



# **SULE LAMIDO UNIVERSITY KAFIN HAUSA**

## ***SCHEME OF SERVICE FOR SENIOR NON-TEACHING STAFF (Revised Edition)***

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## **PREAMBLE**

University connotes universalism – a global centre for excellence, which advances the frontiers of knowledge through teaching, learning, research and community service. University education is essentially a constituent element of economic, social, political and cultural development in any society chiefly because the role of a university everywhere is to produce well educated people not only equipped with knowledge and skills, but also the critical and intellectual capacity to resolve problems, analyse new and emerging trends, ask relevant questions in the interest of the development of the community and the nation.

The appraisal exercise for Senior Non-Teaching Staff is an annual event which is aimed at evaluating the performance of staff annually based on Key Performance Indicators as detailed in this publication. The appraisal exercise is not meant for promotions only, but to commend or reprimand staff following due process. It is therefore mandatory that all Senior Non-Teaching Staff should fill the forms at the appropriate time.

This scheme of service for Senior Non-Teaching Staff may be reviewed after five (5) years based on the University Council's directives.



## 1.0 ACADEMIC PLANNING OFFICER CADRE

### 1.1 Posts and Salaries

<i>Academic Planning Officer II</i>	- <b>CONTISS 07</b>
<i>Academic Planning Officer I</i>	- <b>CONTISS 08</b>
<i>Senior Academic Planning Officer</i>	- <b>CONTISS 09</b>
<i>Principal Academic Planning Officer</i>	- <b>CONTISS 11</b>
<i>Assistant Chief Academic Planning Officer</i>	- <b>CONTISS 12</b>
<i>Chief Academic Planning Officer</i>	- <b>CONTISS 13</b>
<i>Deputy Director</i>	- <b>CONTISS 14</b>

### 1.2 Duties

- i) Academic Planning Officer II - CONTISS 07**
- Canvas for information and data required for academic planning;
  - Collate all information collected;
  - Analyse, where necessary, such data as might be assigned for analysis;
  - Participate in the administration of the Lecturer Evaluation Form;
  - Provide professional and community services;
  - Carryout other duties as may be assigned.
- ii) Academic Planning Officer I - CONTISS 08**
- Show competence in communication skills and data handling;
  - Collect and collate information needed for planning;
  - Participate in sourcing and analysing information on students and staff;
  - Participate in preparing the various documents required;
  - Monitor the Academic Planning Officer II;
  - Provide professional and community services;
  - Carryout other duties as may be assigned.
- iii) Senior Academic Planning Officer - CONTISS 09**
- Show competence in communication skills and information management;
  - Show familiarity with the functions of the Unit;
  - Coordinate the duties assigned to the Academic Planning Officer I;



- d) Participate in sourcing and analysing information on students and staff;
  - e) Participate in the preparation of the various documents produced by the Unit;
  - f) Provide professional and community services;
  - g) Carryout other duties as may be assigned.
- iv) Assistant Chief Academic Planning Officer - CONTISS 12**
- a) Show competence in communication skills and information management;
  - b) Show familiarity with the functions of the Unit;
  - c) Coordinate and monitor the duties assigned to subordinates;
  - d) Participate in sourcing, collating analysing information needed for academic planning;
  - e) Participate in the preparation of all the documents required from the Unit;
  - f) Provide professional and community services;
  - g) Carryout other duties as may be assigned.
- v) Chief Academic Planning Officer - CONTISS 13**
- a) Show competence in communication skills and information management;
  - b) Show familiarity with the functions of the Unit;
  - c) Supervise and mentor the staff under him;
  - d) Participate in and coordinate the production of the various documents required from the Unit;
  - e) Respond to requests made on the Unit by other Units of the University and external bodies;
  - f) Provide professional and community services;
  - g) Carryout other duties as may be assigned.
- vi) Deputy Director (Quality Assurance) - CONTISS 14**
- a) Assist the Director in liaising with the National Universities Commission (NUC) on behalf of the University;
  - b) Assist the Director on accreditation and related issues;
  - c) Take charge of quality assurance in the University;



- d) Take charge of classroom/lecture venue inspection;
- e) Take charge of administration of Lecturer Evaluation Form;
- f) Assist the Director in the preparation of Annual Budget Estimates for the Unit;
- g) Assist the Director in the preparation of periodic and annual reports;
- h) Provide professional and community services;
- i) Carryout other duties as may be assigned.

**vii) Deputy Director (Academic Support Services) - CONTISS 14**

- a) Participate in the specification and acquisition of all teaching and research equipment;
- b) Develop and maintain an equipment database;
- c) Responsible for the maintenance and proper functioning of all major teaching and research equipment;
- d) Monitor appropriate use of equipment by Departments and Units;
- e) Respond to request from external bodies on existing equipment in the University;
- f) Take inventory of all available lecture venues;
- g) Assist the Director in the preparation of Annual Budget Estimates for the Unit;
- h) Assist the Director in the preparation of periodic and annual reports;
- i) Provide professional and community services;
- j) Carryout other duties as may be assigned.

**viii) Deputy Director (Strategic Planning & Monitoring) - CONTISS 14**

- a) Responsible for monitoring and evaluation of the implementation of the University's strategic plan;
- b) Assist the Director in developing the University's strategic plan;
- c) Develop an implementation log frame for the plan;
- d) Responsible for data capture and analysis for evaluation;
- e) Prepare an annual report on the implementation of the plan for submission to management;



- f) Assist the Director in carrying out periodic review of the plan;
- g) Assist the Director in the preparation of Annual Budget Estimates for the Unit;
- h) Assist the Director in the preparation of periodic and annual reports;
- i) Provide professional and community services;
- j) Carryout other duties as may be assigned.

### **1.3 Method of Entry and Advancement within the Cadre**

#### **i) Academic Planning Officer II - CONTISS 07**

##### **Method of Entry:**

For appointment as Academic Planning Officer II, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in social sciences and any other relevant area, obtained from a recognised institution, NYSC Certificate and knowledge of Information Technology (IT).
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### **ii) Academic Planning Officer I - CONTISS 08**

##### **a) Method of Entry:**

For appointment as Academic Planning Officer I, a candidate shall possess any of the following requirements:

- i) A master's degree in the required area obtained from a recognised institution, NYSC Certificate and be conversant with the knowledge of IT.
- ii) A minimum of Lower Second-Class Honours degree in social sciences and any other relevant area, obtained from a recognised institution, NYSC Certificate and be conversant with the knowledge of IT and a minimum of 3 years relevant experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

##### **b) Method of Advancement:**

For promotion to the rank of Academic Planning Officer I, an Academic Planning Officer II must be conversant with the knowledge of IT, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Senior Academic Planning Officer - CONTISS 09****a) Method of Entry:**

For appointment as Senior Academic Planning Officer, a candidate shall possess any of the following requirements:

- i) A master's degree in the required area obtained from a recognised institution, NYSC Certificate and be conversant with the knowledge of IT and a minimum of 3 years relevant experience.
- ii) A minimum of Lower Second-Class Honours degree in social sciences and any other relevant area, obtained from a recognised institution, NYSC Certificate and be conversant with the knowledge of IT and a minimum of 6 years relevant experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Academic Planning Officer, an Academic Planning Officer I must be proficient in IT, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Academic Planning Officer - CONTISS 11****a) Method of Entry:**

For appointment as Senior Academic Planning Officer, a candidate shall possess any of the following requirements:

- i) A master's degree in the required area obtained from a recognised institution, NYSC Certificate and be conversant with the knowledge of IT and a minimum of 6 years relevant experience.
- ii) A minimum of Lower Second-Class Honours degree in social sciences and any other relevant area, obtained from a recognised institution, NYSC Certificate and be conversant with the knowledge of IT and a minimum of 9 years relevant experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Academic Planning Officer, a Senior Academic Planning Officer must be proficient in IT, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**v) Assistant Chief Academic Planning Officer - CONTISS 12**

*[The post of Assistant Chief Academic Planning Officer and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Academic Planning Officer, a Principal Academic Planning Officer must be versatile in IT, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Chief Academic Planning Officer - CONTISS 13****Method of Advancement:**

For promotion to the rank of Chief Academic Planning Officer, an Assistant Chief Academic Planning Officer must be versatile in IT, served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

The Assistant Chief Academic Planning Officer must have attended and passed a Senior Management Training in Planning from a reputable institution such as ASCON.

**vii) Deputy Director - CONTISS 14****Method of Advancement:**

For promotion to the rank of Deputy Director of Academic Planning, a Chief Academic Planning Officer must be versatile in use of IT, served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Chief Academic Planning Officer must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow in the unit and have the capacity to provide good leadership.



## 2.0 ACCOUNTANT CADRE

### 2.1 Posts and Salaries

<i>Accountant II</i>	- <i>CONTISS 07</i>
<i>Accountant I</i>	- <i>CONTISS 08</i>
<i>Senior Accountant</i>	- <i>CONTISS 09</i>
<i>Principal Accountant</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Accountant</i>	- <i>CONTISS 12</i>
<i>Chief Accountant</i>	- <i>CONTISS 13</i>
<i>Deputy Bursar</i>	- <i>CONTISS 14</i>
<i>Director</i>	- <i>CONTISS 15</i>
<i>Bursar</i>	- <i>FIXED SALARY</i>

### 2.2 Duties

- i) Accountant II - CONTISS 07**
- Assist in carrying out financial and treasury duties;
  - Assist in taking charge of receipts and disbursement of funds;
  - Assist in accounting for the University funds;
  - Assist in indenting for, controlling and issuing of treasury books and forms;
  - Assist in reconciling internally generated revenue accounts and Government subventions; and render financial returns and reports;
  - Assist in the production of Final Accounts and Financial Reports;
  - Provide professional and community services;
  - Carryout other duties as may be assigned.
- ii) Accountant I - CONTISS 08**
- Assist in carrying out financial and treasury duties;
  - Assist in taking charge of receipts and disbursement of funds;
  - Assist in accounting for the University funds;
  - Assist in indenting for, controlling and issuing of treasury books and forms;
  - Assist in reconciling internally generated revenue accounts and Government subventions; and render financial returns and reports;
  - Assist in the production of Final Accounts and Financial Reports;



- g) Demonstrate understanding of University Accounting System and Financial Regulations;
- h) Provide professional and community services;
- i) Carryout other duties as may be assigned.

**iii) Senior Accountant - CONTISS 09**

- a) Participate in carrying out financial and treasury duties;
- b) Demonstrate ability to interpret financial regulations in handling financial matters of the University;
- c) Assist in accounting for the University funds;
- d) Indent for, control and issue treasury books and forms;
- e) Reconcile internally generated revenue accounts and Government subventions and render financial returns and reports;
- f) Assist in the production of Final Accounts and Financial Reports;
- g) Assist in examining revenue collection procedures to ensure compliance;
- h) Assist in analysing Accounting Data for Management Information;
- i) Demonstrate knowledge of University Accounting System and Financial Regulations;
- j) Provide professional and community services;
- k) Carryout other duties as may be assigned.

**iv) Principal Accountant - CONTISS 11**

- a) Carryout financial and treasury duties;
- b) Take charge of receipts and disbursement of funds;
- c) Participate in Accounting for the University funds;
- d) Indent for, control and issue treasury books and forms;
- e) Reconcile internally generated revenue accounts and Government subventions; and render financial returns and report;
- f) Participate in the production of Final Accounts and Financial Reports;
- g) Examine revenue collection procedures to ensure compliance;
- h) Analyse Accounting Data for Management Information;



- i) Demonstrate good knowledge of University Accounting System and Financial Regulations;
  - j) Assist in training subordinates;
  - k) Provide professional and community services;
  - l) Carryout other duties as may be assigned.
- v) Assistant Chief Accountant - CONTISS 12**
- a) Carryout financial and treasury duties;
  - b) Take charge of receipts and disbursement of funds;
  - c) Participate in Accounting for the University funds;
  - d) Indent for, controls and issues treasury books and forms;
  - e) Reconcile internally generated revenue accounts and Government subventions; and render financial returns and reports;
  - f) Participate in the production of Final Accounts and Financial Reports;
  - g) Examine revenue collection procedures to ensure compliance;
  - h) Analyse Accounting Data for Management Information;
  - i) Exhibit good knowledge of the University Accounting Manual and Financial Regulations;
  - j) May be appointed to take charge of Unit/Division as the case may be;
  - k) Assist in interpretation and application of accounting regulations and procedures;
  - l) Assist in implementation of Financial Policies;
  - m) Participate in training of subordinates;
  - n) Provide professional and community services;
  - o) Carryout other duties as may be assigned.
- vi) Chief Accountant - CONTISS 13**
- a) Carryout financial and treasury duties;
  - b) Take charge of receipts and disbursement of funds;
  - c) Participate in Accounting for the University funds;



- d) Indent for, control and issue treasury books and forms;
- e) Reconcile internally generated revenue accounts and Government subventions; and render financial returns and report;
- f) Participate in the production of Final Accounts and Financial Reports;
- g) Examine revenue collection procedures to ensure compliance;
- h) Analyse Accounting Data for Management Information;
- i) Exhibit very good knowledge of the University Accounting Manual and Financial Regulations;
- j) Train subordinates;
- k) Take charge of Unit/Division as the case may be;
- l) Participate in implementation of Financial Policies;
- m) Participate in interpretation and application of accounting regulations and procedures;
- n) Participate in the preparation of Annual Budget Estimates;
- o) Participate in the preparation of Quarterly and Annual Financial Reports;
- p) Initiate development and training programmes for Bursary Staff;
- q) Provide professional and community services;
- r) Carryout other duties as may be assigned.

**vii) Deputy Bursar - CONTISS 14**

- a) Assist the Bursar in the management of Financial Resources of the University;
- b) Serve as Head of Division/Unit and provide good leadership;
- c) Make recommendations on the control and management of funds, investments and loans;
- d) Assist in the formulation and implementation of Financial Policies;
- e) Assist in the production and revision of Accounting Manuals and Financial Regulations;
- f) Interpretation and application of Financial Regulations, Accounting Manual and procedures, including the use of Government Accounting Terms e.g. Codes, Below-the-Line, AIE, etc.;



- g) Participate in the preparation of Annual Budget Estimates;
- h) Participate in the preparation of Quarterly and Annual Financial Reports;
- i) Identify training needs for manpower development and advise the Bursar on training programmes for staff;
- j) Participate in the periodic development and installation of efficient accounting system;
- k) Make recommendations on redeployment of staff for efficient service delivery;
- l) Make recommendations on financial matters;
- m) Provide professional and community services;
- n) Carryout other duties as may be assigned.

**viii) Director****- CONTISS 15**

- a) Head the Directorate and be answerable to the Bursar in the day-to-day financial management, coordination and supervision of activities of the Directorate;
- b) Advise on financial Policies, budgeting, disbursement of fund, purchases and contracts;
- c) Participate in the preparation and presentation of Annual Budget Estimates for the University;
- d) Assist in planning and control of periodic evaluation of University Accounting and Treasury Services;
- e) Participate in the updating of the Accounting Manual or financial procedures;
- f) Identify training needs for manpower development programmes and assist in the implementation of same;
- g) Participate in the preparation of periodic financial reports;
- h) Contribute to the periodic development and installation of efficient accounting system;
- i) Provide professional and community services;
- j) Carryout other duties as may be assigned.



**ix) Bursar - FIXED SALARY**

- a) Chief financial officer of the University responsible to the Vice-Chancellor for day-to-day administration and control of financial matters;
- b) Provide outstanding leadership and be the custodian of all Financial Records of the University;
- c) Advise on financial Policies, budgeting, disbursement of fund, purchases and contracts;
- d) Responsible for preparation and presentation of Annual Budget Estimates for the University;
- e) Responsible for planning and control of periodic evaluation of University Accounting and Treasury Services;
- f) Responsible for control, management and investment of funds;
- g) Prepare and update the Accounting Manual or financial procedures;
- h) Identify training needs for manpower development, initiate training programmes for staff and ensure implementation of same;
- i) Responsible for purchase of stock and equipment;
- j) Ensure strict compliance with the provisions of Financial Regulation and Due Process in all transactions of the University;
- k) Prepare Quarterly and Annual Financial Reports;
- l) Participate in the preparation of University Tenure/Annual Reports;
- m) Periodic development and installation of efficient accounting system;
- n) Deploy staff periodically;
- o) Provide professional and community services;
- p) Carryout other duties as may be assigned.

**2.3 Method of Entry and Advancement within the Cadre**

**i) Accountant II - CONTISS 07**

**Method of Entry:**

For appointment as Accountant II, a candidate shall possess the following requirements:



- i) A minimum of Lower Second-Class Honours degree in Accounting obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**ii) Accountant I - CONTISS 08**

**a) Method of Entry:**

For appointment as Accountant I, a candidate shall possess any of the following requirements:

- i) A minimum of Lower Second-Class Honours degree and Professional Qualification in Accounting obtained through qualifying examination or a master's degree in Accounting obtained from a recognised institution, NYSC Certificate and evidence of versatility in ICT.
- ii) A minimum of Lower Second-Class Honours degree in Accounting obtained from a recognised institution, NYSC Certificate and evidence of versatility in ICT with a minimum of 3 years relevant post-graduation experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Accountant I, an Accountant II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Senior Accountant - CONTISS 09**

**a) Method of Entry:**

For appointment as Senior Accountant, a candidate shall possess any of the following requirements:

- i) A minimum of Lower Second-Class Honours degree and Professional Qualification in Accounting obtained through qualifying examination or a master's degree in Accounting obtained from a recognised institution, NYSC Certificate and evidence of versatility in Accounting Software with a minimum of 3 years relevant post-graduation experience.
- ii) A minimum of Lower Second-Class Honours degree in Accounting obtained from a recognised institution, NYSC Certificate and evidence of versatility in Accounting Software with a minimum of 6 years relevant post-graduation experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.



**b) Method of Advancement:**

For promotion to the rank of Senior Accountant, an Accountant I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Accountant - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Accountant, a candidate shall possess any of the following requirements:

- i) A minimum of Lower Second-Class Honours degree and Professional Qualification in Accounting obtained through qualifying examination or a master's degree in Accounting obtained from a recognised institution, NYSC Certificate and evidence of versatility in Accounting Software with a minimum of 6 years relevant post-graduation experience.
- ii) A minimum of Lower Second-Class Honours degree in Accounting obtained from a recognised institution, NYSC Certificate and evidence of versatility in Accounting Software with a minimum of 9 years cognate post-graduation experience. In addition, a candidate must have obtained a Professional Qualification in Accounting obtained through qualifying examination,
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Accountant, a Senior Accountant must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**v) Assistant Chief Accountant - CONTISS 12**

*[The post of Assistant Chief Accountant and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Accountant, a Principal Accountant must have a Professional Qualification in Accounting obtained through qualifying examination, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Chief Accountant - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Chief Accountant, an Assistant Chief Accountant must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.



The Assistant Chief Accountant must have a Professional Qualification in Accounting obtained through qualifying examination.

**vii) Deputy Bursar - CONTISS 14**

**Method of Advancement:**

For promotion to the rank of Deputy Bursar, a Chief Accountant must have a Professional Qualification in Accounting obtained through qualifying examination, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Chief Accountant must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow in the unit and have the capacity to provide good leadership.

**viii) Director - CONTISS 15**

Appointment of the Director is by the Vice-Chancellor of a competent person, who must have attained the rank of at least a Deputy Bursar, and must have served outstandingly for a minimum of 3 years, demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow. He/she should have the capacity to provide good leadership.

**ix) Bursar - FIXED SALARY**

The appointment of the Bursar is governed by the provisions of the University Law.



### 3.0 ADMINISTRATIVE OFFICER CADRE

#### 3.1 Posts and Salaries

<i>Administrative Assistant</i>	- <i>CONTISS 07</i>
<i>Administrative Officer</i>	- <i>CONTISS 08</i>
<i>Assistant Registrar</i>	- <i>CONTISS 09</i>
<i>Senior Assistant Registrar II</i>	- <i>CONTISS 11</i>
<i>Senior Assistant Registrar I</i>	- <i>CONTISS 12</i>
<i>Principal Assistant Registrar</i>	- <i>CONTISS 13</i>
<i>Deputy Registrar</i>	- <i>CONTISS 14</i>
<i>Director</i>	- <i>CONTISS 15</i>
<i>Registrar</i>	- <i>FIXED SALARY</i>

#### 3.2 Duties

##### **i) Administrative Assistant - CONTISS 07**

- a) Be familiar with the organisational structure of the University;
- b) Assist in the general administration of the University;
- c) Assist in minutes and report writing;
- d) Show high sense of dedication to duty;
- e) Demonstrate competence in communication skills;
- f) Provide professional and community services;
- g) Carryout other duties as may be assigned.

##### **ii) Administrative Officer - CONTISS 08**

- a) Performing the duties of the Administrative Assistant at a higher level of responsibility;
- b) Display good knowledge of the organisational structure of the University;
- c) Be conversant with University Rules and Regulations;
- d) Provide professional and community services;
- e) Carryout other duties as may be assigned.

##### **iii) Assistant Registrar - CONTISS 09**

- a) Participate in the administration of the University;
- b) Demonstrate the potential to supervise others;
- c) Show a good grasp of the organisational structure of the University;
- d) Apply University Rules, Regulations and Procedure to issues;
- e) Participate in minutes and report writing;



- f) Show a high sense of commitment and dedication to duty;
  - g) Provide professional and community services;
  - h) Carryout other duties as may be assigned.
- iv) Senior Assistant Registrar II - CONTISS 11**
- a) Perform the responsibilities of an Assistant Registrar at a higher level;
  - b) Participate in the general administration of the University;
  - c) Demonstrate maturity and the ability to supervise and coordinate subordinates in general administrative work;
  - d) Show initiative and high sense of responsibility;
  - e) Assist in the management of the administrative workflow in the Unit;
  - f) Apply University Rules, Regulations and Procedure in the management of the affairs of the University;
  - g) Be conversant with the University Law and other related laws guiding the administration of the University;
  - h) Provide professional and community services;
  - i) Carryout other duties as may be assigned.
- v) Senior Assistant Registrar I - CONTISS 12**
- a) Performing the duties of Senior Assistant Registrar II at a higher level;
  - b) Assist the Principal Assistant Registrar/Deputy Registrar in the discharge of their responsibilities;
  - c) Take charge of a unit in the absence of a Principal Assistant Registrar;
  - d) Prepare minutes, reports and participate in the drafting of memos;
  - e) Serve as Secretary to important Management Committees;
  - f) Show capacity to provide leadership in the general administrative work of the University;
  - g) Provide professional and community services;
  - h) Carryout other duties as may be assigned.
- vi) Principal Assistant Registrar - CONTISS 13**
- a) Perform the duties of Senior Assistant Registrar I at a higher level;



- b) Demonstrate the ability to write and communicate effectively;
- c) Demonstrate ability and capacity to provide leadership in the general administrative work of the University;
- d) Serve as Head of Unit and could be appointed to head a division in the absence of a Deputy Registrar;
- e) Assist the Deputy Registrar in the discharge of administrative work of the University;
- f) Assist the Deputy Registrar in the supervision and coordination of the work of subordinates in the Unit or Division;
- g) Serve as Secretary to important University Committees;
- h) Draft memos and special administrative reports;
- i) Demonstrate a high sense of responsibility and a good understanding of the interpretation and application of Laws, Rules, Regulations and Procedures of the University;
- j) Provide professional and community services;
- k) Carryout other duties as may be assigned.

**vii) Deputy Registrar - CONTISS 14**

- a) Perform the duties of a Principal Assistant Registrar at a higher level;
- b) Serve as Head of Division and provide good leadership;
- c) Demonstrate high sense of administrative skills in the day-to-day running of the Registry;
- d) Serve as Secretary to major committees of the University;
- e) Assist in ensuring efficient day-to-day administration of the Registry;
- f) Show high sense of responsibility and commitment in the discharge of duties;
- g) Follow up on all major decisions as the Registrar may assign;
- h) Advise the Registrar on periodic redeployment of staff for efficient service delivery;
- i) Participate in the preparation of Annual Report and Budget Estimates;
- j) Provide professional and community services;
- k) Carryout other duties as may be assigned.

**viii) Director****- CONTISS 15**

- a) Head the Directorate and be answerable to the Registrar in the day-to-day management and general administration, coordination and supervision of the activities of the Directorate;
- b) Carryout special assignments as may be specified or assigned by the Vice-Chancellor/Registrar as the case may be;
- c) Show high sense of responsibility and commitment in the discharge of duties;
- d) Show exemplary leadership and capacity to adequately manage human and material resources;
- e) Assist the Vice-Chancellor/Registrar in the management of the affairs of the University;
- f) Assist in implementing decisions of the Management;
- g) Advise the Registrar on periodic redeployment of staff;
- h) Participate in the preparation of Annual Report and Budget Estimates;
- i) Provide professional and community services;
- j) Carryout other duties as may be assigned.

**ix) Registrar****- FIXED SALARY**

- a) The Registrar is the Chief Administrative Officer of the University and shall be responsible to the Vice-Chancellor for the efficient day-to-day administration and management of the University, including matters of promotion, staff welfare and discipline;
- b) Serve as the Secretary to the Council, Senate, Congregation and Convocation;
- c) Provide outstanding administrative leadership in the University and be the custodian and interpreter of all the Laws, Rules and Regulations of the University;
- d) Be the custodian of all University records and the University Seal;
- e) Attend all meetings of administrative committees and be the Chief Adviser to the Vice-Chancellor on matters affecting staff, students and University administration generally;
- f) Initiate and advise on training needs and manpower development;
- g) Prepare Annual Reports and Budget Estimates for Registry Department;
- h) Participate in the preparation of University's Tenure and Annual Reports;



- i) Periodic redeployment of staff for efficient service delivery;
- j) Provide professional and community services;
- k) Carryout other duties as may be assigned by the Vice-Chancellor/Council.

### **3.3 Method of Entry and Advancement within the Cadre**

#### **i) Administrative Assistant - CONTISS 07**

##### **Method of Entry:**

For appointment as Administrative Assistant, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Humanities/Social Sciences/Law/Public Administration obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### **ii) Administrative Officer - CONTISS 08**

##### **a) Method of Entry:**

For appointment as Administrative Officer, a candidate shall possess any of the following requirements:

- i) A master's degree in Humanities/Social Sciences/Public Administration obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- ii) LL.B. with a minimum of Lower Second-Class Honours obtained from a recognised institution and B.L., NYSC Certificate and evidence of computer literacy.
- iii) A minimum of Lower Second-Class Honours degree in Humanities/Social Sciences/Law/Public Administration obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 3 years relevant post-graduation experience.
- iv) In all the cases in (i) to (iii) above, a candidate shall be subjected to an interview that may require writing competency examination.

##### **b) Method of Advancement:**

For promotion to the rank of Administrative Officer, an Administrative Assistant must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Assistant Registrar - CONTISS 09****a) Method of Entry:**

For appointment as Assistant Registrar, a candidate shall possess any of the following requirements:

- i) LL.M. degree obtained from a recognised institution and B.L., NYSC Certificate and evidence of computer literacy.
- ii) A master's degree in Humanities/Social Sciences/Public Administration obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 3 years relevant post-graduation experience.
- iii) LL.B. with a minimum of Lower Second-Class Honours obtained from a recognised institution and B.L., NYSC Certificate, and evidence of computer literacy and a minimum of 3 years relevant post-graduation experience.
- iv) A minimum of Lower Second-Class Honours degree in Humanities/Social Sciences/Law/Public Administration obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 6 years relevant post-graduation experience.
- v) In all the cases in (i) to (iv) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Assistant Registrar, an Administrative Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Senior Assistant Registrar II - CONTISS 11****a) Method of Entry:**

For appointment as Senior Assistant Registrar II, a candidate shall possess any of the following requirements:

- i) LL.M. degree obtained from a recognised institution and B.L., NYSC Certificate and evidence of computer literacy with a minimum of 3 years cognate post-graduation experience.
- ii) A master's degree in Humanities/Social Sciences/Public Administration obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 6 years cognate post-graduation experience.



- iii) LL.B. with a minimum of Lower Second-Class Honours obtained from a recognised institution and B.L., NYSC Certificate and evidence of computer literacy with a minimum of 6 years cognate post-graduation experience.
- iv) A minimum of Lower Second-Class Honours degree in Humanities/Social Sciences/Law/Public Administration obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 9 years cognate post-graduation experience.
- v) In all the cases in (i) to (iv) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Assistant Registrar II, an Assistant Registrar must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**v) Senior Assistant Registrar I - CONTISS 12**

*[The post of Senior Assistant Registrar I and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Senior Assistant Registrar I, a Senior Assistant Registrar II must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Principal Assistant Registrar - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Principal Assistant Registrar, a Senior Assistant Registrar I must have registered with a relevant professional body, such as ANUPA, NIM, IPMA, etc., served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

The Senior Assistant Registrar I shall attend and pass a Senior Management Training Programme in a reputable professional training institution such as ASCON.

**vii) Deputy Registrar - CONTISS 14**

**Method of Advancement:**

For promotion to the rank of Deputy Registrar, a Principal Assistant Registrar must have registered with a relevant professional body, such as ANUPA, NIM, IPMA, etc., served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.



The Principal Assistant Registrar must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide leadership.

**viii) Director**

**- CONTISS 15**

Appointment of the Director is by the Vice-Chancellor of a competent person, who must have attained the rank of at least a Deputy Registrar, and must have served outstandingly for a minimum of 3 years, demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow. He/she should have the capacity to provide good leadership.

