinical tasks such as reassuring patients, receiving visitors or serving meals.
- May also do some administrative tasks such as ordering transport or updating records.

The Post of Laundry Maid (MTUCONTISS 03)

Candidates for the post of Laundry Maid shall possess the following criteria:

- Five (5) O/Level Credit passes in SSCE/WASSCE/GCE/NECO including English, plus two (2) years' experience;
- Customer service experience is an added advantage, to help make patients' hospital visits more pleasant.; and
- He/she must be digitally compliant, up-to-date in the use of information and communication technology;

Duties:

- Make sure that wards and clinics have supplies of clean linen and uniforms;
- Assist to collect soiled linen in bags and trolleys to send to the laundry;
- Using washers and dryers to clean, press and pack the linen; and
- Organising linen services, controlling stock and making sure quality standards and turnaround times are kept to;

The Post of an Ambulance Driver / Patient Transport Service (PTS) Driver (MTUCONTISS 04)

Candidates for the post of an Ambulance Driver/ Patient Transport Service (PTS) driver 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

- PTS Driver drives patients to and from hospitals and clinics in cars or adapted ambulances;
- Assists travel on ambulances, helping patients on and off the vehicle and reassuring them during the journey; and
- Must be able to lift patients.

The Post of a Laboratory Technologist. (MTUCONTISS 07)

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

- A good honours degree/HND in Science Laboratory Technologist or other relevant disciplines

- 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

- Assists in the collection of specimens for practicals;
- Assists in preparing stains, reagents and simple media for the cultivation of bacteria;
- Assists in the maintenance of laboratory equipment;
- Assists in supervising students during practicals;
- Assists in taking inventory of supplies in the store and of equipment; and
- Carries out other duties as may be assigned.

The Post of Quality Assurance 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;
- 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.

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 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 03, 2019