



MOUNTAIN TOP UNIVERSITY

ADVERTISEMENT OF NON-TEACHING POSITIONS

Applications are invited from suitably qualified candidates for the following vacant positions in the University:

A. SENIOR NON-TEACHING POSITIONS

Internal Audit

- (i) Senior Internal Auditor – MTUCONTISS 09
- (ii) Internal Auditor I – MTUCONTISS 08
- (iii) Internal Auditor II – MTUCONTISS 07
- (iv) Executive Officer (Audit) – MTUCONTISS 06

Bursary

- (i) Senior Executive Officer (Accounts) - MTUCONTISS 08
- (ii) Higher Executive Officer (Accounts) - MTUCONTISS 07
- (iii) Executive Officer (Accounts) – MTUCONTISS 06
- (iv) Store Officer II – MTUCONTISS 07
- (v) Assistant Store Officer – MTUCONTISS 06

Registry

- (i) Chief Driver/Mechanic - MTUCONTISS 06
- (ii) Assistant Chief Driver/Mechanic - MTUCONTISS 05
- (iii) Senior Driver/Mechanic - MTUCONTISS 04

Students Affairs

- (i) Senior Porter - MTUCONTISS 04
- (iv) Porter - MTUCONTISS 03

QUALIFICATION & EXPERIENCE

(i) **Senior Internal Auditor**

Candidate applying for the position must possess a good First Degree in Accounting from a recognised institution with a minimum of Second Class Lower plus (6) years post-qualification experience. Possession of relevant professional qualification e.g. ICAN or ACCA or ACMA.

(ii) **Internal Auditor I**

Candidate applying for the position must possess a good First Degree in Accounting from a recognised institution with a minimum of Second Class Lower plus (3) years post-qualification experience. Possession of P. E. II of ICAN or ACCA or ACMA professional qualification.

(iii) **Internal Auditor II**

Candidate applying for the position must possess a good First Degree in Accounting from a recognised institution with a minimum of Second Class Lower.

(iv) **Executive Officer (Audit)**

Candidate applying for the position must possess a good ND in Accountancy or Financial Studies from a recognised institution with a minimum of Lower Credit.

(v) **Senior Executive Officer (Accounts)**

Candidate applying for the position must possess a good HND in Accountancy or Financial Studies from a recognised institution with a minimum of Lower Credit and at least three (3) years post qualification cognate experience.

(vi) **Higher Executive Officer (Accounts)**

Candidate applying for the position must possess a good HND in Accountancy or Financial Studies from a recognised institution with a minimum of Lower Credit.

(vii) **Executive Officer (Accounts)**

Candidate applying for the position must possess a good ND in Accountancy or Financial Studies from a recognised institution with a minimum of Lower Credit.

(viii) **Store Officer II**

Candidate applying for the position must possess HND/B.Sc. in any of the following: Purchasing and Supply/Business Administration/Statistics/Financial Studies/Accounting/Marketing.

(ix) **Assistant Store Officer**

Candidate applying for the position must possess ND in any of the following: Purchasing and Supply/Business Administration/Statistics/Financial Studies/Accounting/Marketing.

(x) **Chief Driver/ Mechanic**

Candidate applying for the position must possess five (5) O/Level credit passes in subjects including English, plus a valid Grade "E" Driver's license and Trade Test I in Driver Mechanic work plus five (5) years driving experience or Trade Test II with eight (8) years driving experience.

(xi) **Assistant Chief Driver/ Mechanic**

Candidate applying for the position must possess five (5) O/Level credit passes in subjects including English, plus a valid Grade "E" Driver's license and Trade Test II in Driver Mechanic work plus six (6) years driving experience or Trade Test I plus three (3) years' experience.

(xii) **Senior Driver/ Mechanic**

Candidate applying for the position must possess five (5) O/Level credit passes in subjects including English, plus a valid Grade "E" Driver's license and Trade Test II in Driver Mechanic work plus four (4) years driving experience or Trade Test I plus two (2) years' experience.

(xiii) **Senior Porter**

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.

(xiv) **Porter**

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

METHOD OF APPLICATION

Each applicant should submit 15 copies of his/her application letters and Curriculum Vitae written in the order/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 particular 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
Beside MFM Prayer City
Kilometre 12
Lagos-Ibadan Expressway
Ogun State
Nigeria.

CLOSING DATE

Four weeks from the date of this advertisement.

OLUFEMI OYEWOLE
Registrar and Secretary to Council