**ix) Registrar**

**- FIXED SALARY**

The appointment of Registrar is governed by the provisions of the University Law.



## 4.0 ARCHITECT CADRE

### 4.1 Posts and Salaries

<i>Architect II</i>	- <i>CONTISS 07</i>
<i>Architect I</i>	- <i>CONTISS 08</i>
<i>Senior Architect</i>	- <i>CONTISS 09</i>
<i>Principal Architect</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Architect</i>	- <i>CONTISS 12</i>
<i>Chief Architect</i>	- <i>CONTISS 13</i>
<i>Deputy Director</i>	- <i>CONTISS 14</i>
<i>Director</i>	- <i>CONTISS 15</i>

### 4.2 Duties

#### i) Architect II - CONTISS 07

- a) Assist in carrying out basic architectural designs for new works and rehabilitation of existing structures;
- b) Assist in assessing design briefs/proposals;
- c) Assist in supervising draughtsmen in producing working architectural drawings;
- d) Perform professional and community services;
- e) Carryout other duties as may be assigned.

#### ii) Architect I - CONTISS 08

- a) Assist in carrying out basic architectural designs for new works and rehabilitation/improvement of existing structures;
- b) Assist in assessing design briefs/proposals;
- c) Assist in supervising draughtsmen in producing working architectural drawings;
- d) Provide professional and community services;
- e) Carryout other duties as may be assigned.

#### iii) Senior Architect - CONTISS 09

- a) Assist in carrying out basic architectural designs for new works and rehabilitation/improvement of existing structures;
- b) Assist the Project Architect on capital projects;
- c) Assist in assessing architectural design briefs/proposals;



- d) Supervise draughtsmen in producing working architectural drawings;
- e) Provide professional and community services;
- f) Carryout other duties as may be assigned.

**iv) Principal Architect - CONTISS 11**

- a) Participate in architectural designs for new works and rehabilitation/improvement of existing structures;
- b) Serve as Project Architect on minor and medium capital projects;
- c) Participate in assessing architectural design briefs/proposals;
- d) Participate in supervising draughtsmen in producing working architectural drawings;
- e) Provide professional and community services;
- f) Carryout other duties as may be assigned.

**v) Assistant Chief Architect - CONTISS 12**

- a) Undertake architectural designs for new works and rehabilitation/improvement of existing structures;
- b) Serve as Project Architect on some major capital projects;
- c) Assist in assessing architectural design briefs/proposals;
- d) Assist in supervising draughtsmen in producing working architectural drawings;
- e) Assist in the preparation of annual capital estimates and cost effective physical allocation to projects;
- f) Assist in the up-dating the inventory of building spaces;
- g) Provide professional and community services;
- h) Carryout other duties as may be assigned.

**vi) Chief Architect - CONTISS 13**

- a) Carryout architectural designs for new works and rehabilitation/improvement of existing structures;
- b) Serve as Project Architect on major capital projects;
- c) Assess architectural design briefs/proposals;



- d) Supervise draughtsmen in producing working architectural drawings;
- e) Assist in the preparation of annual capital estimates and cost-effective physical allocation to projects;
- f) Assess and coordinate architectural designs and proposals from Executive Design Consultants;
- g) Assist in the preparation and up-dating of the University Master Plan, Environmental Policy and Assets Register;
- h) Participate in preparing annual budget estimates for the Unit;
- i) Participate in preparing periodic reports for the Unit;
- j) Provide professional and community services;
- k) Carryout other duties as may be assigned.

**vii) Deputy Director - CONTISS 14**

- a) Responsible for the planning, design, construction, monitoring and supervision of new facilities;
- b) Ensure cost effectiveness in the execution of architectural designs;
- c) Provide effective supervision of other professionals in the Unit;
- d) Cross check all working drawings to ensure that there are no discrepancies;
- e) Cross check all drawings against bill of quantities to ensure conformity;
- f) Participate in meetings with contractors/consultants on architectural project proposals;
- g) Participate in the preparation and maintenance of the University Master Plan, Environmental Policy and Fixed Assets Register;
- h) Assist in preparing annual budget estimates for the Unit;
- i) Assist in preparing periodic reports for the Unit;
- j) Initiate manpower training and staff development programmes;
- k) Provide professional and community services;
- l) Carryout other duties as may be assigned.

**viii) Director, PPD & MS - CONTISS 15**

- a) Responsible to the Vice-Chancellor for providing very good leadership in the department and ensuring the attainment of proper:



- i) Physical planning and development of the University
- ii) Maintenance, rehabilitation and care of existing University facilities i.e. roads, electricity, machinery, generators, vehicles, equipment and furniture
- iii) Cost effectiveness in all the University projects
- b) Ensure constant water and electricity supply in the University;
- c) Support and collaborate in the preparation of the University Assets Register;
- d) Prepare annual capital estimates and budgetary allocations for all engineering projects and services for the University;
- e) Recommend on the updating of the University Master Plan and Environmental Policy;
- f) Prepare periodic reports for the Department;
- g) Prepare annual budget estimates for the Department;
- h) Make periodic reports to the Management and the Council on the physical state of the University;
- i) Ensure manpower training and staff development programmes;
- j) Ensure periodic redeployment of staff for efficient service delivery;
- k) Provide professional and community services;
- l) Carryout other duties as may be assigned.

#### **4.3 Method of Entry and Advancement within the Cadre**

##### **i) Architect II - CONTISS 07**

##### **Method of Entry:**

For appointment as Architect II, a candidate shall possess any of the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Architecture obtained from a recognised institution, NYSC Certificate and evidence of computer literacy in professional software.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**ii) Architect I - CONTISS 08****a) Method of Entry:**

For appointment as Architect I, a candidate shall possess any of the following requirements:

- i) A master's degree in Architecture obtained from a recognised institution, NYSC Certificate and evidence of computer literacy in professional software.
- ii) A minimum of Lower Second-Class Honours degree in Architecture obtained from a recognised institution, NYSC Certificate and evidence of computer literacy in professional software with a minimum of 3 years relevant post-graduation experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Architect I, an Architect II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Senior Architect - CONTISS 09****a) Method of Entry:**

For appointment as Senior Architect, a candidate shall possess any of the following requirements:

- i) A master's degree in Architecture obtained from a recognised institution, NYSC Certificate and evidence of computer literacy in professional software with a minimum of 3 years relevant post-graduation experience.
- ii) A minimum of Lower Second-Class Honours degree in Architecture obtained from a recognised institution, NYSC Certificate and evidence of computer literacy in professional software with a minimum of 6 years relevant post-graduation experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Architect, an Architect I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.



**iv) Principal Architect - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Architect, a candidate shall possess any of the following requirements:

- i) A master's degree in Architecture obtained from a recognised institution, NYSC Certificate, registered with ARCON and evidence of versatility in professional software with a minimum of 6 years relevant post-graduation experience.
- ii) A minimum of Lower Second-Class Honours degree in Architecture obtained from a recognised institution, NYSC Certificate, registered with ARCON and evidence of versatility in professional software with a minimum of 9 years relevant post-graduation experience. In addition, a master's degree in Architecture is required.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Architect, a Senior Architect must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period. In addition, a master's degree in Architecture is required.

**v) Assistant Chief Architect - CONTISS 12**

*[The post of Assistant Chief Architect and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Architect, a Principal Architect must have registered with ARCON, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Chief Architect - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Chief Architect, an Assistant Chief Architect must have registered with ARCON, served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period. He/she must also be conversant with computer applications in architectural designs.

**vii) Deputy Director****- CONTISS 14****Method of Advancement:**

For promotion to the rank of Deputy Director, a Chief Architect must have registered with ARCON, served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Chief Architect must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow in the unit and have the capacity to provide good leadership. He/she must also be proficient in the application of computer in architectural designs.

**viii) Director****- CONTISS 15**

By appointment of a candidate with a minimum of Lower Second-Class Honours degree and a masters in Architecture, obtained from a recognised institution, NYSC Certificate, registered with ARCON with a minimum of 15 years post-qualification and 12 years post-registration experience.



## 5.0 ARCHIVIST CADRE

### 5.1 Posts and Salaries

<i>Archivist II</i>	- <i>CONTISS 07</i>
<i>Archivist I</i>	- <i>CONTISS 08</i>
<i>Senior Archivist</i>	- <i>CONTISS 09</i>
<i>Principal Archivist</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Archivist</i>	- <i>CONTISS 12</i>
<i>Chief Archivist</i>	- <i>CONTISS 13</i>

### 5.2 Duties

- i) Archivist II - CONTISS 07**
- Assist in providing archival services;
  - Assist in the selection of materials for permanent preservation;
  - Assist in describing archives by means of inventories;
  - Perform record management functions;
  - Assist in providing guidelines on the production, appraisal and selection of records for permanent preservation;
  - Provide professional and community services;
  - Carry out other duties as may be assigned.
- ii) Archivist I - CONTISS 08**
- Assist in providing archival services;
  - Assist in the selection of materials for permanent preservation;
  - Undertake training in specialized field;
  - Perform record management functions;
  - Assist in providing guidelines on the production, appraisal and selection of records for permanent preservation;
  - Provide professional and community services;
  - Carry out other duties as may be assigned.
- iii) Senior Archivist - CONTISS 09**
- Assist in providing archival services;



- b) Undertake training in specialized field;
- c) Assist in the selection of materials;
- d) Assist in describing archives by means of inventories;
- e) Perform records management functions;
- f) Assist in providing guidelines on the production, appraisal and selection of records for permanent preservation;
- g) Assist in the management of University Archives;
- h) Assist in preparing retention/disposal schedules and supervision of repository;
- i) Apply recent developments in archival practices;
- j) Train subordinates;
- k) Provide professional and community services;
- l) Carry out other duties as may be assigned.

**iv) Principal Archivist - CONTISS 11**

- a) Assist in providing archival services;
- b) Undertake training in specialized field;
- c) Assist in the selection of materials;
- d) Assist in describing archives by means of inventories;
- e) Perform records management functions;
- f) Assist in providing guidelines on the production, appraisal and selection of records for permanent preservation;
- g) Participate in the university archives;
- h) Assist in preparing retention/disposal schedules and supervision of repository;
- i) Apply recent developments in archival practices;
- j) Train subordinates;
- k) Assist in preparing Quarterly and Annual Reports of the Unit;
- l) Assist in preparing Annual Budget Estimate for the Unit;



- m) Participate in recommending the use of new schemes and policies;
- n) Participate in initiating the use of equipment relevant to archives development and processes;
- o) Provide professional and community services;
- p) Carry out other duties as may be assigned.
- v) Assistant Chief Archivist - CONTISS 12**
  - a) Assist in providing archival services;
  - b) Participate in providing guidelines on the production, appraisal and selection of records for permanent preservation;
  - c) Participate in preparing Quarterly and Annual Reports for the Unit;
  - d) Participate in the selection of materials for the Archives;
  - e) Participate in the training of junior officers;
  - f) Participate in recommending the use of new schemes and policies in Archival development;
  - g) Provide professional and community services;
  - h) Carry out other duties as may be assigned.
- vi) Chief Archivist - CONTISS 13**
  - a) Responsible to the Head of Department in providing good leadership in the Unit and oversee the provision of Archival services in the University;
  - b) Undertake training of staff in specialized field;
  - c) Recommend materials for permanent preservation;
  - d) Describe archives by means of inventories;
  - e) Perform records management functions;
  - f) Recommend guidelines on the production, appraisal and selection of records for permanent preservation;
  - g) Participate in the management University Archives;
  - h) Prepare retention/disposal schedules and supervision of repository;
  - i) Apply recent developments in archival practices to the management of archival services in the University;



- j) Train subordinates;
- k) Prepare Quarterly and Annual Reports of the Unit;
- l) Prepare Annual Budget Estimate for the Unit;
- m) Recommend the use of new schemes and policies in the management of archival services in the University;
- n) Recommend the procurement of equipment relevant to the development of archival services in the University;
- o) Initiate the review of the organization, processes, techniques and development of documentation;
- p) Formulate new systems of achieve classification;
- q) Provide professional and community services;
- r) Carry out other duties as may be assigned.

### **5.3 Method of Entry and Advancement within the Cadre**

#### **i) Archivist II - CONTISS 07**

##### **Method of Entry:**

For appointment as Archivist II, a candidate shall possess the following requirements:

- i) A minimum of Lower Second Class Honours degree in Library and Information Science, Library Science or History obtained from a recognized institution, NYSC Certificate and be conversant with Information Technology.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### **ii) Archivist I - CONTISS 08**

##### **a) Method of Entry:**

For appointment as Archivist I, a candidate shall possess any of the following requirements:

- i) A minimum of Master's degree in Library and Information Science, Library Science or History obtained from a recognized institution, NYSC Certificate and be conversant with Information Technology.
- ii) A minimum of Lower Second Class Honours degree in Library and Information Science, Library Science or History obtained from a recognized



institution, NYSC Certificate and be conversant with Information Technology with a minimum of 3 years cognate experience.

- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Archivist I, an Archivist II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Senior Archivist - CONTISS 09**

**a) Method of Entry:**

For appointment as Senior Archivist, a candidate shall possess any of the following requirements:

- i) A minimum Master's degree in Library and Information Science, Library Science or History obtained from a recognized institution, NYSC Certificate and be proficient in the usage of Information Technology with a minimum of 3 years cognate experience.
- ii) A minimum of Lower Second Class Honours degree in Library and Information Science, Library Science or History obtained from a recognized institution, NYSC Certificate and be proficient in the usage Information Technology with a minimum of 6 years cognate experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Archivist, an Archivist I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Archivist - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Archivist, a candidate shall possess any of the following requirements:

- i) A minimum Master's degree in Library and Information Science, Library Science or History obtained from a recognized institution, NYSC Certificate and be proficient in the usage of Information Technology with a minimum of 6 years cognate experience.
- ii) A minimum of Lower Second Class Honours degree in Library and



Information Science, Library Science or History obtained from a recognized institution, NYSC Certificate and be proficient in the usage of Information Technology with a minimum of 9 years cognate experience.

- iii) In cases (i) and (ii) above a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Archivist, a Senior Archivist must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**v) Assistant Chief Archivist - CONTISS 12**

*[The post of Assistant Chief Archivist and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Archivist, a Principal Archivist must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Chief Archivist - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Chief Archivist, an Assistant Chief Archivist must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Assistant Chief Archivist must have demonstrated the ability to efficiently supervise and effectively coordinate the day to day work flow in the unit and have the capacity to provide leadership.



## 6.0 BUILDING OFFICER CADRE

### 6.1 Posts and Salaries

<i>Building Officer II</i>	- <i>CONTISS 07</i>
<i>Building Officer I</i>	- <i>CONTISS 08</i>
<i>Senior Building Officer</i>	- <i>CONTISS 09</i>
<i>Principal Building Officer</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Building Officer</i>	- <i>CONTISS 12</i>
<i>Chief Building Officer</i>	- <i>CONTISS 13</i>
<i>Deputy Director</i>	- <i>CONTISS 14</i>
<i>Director</i>	- <i>CONTISS 15</i>

### 6.2 Duties

#### i) **Building Officer II** - **CONTISS 07**

- a) Prepare construction programmes;
- b) Participate in the execution of maintenance works;
- c) Supervise and monitor projects;
- d) Provide professional and community services;
- e) Carryout other duties as may be assigned.

#### ii) **Building Officer I** - **CONTISS 08**

- a) Carryout work study and analytical estimates including productivity measurement;
- b) Prepare materials, plant and labour schedules;
- c) Participate in planning the production and control of furniture;
- d) Participate in supervising and monitoring of projects under construction to ensure compliance with approved quality of materials;
- e) Provide professional and community services;
- f) Carryout other duties as may be assigned.

#### iii) **Senior Building Officer** - **CONTISS 09**

- a) Participate in the planning, execution and control of maintenance works;
- b) Prepare programmes for preventive and routine maintenance of all University buildings;
- c) Assist in the training of junior building officers and support staff;



- d) Maintain and update Building Register;
- e) Supervise and monitor projects under construction to ensure compliance with approved quality of materials;
- f) Provide professional and community services;
- g) Carryout other duties as may be assigned.

**iv) Principal Building Officer - CONTISS 11**

- a) Monitor all projects under construction and ensure compliance with the required standard;
- b) Carryout building surveys and recommend maintenance of buildings;
- c) Coordinate the preparation of building progress reports, registers and planning methods;
- d) Supervise the activities of subordinates;
- e) Train subordinates;
- f) Provide professional and community services;
- g) Carryout other duties as may be assigned.

**v) Assistant Chief Building Officer - CONTISS 12**

- a) Monitor all on-going projects to ensure compliance with the required standard;
- b) Assist in preparing Annual Budget Estimates of the Unit;
- c) Assist in preparing periodic report of the Unit;
- d) Prepare Building Officers Final Reports on all building projects;
- e) Supervise the execution of maintenance and construction works;
- f) Scrutinize progress reports on projects and prepare periodic reports on them;
- g) Coordinate the activities of subordinates;
- h) Assist in the general administration of the Unit;
- i) Initiate manpower training and staff development programmes;
- j) Assist in the review of building policies and programmes;
- k) Provide professional and community services;



l) Carryout other duties as may be assigned.

**vi) Chief Building Officer - CONTISS 13**

- a) Liaise with professional bodies in building matters for the benefit of the University;
- b) Advise on the formulation, execution and review of policies and programmes on building matters;
- c) Participate in preparing Annual Budget Estimates of the Unit;
- d) Participate in preparing periodic reports of the Unit;
- e) Recommend manpower training and staff development programmes;
- f) Recommend periodic redeployment of staff for efficient service delivery;
- g) Assist in ensuring compliance with the code of Professional Ethics;
- h) Provide professional and community services;
- i) Carryout other duties as may be assigned.

**vii) Deputy Director - CONTISS 14**

- a) Responsible to the Director in providing good leadership in the administration of the Unit;
- b) Oversee the construction of all University building projects;
- c) Advise on matters related to building construction and maintenance;
- d) Participate in the commissioning of all building projects;
- e) Prepare Annual Budget Estimates of the Unit;
- f) Prepare periodic reports of the Unit;
- g) Handle manpower training and staff development;
- h) Periodic redeployment of staff for efficient service delivery;
- i) Ensure compliance with the code of professional ethics;
- j) Provide professional and community services;
- k) Carryout other duties as may be assigned.

**viii) Director, PPD & MS - CONTISS 15**

- a) Responsible to the Vice-Chancellor for providing very good leadership in the Department and ensuring the attainment of proper:



- i) Physical planning and development of the University.
- ii) Maintenance, rehabilitation and care of existing University facilities i.e. roads, electricity, machinery, generators, vehicles, equipment and furniture.
- iii) Cost effectiveness in all University projects.
- b) Ensure constant water and electricity supply in the University;
- c) Support and collaborate in the preparation of the University Assets Register;
- d) Prepare Annual Capital Estimates and Budgetary Allocations for all engineering projects and services for the University;
- e) Recommend on the updating of the University Master Plan and Environmental Policy;
- f) Prepare periodic reports for the Department;
- g) Prepare Annual Budget Estimates for the Department;
- h) Make periodic reports to the Management and the Council on the physical state of the University;
- i) Ensure manpower training and staff development programmes;
- j) Ensure periodic redeployment of staff for efficient service delivery;
- k) Provide professional and community services;
- l) Carryout other duties as may be assigned.

### **6.3 Method of Entry and Advancement within the Cadre**

#### **i) Building Officer II - CONTISS 07**

##### **Method of Entry:**

For appointment as Building Officer II, a candidate shall possess any of the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Building or Building Technology obtained from a recognised institution, NYSC Certificate and be conversant with professional software.
- ii) A pass in the Final Part II Examination of the Nigerian Institute of Builders (NIOB) and be conversant with professional software.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**ii) Building Officer I - CONTISS 08****a) Method of Entry:**

For appointment as Building Officer I, a candidate shall possess any of the following requirements:

- i) A master's degree in Building or Building Technology obtained from a recognised institution, NYSC Certificate and be proficient in the usage of professional software.
- ii) A minimum of Lower Second-Class Honours degree in Building or Building Technology obtained from a recognised institution, NYSC Certificate and be proficient in the usage of professional software with a minimum of 3 years cognate experience.
- iii) A pass in the Final Part II Examination of the NIOB and be proficient in the usage of professional software with a minimum of 3 years cognate experience.
- iv) Corporate membership of the NIOB and be proficient in the usage of professional software.
- v) In cases (i) to (iv) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Building Officer I, a Building Officer II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Senior Building Officer - CONTISS 09****a) Method of Entry:**

For appointment as Senior Building Officer, a candidate shall possess any of the following requirements:

- i) A master's degree in Building or Building Technology obtained from a recognised institution, NYSC Certificate and be proficient in the usage of professional software with a minimum of 3 years cognate experience.
- ii) A minimum of Lower Second-Class Honours degree in Building or Building Technology obtained from a recognised institution, NYSC Certificate and be proficient in the usage of professional software with a minimum of 6 years cognate experience.
- iii) A pass in the Final Part II Examination of the NIOB and be proficient in the usage of professional software with a minimum of 6 years cognate experience.



- iv) Corporate membership of the NIOB and be proficient in the usage of professional software with a minimum of 3 years cognate working experience.
- v) In cases (i) to (iv) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Building Officer, a Building Officer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Building Officer - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Building Officer, a candidate shall possess any of the following requirements:

- i) A master's degree in Building or Building Technology obtained from a recognised institution, NYSC Certificate and be versatile in the usage of professional software with a minimum of 6 years cognate experience.
- ii) A minimum of Lower Second-Class Honours degree in Building or Building Technology obtained from a recognised institution, NYSC Certificate and be versatile in the usage of professional software with a minimum of 9 years cognate experience.
- iii) A pass in the Final Part II Examination of the NIOB and be versatile in the usage of professional software with a minimum of 9 years cognate experience.
- iv) Corporate membership of the NIOB and be versatile in the usage of professional software with a minimum of 6 years cognate working experience.
- v) In cases (i) to (iv) above, a candidate shall be subjected to an interview that may require writing competency examination.

**Method of Advancement:**

For promotion to the rank of Principal Building Officer, a Senior Building Officer must have registered with the Council of Registered Builders of Nigeria (CORBON), served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**v) Assistant Chief Building Officer - CONTISS 12**

*[The post of Assistant Chief Building Officer and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Building Officer, a Principal Building Officer must have registered with the CORBON, served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Chief Building Officer - CONTISS 13****Method of Advancement:**

For promotion to the rank of Chief Building Officer, an Assistant Chief Building Officer must have registered with CORBON, served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

The Assistant Chief Building Officer must be up-to-date with computer applications in Building Engineering drawings.

**vii) Deputy Director, Building - CONTISS 14****Method of Advancement:**

For promotion to the rank of Deputy Director, a Chief Building Officer must have registered with CORBON, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Chief Building Officer must be up-to-date with computer applications in Building Engineering drawings.

The Chief Building Officer must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow in the unit and have the capacity to provide good leadership.

**viii) Director - CONTISS 15**

By appointment of a candidate with a minimum of Lower Second-Class Honours degree and a Masters in Building Technology, obtained from a recognised institution, NYSC Certificate, registered with CORBON with a minimum of 15 years post-qualification and 12 years post-registration experience.



## 7.0 CLERICAL OFFICER CADRE

### 7.1 Post and Salary

**Chief Clerical Officer** - **CONTISS 06**

### 7.2 Duties

**Chief Clerical Officer** - **CONTISS 06**

- a) Take charge of correspondences and mails in the Unit;
- b) In-charge of file movement register;
- c) Custody of files and records in the Unit;
- d) Supervise the work of subordinates;
- e) Keep official secrets;
- f) Carryout other duties as may be assigned.

### 7.3 Method of Entry and Advancement within the Cadre

**Chief Clerical Officer** - **CONTISS 06**

By promotion of a suitable and qualified Assistant Chief Clerical Officer who has obtained a relevant National Diploma from a recognised institution, served satisfactorily for a minimum of 3 years, obtained favourable Annual Performance Evaluation Reports for the period and evidence of computer literacy.



## 8.0 COACH CADRE

### 8.1 Posts and Salaries

<i>Coach II</i>	- <i>CONTISS 07</i>
<i>Coach I</i>	- <i>CONTISS 08</i>
<i>Senior Coach</i>	- <i>CONTISS 09</i>
<i>Principal Coach</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Coach</i>	- <i>CONTISS 12</i>
<i>Chief Coach</i>	- <i>CONTISS 13</i>
<i>Deputy Director of Sports</i>	- <i>CONTISS 14</i>
<i>Director of Sports</i>	- <i>CONTISS 15</i>

### 8.2 Duties

#### i) **Coach II** - **CONTISS 07**

- a) Assist in training of sportsmen and women (students and staff) in various sporting activities;
- b) Assist in leading participants to sporting competitions and ensuring their good conduct;
- c) Assist in ensuring safe custody of sporting equipment;
- d) Assist in ensuring the good upkeep of sporting arenas/fields;
- e) Provide professional and community services;
- f) Carryout other duties as may be assigned.

#### ii) **Coach I** - **CONTISS 08**

- a) Assist in carrying out training of sportsmen and women (students and staff) in various sporting activities;
- b) Assist in leading participants to sporting competitions and ensuring their good conduct;
- c) Assist in ensuring safe custody of sporting equipment;
- d) Assist in taking inventory and upkeep of sporting equipment;
- e) Assist in ensuring the good upkeep of sporting facilities;
- f) Provide professional and community services;
- g) Carryout other duties as may be assigned.

#### iii) **Senior Coach** - **CONTISS 09**



- a) Participate in carrying out training of sportsmen and women (students and staff) in various sporting activities;
- b) Participate in leading participants to sporting competitions and ensuring their good conduct;
- c) Participate in ensuring safe custody of sporting equipment;
- d) Assist in taking inventory and upkeep of sporting equipment;
- e) Participate in ensuring the good upkeep of sporting facilities;
- f) Assist in scouting for and developing talents in various sporting fields;
- g) Provide professional and community services;
- h) Carryout other duties as may be assigned.

**iv) Principal Coach - CONTISS 11**

- a) Carryout training of sportsmen and women (students and staff) in various sporting activities;
- b) Assist in leading participants to sporting competitions and ensuring their good conduct;
- c) Participate in ensuring safe custody of sporting equipment;
- d) Participate in taking inventory and upkeep of sporting equipment;
- e) Assist in ensuring the good upkeep of sporting facilities;
- f) Assist in scouting for and developing talents in various sporting fields;
- g) Assist in developing and strengthening linkages with outside bodies;
- h) Assist in organising Inter-Hall or Inter-Departmental/Faculty competitions in relevant sports;
- i) Provide professional and community services;
- j) Carryout other duties as may be assigned.

**v) Assistant Chief Coach - CONTISS 12**

- a) Carryout training of sportsmen and women (students and staff) in various sporting activities;
- b) Assist in leading participants to sporting competitions and ensuring their good conduct;
- c) Participate in ensuring safe custody of sporting equipment;
- d) Participate in taking inventory and upkeep of sporting equipment;
- e) Assist in ensuring the good upkeep of sporting facilities;



- f) Assist in scouting for and developing talents in various sporting fields;
- g) Participate in developing and strengthening linkages with outside bodies;
- h) Assist in recommending sporting activities in the University;
- i) Participate in recommending the use of up-to-date training methods and equipment in sporting activities;
- j) Participate in organising Inter-Hall or Inter-Departmental/Faculty competitions in relevant sports;
- k) Participate in scouting for and developing talents in various sporting areas;
- l) Provide professional and community services;
- m) Carryout other duties as may be assigned.

**vi) Chief Coach - CONTISS 13**

- a) Carryout training of sportsmen and women (students and staff) in various sporting activities;
- b) Assist in leading participants to sporting competitions and ensuring their good conduct;
- c) Participate in ensuring safe custody of sporting equipment;
- d) Assist in taking inventory and upkeep of sporting equipment;
- e) Responsible for the good upkeep of sporting facilities;
- f) Scout for and develop talents of sports men and women in various sporting fields;
- g) Develop and strengthen linkages with outside bodies;
- h) Organise Inter-Hall /Departmental/Faculty competitions in the relevant sports;
- i) Recommend the use of up-to-date training methods and equipment in sporting activities;
- j) Participate in recommending sporting activities in the University;
- k) Assist in preparing Quarterly and Annual Reports on sporting activities and competitions in the University;
- l) Assist in preparing Annual Budget Estimates for the Directorate;
- m) Assist in recommending manpower development and staff training programmes;



- n) Assist in purchasing sporting equipment;
- o) Assist in coordinating all sporting competitions such as NUSSA, NUGA, WAUG, etc.;
- p) Provide professional and community services;
- q) Carryout other duties as may be assigned.

**vii) Deputy Director of Sports - CONTISS 14**

- a) Assist the Director in the general administration of the Directorate;
- b) Carryout training of sportsmen and women (students and staff) in various sporting activities;
- c) Assist in leading participants to sporting competitions and ensuring their good conduct;
- d) Ensure safe custody of sporting equipment;
- e) take inventory and upkeep of sporting equipment;
- f) Responsible for the good upkeep of sporting facilities;
- g) Scout for and develop talents of sportsmen and women in various sporting fields;
- h) Develop and strengthen linkages with outside bodies;
- i) Take charge of organising inter-hall or inter-departmental/faculty competitions in the relevant sports;
- j) Recommend the use of up-to-date training methods and equipment in sporting activities;
- k) Participate in recommending sporting activities in the University;
- l) Participate in preparing periodic reports on sporting activities and Competitions in the University;
- m) Participate in preparing Annual Budget Estimates for the Directorate;
- n) Participate in recommending manpower training and staff development programmes;
- o) Participate in purchasing sporting equipment;
- p) Participate in coordinating all sporting competitions such as NUSSA, NUGA, WAUG, etc.;
- q) Assist in enhancing the career prospects of high performers in any game;



- r) Perform professional and community services;
- s) Carryout other duties as may be assigned.

