

# UNIVERSITY OF MEDICAL SCIENCES, ONDO CITY



## *OFFICE OF THE REGISTRAR*

### **INTERNAL/EXTERNAL ADVERTISEMENT NON-TEACHING STAFF POSITION**

Applications are hereby invited from suitably qualified and interested candidates with relevance competence, sound character and commitment to professional development to fill the under-listed non-teaching positions in the University of Medical Sciences, Ondo City.

#### **A) REGISTRY**

##### **Senior Staff**

- i) Confidential Secretary I
- ii) Administrative Officer II

##### **Junior Staff**

- i) Office Attendant II
- ii) Clerical Officer
- iii) Data Entry Clerk
- iv) Confidential Secretary III

#### **B) ICT**

##### **Senior Staff**

- i) Software Developer
- ii) Network Engineer

#### **C) UNIVERSITY LIBRARY**

##### **Junior Staff**

- i) Library Assistant
- ii) Library Porter

#### **D) DIRECTORATE OF STUDENT AFFAIRS**

##### **Senior Staff**

- (i) Head Porter

**Junior Staff**

- (I) Porter
- (II) Office Attendant

**E) UNIVERSITY HEALTH SERVICES**

- i) Senior Medical Officer II
- ii) Medical Officer
- iii) Nursing Officer
- iv) Pharmacy Technician
- v) Health Information Technician
- vi) Health Attendant

**F) LABORATORIES (FACULTIES OF SCIENCE, BASIC MEDICAL SCIENCES, & BASIC CLINICAL SCIENCES)**

**Senior Staff**

- i) Technologist

**Junior Staff**

- i) Laboratory Assistant
- ii) Laboratory Attendant

**G) FACULTY OF ALLIED HEALTH SCIENCES**

**I. DEPARTMENT OF MEDICAL LABORATORY SCIENCE**

**Senior Staff**

- i) Medical Laboratory Scientist (in Medical Microbiology, Hematology and Histopathology)

**Junior Staff**

- i) Laboratory Attendant

**H) FACULTY OF SCIENCE**

**I. DEPARTMENT OF BIOLOGICAL SCIENCES**

**Senior Staff**

- i) Senior Technologist (Biotechnology Programme)
- ii) Technologist II (Biotechnology Programme & Food Science Programme)
- iii)

**Junior Staff**

- iv) Laboratory Assistant

**II. DEPARTMENT OF CHEMISTRY**

**Senior Staff**

- i) Technologist II

**Junior Staff**

- ii) Laboratory Assistant

**III. DEPARTMENT OF PHYSICS**

**Senior Staff**

- iii) Technologist II

**Junior Staff**

- iv) Laboratory Assistant

**IV. DEPARTMENT OF SCIENCE LABORATORY  
TECHNOLOGY**

**Senior Staff**

- i) Technologist II
- ii) Technologist I

**Junior Staff**

- i) Technician (Glass Blowing/Carpentry)

**I) CENTRE FOR MOLECULAR BIOSCIENCES & MEDICAL  
GENOMICS**

**Senior Staff**

- (i) Medical Laboratory Scientist
- (ii) Medical Laboratory Technician

**Junior Staff**

- (I) Laboratory Attendant

## **J) CENTRE FOR HERBAL MEDICINE AND DRUG DEVELOPMENT**

### **Senior Staff**

- i) Research & Quality Control Officer
- ii) Farm Manager II
- iii) Farm Technician

## **K) CENTRE FOR HEALTH PROFESSIONS EDUCATION, INSTITUTE OF ADVANCED CLINICAL SCIENCES EDUCATION**

### **Senior Staff**

- i) Senior Technologist (Educational Technology)
- ii) Technologist (Educational Technology)

### **Junior Staff**

- i) Technician (Videographer)
- ii) Office Assistant

## **L) OFFICE OF THE VICE CHANCELLOR**

### **I. Legal Unit**

#### **Senior Officers**

- i) Senior Legal Officer
- ii) Legal Officer I

### **II. Internal Audit Unit**

- i) Internal Auditor II
- ii) Executive Officer

### **III. Security Unit**

- I. Assistant Security Officer

## QUALIFICATIONS REQUIRED

### A) Registry

- i) Administrative Officer II - CONTISS 7

Candidates must possess a good first degree with at least Second Class (Lower Division) from a recognized University. Proficiency in the use of the computer required

- ii) Confidential Secretary I - CONTISS 7

National Diploma (ND) in Secretarial Studies/ Administration with a minimum of Lower Credit from a recognized institution plus three (3) years cognate experience in a University or an equivalent institution or Higher National Diploma in Secretarial Studies. Proficiency in the use of the computer is required.

