



MOUNTAIN TOP UNIVERSITY

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

VACANCY ANNOUNCEMENT FOR ACADEMIC AND NON-TEACHING STAFF POSITIONS

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

Academic Positions

- i. Lecturer I (Physics, Physics with Electronics, Geology, Geophysics, Public Administration, Industrial Relations and Personnel Management and Fine and Applied Arts).
- ii. Lecturer II (Physics, Physics with Electronics, Geology, Geophysics, Public Administration, Industrial Relations and Personnel Management and Fine and Applied Arts).

Non-Teaching Positions

- iii. Medical Records Officer
- iv. Clerical Officers
- v. Clerical Officers (Account Clerk)
- vi. Animal Attendant
- vii. Artisan II – Air-Conditioning Technician

The qualifications for each of the positions are as follows:

- i. **Lecturer I (MTUCONUASS 04)**
Candidate must possess Ph.D in relevant discipline. Also, candidate must have at least three (3) years teaching/research experience in the University system and must have reasonable scholarly publications.
 - ii. **Lecturer II (MTUCONUASS 03)**
Candidate must possess Ph.D in relevant discipline. Also, candidate must have evidence of teaching and research potential experience. Scholarly publication will enhance the prospects of candidates.
 - iii. **Medical Records Officer (MTUCONTISS 04)**
Candidates for the post of Medical Records officer shall possess the following criteria:
 - ND/NCE or its equivalent 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.
- iv. **Clerical Officer (MTUCONTISS 03)**
WASC or SSCE or GCE O/L, NECO with at least 5 passes including 3 credits. Credits in English Language is compulsory.

Duties:

- Assisting in creating, storing and retrieving official records.
- Assisting in organizing and classifying staff and other offici.
- Assisting in receiving, entering and dispatching mails.
- Carrying out duties as may be assigned.

v. Clerical Officer - Accounts (MTUCONTISS 03)

Candidates for the post of an Account Clerk shall possess the following criteria:

- Five (5) O/Level Credit passes in SSCE/WASSCE/GCE/NECO including English and Mathematics, Account and Commerce;
- Evidence of Computer literacy is mandatory;

Duties:

- Preparing vouchers under supervision
- Raising P.V.S under supervision
- Receiving payment teller and issuing receipt;
- Keeping financial records;
- Shall be required to support colleagues across a range of healthcare services in the hospital setting;
- Assists in taking inventory of supplies in the store and of equipment; and
- Any other duties that may be assigned by the superior officers.

vi. Animal Attendant (MTUCONTISS 03)

WASC or SSCE or GCE O/L, NECO with at least 5 passes including 3 credits. Credits in English Language is compulsory.

Duties:

- Taking care of rats and other objects used in the Biological Sciences Department.
- Ensuring that the rats and other consumables are kept safe.
- Carrying out duties as may be assigned.

vii. Artisan II – Air-Conditioning Technician (MTUCONTISS 03)

Candidates for the post of Artisan II shall possess the following criteria:

- Five (5) O/Level Credit passes in SSCE/WASSCE/GCE/NECO including English and Mathematics with Trade Test Grade II and III in relevant field, plus three (3) years' experience.
- Evidence of Computer literacy is mandatory;

Duties:

- Installation of air-conditioners
- Servicing of air-conditioners
- Repairs of air-conditioners
- Carrying out any other assigned duties

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 (for academic staff only)
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 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
Kilometre 12, Lagos-Ibadan Expressway
Prayer City, Ogun State.

23rd October, 2020