**viii) Director of Sports - CONTISS 15**

- a) Responsible to the Vice-Chancellor for providing very good leadership in the department and proper development of exercise, sporting and recreational activities in the University;
- b) Coordinate all sporting activities in the University;
- c) Determine the sporting requirements and activities for staff and students;
- d) Coordinate and develop sporting competitions;
- e) Organise activities to inculcate the culture of exercise and recreational values, which are essential to good health in staff and students;
- f) Exhibit the capacity to attract funds to develop sporting activities;
- g) Ensure enhancing the career prospects of high performers in any game;
- h) Prepare Quarterly and Annual Reports on sporting activities and Competitions to the University Management;
- i) Prepare Annual Budget Estimates for the Directorate;
- j) Serve as a member of the University Sports Consultative Committee;
- k) Ensure manpower development and staff training;
- l) Participate in purchasing sporting equipment;
- m) Take charge of coordinating all sporting competitions such as NUSSA, NUGA, WAUG, etc.;
- n) Lead the University delegates to national and international competitions;
- o) Recommend the types of sporting facilities to be constructed and their locations;
- p) Prepare and draft memos and speeches for the Vice-Chancellor on sporting activities;
- q) Recommend the formulation, execution and reviewing of policies affecting sports and sporting activities in the University;
- r) Responsible for the custody, security and upkeep of all sporting equipment and facilities in the University;
- s) Provide professional and community services;



t) Carryout other duties as may be assigned.

### **8.3 Method of Entry and Advancement within the Cadre**

#### **i) Coach II - CONTISS 07**

##### **Method of Entry:**

For appointment as Coach II, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Physical and Health Education, or other related fields, obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### **ii) Coach I - CONTISS 08**

##### **a) Method of Entry:**

For appointment as Coach I, a candidate shall possess any of the following requirements:

- i) A master's degree in Physical and Health Education, or other related fields, obtained from a recognised institution, a Graded Coaching Certificate from the National Institute for Sports (NIS) or a recognised Sports Institute, NYSC Certificate and evidence of computer literacy.
- ii) A minimum of Lower Second-Class Honours degree in Physical and Health Education, or other related fields, obtained from a recognised institution, a Graded Coaching Certificate from NIS or a recognised Sports Institute, NYSC Certificate and evidence of computer literacy with a minimum of 3 years relevant post-graduation experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

##### **b) Method of Advancement:**

For promotion to the rank of Coach I, a Coach II must be Computer Literate, have served satisfactorily for a minimum of 3 years, obtained a Graded Coaching Certificate from NIS or a recognised Sports Institute and a favourable Annual Performance Evaluation Reports for the period.

#### **iii) Senior Coach - CONTISS 09**

##### **a) Method of Entry:**

For appointment as Senior Coach, a candidate shall possess any of the following requirements:



- i) A master's degree in Physical and Health Education, or other related fields, obtained from a recognised institution, a Graded Coaching Certificate from NIS or a recognised Sports Institute, NYSC Certificate and evidence of computer literacy with a minimum of 3 years relevant post-graduation experience.
- ii) A minimum of Lower Second-Class Honours degree in Physical and Health Education, or other related fields, obtained from a recognised institution, a Graded Coaching Certificate from NIS or a recognised Sports Institute, NYSC Certificate and evidence of computer literacy with a minimum of 6 years relevant post-graduation experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Coach, a Coach I must be Computer Literate, have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Coach - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Coach, a candidate shall possess any of the following requirements:

- i) A master's degree in Physical and Health Education, or other related fields, obtained from a recognised institution, a Graded Coaching Certificate from NIS or a recognised Sports Institute, NYSC Certificate and evidence of computer literacy with a minimum of 6 years cognate post-graduation experience.
- ii) A minimum of Lower Second-Class Honours degree in Physical and Health Education, or other related fields, obtained from a recognised institution, a Graded Coaching Certificate from NIS or a recognised Sports Institute, NYSC Certificate and evidence of computer literacy with a minimum of 9 years cognate post-graduation experience.
- iii) In cases (i) and (ii) above, a candidate shall be required to show skills and proficiency in one or more sporting fields and be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Coach, a Senior Coach must be Computer Literate, have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**v) Assistant Chief Coach - CONTISS 12**

*[The post of Assistant Chief Coach and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Coach, a Principal Coach must be Computer Literate, have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Chief Coach - CONTISS 13****Method of Advancement:**

For promotion to the rank of Chief Coach, an Assistant Chief Coach must be Computer Literate, have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

The Chief Coach shall attend and pass a Senior Coaching Training Programme in NIS or a recognised institution.

**vii) Deputy Director - CONTISS 14****Method of Advancement:**

For promotion to the rank of Deputy Director, a Chief Coach must be Computer Literate, have served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Chief Coach must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day administrative workflow in the unit and have the capacity to provide good leadership.

**viii) Director - CONTISS 15**

For appointment to the rank of Director, a candidate must have a record of outstanding performance with a minimum of 15 years cognate experience. He must have the capacity to provide good leadership and demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years. He must possess the skill and proficiency in various fields of sports needed for high performance in sporting events.



## 9.0 COMMUNITY HEALTH OFFICER CADRE

### 9.1 Posts and Salaries

<i>Community Health Officer</i>	- <i>CONTISS 06</i>
<i>Higher Community Health Officer</i>	- <i>CONTISS 07</i>
<i>Senior Community Health Officer</i>	- <i>CONTISS 08</i>
<i>Principal Community Health Officer II</i>	- <i>CONTISS 09</i>
<i>Principal Community Health Officer I</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Community Health Officer</i>	- <i>CONTISS 12</i>
<i>Chief Community Health Officer</i>	- <i>CONTISS 13</i>

### 9.2 Duties

- i) Community Health Officer - CONTISS 06**
- Carryout routine activities in the University Medical Services Unit;
  - Assist in educating members of the community on their health needs;
  - Assist in sterilizing equipment according to established procedures;
  - Assist in dressing of uncomplicated wounds according to prescriptions;
  - Assist in collecting and labelling specimens for laboratory tests;
  - Assist in dispensing drugs according to established procedures;
  - Assist in counselling on family planning and special clinical services;
  - Carryout other duties as may be assigned;;
  - Carryout any other duty as may be assigned.
- ii) Higher Community Health Officer - CONTISS 07**
- Carryout routine activities in the University Medical Services Unit;
  - Assist in educating members of the community on their health needs;
  - Assist in sterilizing equipment according to established procedures;
  - Assist in dressing of uncomplicated wounds according to prescriptions;
  - Assist in collecting and labelling specimens for laboratory tests;
  - Assist in dispensing drugs according to established procedures;
  - Assist in counselling on family planning and special clinical services;
  - Carryout other duties as may be assigned;;



i) Carryout any other duty as may be assigned.

**iii) Senior Community Health Officer - CONTISS 08**

- a) Carryout routine activities in the University Medical Services Unit;
- b) Assist in educating members of the community on their health needs;
- c) Assist in sterilizing equipment according to established procedures;
- d) Assist in dressing of uncomplicated wounds according to prescriptions;
- e) Assist in collecting and labelling specimens for laboratory tests;
- f) Assist in dispensing drugs according to established procedures;
- g) Assist in counselling on family planning and special clinical services;
- h) Carryout other duties as may be assigned;;
- i) Carryout any other duty as may be assigned.

**iv) Principal Community Health Officer II - CONTISS 09**

- a) Carryout all activities in the University Medical Services Unit;
- b) Conduct simple laboratory tests, interpret results and refer difficult cases;
- c) Carryout routine community health activities;
- d) Educate members of the community on their health needs;
- e) Sterilise equipment according to established procedures,
- f) Dress uncomplicated wounds according to prescriptions;
- g) Collect and label specimens for laboratory tests;
- h) Measure blood pressure according to established procedures;
- i) Dispense drugs according to established procedures;
- j) Counsel on family planning and special clinical services;
- k) Assist in training of junior colleagues;
- l) Carryout other duties as may be assigned;
- m) Carryout any other duty as may be assigned.

**v) Principal Community Health Officer I - CONTISS 11**

- a) Could be in-charge of a University Medical Services Unit;



- b) Participates in all activities in the University Medical Services Unit;
  - c) Conduct simple laboratory tests, interpret results and refer difficult cases;
  - d) Carryout routine community health activities;
  - e) Educate members of the community on their health needs;
  - f) Measure blood pressure according to established procedures;
  - g) Dispense drugs according to established procedures;
  - h) Counsel on family planning and special clinical services;
  - i) Assist in initiating community health activities;
  - j) Assist in training of junior colleagues;
  - k) Carryout other duties as may be assigned;;
  - l) Carryout any other duty as may be assigned.
- vi) Assistant Chief Community Health Officer - CONTISS 12**
- a) Could be in-charge in the University Medical Services Unit;
  - b) Participate in all activities in the University Medical Services Unit;
  - c) Conduct simple laboratory tests, interpret results and refer difficult cases;
  - d) Carryout routine community health activities;
  - e) Educate members of the community on their health needs;
  - f) Measure blood pressure according to established procedures;
  - g) Dispense drugs according to established procedures;
  - h) Counsel on family planning and special clinical services;
  - i) Assist in initiating community health activities;
  - j) Assist in training of junior colleagues;
  - k) Assist in the initiation of in-service training programmes for staff;
  - l) Assist in preparation of periodic reports for the Unit;
  - m) Assist in preparation of Annual Budget for the Unit;
  - n) Carryout other duties as may be assigned;;
  - o) Carryout any other duty as may be assigned.



## **vii) Chief Community Health Officer - CONTISS 13**

- a) To serve as in-charge of the Community Health Extension Workers Section;
- b) Ensure the training of junior colleagues by senior ones;
- c) Initiate in-service training programmes for staff;
- d) Initiate community health awareness programmes;
- e) Prepare periodic report of the Section;
- f) Prepare Annual Budget of the Section;
- g) Recommend on the review of University community health policies and programmes;
- h) Implement University community health policies;
- i) Participate in community health development plan;
- j) Carryout other duties as may be assigned;;
- k) Carryout any other duty as may be assigned.

### **9.3 Method of Entry and Advancement Within the Cadre**

#### **i) Community Health Officer - CONTISS 06**

##### **Method of Entry**

For appointment as a Community Health Officer, a candidate shall possess a certificate of Community Health Extension Worker (CHEW) obtained from a recognised institution, registration with the Community Health Practitioners Registration Board of Nigeria and evidence of computer literacy.

#### **ii) Higher Community Health Officer - CONTISS 07**

##### **a) Method of Entry**

For appointment as Higher Community Health Officer, a candidate shall possess any of the following:

- i) Certificate in Community Health Extension Worker (CHEW) obtained from a recognised institution, registration with the Community Health Practitioners Registration Board of Nigeria, evidence of computer literacy and must have a minimum of 3 years post-qualification cognate working experience.
- ii) A HND or equivalent in Community Health Extension obtained from a recognised institution, registration with the Community Health Practitioners Registration Board of Nigeria and evidence of computer literacy.

**b) Method of Advancement**

For promotion to the rank of Higher Community Health Officer, a Community Health Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Senior Community Health Officer - CONTISS 08****a) Method of Entry**

For appointment as Senior Community Health Officer, a candidate shall possess any of the following:

- i) Certificate in Community Health Extension Worker (CHEW) obtained from a recognised institution, registration with the Community Health Practitioners Registration Board of Nigeria, evidence of computer literacy and must have a minimum of 6 years post-qualification cognate working experience.
- ii) A HND or equivalent in Community Health Extension obtained from a recognised institution, registration with the Community Health Practitioners Registration Board of Nigeria, evidence of computer literacy and must have a minimum of 3 years post-qualification cognate working experience.

**b) Method of Advancement**

For promotion to the rank of Senior Community Health Officer, a Higher Community Health Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Community Health Officer II - CONTISS 09****a) Method of Entry**

For appointment as Principal Community Health Officer II, a candidate shall possess any of the following:

- i) Certificate in Community Health Extension Worker (CHEW) obtained from a recognised institution, registration with the Community Health Practitioners Registration Board of Nigeria, evidence of computer literacy and must have a minimum of 9 years post-qualification cognate working experience.
- ii) A HND or equivalent in Community Health Extension obtained from a recognised institution, registration with the Community Health Practitioners Registration Board of Nigeria, evidence of computer literacy and must have a minimum of 6 years post-qualification cognate working experience.

**b) Method of Advancement**

For promotion to the rank of Principal Community Health Officer II, a Senior Community Health Officer must have served satisfactorily for a minimum of 3



years and obtained favourable Annual Performance Evaluation Reports for the period.

**v) Principal Community Health Officer I - CONTISS 11**

**a) Method of Entry**

For appointment as Principal Community Health Officer I, a candidate shall possess any of the following:

- i) Certificate in Community Health Extension Worker (CHEW) obtained from a recognised institution, registration with the Community Health Practitioners Registration Board of Nigeria, evidence of computer literacy and must have a minimum of 12 years post-qualification cognate working experience.
- ii) A HND or equivalent in Community Health Extension obtained from a recognised institution, registration with the Community Health Practitioners Registration Board of Nigeria, evidence of computer literacy and must have a minimum of 9 years post-qualification cognate working experience.

**b) Method of Advancement**

For promotion to the rank of Principal Community Health Officer I, a Principal Community Health Officer II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**vi) Assistant Chief Community Health Officer - CONTISS 12**

*[The posts of Assistant Chief Community Health Officer and Chief Community Health Officer shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement**

For promotion to the rank of Assistant Chief Community Health Officer, a Principal Community Health Officer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**vii) Chief Community Health Officer - CONTISS 13**

**Method of Advancement**

For promotion to the rank of Chief Community Health Officer, an Assistant Chief Community Health Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.



## 10.0 COMPUTER ENGINEER CADRE

### 10.1 Posts and Salaries

<i>Computer Engineer II</i>	- <i>CONTISS 07</i>
<i>Computer Engineer I</i>	- <i>CONTISS 08</i>
<i>Senior Computer Engineer</i>	- <i>CONTISS 09</i>
<i>Principal Computer Engineer</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Computer Engineer</i>	- <i>CONTISS 12</i>
<i>Chief Computer Engineer</i>	- <i>CONTISS 13</i>
<i>Deputy Director</i>	- <i>CONTISS 14</i>

### 10.2 Duties

- i) Computer Engineer II** - **CONTISS 07**
- Assist in network administration;
  - Install and support networking equipment;
  - Provide professional and community services;
  - Carryout other duties as may be assigned.
- ii) Computer Engineer I** - **CONTISS 08**
- Support network administration;
  - Ensure network uptime and security;
  - Troubleshoot network and report;
  - Provide professional and community services;
  - Carryout other duties as may be assigned.
- iii) Senior Computer Engineer** - **CONTISS 09**
- Design and implement network infrastructures and network security;
  - Produce technical documentation;
  - Troubleshoot network and report;
  - Provide professional and community services;
  - Carryout other duties as may be assigned.
- iv) Principal Computer Engineer** - **CONTISS 11**
- Provide operational support and management of networks;



- b) Assist in providing training and support for the team of Engineers;
- c) Supervise subordinates;
- d) Implement solutions;
- e) Provide estimates and plan networks;
- f) Perform professional and community services;
- g) Carryout other duties as may be assigned.

**v) Assistant Chief Computer Engineer - CONTISS 12**

- a) Provide operational support and management of networks;
- b) Evaluate the existing and proposed systems and designs;
- c) Assist in providing training and support for the team of Engineers;
- d) Supervise subordinates;
- e) Evaluate and recommend system hardware and software changes;
- f) Provide professional and community services;
- g) Carryout other duties as may be assigned.

**vi) Chief Computer Engineer - CONTISS 13**

- a) Provide team leadership in operational support and management of networks;
- b) Project future requirements of hardware and software;
- c) Participate in providing training and support for the team of Engineers;
- d) Supervise subordinates;
- e) Assist in preparing periodic reports of the Unit;
- f) Assist in preparing Annual Budget Estimates of the Unit;
- g) Provide professional and community services;
- h) Carryout other duties as may be assigned.

**vii) Deputy Director - CONTISS 14**

- a) Responsible to the Director in all tasks as may be assigned;
- b) Head specialised technical teams;



- c) Take charge of logistics, planning, implementation, operation, maintenance and business process workflow;
- d) Provide training and support for the team of Engineers;
- e) Supervise subordinates;
- f) Initiate manpower training and staff development programmes;
- g) Participate in preparing periodic reports of the Unit;
- h) Participate in preparing Annual Budget Estimates of the Unit;
- i) Carryout periodic redeployment of staff for efficient service delivery;
- j) Provide professional and community services;
- k) Carryout other duties as may be assigned.

### **10.3 Method of Entry and Advancement within the Cadre**

#### **i) Computer Engineer II - CONTISS 07**

##### **Method of Entry:**

For appointment as Computer Engineer II, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Computer or Software Engineering obtained from a recognised institution and NYSC Certificate.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### **ii) Computer Engineer I - CONTISS 08**

##### **a) Method of Entry:**

For appointment as Computer Engineer I, a candidate shall possess any of the following requirements:

- i) A master's degree in Computer or Software Engineering obtained from a recognised institution and NYSC Certificate.
- ii) A minimum of Lower Second-Class Honours degree in Computer or Software Engineering obtained from a recognised institution and NYSC Certificate with a minimum of 3 years relevant post-graduation experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Computer Engineer I, a Computer Engineer II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Senior Computer Engineer - CONTISS 09****a) Method of Entry:**

For appointment as Senior Computer Engineer, a candidate shall possess any of the following requirements:

- i) A master's degree in Computer or Software Engineering obtained from a recognised institution and NYSC Certificate with a minimum of 3 years relevant post-graduation experience.
- ii) A minimum of Lower Second-Class Honours degree in Computer or Software Engineering obtained from a recognised institution and NYSC Certificate with a minimum of 6 years relevant post-graduation experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Computer Engineer, a Computer Engineer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Computer Engineer - CONTISS 11****a) Method of Entry:**

For appointment as Principal Computer Engineer, a candidate shall possess any of the following requirements:

- i) A master's degree in Computer or Software Engineering obtained from a recognised institution, NYSC Certificate, registration with a relevant professional body and a minimum of 6 years relevant post-graduation experience.
- ii) A minimum of Lower Second-Class Honours degree in Computer or Software Engineering obtained from a recognised institution, NYSC Certificate, registration with a relevant professional body and with a minimum of 9 years relevant post-graduation experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Computer Engineer, a Senior Computer Engineer must have registered with a relevant professional body, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**v) Assistant Chief Computer Engineer - CONTISS 12**

*[The post of Assistant Chief Computer Engineer and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Computer Engineer, a Principal Computer Engineer must have registered with a relevant professional body, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Chief Computer Engineer - CONTISS 13****Method of Advancement:**

For promotion to the rank of Chief Computer Engineer, an Assistant Chief Computer Engineer must have registered with a relevant professional body, served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vii) Deputy Director - CONTISS 14****Method of Advancement:**

For promotion to the rank of Deputy Director, a Chief Computer Engineer must have registered with a relevant professional body, served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Chief Computer Engineer must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day administrative workflow in the unit and have the capacity to provide leadership.



## 11.0 COMPUTER OPERATOR CADRE

### 11.1 Posts and Salaries

<i>Senior Computer Operator</i>	- <i>CONTISS 06</i>
<i>Principal Computer Operator</i>	- <i>CONTISS 07</i>
<i>Assistant Chief Computer Operator</i>	- <i>CONTISS 08</i>
<i>Chief Computer Operator</i>	- <i>CONTISS 09</i>

### 11.2 Duties

- i) Senior Computer Operator - CONTISS 06**
- a) Handle word processing, spread sheet and other programmes;
  - b) Input data and retrieve when required;
  - c) Maintain electronic records for easy retrieval;
  - d) Supervise subordinates;
  - e) Provide professional and community services;
  - f) Carryout other duties as may be assigned.
- ii) Principal Computer Operator - CONTISS 07**
- a) Handle word processing, spread sheet and other programmes;
  - b) Input data and retrieve when required;
  - c) Maintain electronic records for easy retrieval;
  - d) Supervise subordinates;
  - e) Provide professional and community services;
  - f) Carryout other duties as may be assigned.
- iii) Asst. Chief Computer Operator - CONTISS 08**
- a) Handle word processing, spread sheet and other programmes;
  - b) Input data and retrieve when required;
  - c) Maintain electronic records for easy retrieval;
  - d) Supervise the activities of subordinate staff;
  - e) Provide professional and community services;
  - f) Carryout other duties as may be assigned.



**iv) Chief Computer Operator - CONTISS 09**

- a) Handle word processing, spread sheet and other programmes;
- b) Input data and retrieve when required;
- c) Maintain electronic records for easy retrieval;
- d) Supervise the activities of subordinates;
- e) Report faults and breakdown of computers to the Head of Department/Unit for necessary action;
- f) Provide professional and community services;
- g) Carryout other duties as may be assigned.

**11.3 Method of Entry and Advancement within the Cadre**

**i) Senior Computer Operator - CONTISS 06**

**a) Method of Entry:**

For appointment as Senior Computer Operator, a candidate shall possess the following requirement:

- i) A minimum of National Diploma in Computer Science/Studies obtained from a recognised institution with a minimum of 3 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Computer Operator, a Computer Operator I must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**ii) Principal Computer Operator - CONTISS 07**

*[The post of Principal Computer Operator and above shall be filled through the promotion of qualified staff within the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Principal Computer Operator, a Senior Computer Operator must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**iii) Assistant Chief Computer Operator - CONTISS 08****Method of Advancement:**

For promotion to the rank of Assistant Chief Computer Operator, a Principal Computer Operator must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**iv) Chief Computer Operator - CONTISS 09****Method of Advancement:**

For promotion to the rank of Chief Computer Operator, an Assistant Chief Computer Operator must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

The Chief Computer Operator must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide leadership.



## 12.0 CONFIDENTIAL/PERSONAL SECRETARY CADRE

### 12.1 Posts and Salaries

<i>Confidential Secretary II</i>	- <i>CONTISS 06</i>
<i>Confidential Secretary I</i>	- <i>CONTISS 07</i>
<i>Personal Secretary</i>	- <i>CONTISS 08</i>
<i>Principal Personal Secretary II</i>	- <i>CONTISS 09</i>
<i>Principal Personal Secretary I</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Personal Secretary</i>	- <i>CONTISS 12</i>
<i>Deputy Chief Personal Secretary</i>	- <i>CONTISS 13</i>
<i>Chief Personal Secretary</i>	- <i>CONTISS 14</i>

### 12.2 Duties

- i) Confidential Secretary II - CONTISS 06**
- Carryout secretarial duties and other office management services;
  - Assist in day-to-day workflow in the Unit/Department;
  - Keep official secrets;
  - Ensure cleanliness of the Unit/Department;
  - Carryout other duties as may be assigned.
- ii) Confidential Secretary I - CONTISS 07**
- Carryout secretarial duties and other office management services;
  - Assist the leadership of the Unit or Department in day-to-day workflow and other administrative duties;
  - Ensure cleanliness of the Unit/Department;
  - Keep official secrets;
  - Take minutes of the Unit/Departmental meetings;
  - Keep custody of records and other office equipment;
  - Provide professional and community services;
  - Carryout other duties as may be assigned.
- iii) Personal Secretary - CONTISS 08**
- Carryout secretarial duties and other office management services;



- b) Assist the leadership of the Unit/Department in day-to-day workflow and other administrative duties;
- c) Take minutes of Unit/Departmental meetings and keep custody of records and equipment;
- d) Participate in supervision of subordinates and ensure efficient running and cleanliness of the Unit/Department;
- e) Keep official secrets;
- f) Provide professional and community services;
- g) Carryout other duties as may be assigned.

**iv) Principal Personal Secretary II - CONTISS 09**

- a) Carryout secretarial duties and other office management services;
- b) Assist the leadership of the Unit/Department in the day-to-day workflow and administrative duties;
- c) Take minutes of Unit/Departmental meetings;
- d) Keep and ensure security of office records and equipment;
- e) Ensure cleanliness of Unit/Department;
- f) Supervise subordinates and ensure efficient administration of the Unit/Department;
- g) Participate in training subordinates;
- h) Keep official secrets;
- i) Provide professional and community services;
- j) Carryout other duties as may be assigned.

**v) Principal Personal Secretary I - CONTISS 11**

- a) Carryout secretarial duties and other office management services;
- b) Participate in overseeing the secretarial activities of the Unit/Department;
- c) Participate in overseeing administrative activities and ensuring the cleanliness of the Unit/Department;
- d) Take minutes of Unit/Departmental meetings;
- e) Keep and ensure security of office records and equipment in the Unit/Department;



- f) Supervise subordinates and ensure efficient running of the Unit/Department;
- g) Train subordinates;
- h) Keep official secrets;
- i) Provide professional and community services;
- j) Carryout other duties as may be assigned.

**vi) Assistant Chief Personal Secretary - CONTISS 12**

- a) Carryout secretarial duties and other office management services;
- b) Assist the leadership in overseeing secretarial and other administrative duties in the Unit/Department;
- c) Take minutes of Unit/Departmental and other committee meetings;
- d) Ensure security of records and office equipment;
- e) Supervision of subordinates and ensuring efficient day-to-day workflow and administrative activities in the Unit/Department;
- f) Ensure cleanliness and coordinate activities of other subordinates in the Unit/Department;
- g) Train subordinates;
- h) Keep official secrets;
- i) Provide professional and community services;
- j) Carryout other duties as may be assigned.

**vii) Deputy Chief Personal Secretary - CONTISS 13**

- a) Carryout secretarial duties and other office management services;
- b) Assist in the leadership of secretarial staff of the Unit/Department;
- c) Assist in ensuring smooth administrative workflow and other duties in the Unit/Department;
- d) Supervise subordinates and ensure the efficient coordination of the secretarial and administrative duties in the Unit/Department;
- e) Take minutes of Unit/Departmental and other committee meetings;
- f) Ensure even distribution of responsibilities to subordinates in the Unit/Department;
- g) Assist in the training of subordinates by senior ones in the Unit/Department;



- h) Show effectiveness and efficiency in service delivery;
- i) Show initiative in the execution of responsibilities;
- j) Responsible for the security of records and office equipment;
- k) Keep official secrets;
- l) Provide exemplary leadership in the Unit/Department;
- m) Provide professional and community services;
- n) Carryout other duties as may be assigned.

**viii) Chief Personal Secretary - CONTISS 14**

- a) Carryout secretarial duties and other office management services;
- b) Provide leadership to the secretariat staff of the Unit/Department;
- c) Ensure smooth leadership and effective administrative workflow in the Unit/Department;
- d) Supervise subordinates and ensure the efficient coordination of the secretarial and administrative duties in the Unit/Department;
- e) Take minutes of Unit/Departmental and other committee meetings;
- f) Ensure even distribution of responsibilities to subordinates in the Unit/Department;
- g) Ensure the training of subordinates by senior ones in the Unit/Department;
- h) Show effectiveness and efficiency in service delivery;
- i) Show initiative in the execution of responsibilities;
- j) Responsible for the security of records and office equipment;
- k) Keep official secrets;
- l) Provide exemplary leadership in the Unit/Department;
- m) Provide professional and community services;
- n) Carryout other duties as may be assigned.

**12.3 Method of Entry and Advancement within the Cadre**

**i) Confidential Secretary II - CONTISS 06**

**a) Method of Entry:**

For appointment as Confidential Secretary II, a candidate shall possess any of the following requirements:



- i) A minimum of National Diploma (ND) in Secretarial Studies or Office Technology Management (OTM) obtained from a recognised institution, with proficiency in word processing and other computer applications; and 3 years cognate experience.
- ii) A candidate shall be subjected to an interview that may require writing competency test.

**b) Method of Advancement:**

For promotion to the rank of Confidential Secretary II, a Confidential Secretary III must have obtained an ND in Secretarial Studies / OTM with proficiency in word processing and other computer applications; and must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**ii) Confidential Secretary I - CONTISS 07**

**a) Method of Entry:**

For appointment as Confidential Secretary I, a candidate shall possess any of the following requirements:

- i) An ND in Secretarial Studies / OTM obtained from a recognised institution, proficiency in word processing and other computer applications with a minimum of 6 years cognate experience.
- ii) A Higher National Diploma (HND) with a minimum of Lower Credit in Secretarial Studies / OTM obtained from a recognised institution, NYSC Certificate, with proficiency in word processing and other computer applications.
- iii) A candidate shall be subjected to an interview that may require writing competency test.

**b) Method of Advancement:**

For promotion to Confidential Secretary I, a Confidential Secretary II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Personal Secretary - CONTISS 08**

**a) Method of Entry:**

For appointment as Personal Secretary, a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in Secretarial Studies /OTM obtained from a recognised institution, NYSC Certificate with proficiency in



word processing and other computer applications; and 3 years cognate experience.

- ii) A candidate shall be subjected to an interview that may require writing competency test.