- iii) Data Entry Clerk - CONTISS 03

WASC or SSCE or GCE O/L with at least 5 passes including 3 Credits. The three Credits must include a Credit pass in English Language. Proficiency in the use of the Computer will be tested. Familiarity with a data entry software or Microsoft Excel is required

- iv) Clerical Officer - CONTISS 3

WASC or SSCE or GCE O/L with at least 5 passes including 3 Credits. The three Credits must include a Credit pass in English Language. Proficiency in the use of the Computer will be tested.

- v) Office Attendant II - CONTISS 2

Junior School Certificate with 5 credits including English Language plus 4 years cognate experience.

**C) Information Communication Technology Centre**

- i) Software Developer II - CONTISS 7 -

B.Sc. / B. Tech / HND in Computer Science or a related field with proven experience in software applications development. He/she must be smart and skilled in both back end and front end programming languages. Successful applicant will be responsible for designing, developing, and implementing software applications required for University academic and administrative processes. Professional certifications will be an added advantage.

- ii) Network Engineer II - CONTISS 7

B. Sc. / B. Tech. / B. Eng. / HND in Computer Science / Computer Engineering or a related field with proven ability to design and implement computer networks in an organization. He / she must be able to adapt easily to current developments in network technologies. Ability to troubleshoot and maintain computing hardware and software infrastructures and offer support services to staff and students on connectivity needs on their various computing systems is highly required. Professional certifications will be an added advantage.

**D) University Library**

- i) Library Assistant - CONTISS 3

WASC or SSCE or GCE O/L with at least 5 passes including 3 Credits. The three Credit must include English Language.

- ii) Library Porter - CONTISS 3

WASC or SSCE or GCE O/L with at least 5 passes including 3 Credits. The three Credit, must include English Language

**E) Laboratories (Faculties of Science & Basic Medical Sciences)**

- i) Technologist II - CONTISS 7

University degree or HND in relevant discipline(s) with Associate Membership of the Institute of Science Laboratory Technologists (AISLT) in the case of Faculty of Science or qualification of any other relevant professional body.

- ii) Laboratory Assistant - CONTISS 3

WASC or SSCE or GCE O/L with at least 5 passes including 3 Credits. The three Credits, 2 credits must be in subjects relevant to the Laboratory/Department and must include English Language.

- ii) Laboratory Attendant II - CONTISS 2

Junior School Certificate with 5 credits including English Language plus 4 years cognate experience

### **F) Department of Medical Laboratory Science**

- i) Medical Laboratory Scientist - CONTISS 8

University degree with at least Second Class (Lower Division) in Medical Laboratory Science with evidence of current registration with the Medical Laboratory Registration Council of Nigeria.

### **G) Department of Biological Science**

- i) Senior Laboratory Technologist - CONTISS 09

A University degree or HND (or other recognized equivalent qualifications) plus a minimum of six (6) years post-qualification experience.

- i) Technologist II - CONTISS 07

University degree or HND in relevant discipline (s) with Associate Membership of the Institute of Science Laboratory Technologists (AISLT) or any other relevant professional body.

### **H) INSTITUTE OF ADVANCED CLINICAL STUDIES**

- i) Senior Educational Technologist - CONTISS 9

M. Sc. In Educational Technology from a recognized institution, with high level skills in the use of computer applications and production of innovative and stimulating electronic-based educational and teaching resources, and related media materials.

- ii) Technologist - CONTISS 7

B.Sc. /B.A. in Educational field with high level practical skills in computer and ICT applications and use of learning platform

iii) Technician (Videographer) - CONTISS 4

Minimum of Secondary School Education with high-level skills in videography and photography, with ability to edit and create innovative learning resources, including animated materials

## **V. CENTRE FOR MOLECULAR BIOSCIENCES & MEDICAL GENOMICS**

(i) Medical Laboratory Scientist I - CONTISS 8

University degree with at least Second Class (Lower Division) in Medical Laboratory Science with evidence of current registration with the Medical Laboratory Registration Council of Nigeria plus evidence of completion or exemption from N.Y.S.C with current practicing license. Experience in virology and handling of relevant equipment is required.

(ii) Laboratory Technician - CONTISS 6

Diploma in Laboratory Technician course from a recognized and nationally approved institution. Previous advantage relating to virology will be an advantage

(iii) Laboratory Attendant - CONTISS 3

Secondary school leaving certificate or Grade II certificate

## **I) OFFICE OF THE VICE CHANCELLOR LEGAL UNIT**

i) Senior Legal Officer - CONTISS 9

A good Bachelor of Law Degree (LL.B) with at least Second Class (Lower Division) from a recognized University and Barrister at Law (B.L) and must have a minimum of three (3) years of cognate experience that is relevant to a University operation. Previous work experience in a University or an institution of comparable status will be an advantage.

ii) Legal Officer I - CONTISS 8



Candidate must possess a good Bachelor of Law Degree (LL.B) with at least Second Class (Lower Division) from a recognized University and Barrister at Law (B.L).

