

MEDICAL AND DENTAL COUNCIL OF NIGERIA

INTERNAL AND EXTERNAL VACANCY ADVERTISEMENT

The Medical and Dental Council of Nigeria requires suitably qualified candidates to fill the following vacant positions in its Abuja office.

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|-----|------------------------------------|---|-----------|
| 1. | Assistant Registrar III | - | CONMESS 4 |
| 2. | Administrative Officer II | - | CONHESS 7 |
| 3. | Accountant II | - | CONHESS 7 |
| 4. | Higher Executive Officer (Account) | - | CONHESS 7 |
| 5. | Executive Officer | - | CONHESS 6 |
| 6. | Asst Technical Officer | - | CONHESS 5 |
| 7. | Asst. Executive Officer (GD) | - | CONHESS 5 |
| 8. | Asst. Executive Officer (Computer) | - | CONHESS 5 |
| 9. | Confidential Secretary III | - | CONHESS 5 |
| 10. | Assistant Stores Officer | - | CONHESS 5 |

Required Qualifications:

- Assistant Registrar III - Ref: MDCN/275/11.1**
 - MBBS registrable with MDCN from a recognised Institution.
 - Candidate must have passed Part I of the Fellowship of the National Post Graduate Medical College of Nigeria **OR** its equivalent in the specialty with minimum of 3 years post Part I Fellowship cognate experience
 - Possession of (i) plus at least seven years' post registration cognate experience.
 - Current MDCN practising licence
 - Proficiency in usage of computer.
- Administrative Officer II - Ref: MDCN/275/11.2**
 - WAEC O'Level (minimum of 5 credits including English Language and Mathematics) obtained at not more than two sittings.
 - First Degree in Social Sciences or Humanities
 - Minimum of 2 years experience in government establishment.
 - Legal experience will be an added advantage.
 - Proficiency in usage of computer.
- Accountant II - Ref: MDCN/275/11.3**
 - WAEC O'Level (minimum of 5 credits including English Language and Mathematics) obtained at not more than two sittings.
 - First Degree in Accounting
 - Possession of Professional Certificates ACA or ANAN will be an added advantage,
 - Proficiency in usage of computer, especially in Accounting software.
 - Must be able to prepare budget.
 - Minimum of 2 years experience in government establishment.

4. **Higher Executive Officer (Account) - Ref: MDCN/275/11.3**
 - i.) WAEC O'Level (minimum of 5 credits including English Language and Mathematics) obtained at not more than two sittings.
 - ii.) Higher National Diploma in Accountancy from a recognised Institution
 - iii.) Possession of a pass in I and II (intermediate) of the Association of Certified and Corporate Accountants
 - iv.) Proficiency in usage of computer, especially in Accounting softwares.
 - v.) Must be able to prepare budget.
 - vi.) Minimum of 2 years experience in government establishment.
5. **Executive Officer - Ref: MDCN/275/11.4**
 - i.) WAEC O'Level with minimum of 5 credits including English Language and Mathematics at not more than two sittings.
 - ii.) HND in Business Studies or Public Administration from a recognised Institution.
 - iii.) Previous administrative experience will be an added advantage
 - iv.) Proficiency in usage of computer.
6. **Assistant Technical Officer - Ref: MDCN/275/11.8**
 - i.) WAEC O'Level with minimum of 5 credits including English Language and Mathematics at not more than two sittings
 - ii.) Full Technological Certificate of the City and Guilds Institute of London in Mechanical Engineering or OND in Mechanical Engineering from a recognised Institution plus minimum of one year cognate experience in the Public Service.
 - iii.) Must be Computer literate
7. **Assistant Executive Officer (GD) - Ref: MDCN/275/11.5**
 - i.) WAEC O'Level with minimum of 5 credits including English Language and Mathematics at not more than two sittings,
 - ii.) OND in Business Studies or Public Administration from a recognised Institution.
 - iii.) Proficiency in usage of computer.
8. **Assistant Executive Officer (Computer) - Ref: MDCN/275/11.6**
 - i.) WAEC O'Level with minimum of 5 credits including English Language and Mathematics at not more than two sittings
 - ii.) OND in Computer Studies from a recognised Institution.
 - iii.) Proficiency in usage of computer.
9. **Confidential Secretary III - Ref: MDCN/275/11.7**
 - i.) WAEC O'Level with minimum of 5 credits including English Language and Mathematics at not more than two sittings
 - ii.) OND in Secretarial Studies including a pass at 100 and 50 words per minute in Short hand and Type Writing respectively from a recognised Institution.
 - iii.) Proficiency in usage of computer.
10. **Assistant Stores Officer - Ref: MDCN/275/11.9**
 - i.) WAEC O'Level with minimum of 5 credits including English Language and Mathematics at not more than two sittings
 - ii.) OND in Business Studies, Purchasing and Supply or Intermediate Certificate of the Institute of Purchasing and Supply, London.
 - lii.) Proficiency in usage of computer.

Methods of Application:

Interested and qualified applicants are expected to submit their Curriculum Vitae in the following format using MICROSOFT office words 2007, to this email:
mdcnadmemployment@yahoo.com

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION/CURRICULUM VITAE
POSITION SOUGHT e.g. Administrative Officer II

DATE:

Name: Last First Middle

Residential Address:

Mailing Address:

Telephone:

State of Origin:

LGA:

e-mail:

Are you currently employed: Yes/No

EDUCATION BACKGROUND
SECONDARY SCHOOL AND ADDRESS:

Certificate obtained and grades: e.g. Eng B3, Maths A2 etc.

Date:

POLYTECHNIC/UNIVERSITY AND ADDRESS

Major Course of Study:

Certificate Obtained with class of degree:

Date:

SPECIALISED TRAINING: e.g. Computer and others

OTHER EDUCATION:

Please list your areas of highest proficiency or special skills that may contribute to your abilities in performing the above mentioned position

- i.
- ii.
- iii.

PREVIOUS EXPERIENCE (pls. list beginning from most recent)

Date employed:

Organisation Name:

Location:

Role:

- Pls. Note:**
- i. Qualifications already acquired which are not tendered at the time of application will not be recognised after employment for the purpose of advancement.
 - ii. Short-listed Candidates will be required to submit one hard copy each of their Application and Credentials

Failure to comply with methods of application invalidates the application.
The closing date is six weeks from the date of the advertisement.

Dr. Abdulmumini A. Ibrahim

Registrar, Medical and Dental Council of Nigeria.