**b) Method of Advancement:**

For promotion to Personal Secretary, a Confidential Secretary I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Personal Secretary II - CONTISS 09**

**a) Method of Entry:**

For appointment as Principal Personal Secretary II, a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in Secretarial Studies / OTM obtained from a recognised institution, NYSC Certificate, proficiency in word processing and other computer applications with a minimum of 6 years cognate experience.
- ii) A candidate shall be subjected to an interview that may require writing competency test.

**b) Method of Advancement:**

For promotion to Principal Personal Secretary II, a Personal Secretary must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

Officers appointed with ND Certificate or similar qualifications shall be required to obtain a HND or first degree in the relevant area before they are eligible for promotion to the next grade.

**v) Principal Personal Secretary I - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Personal Secretary I, a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in Secretarial Studies / OTM obtained from a recognised institution, NYSC Certificate, proficiency in Word Processing and other computer applications with a minimum of 9 years cognate experience.
- ii) A candidate shall be subjected to an interview that may require writing competency test.

**b) Method of Advancement:**

For promotion to the rank of Principal Personal Secretary I, a Principal Personal Secretary II must have obtained HND, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Assistant Chief Personal Secretary - CONTISS 12**

*[The post of Assistant Chief Personal Secretary and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Personal Secretary, a Principal Personal Secretary I must have served effectively and efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vii) Deputy Chief Personal Secretary - CONTISS 13****Method of Advancement:**

For promotion to the rank of Deputy Chief Personal Secretary, an Assistant Chief Personal Secretary must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Assistant Chief Personal Secretary must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years.

**viii) Chief Personal Secretary - CONTISS 14****Method of Advancement:**

For promotion to the rank of Chief Personal Secretary, a Deputy Chief Personal Secretary must have obtained a minimum of Second Class Lower degree or a Masters in a relevant area, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Deputy Chief Personal Secretary must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years.



### 13.0 DATA PROCESSING OFFICER CADRE

#### 13.1 Posts and Salaries

<i>Data Processing Officer</i>	- <i>CONTISS 06</i>
<i>Higher Data Processing Officer</i>	- <i>CONTISS 07</i>
<i>Senior Data Processing Officer</i>	- <i>CONTISS 08</i>
<i>Principal Data Processing Officer</i>	- <i>CONTISS 09</i>
<i>Assistant Chief Data Processing Officer</i>	- <i>CONTISS 11</i>
<i>Chief Data Processing Officer</i>	- <i>CONTISS 12</i>

#### 13.2 Duties

- i) Data Processing Officer - CONTISS 06**
- Organise work for computer operations;
  - Ensure veracity of data;
  - Train new operators for the task;
  - Keep records of uncompleted and outstanding tasks;
  - Carryout other duties as may be assigned.
- ii) Higher Data Processing Officer - CONTISS 07**
- Supervise the different sections in the Unit;
  - Provide the operators with consumables;
  - Take inventory of Data Processing supplies and materials;
  - Provide professional and community services;
  - Carryout other duties as may be assigned.
- iii) Senior Data Processing Officer - CONTISS 08**
- Keep records of equipment, hardware and software;
  - Enforce production / work schedules;
  - Train subordinates;
  - Provide professional and community services;
  - Carryout other duties as may be assigned.
- iv) Principal Data Processing Officer - CONTISS 09**
- Supervise and co-ordinate the activities of computing staff in the Unit;



- b) Review the performance of equipment, hardware and software;
  - c) Review the performance of subordinates;
  - d) Provide professional and community services;
  - e) Carryout other duties as may be assigned.
- v) Assistant Chief Data Processing Officer - CONTISS 11**
- a) Co-ordinate computer and data capture, verification and control operations;
  - b) Initiate development of job procedures and scheduling;
  - c) Train subordinates;
  - d) Ensure the security of databases and all operational files;
  - e) Evaluate personnel performance;
  - f) Assist in preparation of the budget for data processing equipment, hardware and software;
  - g) Liaise with systems programming and user sections to ensure operational readiness;
  - h) Provide professional and community services;
  - i) Carryout other duties as may be assigned.
- vi) Chief Data Processing Officer - CONTISS 12**
- a) Co-ordinate development of operating methods, standards for computing and data preparation;
  - b) Develop systems for data and database control;
  - c) Ensure equipment, hardware and software evaluation;
  - d) Ensure personnel performance evaluation;
  - e) Investigate recurring operational problems and proffer solutions;
  - f) Prepare the budget for data processing equipment, hardware and software;
  - g) Provide professional and community services;
  - h) Carryout other duties as may be assigned.



### 13.3 Method of Entry and Advancement within the Cadre

#### i) Data Processing Officer - CONTISS 06

##### a) Method of Entry:

For appointment as Data Processing Officer, a candidate shall possess the following requirements:

- i) A minimum of National Diploma in Computer Studies/Science or Data Processing obtained from a recognised institution and 3 years cognate experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

##### b) Method of Advancement:

For promotion to the rank of Data Processing Officer, an Assistant Data Processing Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

#### ii) Higher Data Processing Officer - CONTISS 07

##### a) Method of Entry:

For appointment as Higher Data Processing Officer, a candidate shall possess any of the following requirements:

- i) A Higher National Diploma in Computer Science or Data Processing obtained from a recognised institution and NYSC Certificate.
- ii) A National Diploma in Computer Studies/Science or Data Processing obtained from a recognised institution, with a minimum of 6 years cognate experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

##### b) Method of Advancement:

For promotion to the rank of Higher Data Processing Officer, a Data Processing Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

#### iii) Senior Data Processing Officer - CONTISS 08

##### a) Method of Entry:

For appointment as Senior Data Processing Officer, a candidate shall possess any of the following requirements:



- i) A Higher National Diploma in Computer Science or Data Processing obtained from a recognised institution, NYSC Certificate with a minimum of 3 years cognate experience.
- ii) A National Diploma in Computer Studies/Science or Data Processing obtained from a recognised institution, with a minimum of 9 years cognate experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Data Processing Officer, a Higher Data Processing Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Data Processing Officer - CONTISS 09**

**a) Method of Entry:**

For appointment as Principal Data Processing Officer, a candidate shall possess any of the following requirements:

- i) A Higher National Diploma in Computer Science or Data Processing obtained from a recognised institution, NYSC Certificate with a minimum of 6 years cognate experience.
- ii) A National Diploma in Computer Studies/Science or Data Processing obtained from a recognised institution, with a minimum of 12 years cognate experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Data Processing Officer, a Senior Data Processing Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

Officers appointed with a National Diploma shall be required to obtain a Higher National Diploma in Computer Science or a first degree in Computer Science, before they are eligible for promotion to the next grade.

**v) Assistant Chief Data Processing Officer - CONTISS 11**

*[The post of Assistant Chief Data Processing Officer and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Data Processing Officer, a Principal Data Processing Officer must have obtained HND, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Chief Data Processing Officer - CONTISS 12****Method of Advancement:**

For promotion to the rank of Chief Data Processing Officer, an Assistant Chief Data Processing Officer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

The Assistant Chief Data Processing Officer must have demonstrated the ability to supervise and effectively coordinate the day-to-day workflow in the unit and have the capacity to provide leadership.



## 14.0 DENTAL OFFICER CADRE

### 14.1 Posts and Salaries

<i>Dental Officer</i>	- <i>CONTISS 11</i>
<i>Senior Dental Office</i>	- <i>CONTISS 12</i>
<i>Principal Dental Officer</i>	- <i>CONTISS 13</i>
<i>Chief Dental Officer</i>	- <i>CONTISS 14</i>
<i>Director, Medical Services</i>	- <i>CONTISS 15</i>

### 14.2 Duties

- i) Dental Officer - CONTISS 11**
- a) Diagnose and manage diseases manifested in the oral cavity;
  - b) Carryout minor oral surgeries including extraction of erupted and impacted teeth;
  - c) Give medical and other forms of treatment for dental disorders;
  - d) Correct mal-position of teeth;
  - e) Replace lost tooth by bridge work or dentures;
  - f) Carryout root canal treatment;
  - g) Replace portions of tooth crown by in-lay or artificial crown;
  - h) Provide preventive and curative services for dental and oral diseases and disorders;
  - i) Remove pathological portions of the disordered teeth and restore them to normal form and functions;
  - j) Participate in carrying out dental health education to staff and students;
  - k) Provide professional and community services; and
  - l) Carryout other duties as may be assigned.
- ii) Senior Dental Officer - CONTISS 12**
- a) Diagnose and manage diseases manifested in the oral cavity;
  - b) Carryout minor oral surgeries including extraction of erupted and impacted teeth;
  - c) Give medical and other forms of treatment for dental disorders;
  - d) Correct mal-position of teeth;



- e) Replace lost tooth by bridge work or dentures;
- f) Carryout root canal treatment;
- g) Replace portions of tooth crown by in-lay or artificial crown;
- h) Provide preventive and curative services for dental and oral diseases and disorders;
- i) Remove pathological portions of the disordered teeth and restore them to normal form and functions;
- j) Participate in carrying out dental health education to staff and students;
- k) Participate in the review of the management of patients by subordinates;
- l) Assist in updating the professional knowledge and practice of subordinates;
- m) Assist in advising on the suitability of various dental equipment;
- n) Assist in the maintenance of reasonable store of essential dental consumables;
- o) Provide professional and community services;
- p) Carryout other duties as may be assigned.

**iii) Principal Dental Officer - CONTISS 13**

- a) Diagnose and manage diseases manifested in the oral cavity;
- b) Carryout minor oral surgeries including extraction of erupted and impacted teeth;
- c) Give medical and other forms of treatment for dental disorders;
- d) Correct mal-position of teeth;
- e) Replace lost tooth by bridge work or dentures;
- f) Carryout root canal treatment;
- g) Replace portions of tooth crown by in-lay or artificial crown;
- h) Provide preventive and curative services for dental and oral diseases and disorders;
- i) Remove pathological portions of the disordered teeth and restore them to normal form and functions;
- j) Carryout dental health education to staff and students;



- k) Participate in recommending on the purchase of suitable dental equipment and consumables;
- l) Participate in the maintenance of reasonable dental stores for essential services;
- m) Participate in the preparation of Quarterly and Annual Reports for the Unit;
- n) Participate in initiating In-Service training programmes for staff;
- o) Provide professional and community services;
- p) Carryout other duties as may be assigned.

**iv) Director, Medical Services - CONTISS 15**

- a) Responsible to the Vice-Chancellor for providing good leadership in the Unit;
- b) Lead in the diagnoses and management of diseases manifested in the oral cavity;
- c) Lead in carrying out minor oral surgeries including extraction of erupted and impacted teeth;
- d) Give medical and other forms of treatment for dental disorders;
- e) Lead in the correction of mal-position of teeth;
- f) Lead in the replacement of lost tooth by bridge work or dentures;
- g) Carryout root canal treatment;
- h) Replace portions of tooth crown by in-lay or artificial crown;
- i) Provide preventive and curative services for dental and oral diseases and disorders;
- j) Remove pathological portions of the disordered teeth and restores them to normal form and functions;
- k) Initiate dental health education programmes for staff and students;
- l) Take charge of various dental equipment in the Unit;
- m) Take charge of the maintenance of reasonable stores for essential dental service;
- n) Provide periodic reports of the Unit;
- o) Recommend on the procurement of consumables and dental equipment;
- p) Ensure the training of subordinates;



- q) Initiate manpower training and staff development programme;
- r) Provide professional and community services;
- s) Carryout other duties as may be assigned.

### 14.3 Method of Entry and Advancement within the Cadre

#### i) Dental Officer - CONTISS 11

##### Method of Entry:

For appointment as Dental Officer, a candidate shall possess the following requirements:

- i) BDS degree obtained from a recognised institution, one-year housemanship, National Youth Service Corp (NYSC) Certificate, full registration with Medical and Dental Council of Nigeria (MDCN) and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### iii) Senior Dental Officer - CONTISS 12

*[Appointment to Senior Dental Officer I and Principal Dental Officer II could only be made when it has been established to be crucially necessary and a special case made to the A & PC].*

##### a) Method of Entry:

For appointment as Senior Dental Officer, a candidate shall possess the following requirements:

- i) A Bachelor of Dental Surgery (BDS) obtained from a recognised institution, one-year housemanship, NYSC Certificate, full registration with MDCN and evidence of computer literacy with 3 years post-registration experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

##### b) Method of Advancement:

For promotion to the rank of Senior Dental Officer, the Dental Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

#### iv) Principal Dental Officer - CONTISS 13

##### a) Method of Entry:

For appointment as Principal Dental Officer, a candidate shall possess any of the following requirements:



- i) A Bachelor of Dental Surgery (BDS) obtained from a recognised institution, one-year housemanship, NYSC Certificate, full registration with MDCN and evidence of computer literacy with 6 years post-registration experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Dental Officer, the Senior Dental Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**v) Chief Dental Officer - CONTISS 14**

**Method of Advancement:**

For promotion to the rank of Chief Dental Officer, the Principal Dental Officer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Director, Medical Services - CONTISS 15**

By direct appointment of a Chief Dental Officer who must have served diligently in accordance with the professional oath and demonstrated efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide good leadership.



## 15.0 DENTAL THERAPIST CADRE

### 15.1 Posts and Salaries

<i>Dental Therapist II</i>	- <i>CONTISS 07</i>
<i>Dental Therapist I</i>	- <i>CONTISS 08</i>
<i>Senior Dental Therapist</i>	- <i>CONTISS 09</i>
<i>Principal Dental Therapist</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Dental Therapist</i>	- <i>CONTISS 12</i>
<i>Chief Dental Therapist</i>	- <i>CONTISS 13</i>

### 15.2 Duties

- i) Dental Therapist II - CONTISS 07**
- Scale and polish teeth of patient as directed by the Dental Surgeon;
  - Instruct patients on correct tooth brushing method;
  - Carryout oral hygiene for patients who are unable to do it themselves;
  - Teach oral hygiene to orthodontic patients;
  - Assist in supervising practical work on phantom heads as well as on patients;
  - Demonstrate how to handle different cases such as fainted or epileptic patients;
  - Provide professional and community services;
  - Carryout other duties as may be assigned.
- ii) Dental Therapist I - CONTISS 08**
- Scale and polish teeth of patients as directed by the Dental Surgeon;
  - Instruct patients on correct tooth brushing method;
  - Carryout oral hygiene for patients who are unable to do themselves;
  - Teach oral hygiene to orthodontic patients;
  - Assist in supervising practical work on phantom heads as well as on patients;
  - Demonstrate how to handle different cases such as fainted or epileptic patients;
  - Provide professional and community services;



h) Carryout other duties as may be assigned.

**iii) Senior Dental Therapist - CONTISS 09**

- a) Educate the public on oral hygiene;
- b) Demonstrate how to handle the different cases such as fainted or epileptic patients;
- c) Give lectures on topics like material medicine instrumentation, tooth morphology and sterilisation;
- d) Supervise the activities of subordinates;
- e) Provide professional and community services;
- f) Carryout other duties as may be assigned.

**iv) Principal Dental Therapist - CONTISS 11**

- a) Take stock of dental materials;
- b) Supervise the practical work of Dental Therapist-in-Training;
- c) Co-ordinate the activities of subordinates;
- d) Supervise and assist in training subordinates;
- e) Provide professional and community services;
- f) Carryout other duties as may be assigned.

**v) Assistant Chief Dental Therapist - CONTISS 12**

- a) Prepare schedule of duties for staff;
- b) Supervise and train junior staff;
- c) Assist in the administration of the Unit;
- d) Provide professional and community services;
- e) Carryout other duties as may be assigned.

**vi) Chief Dental Therapist - CONTISS 13**

- a) Responsible to the Chief Dental Officer on the day-to-day administration of the Dental Therapist Unit;
- b) Co-ordinate the duties of other Dental Therapists;
- c) Advise on related matters;



- d) Provide professional and community services;
- e) Carryout other duties as may be assigned.

### **15.3 Method of Entry and Advancement within the Cadre**

#### **i) Dental Therapist II - CONTISS 07**

##### **Method of Entry:**

For appointment as Dental Therapist II, a candidate shall possess the following requirements:

- i) A Higher National Diploma (HND) with a minimum of Lower Credit in Dental Therapy or equivalent, obtained from recognised institution; with NYSC Certificate and evidence of computer literacy;
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### **ii) Dental Therapist I - CONTISS 08**

##### **a) Method of Entry:**

For appointment as Dental Therapist I, a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in Dental Therapy or equivalent obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 3 years cognate experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

##### **b) Method of Advancement:**

For promotion to the rank of Dental Therapist I, the Dental Therapist II must have served for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

#### **iii) Senior Dental Therapist - CONTISS 09**

##### **a) Method of Entry:**

For appointment as Senior Dental Therapist, a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in Dental Therapy or equivalent obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 6 years cognate experience.



- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Dental Therapist, the Dental Therapist I must have served for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Dental Therapist - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Dental Therapist, a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in Dental Therapy or equivalent obtained from a recognised institution, registered with Dental Therapists' Registration Board of Nigeria (DTRBN), NYSC Certificate and evidence of computer literacy with a minimum of 9 years cognate experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Dental Therapist, the Senior Dental Therapist must have served for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**v) Assistant Chief Dental Therapist - CONTISS 12**

*[The post of Assistant Chief Dental Therapist and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Dental Therapist, the Principal Dental Therapist must have registered with Dental Therapists' Registration Board of Nigeria (DTRBN), served effectively and efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Chief Dental Therapist - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Chief Dental Therapist, the Assistant Chief Dental Therapist must have registered with Dental Therapists' Registration Board of



Nigeria (DTRBN), served effectively and efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

The Assistant Chief Dental Therapist must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow in the unit and have the capacity to provide leadership.



## 16.0 ENGINEER CADRE (Electrical, Civil and Mechanical)

### 16.1 Posts and Salaries

<i><b>Engineer II</b></i>	<i><b>- CONTISS 07</b></i>
<i><b>Engineer I</b></i>	<i><b>- CONTISS 08</b></i>
<i><b>Senior Engineer</b></i>	<i><b>- CONTISS 09</b></i>
<i><b>Principal Engineer</b></i>	<i><b>- CONTISS 11</b></i>
<i><b>Assistant Chief Engineer</b></i>	<i><b>- CONTISS 12</b></i>
<i><b>Chief Engineer</b></i>	<i><b>- CONTISS 13</b></i>
<i><b>Deputy Director</b></i>	<i><b>- CONTISS 14</b></i>
<i><b>Director</b></i>	<i><b>- CONTISS 15</b></i>

### 16.2 Duties

- i) Engineer II** **- CONTISS 07**
  - a) Assist in carrying out basic engineering designs;
  - b) Assist the Project Engineer;
  - c) Assist in the supervision of engineering projects and services;
  - d) Provide professional and community services;
  - e) Carryout other duties as may be assigned.
- ii) Engineer I** **- CONTISS 08**
  - a) Assist in carrying out basic engineering designs;
  - b) Assist the Project Engineer;
  - c) Assist in the supervision of engineering projects and services;
  - d) Provide professional and community services;
  - e) Carryout other duties as may be assigned.
- iii) Senior Engineer** **- CONTISS 09**
  - a) Carryout basic engineering designs;
  - b) Assist the Project Engineer;
  - c) Assist in the supervision of all engineering projects and services;
  - d) Assist in the assessment of engineering designs for adequacy in standard;
  - e) Assist in monitoring and control in the execution of engineering projects;



f) Provide professional and community services;

g) Carryout other duties as may be assigned.

**iv) Principal Engineer - CONTISS 11**

a) Carryout engineering designs and project planning;

b) Serve as Project Engineer in minor projects;

c) Assist in supervising all engineering projects and services;

d) Assist in assessing engineering designs for adequacy in standards;

e) Monitor and control the execution of engineering projects for cost effectiveness;

f) Provide professional and community services;

g) Carryout other duties as may be assigned.

**v) Assistant Chief Engineer - CONTISS 12**

a) Carryout Engineering designs and project planning;

b) Participate in all engineering projects and services;

c) Serve as Project Engineer in medium scale projects;

d) Assess engineering designs for adequacy in standards;

e) Monitor and control the execution of engineering projects for cost effectiveness;

f) Assist in the preparation of Annual Capital Estimates and Budgetary Allocations for all engineering projects for the University;

g) Provide professional and community services;

h) Carryout other duties as may be assigned.

**vi) Chief Engineer - CONTISS 13**

a) Supervise Engineering designs and project planning;

b) Serve as Project Engineer in major projects;

c) Supervise all kinds of engineering projects and services;

d) Assess engineering designs for adequacy in standards;

e) Monitor and control the execution of engineering projects for cost effectiveness;



- f) Participate in the preparation of Annual Capital Estimates and Budgetary Allocations for all engineering projects and services for the University;
- g) Participate in the supervision of other professionals in the Department;
- h) Assist in preparing periodic reports of the Department;
- i) Assist in preparing Annual Budget Estimates of the Department;
- j) Participate in initiating manpower training and staff development programmes;
- k) Provide professional and community services;
- l) Carryout other duties as may be assigned.

**vii) Deputy Director - CONTISS 14**

- a) Play a major role in:
  - i) Planning engineering designs of projects;
  - ii) Monitoring and supervision of engineering projects and services;
  - iii) Ensuring cost effectiveness in projects;
- b) Participate in the recommendation and updating of the University Master Plan and Environmental Policy;
- c) Provide effective supervision of other professionals in the Department;
- d) Participate in preparing Annual Capital Estimates and Budgetary Allocations for all engineering projects and services for the University;
- e) Participate in preparing periodic reports of the Department;
- f) Participate in preparing Annual Budget Estimates of the Department;
- g) Initiate manpower training and staff development programmes;
- h) Advise the Director on periodic redeployment of staff for efficient service delivery;
- i) Provide professional and community services;
- j) Carryout other duties as may be assigned.

**viii) Director, PPD & MS - CONTISS 15**

- a) Responsible to the Vice-Chancellor for providing very good leadership in the Department.
- b) Ensure the attainment of proper:



- i) Physical planning and development of the University;
  - ii) Maintenance, rehabilitation and care of existing University facilities, equipment and municipal services;
  - iii) Cost effectiveness in all University projects.
- c) Ensure the provision of adequate water and electricity supply in the University;
  - d) Support and collaborate in the preparation of the University Assets Register;
  - e) Prepare Annual Capital Estimates and Budgetary Allocations for all engineering projects and services for the University;
  - f) Recommend the updating of the University Master Plan and Environmental Policy;
  - g) Prepare periodic reports of the Department;
  - h) Prepare Annual Budget Estimates of the Department;
  - i) Make periodic reports to the Management on the physical condition of the University infrastructure;
  - j) Periodic redeployment of staff for efficient service delivery;
  - k) Ensure manpower training and staff development;
  - l) Provide professional and community services;
  - m) Carryout other duties as may be assigned.

### **16.3 Method of Entry and Advancement within the Cadre**

#### **i) Engineer II - CONTISS 07**

##### **Method of Entry:**

For appointment as Engineer II, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Engineering obtained from a recognised institution, NYSC Certificate and evidence of computer literacy in professional software.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**ii) Engineer I - CONTISS 08****a) Method of Entry:**

For appointment as Engineer I, a candidate shall possess any of the following requirements:

- i) A master's degree in Engineering obtained from a recognised institution or evidence of registration with COREN, NYSC Certificate and evidence of computer literacy in professional software.
- ii) A minimum of Lower Second-Class Honours degree in Engineering obtained from a recognised institution, NYSC Certificate and evidence of computer literacy in professional software with a minimum of 3 years relevant post-graduation experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Engineer I, an Engineer II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Senior Engineer - CONTISS 09****a) Method of Entry:**

For appointment as Senior Engineer, a candidate shall possess any of the following requirements:

- i) A master's degree in Engineering obtained from a recognised institution or evidence of registration with COREN, NYSC Certificate and evidence of computer literacy in professional software with a minimum of 3 years relevant post-graduation experience.
- ii) A minimum of Lower Second-Class Honours degree in Engineering obtained from a recognised institution, NYSC Certificate and evidence of computer literacy in professional software with a minimum of 6 years relevant post-graduation experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Engineer, an Engineer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.



**iv) Principal Engineer - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Engineer, a candidate shall possess any of the following requirements:

- i) A master's degree in Engineering obtained from a recognised institution, NYSC Certificate, registration with COREN and evidence of computer literacy in professional software with a minimum of 6 years relevant post-graduation experience.
- ii) A minimum of Lower Second-Class Honours degree in Engineering obtained from a recognised institution, NYSC Certificate, registration with COREN and evidence of computer literacy in professional software with a minimum of 9 years relevant post-graduation experience.
- iii) In cases in (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Engineer, a Senior Engineer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**v) Assistant Chief Engineer - CONTISS 12**

*[The post of Assistant Chief Engineer and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Engineer, a Principal Engineer must have registered with COREN, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Chief Engineer - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Chief Engineer, an Assistant Chief Engineer must have registered with COREN, served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

The Assistant Chief Engineer must be conversant with the computer in engineering designs.

**vii) Deputy Director****- CONTISS 14****Method of Advancement:**

For promotion to the rank of Deputy Director, a Chief Engineer must have registered with COREN, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Chief Engineer must be proficient in the use of computer in engineering designs.

The Chief Engineer must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow in the unit and have the capacity to provide leadership.

**viii) Director****- CONTISS 15**

By appointment of a candidate with a minimum of Lower Second-Class Honours degree in Engineering, obtained from a recognised institution, NYSC Certificate, registered with COREN with a minimum of 15 years post-qualification and 12 years post-registration experience; and evidence of up-to-date knowledge of professional software.



## 17.0 ENVIRONMENTAL HEALTH OFFICER CADRE

### 17.1 Posts and Salaries

<i>Assistant Environmental Health Officer</i>	- <i>CONTISS 06</i>
<i>Environmental Health Officer II</i>	- <i>CONTISS 07</i>
<i>Environmental Health Officer I</i>	- <i>CONTISS 08</i>
<i>Senior Environmental Health Officer</i>	- <i>CONTISS 09</i>
<i>Principal Environmental Health Officer</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Environmental Health Officer</i>	- <i>CONTISS 12</i>
<i>Chief Environmental Health Officer</i>	- <i>CONTISS 13</i>

### 17.2 Duties

- i) Assistant Environmental Health Officer - CONTISS 06**
- Assist in ensuring proper environmental sanitation in and around the University;
  - Assist in health education programmes for staff and students;
  - Assist in the control of communicable diseases, their vectors and animal pests;
  - Assist in community immunization coverage;
  - Supervise groundsmen and community health workers;
  - Assist in the regular sanitary inspection of students' hostels, residential and academic areas;
  - Assist in maintaining statistical records of immunization;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- ii) Environmental Health Officer II - CONTISS 07**
- Assist in ensuring proper environmental sanitation in and around the University;
  - Assist in health education programmes for staff and students;
  - Assist in the control of communicable diseases, their vectors and animal pests;
  - Assist in community immunization coverage;
  - Assist in collecting food and water samples for bacteriological examinations from places where they are prepared in the University;



- f) Assist in regular sanitary inspection of students' hostels, residential and academic areas;
- g) Assist in maintaining statistical records of immunization;
- h) Carryout surveillance and notification duty within the campus to ensure compliance with Hygiene Regulations;
- i) Perform professional and community services;
- j) Carryout other duties as may be assigned.

**iii) Environmental Health Officer I - CONTISS 08**

- a) Participate in ensuring proper environmental sanitation in and around the University;
- b) Participate in health education programmes for staff and students;
- c) Participate in the control of communicable diseases, their vectors and animal pests;
- d) Participate in community immunization coverage;
- e) Participate in collecting food and water samples for bacteriological examinations from places where they are prepared in the University;
- f) Assist in the training of subordinates;
- g) Participate in regular sanitary inspection of students' hostels, residential and academic areas;
- h) Assist in maintaining statistical records of immunization;
- i) Carryout surveillance and notification duty within the campus to ensure compliance with Hygiene Regulations;
- j) Perform professional and community services;
- k) Carryout other duties as may be assigned.

**iv) Senior Environmental Health Officer - CONTISS 09**

- a) Participate in health education programmes for staff and students;
- b) Assist in the initiation of environmental policies for the University;
- c) Participate in community immunization coverage;
- d) Participate in collecting food and water samples for bacteriological examinations from places where they are prepared in the University;



- e) Participate in the training of subordinates;
  - f) Participate in regular sanitary inspection of students' hostels, residential and academic areas;
  - g) Participate in maintaining statistical records of immunization;
  - h) Carryout surveillance and notification duty within the campus to ensure compliance with Hygiene Regulations;
  - i) Assist in initiating manpower training and staff development programmes;
  - j) Perform professional and community services;
  - k) Carryout other duties as may be assigned.
- v) Principal Environmental Health Officer - CONTISS 11**
- a) Participate in initiating health education programmes for staff and students;
  - b) Participate in initiating environmental policies for the University;
  - c) Participate in community immunization coverage;
  - d) Participate in the training of subordinates;
  - e) Assist in initiating manpower training and staff development programmes;
  - f) Participate in regular sanitary inspection of students' hostels, residential and academic areas;
  - g) Assist in maintaining statistical records of immunization;
  - h) Carryout surveillance and notification duty within the campus to ensure compliance with Hygiene Regulations;
  - i) Assist in the preparation of periodic reports for the Unit;
  - j) Assist in the preparation of Annual Budget Estimates for the Unit;
  - k) Perform professional and community services;
  - l) Carryout other duties as may be assigned.
- vi) Assistant Chief Environmental Health Officer - CONTISS 12**
- a) Participate in initiating environmental health programmes for the University;
  - b) Participate in initiating health education programmes for staff and students;
  - c) Participate in initiating environmental policies for the University;



- d) Play a major role in community immunization coverage;
- e) Train subordinates;
- f) Initiate manpower training and staff development programmes;
- g) Play a major role in regular sanitary inspection of students' hostels, residential and academic areas;
- h) Maintain statistical records of immunization;
- i) Carryout surveillance and notification duty within the campus to ensure compliance with Hygiene Regulations;
- j) Participate in the preparation of periodic reports for the Unit;
- k) Participate in the preparation of Annual Budget Estimates for the Unit;
- l) Assist in ensuring compliance with Code of Professional Ethics;
- m) Perform professional and community services;
- n) Carryout other duties as may be assigned.

