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.   Web Developer I - (MTUCONTISS 08)
ii.   Web Manager I - (MTUCONTISS 08)
iii.   Information & Protocol Officer I - (MTUCONTISS 08)
iv.   Information & Protocol Officer II - (MTUCONTISS 07)
v.   Technologist II (Public Relations and Advertising Studio, PRAD) - (MTUCONTISS 07)
vi.   Technologist II (Photo Studio) - (MTUCONTISS 07)
vii.   Assistant Technologist I - (Mass Communication) - (MTUCONTISS 06)
viii.   Assistant Technologist I - (MTUCONTISS 06)

The qualifications for each of the positions are as follows:

i.   **Web Developer I - (MTUCONTISS 08)**
Candidate must possess a good honours degree in Computer Science, IT, Systems Engineering or a related qualification plus 2 years of work experience as a Web Developer. Proficiency in JavaScript, HTML, My SQL, CSS, solid knowledge and experience in programming applications.

Duties
Develop and/or design, maintain, and update the University's website
Writing, designing website content and resolving conflicts
Developing or validating test routines and schedules to ensure that test cases mimic external interfaces and address all browser and device types.
Maintaining an understanding of the latest Web applications and programming practices through education, study, and participation in conferences, workshops, and groups.
Back up files from website to local directories for recovery.
Identifying problems uncovered by customer feedback, testing and correcting such problems
Evaluating code to ensure it meets industry standards, is valid, is properly structured, and is compatible with browsers, devices, or operating systems.
Determining user needs by analyzing technical requirements.

ii.   **Web Manager I - (MTUCONTISS 08)**
Candidate must possess a good honours degree in Computer Science, IT, Systems Engineering or a related qualification plus 2 years of work experience as a Web Manager. Candidate must have good knowledge of Macromedia suite, Adobe suite, Content Management Systems and W3C Web standards. He/She must be highly proficient in HTML, XHTML, CSS design, cross-browser and cross-platform compatibility, firewalls (functionality and maintenance), Access, mySQL and JavaScript and possess excellent content creation and writing skills.

Duties
Plan, implement, manage, monitor and upgrade the University's website.
Respond to and troubleshoot all website issues.
Identify and respond to all website security breaches.
Ensure that the website is protected by enabling the appropriate security measures.
Update HTML, CSS and JavaScript regularly.
Conduct content audits to eliminate redundant and/or duplicate information.
Create appropriate website content aligned to the University's goals.
Ensure website quality and efficiency by conducting regular test plans.
Improve the User Experience of the website regularly.

Collaborate with all staff and management to ensure that the website aligns and meets the University's standards.
Create strategies to grow web traffic metrics.
Ensure full compliance of the website with all laws and regulations.
Keep up-to-date with industry best practice and monitor competitor websites.

iii. **Information & Protocol Officer I - (MTUCONTISS 08)**
Candidate must possess a good honours degree in Mass Communication, English, Journalism, Public Relations and Advertising or other relevant disciplines registrable with NIPR, APCON plus three (3) years post qualification experience.

iv. **Information & Protocol Officer II - (MTUCONTISS 07)**
Candidate must possess a good honours degree in Mass Communication, English, Journalism, Public Relations and Advertising or other relevant disciplines registrable with NIPR, APCON plus NYSC discharge certificate.

Duties
i. Assisting in content drafting, editing, monitoring, evaluating and documenting publication/current affairs relating to the University.
ii. Linking the University with the mass media and other similar organisations and agencies.
iii. Carrying out other duties as may be assigned and providing professional and community service.
iv. Handling of Graphic Works and Production

v. **Technologist II (Public Relations and Advertising Studio, PRAD) - (MTUCONTISS 07)**
HND in Mass Communication, Broadcast Journalism, Public Relations and Advertising with a minimum of Lower Credit from a recognized Institution. Candidate must have good knowledge of multi-media production software (Corel Draw, Adobe Photoshop, etc) with practical experience in Public Relations and Advertising copy production. Membership of Nigeria Institute of Public Relations or Advertising Production Council of Nigeria (APCON) will be an added advantage.

vi. **Technologist II (Photo Studio) - (MTUCONTISS 07)**
HND in Mass Communication, Print Journalism/Photo Journalism with a minimum of Lower Credit from a recognized Institution. The candidate must have practical experience in running a Photo Journalism Laboratory and Studio. Knowledge of latest photo production technology and relevant software (Adobe Photoshop, Light room, Adobe Element) are essential. Experience in a Newspaper/Magazine Photo section or Photo production outfit will be an added advantage.

vii. **Assistant Technologist I (Mass Communication) - (MTUCONTISS 06)**
Candidate must possess ND in Mass Communication, Print Journalism/Photo Journalism or its equivalent from reputable Polytechnics or Colleges of Technology with minimum of Lower Credit. Candidates must have completed one (1) year post ND Industrial Training.

viii. **Assistant Technologist I - (MTUCONTISS 06)**
Candidate must possess ND in Electrical/Electronic Engineering, Computer Engineering or its equivalent from reputable Polytechnics or Colleges of Technology with minimum of Lower Credit. Candidates must have completed one (1) year post ND Industrial Training. Knowledge of maintenance of modern language laboratory will be an added advantage. Computer literacy is a requirement for this position.

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   **23rd February, 2021**
Mountain Top University
Kilometre 12, Lagos-Ibadan Expressway
Prayer City, Ogun State.