MOUNTAIN TOP UNIVERSITY

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

VACANCY ANNOUNCEMENT

The Authorities of Mountain Top University invite applications from suitably qualified candidates for the underlisted non-academic staff position:

Head, Computer Operator (CONTISS 05 – N234,996.00 – N361,067.00)

Qualifications Required

Candidate must possess National Diploma in Computer Studies, Data Processing, Desktop Publishing or Similar Computer Training.

In addition, candidate must possess WASC or SSC or GCE 'O' Level with 5 passes including 3 credits. Credit in Mathematics and English is compulsory.

Method of Application

Each applicant should submit 15 copies of his/her application and Curriculum Vitae written in the order/format below:

1. Name in full
2. Place and Date of Birth
3. State and Local Government of Origin
4. Nationality
5. Permanent Home Address
6. Current Postal Address
7. Marital Status
8. Number and Ages of Children
9. Educational Institutions Attended (with dates)
10 (i) Academic Qualifications Obtained (with dates)
   (ii) Professional Qualifications Obtained (with dates)
11 Statement of experience (including full details of former and present posts; and current salary where applicable)
12 List of publications (if any)
13 Other Activities outside current employment (if any)
14 Names and Addresses of Three (3) Referees.

All applications are to be received within 14 days of this notice, and should be submitted in a sealed envelope, marked at the upper left-hand corner stating the post applied for. The application should include photocopies of all credentials, and should be submitted to the address below.

Applicants are requested to inform each of their Referees to directly forward the Confidential Report on them in sealed envelope marked "Referee's Report", and this should be addressed and forwarded to:

The Registrar
Mountain Top University
Beside MFM Prayer City
Kilometre 12
Lagos-Ibadan Expressway
Ogun State
Nigeria.

18th October, 2016