**vii) Chief Environmental Health Officer - CONTISS 13**

- a) Responsible to the Director, University Health Services in providing good leadership in the Unit;
- b) Initiate the formulation, execution and review of University Health Policies/ Programmes;
- c) Recommend manpower training and staff development programmes;
- d) Ensure the training of subordinates;
- e) Supervise immunization activities against preventable diseases;
- f) Prepare Annual Budget Estimates for the Unit;
- g) Prepare periodic reports for the Unit;
- h) Ensure the maintenance of statistical records of immunization;
- i) Ensure compliance with Code of Professional Ethics;
- j) Recommend redeployment of staff for efficient service delivery;
- k) Oversee the surveillance and notification of duty within the campuses to ensure compliance with Hygiene Regulations;



- l) Oversee the regular sanitary inspection of students' hostels, residential and academic areas;
- m) Perform professional and community services;
- n) Carryout other duties as may be assigned.

### **17.3 Method of Entry and Advancement within the Cadre**

#### **i) Assistant Environmental Health Officer - CONTISS 06**

##### **Method of Entry:**

For appointment as Assistant Environmental Health Officer, a candidate shall possess the following requirements:

- i) A National Diploma (ND) in Environmental Health Science/Technology obtained from a recognised institution, and evidence of computer literacy, with a minimum of 3 years' experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### **ii) Environmental Health Officer II - CONTISS 07**

##### **a) Method of Entry:**

For appointment as Environmental Health Officer II, a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in Environmental Health Science/Technology obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

##### **b) Method of Advancement:**

For promotion to the rank of Environmental Health Officer II, an Assistant Environmental Health Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

#### **iii) Environmental Health Officer I - CONTISS 08**

##### **a) Method of Entry:**

For appointment as Environmental Health Officer I, a candidate shall possess the following requirements:



- i) A HND with a minimum of Lower Credit in Environmental Health Science/Technology obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 3 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Environmental Health Officer I, an Environmental Health Officer II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Senior Environmental Health Officer - CONTISS 09**

**a) Method of Entry:**

For appointment as Senior Environmental Health Officer, a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in Environmental Health Science/Technology obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 6 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Environmental Health Officer, an Environmental Health Officer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

Officers appointed with ND Certificate shall be required to obtain a HND in the relevant area before they are eligible for promotion to the next grade.

**v) Principal Environmental Health Officer - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Environmental Health Officer, a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in Environmental Health Science/Technology obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 9 years relevant experience.



- ii) A candidate shall be required to attend an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Environmental Health Officer, a Senior Environmental Health Officer must have obtained HND, served effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Assistant Chief Environmental Health Officer - CONTISS 12**

*[The post of Assistant Chief Environmental Health Officer and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Environmental Health Officer, a Principal Environmental Health Officer must have served effectively and efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vii) Chief Environmental Health Officer - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Chief Environmental Health Officer, an Assistant Chief Environmental Health Officer must have a record of outstanding performance with a minimum of 4 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Assistant Chief Environmental Health Officer must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and the capacity to provide leadership.



## 18.0 EXECUTIVE OFFICER (ACCOUNTS/AUDIT) CADRE

### 18.1 Posts and Salaries

<i>Executive Officer (Accounts/Audit)</i>	- CONTISS 06
<i>Higher Executive Officer (Accounts/Audit)</i>	- CONTISS 07
<i>Senior Executive Officer (Accounts/Audit)</i>	- CONTISS 08
<i>Principal Executive Officer II (Accounts/Audit)</i>	- CONTISS 09
<i>Principal Executive Officer I (Accounts/Audit)</i>	- CONTISS 11
<i>Assistant Chief Executive Officer (Accounts/Audit)</i>	- CONTISS 12
<i>Chief Executive Officer (Accounts/Audit)</i>	- CONTISS 13

### 18.2 Duties

- i) Executive Officer (Accounts/Audit) - CONTISS 06**
- Assist in issuing out signed cheques;
  - Assist in keeping Advances Register;
  - Assist in financial and treasury duties generally;
  - Carryout other duties as may be assigned;
- ii) Higher Executive Officer (Accounts/Audit) - CONTISS 07**
- Assist in checking and passing Payment Vouchers;
  - Assist in issuing out signed cheques;
  - Keep Advances Register;
  - Assist in rendering monthly Returns and Advances;
  - Assist in maintaining Vote Books, Cash Books and Unclaimed Wages Register;
  - Assist in revenue collection;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- iii) Senior Executive Officer (Accounts/Audit) - CONTISS 08**
- Issue out signed cheques;
  - Assist in scrutinizing Payment Vouchers;
  - Assist in dealing with audit queries;



- d) Assist in the maintenance of Revenue Collector's Charts;
- e) Assist in Bank Reconciliation Returns;
- f) Perform professional and community services;
- g) Carryout other duties as may be assigned.

**iv) Principal Executive Officer II (Accounts/Audit) - CONTISS 09**

- a) Maintain and reconcile Vote Books, Cash Books and Unclaimed Wages Register;
- b) Inspect Revenue Collector's Books of Accounts and Returns at regular intervals;
- c) Issue advances and maintain Advances Ledgers;
- d) Undertake Bank Reconciliation Returns;
- e) Write cheques;
- f) Assist in training subordinates;
- g) Perform professional and community services;
- h) Carryout other duties as may be assigned.

**v) Principal Executive Officer I (Accounts/Audit) - CONTISS 11**

- a) Render Authority to Incur Expenditure (A.I.E.) and Bank Reconciliation Returns;
- b) Sign Payment Vouchers;
- c) Assist in the implementation of Financial Policies;
- d) Assist in the application of Accounting Regulations and Procedures;
- e) Issue advances and maintain Advances Ledgers;
- f) Train subordinates;
- g) Perform professional and community services;
- h) Carryout other duties as may be assigned.

**vi) Assistant Chief Executive Officer (Accounts/Audit) - CONTISS 12**

- a) Render Authority to Incur Expenditure (A.I.E.);
- b) Sign Payment Vouchers;



- c) Assist the leadership of Unit in general accounting, treasury and administrative duties;
- d) Participate in the implementation of Financial Policies;
- e) Assist in the application of Accounting Regulations and Procedures;
- f) Train subordinates;
- g) Perform professional and community services;
- h) Carryout other duties as may be assigned.

**vii) Chief Executive Officer (Accounts/Audit) - CONTISS 13**

- a) Assist the leadership in general accounting, treasury and administrative duties;
- b) Participate in the implementation of Financial Policies;
- c) Participate in the interpretation and application of Accounting Regulations and Procedures;
- d) Train subordinates;
- e) Provide good leadership to subordinates;
- f) Perform professional and community services;
- g) Carryout other duties as may be assigned.

**18.3 Method of Entry and Advancement within the Cadre**

**i) Executive Officer (Accounts/Audit) - CONTISS 06**

**a) Method of Entry:**

For appointment as Executive Officer (Accounts/Audit), a candidate shall possess the following requirements:

- i) A minimum of National Diploma (ND) in Accounting and/or Auditing or any other relevant area with a minimum of 5 Credits in SSCE, including English Language and Mathematics obtained from a recognised institution and evidence of computer literacy with a minimum of 3 years relevant working experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Executive Officer (Accounts/Audit), an Assistant Executive Officer (Accounts/Audit) must have obtained a National Diploma in the relevant area from a recognised institution, be computer literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**ii) Higher Executive Officer (Accounts/Audit) - CONTISS 07****a) Method of Entry:**

For appointment as Higher Executive Officer (Accounts/Audit), a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in Accounting and/or Auditing or any other relevant area obtained from a recognised institution, NYSC Certificate and evidence of computer literacy in professional software.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Higher Executive Officer (Accounts/Audit), an Executive Officer (Accounts/Audit) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Senior Executive Officer (Accounts/Audit) - CONTISS 08****a) Method of Entry:**

For appointment as Senior Executive Officer (Accounts/Audit), a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in Accounting and/or Auditing or any other relevant area obtained from a recognised institution, NYSC Certificate and evidence of computer literacy in professional software with a minimum of 3 years relevant post-graduation experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Executive Officer (Accounts/Audit), a Higher Executive Officer (Accounts/Audit) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Executive Officer II (Accounts/Audit) - CONTISS 09****a) Method of Entry:**

For appointment as Principal Executive Officer II (Accounts/Audit), a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in Accounting and/or Auditing or any other relevant area obtained from a recognised institution, NYSC Certificate and evidence of computer literacy in professional software with a minimum of 6 years relevant post-graduation experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Executive Officer II (Accounts/Audit), a Senior Executive Officer (Accounts/Audit) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

Officers appointed with National Diploma shall be required to obtain a HND in Accounting and/or Auditing or any other relevant area before they are eligible for promotion to the next grade.

**v) Principal Executive Officer I (Accounts/Audit) - CONTISS 11****a) Method of Entry:**

For appointment as Principal Executive Officer I (Accounts/Audit), a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in Accounting and/or Auditing or any other relevant area obtained from a recognised institution, NYSC Certificate and evidence of good working knowledge in professional software with a minimum of 9 years post-graduation cognate experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Executive Officer I (Accounts/Audit), a Principal Executive Officer II (Accounts/Audit) must have obtained HND, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Assistant Chief Executive Officer (Accounts/Audit) - CONTISS 12**

*[The post of Assistant Chief Executive Officer (Accounts/Audit) and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Executive Officer (Accounts/Audit) a Principal Executive Officer I (Accounts/Audit) must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vii) Chief Executive Officer (Accounts/Audit) - CONTISS 13****Method of Advancement:**

For promotion to the rank of Chief Executive Officer (Accounts/Audit), an Assistant Chief Executive Officer (Accounts/Audit), must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Assistant Chief Executive Officer (Accounts/Audit) must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow in the unit and have the capacity to provide leadership.



## 19.0 EXECUTIVE OFFICER (ADMINISTRATION) CADRE

### 19.1 Posts and Salaries

<i>Executive Officer (Administration)</i>	- <i>CONTISS 06</i>
<i>Higher Executive Officer (Admin)</i>	- <i>CONTISS 07</i>
<i>Senior Executive Officer (Admin)</i>	- <i>CONTISS 08</i>
<i>Principal Executive Officer II (Admin)</i>	- <i>CONTISS 09</i>
<i>Principal Executive Officer I (Admin)</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Executive Officer (Admin)</i>	- <i>CONTISS 12</i>
<i>Chief Executive Officer (Admin)</i>	- <i>CONTISS 13</i>

### 19.2 Duties

- i) Executive Officer (Administration) - CONTISS 06**
- Take charge of specific assignment under supervision;
  - Demonstrate ability to understand general University regulations, rules and procedures;
  - Carryout other duties as may be assigned.
- ii) Higher Executive Officer (Administration) - CONTISS 07**
- Take charge of specific assignments and handle routine correspondences;
  - Make submissions to appropriate officers on matters assigned;
  - Assist in carrying out assignments relating to the University administration within the Unit/Department;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- iii) Senior Executive Officer (Administration) - CONTISS 08**
- Take charge of assignments on matters relating to the University administration within the Unit/Department;
  - Assist in the execution of specific assignments;
  - Assist in minutes and report writing;
  - Supervise the work of junior staff within the Unit/Department;
  - Apply University Rules, Regulations and Procedures in the discharge of responsibilities;
  - Perform professional and community services;



g) Carryout other duties as may be assigned.

**iv) Principal Executive Officer II (Admin) - CONTISS 09**

- a) Assist in undertaking assignments in matters relating to general University administration;
- b) Assist in the execution of specific assignments;
- c) Participate in minutes and report writing;
- d) Supervise subordinates in the Department/Unit;
- e) Apply University Law, Rules and Regulations in the discharge of responsibilities;
- f) Advise the Head of the Department/Unit on the organisational structure of the Unit/Department;
- g) Perform professional and community services;
- h) Carryout other duties as may be assigned.

**v) Principal Executive Officer I (Admin) - CONTISS 11**

- a) Participate in the planning and execution of specific assignments and other matters of general University administration;
- b) Supervise subordinates in the Department or Unit;
- c) Advise the Head of Department/Unit on the organisational structure of the Unit/Department;
- d) Draft minutes and reports;
- e) Apply University Law, Rules and Regulations in the discharge of responsibilities;
- f) Perform professional and community services;
- g) Carryout other duties as may be assigned.

**vi) Assistant Chief Executive Officer (Admin) - CONTISS 12**

- a) Assist the leadership of the Unit/Department in the day-to-day administration of the Unit/Department;
- b) Undertake assignments on matters relating to the general administration of the University;
- c) Participate in the execution of specific assignments in the Unit/Department;



- d) Assist in coordination and supervision of activities and staff in the Unit/Department;
- e) Exhibit good leadership potentials;
- f) Apply University Law, Rules and Regulations in the discharge of responsibilities;
- g) Advise the Head of Department/Unit on the organisational structure of the Unit/Department;
- h) Perform professional and community services;
- i) Carryout other duties as may be assigned.

**vii) Chief Executive Officer (Administration) - CONTISS 13**

- a) Perform the duties of Assistant Chief Executive Officer (Administration) at a higher level;
- b) Provide exemplary leadership in the Unit/Department;
- c) Perform professional and community services;
- d) Carryout other duties as may be assigned.

**19.3 Method of Entry and Advancement within the Cadre**

**i) Executive Officer (Administration) - CONTISS 06**

**a) Method of Entry:**

For appointment as Executive Officer (Administration), a candidate shall possess any of the following requirements:

- i) A minimum of National Diploma (ND) in Public Administration or any other relevant area with a minimum of 5 Credits in SSCE, including English Language, obtained from a recognised institution and evidence of computer literacy with a minimum of 3 years relevant working experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Executive Officer (Administration), an Assistant Executive Officer (Administration) must have obtained a National Diploma in relevant area from a recognised institution, be computer literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**ii) Higher Executive Officer (Administration) - CONTISS 07****a) Method of Entry:**

For appointment as Higher Executive Officer (Administration), a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in Public Administration obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Higher Executive Officer (Administration), an Executive Officer (Administration) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Senior Executive Officer (Administration) - CONTISS 08****a) Method of Entry:**

For appointment as Senior Executive Officer (Administration), a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in Public Administration obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 3 years relevant post-graduation experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Executive Officer (Administration), a Higher Executive Officer (Administration) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Executive Officer II (Admin) - CONTISS 09****a) Method of Entry:**

For appointment as Principal Executive Officer II (Administration), a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in Public Administration obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 6 years relevant post-graduation experience.



- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Executive Officer II (Administration), a Senior Executive Officer (Administration) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

Officers appointed with National Diploma shall be required to obtain a HND in the relevant area before they are eligible for promotion to the next grade.

**v) Principal Executive Officer I (Admin) - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Executive Officer I (Administration), a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in Public Administration obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 9 years post-graduation cognate experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Executive Officer I (Administration), a Principal Executive Officer II (Administration) must have obtained HND, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Assistant Chief Executive Officer (Admin) - CONTISS 12**

*[The post of Assistant Chief Executive Officer (Administration) and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Executive Officer (Administration), a Principal Executive Officer I (Administration) must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.



**vii) Chief Executive Officer (Administration) - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Chief Executive Officer (Administration), an Assistant Chief Executive Officer (Administration), must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Assistant Chief Executive Officer (Administration) must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day administrative workflow in the unit and have the capacity to provide leadership.



## 20.0 FARM OFFICER CADRE

### 20.1 Posts and Salaries

<i>Farm Officer II</i>	- <i>CONTISS 07</i>
<i>Farm Officer I</i>	- <i>CONTISS 08</i>
<i>Senior Farm Officer</i>	- <i>CONTISS 09</i>
<i>Farm Manager</i>	- <i>CONTISS 11</i>
<i>Senior Farm Manager</i>	- <i>CONTISS 12</i>
<i>Principal Farm Manager</i>	- <i>CONTISS 13</i>

### 20.2 Duties

- i) Farm Officer II - CONTISS 07**
- Assist in supervising work on the farm;
  - Keep records of all the transactions carried out on the farm;
  - Assist in the marketing of farm produce;
  - Guide and assist students during practical activities such as setting up an experiment, plot layout, data collection and arrangement;
  - Assist in the production of animal feeds especially silage and hay;
  - Assist in the maintenance of farm machineries and implements;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- ii) Farm Officer I - CONTISS 08**
- Assist in supervising work on the farm;
  - Keeps record of all the transactions carried out on the farm;
  - Assist in purchasing farm inputs;
  - Assist in the marketing of farm produce;
  - Assist in conducting market survey to have first-hand information on consumer preference and current market situation;
  - Assist in the allocation of farmland to both staff and students for agriculturally oriented research;
  - Assist in the production of animal feeds especially silage and hay;
  - Perform professional and community services;



i) Carryout other duties as may be assigned.

**iii) Senior Farm Officer I - CONTISS 09**

- a) Participate in supervising work on the farm;
- b) Keeps record of all the transactions carried out on the farm;
- c) Participate in purchasing farm inputs;
- d) Participate in the marketing of farm produce;
- e) Assist in planning and conducting market survey to have first-hand information on consumer preference and current market situation;
- f) Assist in the production of animal feeds especially silage and hay;
- g) Allocate farmland to interested members of the University community;
- h) Participate in the maintenance of farm machineries and implements;
- i) Perform professional and community services;
- j) Carryout other duties as may be assigned.

**iv) Farm Manager - CONTISS 11**

- a) Meet the set target and objectives for the farm business;
- b) Participate in making decisions concerning University farm;
- c) Responsible for record keeping of all the transactions carried out on the farm;
- d) Coordinate and supervise the activities on the farm;
- e) Plan and participate in the marketing of farm produce;
- f) Recommend the recruitment of the right calibre of staff for the farm;
- g) Design and recommend strategies for improved production and effective marketing;
- h) Draw duty roaster for daily and routine activities on the farm;
- i) Participate in livestock management;
- j) Participate in the management and maintenance of farm machineries and implements;
- k) Participate in the evaluation of the activities carried out on the farm to determine whether the farming business is profitable or otherwise;



- l) Carryout supervision and training of subordinates;
- m) Perform professional and community services;
- n) Carryout other duties as may be assigned.
- v) Senior Farm Manager - CONTISS 12**
- a) Assist in setting targets and objectives for the farm business;
- b) Participate in making and executing decisions concerning the farm business;
- c) Responsible or record keeping all the transactions carryout on the farm;
- d) Supervise all the activities on the farm;
- e) Plan and participate in the marketing of farm produce;
- f) Recommend for the recruitment of the right calibre of staff;
- g) Design and recommend strategies for improved production and effective marketing;
- h) Supervise duty roaster for daily and routine activities on the farm;
- i) Advise on proper processing and packaging of farm produce for consumers;
- j) Assist in ensuring livestock management;
- k) Manage and maintain farm machineries and implements;
- l) Participate in the supervising and training of subordinates;
- m) Evaluate the activities carried out on the farm to determine the profitability or otherwise;
- n) Perform professional and community services;
- o) Carryout other duties as may be assigned.
- vi) Principal Farm Manager - CONTISS 13**
- a) Set targets and objectives for the farm business and ensure their actualisation;
- b) Ensure and execute decisions concerning the farm business;
- c) Ensure proper record keeping;
- d) Supervise all the activities on the farm;
- e) Ensure the coordination and supervision of the activities on the farm;



- f) Ensure the proper marketing of farm produce;
- g) Ensure effective supervision and appropriate training of staff of the farm;
- h) Advise on the recruitment of the right calibre of staff;
- i) Adopt strategies for improved production and effective marketing;
- j) Ensure compliance with the duty roster for daily and routine activities on the farm;
- k) Advise Management on the use of modern farming techniques;
- l) Ensure proper processing and packaging of farm produce for consumers;
- m) Ensure proper livestock management on the farm;
- n) Ensure the management and maintenance of farm machineries and implements;
- o) Advise Management on participation in agricultural fairs;
- p) Advise Management on the result of evaluation of the farm activities;
- q) Perform professional and community services;
- r) Carryout other duties as may be assigned.

### **20.3 Method of Entry and Advancement within the Cadre**

#### **i) Farm Officer II - CONTISS 07**

##### **Method of Entry:**

For appointment as Farm Officer II, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Agriculture or related discipline\*, obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

*[NB:\* Related discipline in this cadre means B. Eng (Agricultural Engineering) or Doctor of Veterinary Medicine (DVM), as the need may dictate].*

#### **ii) Farm Officer I - CONTISS 08**

##### **a) Method of Entry:**

For appointment as Farm Officer Grade I, a candidate shall possess any of the following requirements:



- i) A master's degree in Agriculture or related discipline, obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- ii) A minimum of Lower Second-Class Honours degree in Agriculture obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 3 years cognate experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Farm Officer I, a Farm Officer II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Senior Farm Officer - CONTISS 09**

**a) Method of Entry:**

For appointment as Senior Farm Officer, a candidate shall possess any of the following requirements:

- i) A master's degree in Agriculture obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 3 years cognate experience.
- ii) A minimum of Lower Second-Class Honours degree in Agriculture, obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 6 years cognate experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Farm Officer, a Farm Officer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Farm Manager - CONTISS 11**

**a) Method of Entry:**

For appointment as Farm Manager, a candidate shall possess any of the following requirements:

- i) A master's degree in Agriculture obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 6 years cognate experience.



- ii) A minimum of Lower Second-Class Honours degree in Agriculture obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 9 years cognate experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Farm Manager, a Senior Farm Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**v) Senior Farm Manager - CONTISS 12**

*[The post of Senior Farm Manager and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Senior Farm Manager, a Farm Manager must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Principal Farm Manager - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Principal Farm Manager, a Senior Farm Manager must have served efficiently and effectively for a minimum of 4 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Senior Farm Manager must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day administrative workflow in the unit and have the capacity to provide leadership.



## 21.0 FIRE OFFICER CADRE

### 21.1 Posts and Salaries

<i>Assistant Fire Officer</i>	- <i>CONTISS 06</i>
<i>Fire Officer</i>	- <i>CONTISS 07</i>
<i>Higher Fire Officer</i>	- <i>CONTISS 08</i>
<i>Senior Fire Officer</i>	- <i>CONTISS 09</i>
<i>Principal Fire Officer</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Fire Officer</i>	- <i>CONTISS 12</i>
<i>Chief Fire Officer</i>	- <i>CONTISS 13</i>

### 21.2 Duties

- i) Assistant Fire Officer - CONTISS 06**
- Assist in fire prevention, communication and driving of fire fighting vehicles;
  - Assist in firefighting and rescue operations in all cases of emergency;
  - Participate in drills and physical training;
  - Assist in handling telecommunication equipment;
  - Assist in writing reports on fire outbreaks and incidences;
  - Carryout other duties as may be assigned;
- ii) Fire Officer - CONTISS 07**
- Assist in fire prevention, communication and driving of fire fighting vehicles;
  - Assist in firefighting and rescue operations in all cases of emergency;
  - Assist in the routine inspection of buildings for compliance with Fire Safety Regulations;
  - Participate in drills and physical training;
  - Participate in handling telecommunication equipment;
  - Write reports on fire outbreaks and incidences;
  - Assist in investigating causes of fire outbreaks and incidences;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.

**iii) Higher Fire Officer - CONTISS 08**

- a) Carryout fire prevention duties, communication and driving of fire fighting vehicles;
- b) Carryout firefighting and rescue operations in all cases of emergency;
- c) Participate in the routine inspection of buildings for compliance with Fire Safety Regulations;
- d) Participate in drills and physical training;
- e) Handle telecommunication equipment;
- f) Write reports on fire outbreaks and incidences;
- g) Participate in investigating the causes of fire outbreaks and incidences;
- h) Assist in planning fire operation at site;
- i) Assist in supervising and controlling subordinate officers during operations;
- j) Assist in training subordinates;
- k) Perform professional and community services;
- l) Carryout other duties as may be assigned.

**iv) Senior Fire Officer - CONTISS 09**

- a) Carryout fire prevention duties, communication and driving of fire fighting vehicles;
- b) Carryout firefighting and rescue operations in all cases of emergency;
- c) Participate in the routine inspection of buildings for compliance with Fire Safety Regulations;
- d) Participate in drills and physical training;
- e) Handle telecommunication equipment;
- f) Write reports on fire outbreaks and incidences;
- g) Investigate the causes of fire outbreaks and incidences;
- h) Assist in planning fire operation at site;
- i) Participate in supervising and controlling subordinates during operations;
- j) Participate in training subordinates;



- k) Assist in keeping records and statistics of fire outbreaks and incidences;
- l) Supervise the handling of telecommunication equipment;
- m) Perform professional and community services;
- n) Carryout other duties as may be assigned.
- v) Principal Fire Officer - CONTISS 11**
  - a) Carryout fire prevention duties, communication and driving of fire fighting vehicles;
  - b) Fight fire and participate in rescue operations in all cases of emergency;
  - c) Carryout inspection of buildings and their construction for compliance with Fire Safety Regulations;
  - d) Participate in drills and physical training;
  - e) Supervise the handling of telecommunication equipment;
  - f) Vet reports on fire outbreaks and incidences prepared by subordinates;
  - g) Investigate the causes of fire outbreaks and incidences and make appropriate recommendations;
  - h) Participate in planning fire operation at site;
  - i) Supervise and control subordinates during and outside operations;
  - j) Assist in the preparation of Quarterly and Annual Reports for the Unit;
  - k) Assist in the preparation of Annual Budget Estimates for the Unit;
  - l) Assist in initiating manpower training and staff development programmes;
  - m) Assist in recommending procurement of up-to-date equipment for the Unit;
  - n) Assist in keeping records and statistics of all fire outbreaks and incidences;
  - o) Perform professional and community services;
  - p) Carryout other duties as may be assigned.
- vi) Assistant Chief Fire Officer - CONTISS 12**
  - a) Carryout fire prevention duties, communication and driving of fire fighting vehicles;
  - b) Fight fire and participate in rescue operations in all cases of emergency;



- c) Carryout inspection of buildings and their construction for compliance with Fire Safety Regulations;
- d) Participate and conduct drills and physical training;
- e) Supervise the handling of telecommunication equipment;
- f) Vet reports on fire outbreaks and incidences prepared by subordinates;
- g) Investigate the causes of fire and makes recommendations;
- h) Participate in planning fire operation at site;
- i) Supervise and control subordinates during and outside operations;
- j) Participate in the preparation of Quarterly and Annual Reports for the Unit;
- k) Participate in the preparation of Annual Budget Estimates for the Unit;
- l) Participate in initiating manpower training and staff development programmes;
- m) Participate in recommending up-to-date equipment for the Unit;
- n) Keep records and statistics of all fire outbreaks and incidences;
- o) Assist in the general administration of the Unit;
- p) Perform professional and community services;
- q) Carryout other duties as may be assigned.

**vii) Chief Fire Officer - CONTISS 13**

- a) Responsible to the Vice Chancellor/Registrar for the day-to-day administration and providing exemplary leadership in the Unit;
- b) Participate in fire prevention, communication and driving fire fighting vehicles;
- c) Supervise firefighting and participate in rescue operation in all cases of emergency;
- d) Inspect buildings and their construction to ensure compliance with Fire Safety Regulations;
- e) Take charge of drills and physical training;
- f) Ensure that telecommunication equipment are properly handled and stored;
- g) Investigate, report and make appropriate recommendations on all cases of fire outbreaks and incidences;



- h) Ensure the keeping of up-to-date records of all fire outbreaks and incidences;
- i) Plan operations at site;
- j) Prepare Quarterly and Annual Reports for the Unit;
- k) Prepare Annual Budget Estimates for the Unit;
- l) Ensure manpower training and staff development;
- m) Recommend the procurement of up-to-date equipment for the Unit;
- n) Recommend the recruitment of staff;
- o) Carryout periodic redeployment of staff for efficient service delivery;
- p) Advise the University Management on Fire Safety Regulations and Policy;
- q) Liaise with relevant Public and Private Agencies for the benefit of the University;
- r) Perform professional and community services;
- s) Carryout other duties as may be assigned.

### **21.3 Method of Entry and Advancement within the Cadre**

#### **i) Assistant Fire Officer - CONTISS 06**

##### **Method of Entry:**

For appointment as Assistant Fire Officer, a candidate shall possess the following requirements:

- i) National Diploma (ND) in Electrical, Mechanical, Building Engineering, Building Technology or any other relevant area, obtained from a recognised institution, with a minimum of 3 years cognate experience. Computer literacy is an added advantage.
- ii) A candidate shall be subjected to an interview that may require writing competency examination and must have passed a competitive selection test and meet the appropriate medical fitness condition.

