



VACANCY ANNOUNCEMENT FOR NON-TEACHING STAFF POSITIONS

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

- i. Medical Officer II – (CONMESS II)
- ii. Counsellor I
- iii. Web Developer I - (MTUCONTISS 08)
- iv. Web Manager I - (MTUCONTISS 08)
- v. Network Engineer I – (MTUCONTISS 08)
- vi. System Analyst I – (MTUCONTISS 08)
- vii. Systems Programmer I – (MTUCONTISS 08)
- viii. Porter (Male & Female) – Halls of Residence
- ix. Computer Literate Clerical Officers
- x. Senior Motor Driver
- xi. Motor Driver I

The qualifications for each of the positions are as follows:

- i. **Medical Officer II (CONMESS 02)**
Candidate must possess a degree in Medicine from a recognised institution and must be a registered member of the Medical and Dental Council of Nigeria and a minimum of three (3) years post registration experience.
- ii. **Counsellor I (MTUCONTISS 08)**
Candidate must possess a good honours degree in Guidance and Counselling, Psychology or related discipline from a recognized University with a minimum of Second Class (Lower Division) with at least three (3) years cognate working experience.
- iii. **Web Developer I - (MTUCONTISS 08)**
Candidate must possess a good honours degree in Computer Science, IT, Systems Engineering or a related qualification plus 3 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.

- iv. **Web Manager I - (MTUCONTISS 08)**
Candidate must possess a good honours degree in Computer Science, IT, Systems Engineering or a related qualification plus three (3) 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.

v. **Network Engineer I – (MTUCONTISS 08)**

Candidate must possess a good honours degree/HND in Computer Science/Computer Engineering or related discipline plus three (3) years post qualification experience.

Duties

- Designing and implementing new network solutions and/or improving the efficiency of current networks
- Installing, configuring and supporting network equipment including routers, proxy servers, switches, WAN accelerators, DNS and DHCP
- Procuring network equipment and managing subcontractors involved with network installation
- Configuring firewalls, routing and switching to maximise network efficiency and security
- Maximising network performance through ongoing monitoring and troubleshooting
- Arranging scheduled upgrades
- Investigating faults in the network
- Updating network equipment to the latest firmware releases
- Reporting network status to key stakeholders

vi. **Systems Analyst I - (MTUCONTISS 08)**

Candidate must possess a good honours degree/HND in Computer Science/Computer Engineering or related fields from recognized institution plus three (3) of relevant post qualification experience. (Certification in any of the following: CISCO, Oracle, CompTIA, Microsoft, Juniper and D-Link will be added advantage).

Duties

- Managing and monitoring all installed **systems** and infrastructure.
- Installing, configuring, testing and maintaining operating systems, application software and **system** management tools.
- Ensuring the highest levels of systems and infrastructure availability.

vii. **Systems Programmer I - (MTUCONTISS 08)**

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

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

viii. **Porters (Male & Female) – Halls of Residence (MTUCONTISS 03)**

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

Duties

- Controlling the entrance to the hostel firmly.
- Operating on shift basis, when taking over, he must ensure all what he takes over are correct
- He must ensure the cleanliness of the hostel at all times
- Checking in of students load on resumption and at random to ensure compliance with standards
- Moving round the hostel and randomly checking the students' rooms to ensure cleanliness.
- Report any damage quickly and monitor repairs
- Moving round the hostel when the students have gone to the school/campus to switch off **fans, bulbs and turned out taps** and thereafter, report any defaulter
- Constantly updating the Housekeeper of any latest information concerning his/her hall of residence
- Writing of daily activities report (mandatory) before leaving the hostel which must be submitted to the Housekeeper
- Porters are more or less security in their halls of residence
- Any other duties as may be assigned by the University authority

ix. **Senior Motor Driver (MTUCONTISS 04)**

- a. Minimum of Junior School Certificate with 5 credits including English Language plus Class 'E' Driving Licence, plus 8 years continuous driving experience.
- b. Minimum of Junior School Certificate with 5 credits including English Language plus Class 'E' Driving Licence and Class II Trade Test with 4 years' experience after obtaining Class III Trade Test.

x. **Motor Driver I (MTUCONTISS 03)**

- a. Minimum of Junior School Certificate with 5 credits including English Language plus Class 'E' Driving Licence, plus 4 years continuous driving experience.
- b. Minimum of Junior School Certificate with 5 credits including English Language plus Class 'E' Driving Licence and Class III Government Trade Test III.

xi. **Computer Literate Clerical Officers (MTUCONTISS 03)**

Candidate must possess WASC or SSCE or GCE O/L, NECO with at least 5 passes including 3 credits. Credit in English Language is compulsory. In addition, candidate must be computer literate and must be conversant with the Microsoft Office (Word, Excel, Powerpoint, etc).

Duties

- Assisting in typing and printing letters, memo and other related documents.
- Assisting in creating, storing and retrieving official records.
- Assisting in organizing and classifying staff and other official documents.
- Assisting in receiving, entering and dispatching mails.
- Carrying out duties as may be assigned.

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.

10th June, 2021