



MOUNTAIN TOP UNIVERSITY

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

VACANCY ANNOUNCEMENT FOR NON-TEACHING STAFF POSITIONS

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

- i. Accountant II - MTUCONTISS 07
- ii. Higher Executive Officer (Accounts) - MTUCONTISS 07
- iii. Executive Officer (Accounts) - MTUCONTISS 06
- iv. Senior Clerical Officer (Accounts) MTUCONTISS 04

The qualifications for each of the positions are as follows:

- i. **Accountant II**
A good first degree in Accounting or related discipline from a recognized University. Candidate must be computer literate.
- ii. **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. Candidate must be computer literate.
- iii. **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. Candidate must be computer literate.
- iv. **Senior Clerical Officer (Accounts)**
Candidate must possess five (5) credit passes in subjects including English Language at WASC or SSCE or GCE O/L or NECO plus five (5) years relevant experience. Candidate must be computer literate.

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)
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.

10th February, 2021