#### **ii) Fire Officer - CONTISS 07**

##### **a) Method of Entry:**

For appointment as Fire Officer, a candidate shall possess any of the following requirements:



- i) A minimum of Lower Second-Class Honours degree in any of the relevant Sciences/Engineering programme obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- ii) A HND with a minimum of Lower Credit in Electrical, Mechanical, Building Engineering or Building Technology obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- iii) ND in Electrical, Mechanical, Building Engineering, Building Technology or any other relevant area, obtained from a recognised institution or Fireman Certificate of Competence with a minimum of 6 years cognate experience.
- iv) In cases (i) to (iii) above, a candidate shall be subjected to an interview that may require writing competency examination and must have passed a competitive selection test and meet the appropriate medical fitness condition.

**b) Method of Advancement:**

For promotion to the rank of Fire Officer, an Assistant Fire Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Higher Fire Officer - CONTISS 08**

**a) Method of Entry:**

For appointment as Higher Fire Officer, a candidate shall possess any of the following requirements:

- i) A minimum of Lower Second-Class Honours degree in any of the relevant Sciences/Engineering programme obtained from a recognised institution, NYSC Certificate, Fireman Certificate of Competence and evidence of computer literacy with a minimum of 3 years cognate experience.
- ii) A HND with a minimum of Lower Credit in Electrical, Mechanical, Building Engineering or Building Technology obtained from a recognised institution, NYSC Certificate, Fireman Certificate of Competence and evidence of computer literacy with a minimum of 3 years cognate experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination and must have passed a competitive selection test and meet the appropriate medical fitness condition.

**b) Method of Advancement:**

For promotion to the rank of Higher Fire Officer, a Fire Officer must have obtained a Fireman Certificate of Competence, served satisfactorily for a



minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Senior Fire Officer - CONTISS 09**

**a) Method of Entry:**

For appointment as Senior Fire Officer, a candidate shall possess any of the following requirements:

- i) A minimum of Lower Second-Class Honours degree in any of the relevant Sciences/Engineering programme obtained from a recognised institution, NYSC Certificate, Fireman Certificate of Competence and evidence of computer literacy with a minimum of 6 years cognate experience.
- ii) A HND with a minimum of Lower Credit in Electrical, Mechanical, Building Engineering or Building Technology obtained from a recognised institution, NYSC Certificate, Fireman Certificate of Competence and evidence of computer literacy with a minimum of 6 years cognate experience.
- iii) In cases (i) and (ii) above a candidate shall be subjected to an interview that may require writing competency examination and must have passed a competitive selection test and meet the appropriate medical fitness condition.

**b) Method of Advancement:**

For promotion to the rank of Senior Fire Officer, a Higher Fire Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

Officers appointed with ND Certificate shall be required to obtain a HND or first degree in the relevant area before they are eligible for promotion to the next grade.

**v) Principal Fire Officer - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Fire Officer, a candidate shall possess any of the following requirements:

- i) A minimum of Lower Second-Class Honours degree in any of the relevant Sciences/Engineering programme obtained from a recognised institution, NYSC Certificate, Advanced Fireman Certificate of Competence and evidence of computer literacy with a minimum of 9 years cognate experience.
- ii) A HND with a minimum of Lower Credit in Electrical, Mechanical, Building Engineering or Building Technology obtained from a recognised institution,



NYSC Certificate, Fireman Certificate of Competence and evidence of computer literacy with a minimum of 9 years cognate experience.

- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination and must have passed a competitive selection test and meet the appropriate medical fitness condition.

**b) Method of Advancement:**

For promotion to the rank of Principal Fire Officer, a Senior Fire Officer must have obtained HND or first degree, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Assistant Chief Fire Officer - CONTISS 12**

*[The post of Assistant Chief Fire Officer and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Fire Officer, a Principal Fire Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vii) Chief Fire Officer - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Chief Fire Officer, an Assistant Chief Fire Officer must have served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The officer must exhibit a very good understanding of Safety Regulations in emergency situations.

In addition, he must have the ability to relate very well with other units in the University and Fire Fighting outfits and related agencies within the State.



## 22.0 GUIDANCE AND COUNSELLING OFFICER CADRE

### 22.1 Posts and Salaries

<i>Guidance and Counselling Officer</i>	- CONTISS 08
<i>Senior Guidance and Counselling Officer</i>	- CONTISS 09
<i>Principal Guidance and Counselling Officer</i>	- CONTISS 11
<i>Assistant Chief Guidance and Counselling Officer</i>	- CONTISS 12
<i>Chief Guidance and Counselling Officer</i>	- CONTISS 13
<i>Deputy Director, Guidance and Counselling</i>	- CONTISS 14

### 22.2 Duties

- i) Guidance and Counselling Officer - CONTISS 08**
- Assist in the general counselling of students;
  - Assist in counselling of students on career choice and opportunities;
  - Participate in students' orientation programmes;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- ii) Senior Guidance and Counselling Officer - CONTISS 09**
- Assist in the general counselling of students;
  - Counsel students on career choice and opportunities;
  - Assist in organising career talks and job interviews;
  - Participate in students' orientation programmes;
  - Carryout duties relating to scholarship schemes for students;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- iii) Principal Guidance and Counselling Officer - CONTISS 11**
- Participate in the general guidance and counselling of students;
  - Assist in the identification, guiding and counselling of students with social problems;
  - Participate in the maintenance of up-to-date records of students with social problems;
  - Assist in the coordination of students' advisor system;



- e) Participate in students' orientation programmes;
- f) Participate in organising students' assistance scheme including part time jobs;
- g) Carryout duties relating to scholarship schemes for students;
- h) Perform professional and community services;
- i) Carryout other duties as may be assigned.

**iv) Asst. Chief Guidance & Counselling Officer - CONTISS 12**

- a) Provide guidance and counselling services to students;
- b) Participate in the identification, guiding and counselling of students with social problems;
- c) Maintain up-to-date records of students with social problems;
- d) Coordinate students' advisory system;
- e) Coordinate students' orientation programmes;
- f) Participate in organising students' assistance schemes including part time jobs;
- g) Perform duties relating to scholarship schemes for students;
- h) Participate in coordination of the recruitment, training, supervision and development of professional and support staff;
- i) Participate in conducting assessment and evaluation of counselling programmes;
- j) Participate in carrying out research to address students' problems;
- k) Assist in preparing report on guidance and counselling services to Management;
- l) Participate in the preparation of Annual Report for the Unit;
- m) Participate in the preparation of Annual Budget Estimates for the Unit;
- n) Perform professional and community services;
- o) Carryout other duties as may be assigned.

**v) Chief Guidance and Counselling Officer - CONTISS 13**

- a) Provide guidance and counselling services to students;



- b) Conduct assessment and evaluation of the programmes of the Unit;
- c) Participate in developing programmes to meet students' counselling needs;
- d) Ensure the effective coordination of students' advisory system;
- e) Participate in the coordination of students' orientation programmes;
- f) Report on guidance and counselling services to Management;
- g) Assist in organising students' assistance schemes including part time jobs;
- h) Identify, guide and counsel students with social problems and maintain up-to-date records;
- i) Ensure assistance to students on matters relating to scholarship scheme;
- j) Carryout research to address students' problems;
- k) Liaise with parents, religious bodies, government and non-governmental organisations to address students' problems;
- l) Assists in preparing Annual Report for the Unit;
- m) Assists in preparing Annual Budget Estimates for the Unit;
- n) Perform professional and community services;
- o) Carryout other duties as may be assigned.

**vi) Deputy Director, Guidance and Counselling - CONTISS 14**

- a) Responsible to the Registrar/Director for providing good leadership in coordinating the activities of the Unit;
- b) Provide guidance and counselling services to students;
- c) Conduct assessment and evaluation of the programmes of the Unit;
- d) Advise the Management on the review of guidance and counselling policy of the University;
- e) Develop programmes to meet students' counselling needs;
- f) Ensure the effective coordination of students' advisory system;
- g) Participate in the coordination of students' orientation programmes;
- h) Coordinate recruitment, training, supervision and development of professional and support staff in the Unit;
- i) Report on guidance and counselling services to Management;



- j) Organise students' assistance schemes including part time jobs;
- k) Identify, guide and counsel students with social problems and maintain up-to-date records;
- l) Ensure assistance to students on matters relating to scholarship scheme;
- m) Carryout research to address students' problems;
- n) Liaise with parents, religious bodies, government and non-governmental organisations to address students' problems;
- o) Prepare Annual Report for the Unit;
- p) Prepare Annual Budget Estimates for the Unit;
- q) Recommend the redeployment of staff for efficient service delivery for efficient service delivery;
- r) Perform professional and community services;
- s) Carryout other duties as may be assigned.

### **22.3 Method of Entry and Advancement within the Cadre**

#### **i) Guidance and Counselling Officer - CONTISS 08**

##### **Method of Entry:**

For appointment as Guidance and Counselling Officer, a candidate shall possess the following requirements:

- i) A master's degree in Guidance and Counselling obtained from a recognised institution, NYSC Certificate, evidence of computer literacy and must be at least 30 years old.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### **ii) Senior Guidance and Counselling Officer - CONTISS 09**

##### **a) Method of Entry:**

For appointment as Senior Guidance and Counselling Officer, a candidate shall possess the following requirements:

- i) A master's degree in Guidance and Counselling obtained from a recognised institution, NYSC Certificate, evidence of computer literacy with a minimum of 3 years cognate experience and must be at least 33 years old.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.



**b) Method of Advancement:**

For promotion to the rank of Senior Guidance and Counselling Officer, a Guidance and Counselling Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Principal Guidance and Counselling Officer - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Guidance and Counselling Officer, a candidate shall possess the following requirements:

- i) A master's degree in Guidance and Counselling obtained from a recognised institution, NYSC Certificate, evidence of computer literacy with a minimum of 3 years cognate experience and must be at least 36 years old.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Guidance and Counselling Officer, a Senior Guidance and Counselling Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**iv) Asst. Chief Guidance & Counselling Officer - CONTISS 12**

*[The post of Assistant Chief Guidance and Counselling Officer and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Guidance and Counselling Officer, a Principal Guidance and Counselling Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**v) Chief Guidance and Counselling Officer - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Chief Guidance and Counselling Officer, Assistant Chief Guidance and Counselling Officer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.



**vi) Deputy Director, Guidance and Counselling - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Deputy Director, Guidance and Counselling, Chief Guidance and Counselling Officer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

The Chief Guidance and Counselling Officer must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day administrative workflow in the unit and have the capacity to provide leadership.



## 23.0 HORTICULTURALIST CADRE

### 23.1 Posts and Salaries

<i>Agricultural Superintendent (Horticulture)</i>	- CONTISS 06
<i>Horticulturist II</i>	- CONTISS 07
<i>Horticulturist I</i>	- CONTISS 08
<i>Senior Horticulturist</i>	- CONTISS 09
<i>Principal Horticulturist</i>	- CONTISS 11
<i>Assistant Chief Horticulturist</i>	- CONTISS 12
<i>Chief Horticulturist</i>	- CONTISS 13
<i>Deputy Director</i>	- CONTISS 14

### 23.2 Duties

#### i) **Agricultural Superintendent (Horticulture) - CONTISS 06**

- a) Collect planting materials;
- b) Plant ornamental seedlings;
- c) Periodic pruning and trimming of ornamental plants;
- d) Perform any other duty assigned to him;
- e) Provide project and commercial services;
- f) Carryout other duties as may be assigned.

#### ii) **Horticulturist II - CONTISS 07**

- a) Collect planting materials;
- b) Raise ornamental seedlings;
- c) Plant ornamental seedlings;
- d) Periodic pruning and trimming of ornamental plants;
- e) Train ornamental plants for particular purposes;
- f) Assist in keeping records of the landscaping activities;
- g) Provide project and commercial services;
- h) Perform professional and community services;
- i) Carryout other duties as may be assigned.

**iii) Horticulturist I****- CONTISS 08**

- a) Collect planting materials;
- b) Raise ornamental seedlings;
- a) Supervise planting of ornamental seedlings;
- b) Supervise periodic pruning and trimming of ornamental plants to avoid a bushy outlook;
- c) Train ornamental plants for particular purpose;
- d) Participate in keeping records of the landscaping activities;
- e) Provide project and commercial services;
- f) Perform professional and community services;
- g) Carryout other duties as may be assigned.

**iv) Senior Horticulturist****- CONTISS 09**

- a) Produce and manage of ornamental plants;
- b) Improve planting materials;
- c) Select ornamental plants for particular uses, condition or site;
- d) Participate in designing and construction of sites along with the planting and maintenance of woody or herbaceous ornamentals;
- e) Participate in proper Management of the existing landscape;
- f) Train ornamental plants for particular purposes;
- g) Keep records of the landscaping activities;
- h) Provide project and commercial services;
- i) Perform professional and community services;
- j) Carryout any other duties as may be assigned.

**v) Principal Horticulturist****- CONTISS 11**

- a) Produce and manage of ornamental plants;
- b) Improve planting materials;
- c) Select ornamental plants for particular uses, condition or site;



- d) Design and construct sites along with the planting and maintenance of woody or herbaceous ornamentals;
- e) Assist in the training of subordinates;
- f) Participate in proper Management of the existing landscape;
- g) Initiate improvement in the general landscape in accordance with the University's master plan;
- h) Train ornamental plants for particular purposes;
- i) Advise on how and when to plant ornamental plants;
- j) Supervise the landscaping activities;
- k) Keep records of all landscaping activities;
- l) Provide project and commercial services;
- m) Perform professional and community services;
- n) Carryout other duties as may be assigned.

**vi) Assistant Chief Horticulturist - CONTISS 12**

- a) Produce and manage of ornamental plants;
- b) Improve planting materials;
- c) Select ornamental plants for particular uses, condition or site;
- d) Design and construct sites along with the planting and maintenance of woody or herbaceous ornamentals;
- e) Maintain proper Management of the existing landscape;
- f) Initiate improvement in the general landscape in accordance with the University master plan;
- g) Supervise the training of ornamental plants for particular purposes;
- h) Advise on how and when to plant ornamental plants;
- i) Supervise and execute the landscaping activities;
- j) Keep record of the landscaping activities;
- k) Train subordinates;
- l) Provide project and commercial services;
- m) Perform professional and community services;



n) Carryout other duties as may be assigned.

**vii) Chief Horticulturist - CONTISS 13**

- a) Participate in the production and management of ornamental plants;
- b) Assist in the improvement of planting materials;
- c) Assist in the proper selection of ornamental plants for particular uses, condition or site;
- d) Participate in the design and construction of sites along with the planting and maintenance of woody or herbaceous ornamentals;
- e) Assist in the proper management of the existing landscape, improvement in the general landscape in accordance with the University's master plan;
- f) Assist in keeping records of the landscaping activities;
- g) Assist in the supervision and training of subordinates;
- h) Perform professional and community services;
- i) Carryout other duties as may be assigned.

**viii) Deputy Director - CONTISS 14**

- a) Ensure the production and management of ornamental plants;
- b) Ensure the improvement of planting materials;
- c) Ensure the proper selection of ornamental plants for particular uses, condition or site;
- d) Ensure the design and construction of sites along with the planting and maintenance of woody or herbaceous ornamentals;
- e) Ensure proper management of the existing landscape, improvement in the general landscape in accordance with the University's master plan;
- f) Ensure the training of ornamental plants for particular purposes;
- g) Determine how and when to plant ornamental plants;
- h) Plan, execute and supervise the landscaping activities;
- i) Ensure keeping records of the landscaping activities;
- j) Ensure the supervise and training of subordinates;
- k) Perform professional and community services;
- l) Carryout other duties as may be assigned.



### 23.3 Method of Entry and Advancement within the Cadre

#### i) Agricultural Superintendent (Horticulture) - CONTISS 06

##### Method of Entry:

For appointment as Agricultural Superintendent (Horticulture), a candidate shall possess the following requirements:

- i) A minimum of National Diploma (ND) in Horticulture obtained from a recognised institution and evidence of computer literacy with a minimum of 3 years' experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### ii) Horticulturist II - CONTISS 07

##### a) Method of Entry:

For appointment as Horticulturist II, a candidate shall possess any of the following requirements:

- i) A minimum of Lower Second-Class Honours degree in the relevant area obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- ii) A Higher National Diploma (HND) in Horticulture obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- iii) An ND in Horticulture obtained from a recognised institution and evidence of computer literacy with a minimum of 6 years' experience.
- iv) In cases (i) to (iii) above, a candidate shall be subjected to an interview that may require writing competency examination.

##### b) Method of Advancement:

For promotion to the rank of Horticulturist II, an Agricultural Superintendent (Horticulture) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

#### iii) Horticulturist I - CONTISS 8

##### a) Method of Entry:

For appointment as Horticulturist I, a candidate shall possess any of the following requirements:

- i) A minimum of Lower Second-Class Honours degree in the relevant area obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 3 years' experience.



- ii) A HND in Horticulture obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 3 years' experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Horticulturist I, a Horticulturist II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Senior Horticulturist - CONTISS 09**

**a) Method of Entry:**

For appointment as Senior Horticulturist, a candidate shall possess any of the following requirements:

- i) A minimum of Lower Second-Class Honours degree in the relevant area obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 6 years' experience.
- ii) A HND in Horticulture obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 6 years' experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Horticulturist, a Horticulturist I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

Officers appointed with ND Certificate shall be required to obtain a HND or first degree in the relevant area before they are eligible for promotion to the next grade.

**v) Principal Horticulturist - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Horticulturist, a candidate shall possess any of the following requirements:

- i) A minimum of Lower Second-Class Honours degree in the relevant area obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 9 years' experience.



- ii) A HND in Horticulture obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 9 years' experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Horticulturist, a Senior Horticulturist must have obtained HND or first degree, served effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Assistant Chief Horticulturist - CONTISS 12**

*[The post of Assistant Chief Horticulturist and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Horticulturist, a Principal Horticulturist must have served effectively and efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vii) Chief Horticulturist - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Chief Horticulturist, an Assistant Chief Horticulturist must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Assistant Chief Horticulturist must show clear experience of ability to properly manage the existing University landscape and initiate improvement in the general landscaping of the University in line with the Master Plan.

**viii) Deputy Director - CONTISS 14**

**Method of Advancement:**

For promotion to the rank of Deputy Director, Horticulture, a Chief Horticulturist must have obtained a minimum of Second-Class Lower Honours degree or Masters in a relevant area, registered with relevant professional body, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Chief Horticulturist must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow in the Unit and have the capacity to provide good leadership.



## 24.0 INTERNAL AUDITOR CADRE

### 24.1 Posts and Salaries

<i>Internal Auditor II</i>	- <i>CONTISS 07</i>
<i>Internal Auditor I</i>	- <i>CONTISS 08</i>
<i>Senior Internal Auditor</i>	- <i>CONTISS 09</i>
<i>Principal Internal Auditor</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Internal Auditor</i>	- <i>CONTISS 12</i>
<i>Chief Internal Auditor</i>	- <i>CONTISS 13</i>
<i>Deputy Director, Internal Audit</i>	- <i>CONTISS 14</i>
<i>Director, Internal Audit</i>	- <i>CONTISS 15</i>

### 24.2 Duties

- i) Internal Auditor II - CONTISS 07**
- Assist in carrying out auditing duties;
  - Assist in enforcing Financial and Stores Procedures, including general auditing, pre-payment auditing, stock verification and stores auditing;
  - Assist in Audit investigations;
  - Assist in market survey, verification of prices and authorities for payment;
  - Assist in carrying out Audit Visitation to Units/Departments/Centres;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- ii) Internal Auditor I - CONTISS 08**
- Assist in enforcing Financial and Store Procedures, including general auditing, pre-payment auditing, stock verification and Stores Auditing
  - Assist in Audit Investigations;
  - Assist in the application of auditing regulations and procedures;
  - Assist in market survey, verification of prices and authorities for payment;
  - Participate in carrying out Audit Visitation to Units/Departments/Centres;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- iii) Senior Internal Auditor - CONTISS 09**
- Carryout auditing duties, including general auditing, pre-payment auditing, Stores Auditing and stock verification to ensure value for money;



- b) Interpret Auditing Regulations and ensuring that Audit procedures are followed in all aspects of the University financial transactions;
- c) Market survey, verification of prices and authorities for payment;
- d) Carryout Audit Visitation to Units/Departments/Centres;
- e) Perform professional and community services;
- f) Carryout other duties as may be assigned.

**iv) Principal Internal Auditor - CONTISS 11**

- a) Participate in general Auditing duties;
- b) Participate in pre-payment auditing, stores auditing and project inspection to ensure value for money;
- c) Participate in writing Audit Reports, interpreting Audit Regulations and Procedures;
- d) Assist in the investigation of fraud, shortages and losses to the University property;
- e) Participate in periodic review of Accounting and Stores Systems;
- f) Ensure that established procedures are followed in all financial transactions;
- g) Assist in the preparation of periodic and special reports;
- h) Assist in training subordinates;
- i) Assist in preparing Annual Budget estimates for the Unit;
- j) Take charge of a Unit/Department;
- k) Provide team leadership in Audit Visitation to Units/Departments/Centres;
- l) Perform professional and community services;
- m) Carryout other duties as may be assigned.

**v) Assistant Chief Internal Auditor - CONTISS 12**

- a) Supervise general auditing duties;
- b) Participate in pre-payment auditing, stores auditing and project inspection to ensure value for money;
- c) Participate in writing Audit Reports, interpreting Audit Regulations and Procedures;
- d) Provide team leadership in the investigation of fraud, shortages and losses to the University property;



- e) Participate in periodic review of Accounting and Stores Systems;
- f) Ensure that established procedures are followed in all financial transactions;
- g) Participate in the preparation of periodic and special reports;
- h) Participate in training subordinates;
- i) Participate in preparing Annual Budget Estimates in the Unit;
- j) Assist in preparing and updating the Manual on Audit Procedures;
- k) Assist in identifying training needs for manpower development;
- l) Assist in maintenance of University Assets Register and up-date records of all staff;
- m) Perform professional and community services;
- n) Carryout other duties as may be assigned.

**vi) Chief Internal Auditor - CONTISS 13**

- a) To assist Deputy Director in carrying out his day-to-day activities in the areas of prepayment.
- b) Carrying out related tasks and activities in the specialised area of forensic Audit as directed by the Deputy Director that will facilitate the gathering and processing of accounting transaction evidences for further Investigation.
- c) To review all financial claims and ensure compliance to all extent rules and regulations;
- d) To assist in protecting the assets of the University by carrying out a continuous examination of activities in order to detect fraud, misappropriation, irregular expenditure or loss due to waste, extravagance, mal-administration or other causes;
- e) To monitor the use of resources in the pursuit of the objectives established by law and other authorizing bodies;
- f) To ensure the accuracy, fairness and integrity of the accounting and management information generated within the University;
- g) Participate in organisational task force or committees as directed by the Deputy Director that will provide valuable insights related to risks and control;
- h) Testing and debugging of appropriate software for audit and investigation;



- i) Participate in preparing Annual Budget Estimates in the Department;
- j) Prepare periodic reports for the Management and other formal reports from his Unit for action of the Director;
- k) Design standard audit programmes and review from time to time;
- l) Shall supervise and coordinate the activities of his own Unit in the Internal Audit;
- m) Provide professional and community services;
- n) Carryout any other duties as may be assigned.

**vii) Deputy Director Internal Audit - CONTISS 14**

- a) To assist the Director, Internal Audit in carrying out his day-to-day activities of monitoring and supervising the Unit, particularly in the areas of system audit operation, budget and revenue monitoring and forensic audit operation of the University;
- b) Assist in enhancing the Internal Audit functions in the area of prepayment audit;
- c) Assist in ensuring effective implementation of Internal Audit monitoring and evaluation activities;
- d) Assist to ensure that laid down procedures are being observed in tendering contracts and store keeping with a view to ensure prudence;
- e) To assist the Director, Internal Audit to develop proper budgeting and revenue monitoring and evaluating audit related activities that will guarantee regular and up to date reports on execution of the budget by the University;
- f) Assist the Director, Internal Audit in using problem-solving tools and techniques in the areas of forensic audit and investigation;
- g) Assist the Director, Internal Audit in gathering and processing accounting transaction evidences for further investigations and tendering in a court of law;
- h) Advise in the application of specialised knowledge and software in the areas of audit and investigation;
- i) Liaise with relevant Departments/Units/Division in the area of conduct of value-for-money (performance) audit – to ascertain the level of economy, efficiency and effectiveness derived from government projects and programmes as may be directed by Director, Internal Audit;
- j) Provide professional and community services;



k) Carryout any other duties as may be assigned.

**viii) Director, Internal Audit - CONTISS 15**

- a) Responsible to the Vice-Chancellor in providing good leadership in the Unit and ensuring that all financial and administrative transactions in the University conform with the Financial Regulations and Procedures of the University Rules and Regulations;
- b) Monitor and evaluate the effectiveness and efficient management of the finances and other resources of the University;
- c) Interpret Audit Regulations, Procedures and ensure compliance with the procedures in the execution of the University's financial activities;
- d) Ensure that audit activities cover all records of the University;
- e) Developing Master Audit Programme that will outline the auditing tasks to be carried out throughout the year with timelines of completion of the tasks;
- f) Participate in committees, especially Management and other relevant committees;
- g) Ensure compliance with Audit guidelines, Financial Regulations, Accounting Codes and other extant rules by all staff under his supervision;
- h) Ensure adequate supervision, monitoring and auditing of disbursement of funds;
- i) Ensure the auditing of periodic financial returns and that they are promptly rendered to the Treasury in line with the extant rules and regulations;
- j) Ensure that all staff under his supervision are exposed to regular training programmes to prepare them for the efficient performance of their duties;
- k) Ensure that periodic reports are compiled and submitted regularly to the Vice-Chancellor;
- l) Monitor and evaluate the effectiveness and efficient management of the University Assets Register and up-to-date record of all staff;
- m) Liaise with relevant financial authorities from time to time in the interpretation of the provisions of the Financial Regulations and other Treasury circulars where necessary;
- n) Provide professional and community services;
- o) Carryout other duties as may be assigned.



### 24.3 Method of Entry and Advancement within the Cadre

#### i) Internal Auditor II - CONTISS 07

##### Method of Entry:

For appointment as Internal Auditor II, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Accounting, obtained from a recognised institution, NYSC Certificate and evidence of computer literacy in professional software.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### ii) Internal Auditor I - CONTISS 08

##### a) Method of Entry:

For appointment as Internal Auditor I, a candidate shall possess any of the following requirements:

- a) A minimum of Lower Second-Class Honours degree and Professional Qualification in Accounting obtained through qualifying examination or a master's degree in Accounting obtained from a recognised institution, NYSC Certificate and evidence of computer literacy in professional software.
- b) A minimum of Lower Second-Class Honours degree in Accounting obtained from a recognised institution, NYSC Certificate and evidence of computer literacy in professional software with a minimum of 3 years relevant post-graduation experience.
- c) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

##### b) Method of Advancement:

For promotion to the rank of Internal Auditor I, an Internal Auditor II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

#### iii) Senior Internal Auditor - CONTISS 09

##### a) Method of Entry:

For appointment as Senior Internal Auditor, a candidate shall possess any of the following requirements:

- i) A minimum of Lower Second-Class Honours degree and Professional Qualification in Accounting obtained through qualifying examination or a master's degree in Accounting obtained from a recognised institution, NYSC



Certificate and evidence of computer literacy in professional software with a minimum of 3 years relevant post-graduation experience.

- ii) A minimum of Lower Second-Class Honours degree in Accounting obtained from a recognised institution, NYSC Certificate and evidence of computer literacy in professional software with a minimum of 6 years relevant post-graduation experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Internal Auditor, an Internal Auditor I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Internal Auditor - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Internal Auditor, a candidate shall possess any of the following requirements:

- i) A minimum of Lower Second-Class Honours degree and Professional Qualification in Accounting obtained through qualifying examination or a master's degree in Accounting obtained from a recognised institution, NYSC Certificate and evidence of computer literacy in professional software with a minimum of 6 years relevant post-graduation experience.
- ii) A minimum of Lower Second-Class Honours degree in Accounting obtained from a recognised institution, NYSC Certificate, Professional Qualification in Accounting obtained through qualifying examination and evidence of computer literacy in professional software with a minimum of 9 years cognate post-graduation experience.
- iii) In cases in (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Internal Auditor, a Senior Internal Auditor must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**v) Assistant Chief Internal Auditor - CONTISS 12**

*[The post of Assistant Chief Internal Auditor and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Internal Auditor, a Principal Internal Auditor must have a Professional Qualification in Accounting obtained through qualifying examination, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Chief Internal Auditor - CONTISS 13****Method of Advancement:**

For promotion to the rank of Chief Internal Auditor, the performance of an Assistant Chief Internal Auditor must be outstanding and must have obtained excellent Annual Performance Evaluation Reports for the period of 3 years.

The Assistant Chief Internal Auditor must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide good leadership.

**viii) Deputy Director, Internal Audit - CONTISS 14****Method of Advancement:**

For promotion to the rank of Deputy Director Internal Audit, a Chief Internal Auditor must have a Professional Qualification in Accounting obtained through qualifying examination, serve efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**ix) Director, Internal Audit - CONTISS 15**

By appointment of a candidate with a minimum of Lower Second-Class Honours degree in Accounting obtained from a recognised institution, NYSC Certificate, Professional Qualification in Accounting, such as ICAN, ANAN, ACCA, obtained through qualifying examination, plus 15 years cognate experience, 5 of which must be in the University system.