### **AUDIT**

- i) Internal Auditor II - CONTISS 7

B.Sc. degree in Accounting with at least Second Class (Lower Division) from a recognized University. Professional Certification is an added advantage.

- ii) Executive Officer (Audit) - CONTISS 6

National Diploma (ND) or University Diploma in Accounting with a minimum of Lower Credit from a recognized institution plus at least three (3) years cognate experience in a University or an equivalent institution

- iii) Assistant Security Officer - CONTISS 6

Ex Police or Armed forces Officer, not below the rank of Inspector or its equivalent with substantial training in the Police or any of the Armed Forces/Security Service.

OR

National Diploma (ND) certificate or University Diploma in Criminology with at least Lower Credit, from a recognized institution and at least three (3) years' experience in the security unit of a University or an equivalent institution.

### **UNIVERSITY HEALTH SERVICE**

- (i) Senior Medical Officer II - CONTISS 11

MBBS or MBCHB and be registered with the Medical and Dental Council of Nigeria (MDCN) and with three (3) years' post-qualification cognate experience in the Health Services of a University or an equivalent institution  
OR MBBS or MBCHB and be registered with the Medical and Dental Council of Nigeria (MDCN) and with MPH degree or Postgraduate diploma/post-part 1 in Family Medicine

- (ii) Medical Officer - CONTISS 10

Candidate must possess requisite medical qualification, i.e. MBBS or MBCHB and should have completed the one (1) year Housemanship and the NYSC and be registered by the Medical and Dental Council of Nigeria (MDCN).

(iii) Nursing Officer II - CONTISS 7

A good honours Bachelor degree with a minimum of Second Class (Lower Division) in Nursing and must be registered with the Nursing and Midwifery Council of Nigeria. OR Nigerian Registered Nurse (NRN) and/or Registered Midwife certificate from a recognized institution.

(iv) Pharmacy Technician - CONTISS 6

Diploma in Pharmacy Technician course from a recognized/nationally approved institution

(v) Health Information Technician - CONTISS 6

Diploma in Health Information Technician course from a recognized/nationally approved institution

(vi) Health Attendant I - CONTISS 3

Junior School Certificate with 5 credits including English Language plus 4 years cognate experience

## **CENTRE FOR HERBAL MEDICINE AND DRUG DEVELOPMENT**

i) Research & Quality Control Officer- CONTISS 8

A Master of Science degree in Phytomedicine or Medicinal Plant & Drug Research is required.

(ii) Farm Manager II - CONTISS 7

A good University Bachelor's Degree in Agriculture with focus on Agronomy or equivalent plus evidence of NYSC completion or exemption. Knowledge and experience in horticulture will be an advantage.

(iii) Farm Technician - CONTISS 6

ND in Agriculture or equivalent

## **METHOD OF APPLICATION**

Candidates are requested to forward 10 copies of typed and duly signed applications with Curriculum Vitae and photocopies of Certificates to the University. The application should contain among others, the following:

- i) Full Name
- ii) Title
- iii) Sex
- iv) Date of Birth
- v) Place of Birth
- vi) State and Local Government of Origin
- vii) Nationality
- viii) Permanent Home Address
- ix) Current Postal/Contact Address
- x) E-mail Address/ GSM
- xi) Marital Status
- xii) Number of Children (with names & ages)
- xiii) Next of kin
- xiv) Next of kin's address, email & Telephone number
- xv) Institutions attended with dates
- xvi) Academic qualifications with dates
- xvii) Professional qualifications with dates
- xviii) Honours, Distinctions and Membership of Professional Bodies
- xix) Working Experience
- xx) Present Employment: Status, Salary and Employer
- xxi) Service to the Community
- xxii) Extra-Curricular Activities
- xxiii) Major Conferences and Workshop attended
- xxiv) Names and Addresses of three (3) Referees
- xxv) Signature and Date

In addition to stating the names and addresses of the Referees, candidates should request the Referees to send confidential report on them, under separate cover to the Registrar. All applications should reach the Registrar not later than 12<sup>th</sup> June, 2021, and be addressed to:

The Registrar,  
University of Medical Sciences,  
PMB, 536  
Ondo City  
Ondo State.

### **Signed**

Dr. Woleola J. Ekundayo

**Registrar**