



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. Programmer I (MTUCONTISS 08)
- ii. Programmer II (MTUCONTISS 07)
- iii. Network Engineer I (MTUCONTISS 08)
- iv. Network Engineer II (MTUCONTISS 07)
- v. Software Developer I - (MTUCONTISS 08)
- vi. Software Developer II - (MTUCONTISS 07)
- vii. Executive Officer (Accounts) – MTU Global Ventures Ltd
- viii. Assistant Executive Officer (Accounts) - (MTU Global Ventures Ltd)
- ix. Senior Clerical Officer (Accounts) – (MTU Global Ventures Ltd)
- x. Clerical Officer – (Accounts) (MTU Global Ventures Ltd)

The qualifications for each of the positions are as follows:

i. Programmer I - (MTUCONTISS 08)

Candidate must possess a good honours degree/HND in Computer Science/information Technology/Computer Engineering or related fields from recognized institution plus three (3) years of relevant post qualification experience or equivalent professional qualification.

ii. Programmer II - (MTUCONTISS 07)

Candidate must possess a good honours degree/HND in Computer Science/Information Technology/Computer Engineering or related fields from recognized institution or equivalent professional qualification experience.

Duties

- Development of software programme for special needs.
- Demonstration of software programme under supervision
- Application design, development, management, maintenance, voucher pin generation, website development and web support services
- Provision of support services regarding hardware
- Coding and debugging.
- Designing and testing computer structures.
- Troubleshooting system errors.
- Writing computer instructions.
- Managing database systems.
- Maintaining operating systems.
- Editing source-code.
- Profiling and analyzing algorithms.
- Implementing build systems.
- Providing tech support.

iii. Network Engineer I - (MTUCONTISS 08)

Candidate must possess a good honours degree/HND in Computer Science, Information Technology, Systems Engineering or a related qualification plus three (3) years of work experience as a Network Engineer.

iv. Network Engineer II - (MTUCONTISS 07)

Candidate must possess a good honours degree/HND in Computer Science, Information Technology, Systems Engineering or a related qualification experience.

Duties

- Configure and install various network devices and services (e.g., routers, switches, firewalls, load balancers, VPN, QoS)
- Perform network maintenance and system upgrades including service packs, patches, hot fixes and security configurations
- Monitor performance and ensure system availability and reliability

- Monitor system resource utilization, trending, and capacity planning
- Provide Level-2/3 support and troubleshooting to resolve issues
- Work within established configuration and change management policies to ensure awareness, approval and success of changes made to the network infrastructure
- Select and implement security tools, policies, and procedures in conjunction with the company's security team
- Liaise with vendors and other IT personnel for problem resolution

v. **Software Developer I - (MTUCONTISS 08)**

Candidate must possess a good honours degree/HND in Computer Science, Information Technology, Systems Engineering or a related qualification plus three (3) years of work experience as a Web Manager.

vi. **Software Developer II - (MTUCONTISS 07)**

Candidate must possess a good honours degree/HND in Computer Science, Information Technology, Systems Engineering or a related qualification.

Duties

- Designing of algorithms and flowcharts
- Produce clean, efficient code based on specifications
- Integrate software components and third-party programs
- Verify and deploy programs and systems
- Troubleshoot, debug and upgrade existing software
- Gather and evaluate user feedback
- Recommend and execute improvements
- Create technical documentation for reference and reporting

v. **Executive Officer – Accounts (MTU Global Ventures Ltd)**

Candidate applying for the position must possess a good ND/NCE/Professional Qualification in Accountancy or Financial Studies from a recognised institution with a minimum of Lower Credit. Candidate must be computer literate.

vi. **Assistant Executive Officer -Accounts (MTU Global Ventures Ltd)**

Candidate must possess OND Certificate/NCE/Professional Qualification in appropriate discipline or WASC/GCE/SSCE with five (5) credits including English, Mathematics, Accounts and Commerce, plus ten (10) years working experience. Evidence of computer literacy is mandatory.

iv. **Senior Clerical Officer – Accounts (MTU Global Ventures Ltd)**

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.

v. **Clerical Officer - Accounts (MTU Global Ventures Ltd)**

Candidates must possess 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.

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. Other Activities outside current employment
14. Conferences and Seminar Attended (if any) with dates
15. 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.

8th November, 2022