## 25.0 LEGAL OFFICER CADRE

### 25.1 Posts and Salaries

<i>Legal Officer</i>	- <b>CONTISS 08</b>
<i>Senior Legal Officer</i>	- <b>CONTISS 09</b>
<i>Principal Legal Officer II</i>	- <b>CONTISS 11</b>
<i>Principal Legal Officer I</i>	- <b>CONTISS 12</b>
<i>Assistant Chief Legal Officer</i>	- <b>CONTISS 13</b>
<i>Chief Legal Officer</i>	- <b>CONTISS 14</b>

### 25.2 Duties

**i) Legal Officer - CONTISS 08**

- (a) Assist in Legal Drafting and report writing;
- (b) Assist in letter writing and drafting of Agreements;
- (c) Provide professional and community services;
- (d) Carryout other duties as may be assigned.

**ii) Senior Legal Officer - CONTISS 09**

- (a) Participate in Legal Drafting and Report;
- (b) Participate in Letter writing and drafting of agreements;
- (c) Assist in the Management of litigation;
- (d) Perform professional and community services;
- (e) Carryout other duties as may be assigned.

**iii) Principal Legal Officer II - CONTISS 11**

- (a) Contribute in the Management of Industrial Relations;
- (b) Participate in Legal Drafting and Report Writing;
- (c) Participate in the Management of Litigation;
- (d) Participate in vetting Agreements;
- (e) Perform professional and community services;
- (f) Carryout other duties as may be assigned.

**iv) Principal Legal Officer I - CONTISS 12**

- (a) Contribute to the Management of Industrial Relations;



- (b) Participate in Legal Drafting;
  - (c) Participate in Vetting Agreements and Reports;
  - (d) Participate in the Management of Litigation;
  - (e) Assist in the Implementation of Legal Policies;
  - (f) Perform professional and community services;
  - (g) Carryout other duties as may be assigned.
- v) Assistant Chief Legal Officer - CONTISS 13**
- (a) Play a major role in the activities of the Division;
  - (b) Contribute to the Management of Industrial Relations;
  - (c) Contribute to the Management of Litigation;
  - (d) Participate in the supervision and coordination of the activities of the Division;
  - (e) Assist Management in the Interpretation and implementation of Law, rules, regulations and policies;
  - (f) Assist in the preparation of annual budget of the Unit;
  - (g) Perform professional and community services;
  - (h) Carryout other duties as may be assigned.
- vii) Chief Legal Officer - CONTISS 14**
- (a) Responsible to the Vice-Chancellor in providing good leadership in the Unit;
  - (b) Perform other professional and administrative duties;
  - (c) Supervise and effectively coordinate all the activities of the Unit;
  - (d) Head the litigation team and liaise with the University external Solicitors;
  - (e) Participate in the formulation of policies in the University;
  - (f) Take charge of the preparation of Annual Budget Estimates of the Unit;
  - (g) Perform professional and community services;
  - (h) Carryout other duties as may be assigned.



### 25.3 Method of Entry and Advancement within the Cadre

#### i) Legal Officer - CONTISS 08

##### Method of Entry:

For appointment as Legal Officer, a candidate shall possess the following requirements:

- i) LL.B. with a minimum of Lower Second-Class Honours obtained from a recognised institution and B.L., NYSC Certificate and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### ii) Senior Legal Officer - CONTISS 09

##### a) Method of Entry:

For appointment as Senior Legal Officer, a candidate shall possess any of the following requirements:

- i) LL.M. obtained from a recognised institution and B.L., NYSC Certificate and evidence of computer literacy.
- ii) LL.B. with a minimum of Lower Second-Class Honours degree obtained from a recognised institution and B.L., NYSC Certificate and evidence of computer literacy with 3 years relevant post-graduation experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

##### b) Method of Advancement:

For promotion to the rank of Senior Legal Officer, a Legal Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

#### iii) Principal Legal Officer II - CONTISS 11

##### a) Method of Entry:

For appointment as Principal Legal Officer II, a candidate shall possess any of the following requirements:

- i) LL.M. obtained from a recognised institution and B.L., NYSC Certificate and evidence of computer literacy with a minimum of 3 years cognate post-graduation experience.



- ii) LL.B. with a minimum of Lower Second-Class Honours degree obtained from a recognised institution and B.L., NYSC Certificate and evidence of computer literacy with a minimum of 6 years cognate post-graduation experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Legal Officer II a Senior Legal Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**iv) Principal Legal Officer I - CONTISS 12**

*[The post of Principal Legal Officer I and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Principal Legal Officer I, a Principal Legal Officer II must have served efficiently and effectively for a minimum of 3 years satisfactorily and obtained very good Annual Performance Evaluation Reports for the period.

**v) Assistant Chief Legal Officer - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Assistant Chief Legal Officer, a Principal Legal Officer I must have served efficiently and effectively for a minimum of 3 years satisfactorily and obtained very good Annual Performance Evaluation Reports for the period.

The Principal Legal Officer I must have the capacity to provide good leadership and demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow in the Unit.

**vi) Chief Legal Officer - CONTISS 14**

**Method of Advancement:**

For promotion to the rank of Chief Legal Officer, an Assistant Chief Legal Officer must have served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Assistant Chief Legal Officer must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide leadership.



## 26.0 LIBRARY OFFICER CADRE

### 26.1 Posts and Salaries

<i>Library Officer</i>	- <b>CONTISS 06</b>
<i>Higher Library Officer</i>	- <b>CONTISS 07</b>
<i>Senior Library Officer</i>	- <b>CONTISS 08</b>
<i>Principal Library Officer II</i>	- <b>CONTISS 09</b>
<i>Principal Library Officer I</i>	- <b>CONTISS 11</b>
<i>Assistant Chief Library Officer</i>	- <b>CONTISS 12</b>
<i>Deputy Chief Library Officer</i>	- <b>CONTISS 13</b>
<i>Chief Library Officer</i>	- <b>CONTISS 14</b>

### 26.2 Duties

- i) Library Officer - CONTISS 06**
- Provide library services such as indexing, circulation, receiving and filing, cataloguing, record and shelving of books, journals and newspapers;
  - Be conversant in the application of IT in providing Library services ;
  - Carryout other duties as may be assigned.
- ii) Higher Library Officer - CONTISS 07**
- Provide library services such as indexing, circulation, receiving and filing cataloguing, record and shelving of books, journals and newspapers;
  - Be conversant in the application of IT in providing Library services;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- iii) Senior Library Officer - CONTISS 08**
- Provide library services such as indexing, circulation, receiving and filing cataloguing, record and shelving of books, journals and newspapers;
  - Show proficiency in the use of IT in providing e-library services;
  - Assist in the supervision of subordinates;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.

**iv) Principal Library Officer II - CONTISS 09**

- a) Provide library services at higher level such as indexing, circulation, receiving and filing, cataloguing, record and shelving of books, journals and newspapers;
- b) Demonstrate proficiency in the use of IT in providing e-library services;
- c) Provide leadership and supervisory responsibility in the Library;
- f) Perform professional and community services;
- d) Carryout other duties as may be assigned.

**v) Principal Library Officer I - CONTISS 11**

- a) Provide library services at advanced level such as indexing, circulation, receiving and filing, cataloguing, record and shelving of books, journals and newspapers;
- b) Demonstrate proficiency in the use of IT in providing e-library services;
- c) Provide leadership and supervisory responsibility in the Library;
- g) Perform professional and community services;
- d) Carryout other duties as may be assigned.

**vi) Assistant Chief Library Officer - CONTISS 12**

- a) Provide library services at advanced level such as indexing, circulation, receiving and filing, cataloguing, record and shelving of books, journals and newspapers;
- b) Demonstrate versatility in the use of IT in providing e-library services, including familiarity with information superhighway;
- c) Provide leadership and supervisory responsibility in the Library;
- d) Perform professional and community services;
- e) Carryout other duties as may be assigned.

**vii) Deputy Chief Library Officer - CONTISS 13**

- a) Assist in providing leadership, managerial and organisational competence in ensuring efficient and effective supervision of staff;
- b) Demonstrate versatility and competence in the use of IT in providing e-library services including familiarity with information superhighway;
- c) Provide Library services at advanced level such as indexing, circulation, receiving and filing, cataloguing, record and shelving of books, journals and newspapers;



- d) Perform professional and community services;
- e) Carryout other duties as may be assigned.

**viii) Chief Library Officer - CONTISS 14**

- a) Provide leadership, managerial and organisational competence in ensuring efficient and effective supervision of staff;
- b) Demonstrate versatility and competence in the use of IT in providing e-library services including familiarity with information superhighway;
- c) Provide Library services at advanced level such as indexing, circulation, receiving and filing, cataloguing, record and shelving of books, journals and newspapers;
- d) Perform professional and community services;
- e) Carryout other duties as may be assigned.

**26.3 Method of Entry and Advancement within the Cadre**

**i) Library Officer - CONTISS 06**

**a) Method of Entry:**

For appointment as Library Officer, a candidate shall possess the following requirements:

- i) A minimum of National Diploma in Library and Information Management or Library Science obtained from a recognised institution and evidence of computer literacy with a minimum of 3 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Library Officer, an Assistant Library Officer must have obtained a National Diploma in Library and Information Management or Library Science from a recognised institution, be computer literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**ii) Higher Library Officer - CONTISS 07**

**a) Method of Entry:**

For appointment as Higher Library Officer, a candidate shall possess the following requirements:



- i) A minimum of Lower Second-Class Honours degree in Library and Information Science or Library Science obtained from a recognised institution, NYSC Certificate and be conversant in Information Technology (IT).
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Higher Library Officer, a Library Officer must be computer literate, have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Senior Library Officer - CONTISS 08**

**a) Method of Entry:**

For appointment as Senior Library Officer, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Library and Information Science or Library Science obtained from a recognised institution, NYSC Certificate and be proficient in Information Technology with a minimum of 3 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Library Officer, a Higher Library Officer must have the knowledge of Information Technology (IT), served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Library Officer II - CONTISS 09**

**a) Method of Entry:**

For appointment as Principal Library Officer II, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Library and Information Science or Library Science obtained from a recognised institution, NYSC Certificate and be proficient in IT with a minimum of 6 years relevant experience.
- ii) HND with 9 years working experience.
- iii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Library Officer II, a Senior Library Officer must be proficient in IT, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

Officers appointed with National Diploma shall be required to obtain a first degree in the relevant area before they are eligible for promotion to the next grade.

**v) Principal Library Officer I - CONTISS 11****a) Method of Entry:**

For appointment as Principal Library Officer I, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Library and Information Science or Library Science obtained from a recognised institution, NYSC Certificate and be very proficient in IT with a minimum of 9 years post-graduation relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Library Officer I, a Principal Library Officer II must be very proficient in IT, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Assistant Chief Library Officer - CONTISS 12**

*[The post of Assistant Chief Library Officer and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Library Officer a Principal Library Officer I must be versatile in IT, served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vii) Deputy Chief Library Officer - CONTISS 13****Method of Advancement:**

For promotion to the rank of Chief Library Officer, an Assistant Chief Library Officer must be versatile in IT, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.



The Assistant Chief Library Officer must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow in the unit and have the capacity to provide good leadership.

**viii) Chief Library Officer - CONTISS 14**

**Method of Advancement:**

For promotion to the rank of Chief Library Officer, a Deputy Chief Library Officer must obtain a minimum of Second Class Lower Honours degree or a master's degree in Library and Information Science or Library Science, be versatile in IT, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Deputy Chief Library Officer must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow in the unit and have the capacity to provide good leadership.



## 27.0 MASTER/MISTRESS CADRE

### 27.1 Posts and Salaries

<i>Master/Mistress III</i>	- <i>CONTISS 06</i>
<i>Master/Mistress II</i>	- <i>CONTISS 07</i>
<i>Master/Mistress I</i>	- <i>CONTISS 08</i>
<i>Senior Master/Mistress II</i>	- <i>CONTISS 09</i>
<i>Senior Master/Mistress I</i>	- <i>CONTISS 11</i>
<i>Principal Master/Mistress</i>	- <i>CONTISS 12</i>
<i>Head Master/Mistress</i>	- <i>CONTISS 13</i>
<i>Principal</i>	- <i>CONTISS 14</i>

### 27.2 Duties

- i) Master/Mistress III - CONTISS 06**
- Teach and provide educational instructions using current teaching methods;
  - Organise practical, vocational and field activities for pupils;
  - Prepare scheme of work, lesson notes and give home work to pupils;
  - Produce and maintain class records;
  - Participate in the execution of the entire school curriculum;
  - Supervise, counsel and discipline pupils;
  - Carryout other duties as may be assigned.
- ii) Master/Mistress II - CONTISS 07**
- Teach and provide educational instructions using current teaching methods;
  - Organise practical, vocational and field activities for pupils;
  - Prepare scheme of work, lesson notes and give home work to pupils;
  - Produce teaching aids for effective teaching and learning;
  - Produce and maintain class records;
  - Participate in the execution of the entire school curriculum;
  - Supervise, counsel and discipline pupils;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.

**iii) Master/Mistress I - CONTISS 08**

- a) Teach and provide educational instructions using current teaching methods;
- b) Organise practical, vocational and field activities for pupils;
- c) Prepare scheme of work, lesson notes and give home work to pupils;
- d) Produce teaching aids for effective teaching and learning;
- e) Produce and maintain class records and prepare duty roaster for teachers, if assigned;
- f) Participate in the execution of the entire school curriculum;
- g) Supervise, counsel and discipline pupils;
- h) Perform professional and community services;
- i) Carryout other duties as may be assigned.

**iv) Senior Master/Mistress II - CONTISS 09**

- a) Teach and provide educational instructions using current teaching methods;
- b) Ensure effective participation of pupils in practical, recreation, vocational and field activities;
- c) Provide leadership in recreational and social group activities of pupils;
- d) Participate in developing and updating curriculum;
- e) Organise practical, vocational and field activities for pupils;
- f) Prepare scheme of work, lesson notes and give home work to pupils;
- g) Produce teaching aids for effective teaching and learning;
- h) Supervise and maintain school records;
- i) Prepare duty roaster for teachers, if assigned;
- j) Participate in the execution of the entire school curriculum;
- k) Supervise, counsel and discipline pupils;
- l) Supervise subordinates;
- m) Perform professional and community services;
- n) Carryout other duties as may be assigned.

**v) Senior Master/Mistress I - CONTISS 11**

- a) Teach and provide educational instructions using current teaching methods;



- b) Organise practical, vocational and field activities for pupils;
  - c) Prepare scheme of work, lesson notes and give home work to pupils;
  - d) Produce teaching aids for effective teaching and learning;
  - e) Supervise, maintain and update school records;
  - f) Participate in the execution of the entire school curriculum;
  - g) Prepare duty rosters for teachers, if assigned;
  - h) Supervise staff, counsel and discipline pupils;
  - i) Assist in school management;
  - j) Ensure effective participation of pupils in practical recreation, vocational and field activities;
  - k) Perform professional and community services;
  - l) Carryout other duties as may be assigned.
- vi) Principal Master/Mistress - CONTISS 12**
- a) Teach and provide educational instructions using current teaching methods;
  - b) Organise practical, vocational and field activities for pupils;
  - c) Prepare scheme of work, lesson notes and give home work to pupils;
  - d) Produce teaching aids for effective teaching and learning;
  - e) Supervise, maintain and update school records;
  - f) Participate in the execution of the entire school curriculum;
  - g) Prepare duty rosters for teachers, if assigned;
  - h) Supervise, counsel and discipline pupils;
  - i) Participate in School management;
  - j) Supervise subordinates;
  - k) Perform professional and community services;
  - l) Carryout other duties as may be assigned.
- vii) Head Master/Mistress - CONTISS 13**
- a) Teach and provide educational instruction using current teaching methods;



- b) Organise practical, vocational and field activities for pupils;
- c) Prepare Scheme of Work, lesson notes and give homework to pupils;
- d) Provide teaching aids for effective teaching and learning;
- e) Supervise, maintain and update school records;
- f) Participate in the execution of the entire school curriculum;
- g) Prepare duty rosters for teachers, if assigned;
- h) Supervise, counsel and discipline pupils;
- i) Participate actively in School management;
- j) Supervise subordinates;
- k) Perform professional and community services;
- l) Carryout other duties as may be assigned.

**viii) Principal****- CONTISS 14**

- a) Responsible to the Vice-Chancellor through the Governing Board for day-to-day running of the School;
- b) Providing exemplary leadership in the School;
- c) Organise periodic workshops for teachers to update their knowledge in teaching and professional activities;
- d) Recommend promotion of relevant and qualified staff when the need arises through the Governing Board;
- e) Direct all administrative functions of the School;
- f) Ensure the execution of the entire yearly curriculum;
- g) Ensure discipline and welfare of staff and pupils;
- h) Ensure the production of termly scheme of work and weekly lesson notes;
- i) General supervision of staff;
- j) Liaise through the Governing Board with other educational agencies for the benefit of the School;
- k) Ensure the implementation of National Policy in Universal Basic Education;
- l) Perform professional and community services;
- m) Carryout other duties as may be assigned.



### 27.3 Method of Entry and Advancement within the Cadre

#### i) Master/Mistress III - CONTISS 06

##### Method of Entry:

For appointment as Master/Mistress III, a candidate shall possess any of the following requirements:

- i) A minimum of NCE obtained from a recognised institution and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### ii) Master/Mistress II - CONTISS 07

##### a) Method of Entry:

For appointment as Master/Mistress II, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Education obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- ii) An NCE obtained from a recognised institution and evidence of computer literacy with a minimum of 3 years teaching experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

##### b) Method of Advancement:

For promotion to the rank of Master/Mistress II, a Master/Mistress III must be computer literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

#### iii) Master/Mistress I - CONTISS 08

##### a) Method of Entry:

For appointment as Master/Mistress I, a candidate shall possess any of the following requirements:

- i) A minimum of Lower Second-Class Honours degree Education obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with 3 years relevant teaching experience.
- ii) An NCE obtained from a recognised institution, evidence of computer literacy, a minimum of with 6 years teaching experience.



- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Master/Mistress I, a Master/Mistress II must be computer literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Senior Master/Mistress II - CONTISS 09**

**a) Method of Entry:**

For appointment as Senior Master/Mistress II, a candidate shall possess any of the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Education obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with 6 years relevant teaching experience.
- ii) An NCE obtained from a recognised institution, evidence of computer literacy, a minimum of with 9 years teaching experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Master/Mistress II, a Master/Mistress I must be computer literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**v) Senior Master/Mistress I - CONTISS 11**

**a) Method of Entry:**

For appointment as Senior Master/Mistress I, a candidate shall possess any of the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Education obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with 9 years relevant teaching experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Master/Mistress I, a Senior Master/Mistress II must be computer literate, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.



Teachers appointed with NCE shall be required to obtain a degree in the relevant area before they are eligible for promotion to the next grade.

**vi) Principal Master/Mistress - CONTISS 12**

*[The post of Principal Master/Mistress and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Principal Master/Mistress a Senior Master/Mistress I must have obtained a first degree, be computer literate, served efficiently and effectively for a minimum of 3 years satisfactorily and obtained very good Annual Performance Evaluation Reports for the period.

**vii) Head Master/Mistress - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Head Master/Mistress, a Principal Master/Mistress must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Principal Master/Mistress must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow in the unit and have the capacity to provide leadership. He/she must have exhibited high sense of discipline, moral integrity, initiative and enthusiasm in the discharge of official duties over the years.

**viii) Principal - CONTISS 14**

**Method of Appointment:**

By appointment of a candidate with a minimum of Lower Second-Class Honours in Education obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 15 years cognate experience.

The Candidate must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide good leadership.



## 28.0 MEDICAL RECORDS OFFICER CADRE

### 28.1 Posts and Salaries

<i>Assistant Medical Records Officer</i>	- <i>CONTISS 06</i>
<i>Medical Records Officer II</i>	- <i>CONTISS 07</i>
<i>Medical Records Officer I</i>	- <i>CONTISS 08</i>
<i>Senior Medical Records Officer</i>	- <i>CONTISS 09</i>
<i>Principal Medical Records Officer</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Medical Records Officer</i>	- <i>CONTISS 12</i>
<i>Chief Medical Records Officer</i>	- <i>CONTISS 13</i>

### 28.2 Duties

- i) Assistant Medical Records Officer - CONTISS 06**
- Issue files and cards;
  - Maintain case notes and files including their security and confidentiality;
  - Maintain medical records and statistics;
  - Carryout other duties as may be assigned.
- ii) Medical Records Officer II - CONTISS 07**
- Assist in creating, storing and retrieving patient records;
  - Assist in organising and classifying Medical Records;
  - Assist in collecting and compiling Medical Statistics;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- iii) Medical Records Officer I - CONTISS 08**
- Assist in creating, storing and retrieving patient records;
  - Assist in organising, classifying and taking custody of Medical Records;
  - Assist in collecting and compiling Medical Statistics;
  - Assist in the safe keeping of patients past Medical Records;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.

**iv) Senior Medical Records Officer - CONTISS 09**

- a) Create, store and retrieve patients' records;
- b) Organise, classify and keep custody of Medical Records;
- c) Collect and compile Medical Statistics;
- d) Code and classify Medical Records;
- e) Assist in training subordinates;
- f) Assist in the safe keeping of patients past Medical Records;
- g) Perform professional and community services;
- h) Carryout other duties as may be assigned.

**v) Principal Medical Records Officer - CONTISS 11**

- a) Create, store and retrieve patients' records;
- b) Organise, classify and take custody of Medical Records;
- c) Collect and compile Medical Statistics;
- d) Assist in initiating Medical Record System;
- e) Code and classify Medical Records;
- f) Assist in initiating the best procedure applicable to Medical Records and the Statistics of the prevalence of diseases;
- g) Participate in the safe keeping of patients past Medical Records;
- h) Train subordinates;
- i) Perform professional and community services;
- j) Carryout other duties as may be assigned.

**vi) Assistant Chief Medical Records Officer - CONTISS 12**

- a) Code and classify Medical Records;
- b) Participate in initiating Medical Record System;
- c) Participate in selecting the best procedure applicable to Medical Records and the Statistics of the prevalence of diseases;
- d) Train subordinates;
- e) Participate in ensuring the safe keeping of Medical Records;



- f) Assist in the preparation of Annual Budget estimates for the Medical Records Unit;
- g) Assist in the preparation of periodic reports for the Unit;
- h) Maintain Medical Records and statistics;
- i) Participate in initiating In-Service training programmes for staff;
- j) Perform professional and community services;
- k) Carryout other duties as may be assigned.

**vii) Chief Medical Records Officer - CONTISS 13**

- a) Provide good leadership to subordinates;
- b) Code and classify Medical Records;
- c) Initiate Medical Records Keeping System;
- d) Select the best procedure applicable to Medical Record and the Statistics of the prevalence of diseases;
- e) Train subordinates;
- f) Ensure the safe keeping of Medical Records;
- g) Prepare Annual Budget Estimates for the Unit;
- h) Prepare Quarterly and Annual Reports;
- i) Maintenance Medical Records and statistics;
- j) Initiate manpower training and staff development programme;
- k) Perform professional and community services;
- l) Carryout other duties as may be assigned.

**28.3 Method of Entry and Advancement within the Cadre**

**i) Assistant Medical Records Officer - CONTISS 06**

**a) Method of Entry:**

For appointment as Assistant Medical Records Officer, a candidate shall possess the following requirements:

- i) A minimum of National Diploma (ND) in Medical Records obtained from a recognised institution and Computer literacy with a minimum of 3 years relevant experience.



- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Assistant Medical Records Officer, a Senior Medical Records Assistant must be Computer Literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**ii) Medical Records Officer II - CONTISS 07**

**a) Method of Entry:**

For appointment as Medical Records Officer, a candidate shall possess any of the following requirements:

- i) A minimum of Higher National Diploma (HND) with a minimum of Lower Credit in Medical Records obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Medical Records Officer II, an Assistant Medical Rerecords Officer must be Computer literate, have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Medical Records Officer I - CONTISS 08**

**a) Method of Entry:**

For appointment as Medical Records Officer, a candidate shall possess any of the following requirements:

- i) A minimum of Higher National Diploma (HND) with a minimum of Lower Credit in Medical Records obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 3 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Medical Records Officer I, a Medical Records Officer II must be Computer literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.



**iv) Senior Medical Records Officer - CONTISS 09**

**a) Method of Entry:**

For appointment as Medical Records Officer, a candidate shall possess any of the following requirements:

- i) A minimum of Higher National Diploma (HND) with a minimum of Lower Credit in Medical Records obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 6 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Medical Records Officer, a Medical Records Officer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

Officers appointed with ND Certificate shall be required to obtain a HND in the relevant area before they are eligible for promotion to the next grade.

**v) Principal Medical Records Officer - CONTISS 11**

*[The post of Principal Medical Records Officer and above shall be filled by promotion of a competent and hardworking staff in the cadre **within the University**].*

For promotion to the rank of Principal Medical Records Officer, a Senior Medical Records Officer must have obtained HND, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Assistant Chief Medical Records Officer - CONTISS 12**

**Method of Advancement:**

For promotion to the rank of Assistant Chief Medical Records Officer, a Principal Medical Records Officer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vii) Chief Medical Records Officer - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Chief Medical Records Officer, an Assistant Chief Medical Records Officer must have served outstandingly for a minimum of 3



years and obtained excellent Annual Performance Evaluation Reports for the period.

The Assistant Chief Medical Records Officer must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day administration of the Unit.



## 29.0 MEDICAL OFFICER CADRE

### 29.1 Posts and Salaries

<i>Medical Officer</i>	- <i>CONTISS 11</i>
<i>Senior Medical Officer</i>	- <i>CONTISS 12</i>
<i>Principal Medical Officer II</i>	- <i>CONTISS 13</i>
<i>Principal Medical Officer I</i>	- <i>CONTISS 14</i>
<i>Chief Medical Officer</i>	- <i>CONTISS 15</i>
<i>Director Medical Services</i>	- <i>CONTISS 15</i>

### 29.2 Duties

- i) Medical Officer - CONTISS 11**
- Carryout general out-patient duties;
  - Attend to emergencies;
  - Take call duties;
  - Participate in controlling epidemics in the community;
  - Ensure community vaccination coverage;
  - Be familiar with and Carryout minor surgical procedures;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- ii) Senior Medical Officer - CONTISS 12**
- Carryout general out-patient duties;
  - Attend to emergencies;
  - Take call duties;
  - Participate in controlling epidemics in the community;
  - Ensure community vaccination coverage;
  - Review management of patients by subordinates;
  - Carryout minor surgical procedures;
  - Attend to ante-natal cases and refer as appropriate;
  - Participate in health promotion activities among students and staff;



- j) Participate in ante-natal and paediatrics care;
- k) Perform professional and community services;
- l) Carryout other duties as may be assigned.

**iii) Principal Medical Officer II - CONTISS 13**

- a) Carryout general out-patient duties;
- b) Attend to emergencies;
- c) Take call duties;
- d) Participate in controlling epidemics in the community;
- e) Ensure community vaccination coverage;
- f) Review management of patients by subordinates;
- g) Carryout minor surgical procedures;
- h) Attend to ante-natal cases and refer as appropriate;
- i) Participate in health promotion activities among students and staff;
- j) Participate in ante-natal and paediatrics care;
- k) Assist in updating professional knowledge and practice of subordinates;
- l) Perform professional and community services;
- m) Carryout other duties as may be assigned.

**iv) Principal Medical Officer I - CONTISS 14**

- a) Carryout general out-patient duties;
- b) Attend to emergencies;
- c) Take call duties;
- d) Participate in controlling epidemics in the community;
- e) Ensure community vaccination coverage;
- f) Review management of patients by subordinates;
- g) Carryout minor surgical procedures;
- h) Attend to ante-natal cases and refer as appropriate;
- i) Participate in health promotion activities among students and staff;



- j) Attend to ante-natal cases and paediatrics care and refer as appropriate;
- k) Assist in updating professional knowledge and practice of subordinates, and in the procurement of health care equipment, dressings and drugs;
- l) Participate in the leadership of the Unit ;
- m) Perform professional and community services;
- n) Carryout other duties as may be assigned.
- v) Chief Medical Officer - CONTISS 15**
- a) Carryout general out-patient duties;
- b) Attend to emergencies;
- c) Take call duties;
- d) Participate in controlling epidemics in the community;
- e) Ensure community vaccination coverage;
- f) Review management of patients by subordinates;
- g) Carryout minor surgical procedures;
- h) Assist in preparation of Annual Budget Estimates for the Department;
- i) Assist in preparation of periodic reports for the Department;
- j) Attend to ante-natal cases and refer as appropriate;
- k) Participate in health promotion activities among students and staff;
- l) Attend to ante-natal cases and paediatrics care and refer as appropriate;
- m) Assist in updating professional knowledge and practice of subordinates, and in the procurement of health care equipment, dressings and drugs;
- n) Participate in the leadership of the Unit ;
- o) Perform professional and community services;
- p) Carryout other duties as may be assigned.
- vi) Director, Medical Services - CONTISS 15**
- a) Responsible to the Vice-Chancellor in providing professional and administrative leadership in the University Health Services Department;
- b) Perform the professional duties of a Chief Medical Officer;



- c) Recommend for the appointment of staff and take charge of their deployment in the Department;
- d) Initiate and make recommendation for manpower development and staff training;
- e) Prepare Annual Budget Estimates for the Department;
- f) Prepare periodic reports for the Department;
- g) Serve as the Chairman of the Medical Board of the University;
- h) Update professional knowledge and practice of subordinates;
- i) Ensure the procurement of health care equipment, dressings and drugs;
- j) Take charge of all medical stores;
- k) Perform professional and community services;
- l) Carryout other duties as may be assigned.

### **29.3 Method of Entry and Advancement within the Cadre**

#### **i) Medical Officer - CONTISS 11**

##### **Method of Entry:**

For appointment as Medical Officer, a candidate shall possess the following requirements:

- i) MBBS degree obtained from a recognised institution, one-year Housemanship, NYSC Certificate, full registration with MDCN and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### **ii) Senior Medical Officer - CONTISS 12**

##### **a) Method of Entry:**

For appointment as Senior Medical Officer, a candidate shall possess the following requirements:

- i) MBBS obtained from a recognised institution, one-year Housemanship, NYSC Certificate, full registration with MDCN and evidence of computer literacy with a minimum of 3 years post-registration experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Medical Officer, Medical Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Principal Medical Officer II - CONTISS 13****Method of Advancement:**

For promotion to the rank of Principal Medical Officer II, a Senior Medical Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**iv) Principal Medical Officer I - CONTISS 14****Method of Advancement:**

For promotion to the rank of Principal Medical Officer I, a Principal Medical Officer II must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**v) Chief Medical Officer - CONTISS 15****Method of Advancement:**

For promotion to the rank of Chief Medical Officer, a Principal Medical Officer I must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Director, Medical Services - CONTISS 15****Method of Appointment:**

Direct appointment by the Vice-Chancellor of a Chief Medical Officer who must have served diligently in accordance with the professional oath and demonstrated efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide leadership.



## 30.0 MEDICAL LABORATORY SCIENTIST CADRE

### 30.1 Posts and Salaries

<i>Medical Laboratory Scientist II</i>	- <i>CONTISS 07</i>
<i>Medical Laboratory Scientist I</i>	- <i>CONTISS 08</i>
<i>Senior Medical Laboratory Scientist</i>	- <i>CONTISS 09</i>
<i>Principal Medical Laboratory Scientist</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Medical Laboratory Scientist</i>	- <i>CONTISS 12</i>
<i>Chief Medical Laboratory Scientist</i>	- <i>CONTISS 13</i>
<i>Deputy Director, Medical Laboratory</i>	- <i>CONTISS 14</i>

### 30.2 Duties

- i) Medical Laboratory Scientist II - CONTISS 07**
- Assist in the collection, examination and analysis of specimens from patients;
  - Assist in preparing stains, reagents and simple media for the cultivation of bacteria;
  - Assist in performing test in chemical pathology, histopathology, haematology, Parasitology and medical microbiology;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- ii) Medical Laboratory Scientist I - CONTISS 08**
- Assist in collecting, preserving, examining and analysing specimens from patients;
  - Assist in preparing stains, reagents and simple media for the cultivation of bacteria;
  - Assist in preparing tests in chemical pathology, histopathology, haematology, parasitological and medical microbiology;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- iii) Senior Medical Laboratory Scientist - CONTISS 09**
- Collect, preserve, examine and analyse specimens from patients;
  - Prepare stains, reagents and simple media for the cultivation of bacteria;
  - Perform advance test in chemical pathology, histopathology, haematology, parasitology and medical microbiology;



- d) Perform professional and community services;
- e) Carryout other duties as may be assigned.

**iv) Principal Medical Laboratory Scientist - CONTISS 11**

- a) Assist in ensuring quality control in the Laboratory;
- b) Assist in updating Laboratory procedures;
- c) Collect, preserve, examine and analyse specimens from patients;
- d) Prepare stain, reagent and simple media for the cultivation of bacteria;
- e) Perform advance test in chemical pathology, histopathology, haematology, parasitology and medical microbiology;
- f) Indent supplies and stores;
- g) Assist in the training of subordinates;
- h) Perform professional and community services;
- i) Carryout other duties as may be assigned.

**v) Assistant Chief Medical Laboratory Scientist - CONTISS 12**

- a) Participate in ensuring quality control in the Laboratory;
- b) Participate in updating Laboratory procedures;
- c) Collect, preserve, examine and analyse specimens from patients;
- d) Prepare stains, reagents and simple media for the cultivation of microbes;
- e) Perform advance test in chemical pathology, histopathology, haematology, parasitology and medical microbiology;
- f) Indent supplies and stores;
- g) Assist in the preparation of periodic reports for the Unit;
- h) Train subordinates;
- i) Assist in the initiation of manpower training programmes;
- j) Perform professional and community services;
- k) Carryout other duties as may be assigned.

**vi) Chief Medical Laboratory Scientist - CONTISS 13**

- a) Assist quality control in the Laboratory;



- b) Participate in updating Laboratory procedures;
- c) Collect, preserve, examine and analyse specimens from patients;
- d) Prepare stains, reagents and simple media for the cultivation of microbes;
- e) Perform advanced test in chemical pathology, histopathology, haematology, parasitology and medical microbiology;
- f) Take charge of specialised aspects of laboratory work;
- g) Indent supplies and stores;
- h) Participate in recommending the procurement of laboratory equipment and chemical reagents;
- i) Participate in preparing periodic reports for the Unit;
- j) Participate in preparing Annual Budget Estimates for the Unit;
- k) Ensure the training of subordinates;
- l) Participate in initiating manpower training and staff development programmes;
- m) Perform professional and community services;
- n) Carryout other duties as may be assigned.

**vii) Deputy Director, Medical Laboratory - CONTISS 14**

- a) Take charge of quality control in the Laboratory;
- b) Take charge of updating Laboratory procedures;
- c) Collect, preserve, examine and analyse specimens from patients;
- d) Prepare stains, reagents and simple media for the cultivation of microbes;
- e) Perform advanced test in chemical pathology, histopathology, haematology, parasitology and medical microbiology;
- f) Take charge of specialised aspects of laboratory work;
- g) Indent supplies and stores;
- h) Participate in recommending the procurement of laboratory equipment and chemical reagents;
- i) Participate in preparing periodic reports for the Unit;
- j) Participate in preparing Annual Budget Estimates for the Unit;



- k) Ensure the training of subordinates;
- l) Participate in initiating manpower training and staff development programmes;
- m) Perform professional and community services;
- n) Carryout other duties as may be assigned.

### **30.3 Method of Entry and Advancement within the Cadre**

#### **i) Medical Laboratory Scientist II - CONTISS 07**

##### **Method of Entry:**

For appointment as Medical Laboratory Scientist II a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Medical Laboratory obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### **ii) Medical Laboratory Scientist I - CONTISS 08**

##### **a) Method of Entry:**

For appointment as Medical Laboratory Scientist I, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Medical Laboratory obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 3 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

##### **b) Method of Advancement:**

For promotion to the rank of Medical Laboratory Scientist I, Medical Laboratory Scientist II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

#### **iii) Senior Medical Laboratory Scientist - CONTISS 09**

##### **a) Method of Entry:**

For appointment as Senior Medical Laboratory Scientist, a candidate shall possess any of the following requirements:



- i) A minimum of Lower Second-Class Honours degree in Medical Laboratory obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 6 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Medical Laboratory Scientist, a Medical Laboratory Scientist I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

Officers appointed without professional registration shall be required to register with the relevant professional body to be eligible for promotion to the next grade.

**iv) Principal Medical Laboratory Scientist - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Medical Laboratory Scientist, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Medical Laboratory obtained from a recognised institution, NYSC Certificate, registration with the Medical Laboratory Science Council of Nigeria (MLSCN) and evidence of computer literacy a minimum of 9 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Medical Laboratory Scientist, a Senior Medical Laboratory Scientist must have registered with the MLSCN, served effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**v) Assistant Chief Medical Laboratory Scientist - CONTISS 12**

*[The post of Assistant Chief Medical Laboratory Scientist and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Medical Laboratory, a Principal Medical Laboratory Scientist must have served efficiently and effectively for a minimum of 3 years, registered with the MLSCN and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Chief Medical Laboratory Scientist - CONTISS 13****Method of Advancement:**

For promotion to the rank of Chief Medical Laboratory Scientist, an Assistant Chief Medical Laboratory Scientist must have registered with the MLSCN, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

**vii) Deputy Director, Medical Laboratory - CONTISS 14****Method of Advancement:**

For promotion to the rank of Deputy Director, Medical Laboratory, a Chief Medical Laboratory Scientist must have registered with the MLSCN, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Chief Medical Laboratory Scientist must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow in the Laboratory (ies) and have the capacity to provide good leadership.



### 31.0 MEDICAL LABORATORY TECHNOLOGIST CADRE

#### 31.1 Posts and Salaries

<i>Assistant Medical Laboratory Technologist</i>	- CONTISS 06
<i>Medical Laboratory Technologist II</i>	- CONTISS 07
<i>Medical Laboratory Technologist I</i>	- CONTISS 08
<i>Senior Medical Laboratory Technologist</i>	- CONTISS 09
<i>Principal Medical Laboratory Technologist</i>	- CONTISS 11
<i>Assistant Chief Medical Laboratory Technologist</i>	- CONTISS 12
<i>Chief Medical Laboratory Technologist</i>	- CONTISS 13

#### 31.2 Duties

- i) Assistant Medical Laboratory Technologist - CONTISS 06**
- Assist in the collection, examination and analysis of specimens from patients;
  - Assist in preparing stains, reagents and simple media for the cultivation of microbes;
  - Assist in performing test in chemical pathology, histopathology, haematology, Parasitology and medical microbiology;
  - Carryout other duties as may be assigned.
- ii) Medical Laboratory Technologist II - CONTISS 07**
- Assist in the collection, examination and analysis of specimens from patients;
  - Assist in preparing stains, reagents and simple media for the cultivation of microbes;
  - Assist in performing test in chemical pathology, histopathology, haematology, Parasitology and medical microbiology;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- iii) Medical Laboratory Technologist I - CONTISS 08**
- Assist in collecting, preserving, examining and analysing specimens from patients;
  - Assist in preparing stains, reagents and simple media for the cultivation of microbes;
  - Assist in preparing tests in chemical pathology, histopathology, haematology, parasitological and medical microbiology;



- d) Perform professional and community services;
- e) Carryout other duties as may be assigned.

**iv) Senior Medical Laboratory Technologist - CONTISS 09**

- a) Collect, preserve, examine and analyse specimens from patients;
- b) Prepare stains, reagents and simple media for the cultivation of microbes;
- c) Perform advanced test in chemical pathology, histopathology, haematology, parasitology and medical microbiology;
- d) Perform professional and community services;
- e) Carryout other duties as may be assigned.

**v) Principal Medical Laboratory Technologist - CONTISS 11**

- a) Assist in ensuring quality control in the Laboratory;
- b) Assist in updating Laboratory procedures;
- c) Collect, preserve, examine and analyse specimens from patients;
- d) Prepare stains, reagents and simple media for the cultivation of microbes;
- e) Perform advanced test in chemical pathology, histopathology, haematology, parasitology and medical microbiology;
- f) Indent supplies and stores;
- g) Assist in the training of subordinates;
- h) Perform professional and community services;
- i) Carryout other duties as may be assigned.

**vi) Assistant Chief Medical Laboratory Technologist - CONTISS 12**

- a) Participate in ensuring quality control in the Laboratory;
- b) Participate in updating Laboratory procedures;
- c) Collect, preserve, examine and analyse specimens from patients;
- d) Prepare stains, reagents and simple media for the cultivation of microbes;
- e) Perform advanced test in chemical pathology, histopathology, haematology, parasitology and medical microbiology;
- f) Indent supplies and stores;



- g) Assist in the preparation of periodic reports for the Unit;
- h) Train subordinates;
- i) Assist in the initiation of manpower training programmes;
- j) Perform professional and community services;
- k) Carryout other duties as may be assigned.

**vii) Chief Medical Laboratory Technologist - CONTISS 13**

- a) Take charge of quality control in the Laboratory;
- b) Take charge of updating Laboratory procedures;
- c) Collect, preserve, examine and analyse specimens from patients;
- d) Prepare stains, reagents and simple media for the cultivation of microbes;
- e) Perform advanced test in chemical pathology, histopathology, haematology, parasitology and medical microbiology;
- f) Take charge of specialised aspect of laboratory work;
- g) Indent supplies and stores;
- h) Participate in recommending the procurement of laboratory equipment and chemical reagents;
- i) Participate in preparing periodic reports for the Unit;
- j) Participate in preparing Annual Budget Estimates for the Unit;
- k) Ensure the training of subordinates;
- l) Participate in initiating manpower training and staff development programmes;
- m) Perform professional and community services;
- n) Carryout other duties as may be assigned.

**31.3 Method of Entry and Advancement within the Cadre**

**i) Assistant Medical Laboratory Technologist - CONTISS 06**

**a) Method of Entry:**

For appointment as Assistant Medical Laboratory Technologist, a candidate shall possess the following requirements:

- i) A minimum of National Diploma (ND) in Medical Laboratory obtained from a recognised institution and Computer literacy with a minimum of 3 years relevant experience.



- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Assistant Medical Laboratory Technologist, a Medical Laboratory Technician must be Computer Literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**ii) Medical Laboratory Technologist - CONTISS 07**

**a) Method of Entry:**

For appointment as Medical Laboratory Scientist a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in relevant area obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Medical Laboratory Technologist, an Assistant Medical Laboratory Technologist must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Medical Laboratory Technologist - CONTISS 08**

**a) Method of Entry:**

For appointment as Medical Laboratory Technologist, a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in relevant area obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 3 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Medical Laboratory Technologist, Medical Laboratory Technologist must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.



**iv) Senior Medical Laboratory Technologist - CONTISS 09**

**a) Method of Entry:**

For appointment as Senior Medical Laboratory Technologist, a candidate shall possess any of the following requirements:

- iii) A HND with a minimum of Lower Credit obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 6 years relevant experience.
- iv) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Medical Laboratory Technologist, a Medical Laboratory Technologist must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

Officers appointed with National Diploma shall be required to obtain a HND or first degree in the relevant field before they are eligible for promotion to the next grade.

**v) Principal Medical Laboratory Technologist - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Medical Laboratory Technologist, a candidate shall possess the following requirements:

- iii) A HND with a minimum of Lower Credit in the relevant area obtained from a recognised institution, NYSC Certificate, registration with the Institute of Medical Laboratory Technology (IMLT), evidence of computer literacy and a minimum of 9 years relevant experience.
- iv) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Medical Laboratory Technologist, a Senior Medical Laboratory Technologist must have obtained HND, served effectively for a minimum of 3 years, registered with the IMLT and obtained very good Annual Performance Evaluation Reports for the period.

**v) Assistant Chief Medical Laboratory Technologist - CONTISS 12**

*[The post of Assistant Chief Medical Laboratory Scientist and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Medical Laboratory Technologist, a Principal Medical Laboratory Technologist must have served efficiently and effectively for a minimum of 3 years, registered with the IMLT and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Chief Medical Laboratory Technologist - CONTISS 13****Method of Advancement:**

For promotion to the rank of Chief Medical Laboratory Technologist, an Assistant Chief Medical Laboratory Technologist must have registered with the IMLT, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Assistant Chief Medical Laboratory Technologist must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow in the Laboratory(ies) and have the capacity to provide good leadership.



## 32.0 MUSEUM EDUCATION OFFICER CADRE

### 32.1 Posts and Salaries

<i>Assistant Museum Education Officer</i>	- CONTISS 06
<i>Museum Education Officer II</i>	- CONTISS 07
<i>Museum Education Officer I</i>	- CONTISS 08
<i>Senior Museum Education Officer</i>	- CONTISS 09
<i>Principal Museum Education Officer</i>	- CONTISS 11
<i>Assistant Chief Museum Education Officer</i>	- CONTISS 12
<i>Chief Museum Education Officer</i>	- CONTISS 13

### 32.2 Duties

- i) Assistant Museum Education Officer - CONTISS 06**
- Receive and lead visitors round the Museum;
  - Take care of the welfare and movement of tourists during the visits;
  - Answer questions and giving necessary assistance to tourist;
  - Carryout other duties as may be assigned.
- ii) Museum Education Officer II - CONTISS 07**
- Create a learning strategy to engage the public in line with the ethos of the Museum;
  - Liaise with schools, colleges and teachers to promote the use of the collection and activities of the Museum;
  - Create and develop educational resources for visitors, schools, families and special interest group;
  - Prepare guide and information retrieval books;
  - Take charge of the Museum Administration;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- iii) Museum Education Officer I - CONTISS 08**
- Coordinate the work of a number of Museum Guides;
  - Supervise technical staff in the various service units;
  - Provide in-House training for junior staff;



- d) Assist in organising and executing package tours;
- e) Assist in formulating policies on Museum;
- f) Perform professional and community services;
- g) Carryout other duties as may be assigned.

**iv) Senior Museum Education Officer - CONTISS 09**

- a) Control the import of artefacts into the museum;
- b) Maintain Museum's gallery;
- c) Research into Museum collections and Nigerian cultural history;
- d) Perform professional and community services;
- e) Carryout other duties as may be assigned.

**v) Principal Museum Education Officer - CONTISS 11**

- a) Recover items related to historic personalities and events;
- b) Supervise professional work in the Museum;
- c) Prepare a guide book;
- d) Perform professional and community services;
- e) Carryout other duties as may be assigned.

**vi) Assistant Chief Museum Education Officer - CONTISS 12**

- a) Represent and promote the Museum to external educational bodies in order to establish a network of useful and productive partnership;
- b) Work with other Museum staff to develop and advertise the Museum, its events programmes;
- d) Perform professional and community services;
- e) Carryout other duties as may be assigned.

**vii) Chief Museum Education Officer - CONTISS 13**

- a) Facilitate history inspired activities in the local community in response to request from schools and community groups or to promote particular exhibitions;
- b) Manage programme and budgets;



- c) Prevent illegal trafficking and theft of antiquities;
- d) Perform professional and community services;
- e) Carryout other duties as may be assigned.

### **32.3 Method of Entry and Advancement within the Cadre**

#### **i) Assistant Museum Education Officer - CONTISS 06**

##### **Method of Entry:**

For appointment as Assistant Museum Education Officer, a candidate shall possess the following requirements:

- i) A minimum of National Diploma in the relevant area obtained from a recognised institution with 3 years' experience and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### **ii) Museum Education Officer II - CONTISS 07**

##### **a) Method of Entry:**

For appointment as Museum Education Officer II, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Humanities/Social Sciences, Education/Library Science obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

##### **b) Method of Advancement:**

For promotion to the rank of Museum Education Officer II, an Assistant Museum Education Officer must be Computer Literate, have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

#### **iii) Museum Education Officer I - CONTISS 08**

##### **a) Method of Entry:**

For appointment as Museum Education Officer I, a candidate shall possess the following requirements:



- i) A minimum of Lower Second-Class Honours degree in Humanities/Social Sciences, Education or Library Science obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 3 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Museum Education Officer I, a Museum Education Officer II must be Computer Literate, have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Senior Museum Education Officer - CONTISS 09**

**a) Method of Entry:**

For appointment as Senior Museum Education Officer I, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Humanities/Social Sciences, Education or Library Science obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 6 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Museum Education Officer, a Museum Education Officer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

Officers appointed with ND Certificate shall be required to obtain a first degree in the relevant area before they are eligible for promotion to the next grade.

**v) Principal Museum Education Officer - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Museum Education Officer, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Humanities/Social Sciences, Education/Library Science obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 9 years relevant experience.



- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Museum Education Officer, a Senior Museum Education Officer must have a first degree, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Assistant Chief Museum Education Officer - CONTISS 12**

*[The position of Assistant Chief Museum Education Officer and above shall be filled by promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Museum Education Officer, a Principal Museum Education Officer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vii) Chief Museum Education Officer - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Chief Museum Education Officer, an Assistant Museum Education Officer must have served outstandingly for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

The Assistant Chief Museum Education Officer must have the ability to administer a museum and also provide effective leadership.



### 33.0 NURSING OFFICER CADRE

#### 33.1 Posts and Salaries

<i>Nursing Officer II</i>	- <i>CONTISS 07</i>
<i>Nursing Officer I</i>	- <i>CONTISS 08</i>
<i>Senior Nursing Officer</i>	- <i>CONTISS 09</i>
<i>Principal Nursing Officer</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Nursing Officer</i>	- <i>CONTISS 12</i>
<i>Chief Nursing Officer</i>	- <i>CONTISS 13</i>
<i>Deputy Director, Nursing Services</i>	- <i>CONTISS 14</i>

#### 33.2 Duties

- i) Nursing Officer II - CONTISS 07**
- Assist in carrying out general nursing care;
  - Assist in carrying out other specialised duties;
  - Attend to emergencies;
  - Assist in the supervision of subordinates;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- ii) Nursing Officer I - CONTISS 08**
- Assist in carrying out general nursing care;
  - Assist in carrying out other specialised duties;
  - Attend to emergencies;
  - Assist in the supervision of subordinates;
  - Assist in keeping custody of medical equipment/instruments in the Unit;
  - Assist in counselling of patients;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- iii) Senior Nursing Officer - CONTISS 09**
- Carryout general nursing care;
  - Carryout other specialised duties;



- c) Attend to emergencies;
- d) Assist in the supervision of subordinates;
- e) Assist in keeping custody of medical equipment/instruments in the Unit;
- f) Assist in counselling of patients;
- g) Perform professional and community services;
- h) Carryout other duties as may be assigned.

**iv) Principal Nursing Officer - CONTISS 11**

- a) Carryout general nursing care;
- b) Carry other specialised duties;
- c) Attend to emergencies;
- d) Participate in the supervision of subordinates;
- e) Keep custody of medical equipment/instruments in the Unit;
- f) Counsel patients;
- g) Admit patients and administer resuscitating procedures;
- h) Write Case Reports;
- i) Train nurses and clinical attendants;
- j) Perform professional and community services;
- k) Carryout other duties as may be assigned.

**v) Assistant Chief Nursing Officer - CONTISS 12**

- a) Carryout midwifery and other specialised duties;
- b) Attend to emergencies;
- c) Supervise subordinates;
- d) Participate in keeping custody of medical equipment/instruments in the Unit;
- e) Counsel patients;
- f) Admit patients and administer resuscitating procedures;
- g) Write Case Reports;



- h) Train nurses and clinical attendants;
- i) Assist in initiating manpower training programmes;
- j) Assist in preparing periodic reports for the Unit;
- k) Assist in preparing Annual Budget Estimates for the Unit;
- l) Perform professional and community services;
- m) Carryout other duties as may be assigned.

**vi) Chief Nursing Officer - CONTISS 13**

- a) Participate in general nursing care;
- b) Participate in other specialised duties;
- c) Attend to emergencies;
- d) Write Case Reports;
- e) Admit patients and administer resuscitating procedures;
- f) Supervise subordinates;
- g) Participate in recommending consumables and equipment/instruments in the Unit;
- h) Participate in initiating manpower training programmes;
- i) Participate in preparing periodic reports for the Unit;
- j) Assist in preparing Annual Budget Estimates for the Unit;
- k) Perform professional and community services;
- l) Carryout other duties as may be assigned.

**vii) Deputy Director, Nursing Services - CONTISS 14**

- a) Responsible to the Director, University Medical Services for providing good leadership in the Unit;
- b) Carryout general nursing care duties and midwifery procedures;
- c) Carryout other nursing duties in specialised areas;
- d) Attend to emergencies;
- e) Administer resuscitation procedures;
- f) Ensure the training of subordinates;



- g) Initiate manpower training and staff development;
- h) Prepare Annual Budget Estimates for the Unit;
- i) Prepare periodic reports of the Unit;
- j) Recommend procurement of consumables and equipment for the Unit;
- k) Perform professional and community services;
- l) Carryout other duties as may be assigned.

### **33.3 Method of Entry and Advancement within the Cadre**

#### **i) Nursing Officer I - CONTISS 07**

##### **Method of Entry:**

For appointment as Nursing Officer I, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Nursing obtained from a recognised institution, NYSC Certificate, full registration with the Nursing and Midwifery Council of Nigeria (NMCN) and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### **ii) Nursing Officer - CONTISS 08**

##### **a) Method of Entry:**

For appointment as Nursing Officer, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Nursing obtained from a recognised institution, NYSC Certificate, full registration with the NMCN and evidence of computer literacy with a minimum of 3 years cognate experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

##### **b) Method of Advancement:**

For promotion to the rank of Nursing Officer, a Nursing Officer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.



### iii) Senior Nursing Officer - CONTISS 09

#### a) Method of Entry:

For appointment as Senior Nursing Officer, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Nursing obtained from a recognised institution, NYSC Certificate, full registration with the Nursing and Midwifery Council of Nigeria (NMCN) and evidence of computer literacy with a minimum of 6 years cognate experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### b) Method of Advancement:

For promotion to the rank of Senior Nursing Officer, a Nursing Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

### iv) Principal Nursing Officer - CONTISS 11

#### a) Method of Entry:

For appointment as Principal Nursing Officer, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Nursing obtained from a recognised institution, NYSC Certificate, full registration with the NMCN and evidence of computer literacy with a minimum of 9 years cognate experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### b) Method of Advancement:

For promotion to the rank of Principal Nursing Officer, a Senior Nursing Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

### v) Assistant Chief Nursing Officer - CONTISS 12

*[The Post of Assistant Chief Nursing Officer and Chief Nursing Officer shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

#### Method of Advancement:

For promotion to the rank of Assistant Chief Nursing Officer, a Principal Nursing Officer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Chief Nursing Officer****- CONTISS 13****Method of Advancement:**

For promotion to the rank of Chief Nursing Officer, an Assistant Chief Nursing Officer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vii) Deputy Director, Nursing Services****- CONTISS 14****Method of Appointment:**

For promotion to the rank of Deputy Director, Nursing Services, the performance of a Chief Nursing Officer must be outstanding. The Chief Nursing Officer must have spent a minimum of 3 years and demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide leadership.



### 34.0 NURSING SUPERINTENDENT CADRE

#### 34.1 Posts and Salaries

<i>Staff Nurse II</i>	- <i>CONTISS 06</i>
<i>Staff Nurse I</i>	- <i>CONTISS 07</i>
<i>Nursing Superintendent</i>	- <i>CONTISS 08</i>
<i>Senior Nursing Superintendent</i>	- <i>CONTISS 09</i>
<i>Principal Nursing Superintendent</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Nursing Superintendent</i>	- <i>CONTISS 12</i>
<i>Chief Nursing Superintendent</i>	- <i>CONTISS 13</i>

#### 34.2 Duties

- i) Staff Nurse II - CONTISS 06**
- Assist in carrying out general nursing care;
  - Assist in carrying out midwifery and other specialised duties;
  - Attend to emergencies;
  - Assist in the supervision of clinical attendants;
  - Carryout other duties as may be assigned.
- ii) Staff Nurse I - CONTISS 07**
- Assist in carrying out general nursing care;
  - Assist in carrying out midwifery and other specialised duties;
  - Attend to emergencies;
  - Assist in the supervision of clinical attendants;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- iii) Nursing Superintendent - CONTISS 08**
- Assist in carrying out general nursing care;
  - Assist in carrying out midwifery and other specialised duties;
  - Attend to emergencies;
  - Assist in the supervision of subordinates;
  - Assist in patient counselling;



- f) Perform professional and community services;
  - g) Carryout other duties as may be assigned.
- iv) Senior Nursing Superintendent - CONTISS 09**
- a) Carryout general nursing care;
  - b) Carryout midwifery and other specialised duties;
  - c) Attend to emergencies;
  - d) Assist in the supervision of subordinates;
  - e) Assist in keeping custody of medical equipment and surgical equipment/instruments in the Unit;
  - f) Participate in patient counselling;
  - g) Perform professional and community services;
  - h) Carryout other duties as may be assigned.
- v) Principal Nursing Superintendent - CONTISS 11**
- a) Carryout general nursing care;
  - b) Carryout midwifery and other specialised duties;
  - c) Attend to emergencies;
  - d) Supervise subordinates;
  - e) Keep custody of drugs and dressings;
  - f) Admit patients and administer resuscitation procedures;
  - g) Participate in patient counselling;
  - h) Write Case Reports;
  - i) Train nurses and clinical attendants;
  - j) Perform professional and community services;
  - k) Carryout other duties as may be assigned.
- vi) Assistant Chief Nursing Superintendent - CONTISS 12**
- a) Carryout general nursing care;
  - b) Carryout midwifery and other specialised duties;



- c) Attend to emergencies;
- d) Supervise subordinates;
- e) Participate in keeping custody of medical equipment/instruments in the Unit;
- f) Counsel patients;
- g) Admit patients and administer resuscitating procedures;
- h) Write Case Reports;
- i) Train nurses and clinical attendants;
- j) Assist in initiating manpower training programmes for staff;
- k) Assist in preparing Quarterly and Annual Reports for the Unit;
- l) Assist in preparing Annual Budget Estimates for the Unit;
- m) Perform professional and community services;
- n) Carryout other duties as may be assigned.

**vii) Chief Nursing Superintendent - CONTISS 13**

- a) Assist in the management of the University Health Services;
- b) Carryout general nursing duties;
- c) Carryout midwifery procedures or duties in other specialised areas;
- d) Attend to emergencies;
- e) Supervise subordinates;
- f) Write Case Reports;
- g) Admit patients and administer resuscitating procedures;
- h) Participate in recommending consumables and equipment/instruments in the Unit;
- i) Participate in initiating manpower training programmes;
- j) Participate in preparing periodic reports for the Unit;
- k) Assist in preparing Annual Budget Estimates for the Unit;
- l) Perform professional and community services;
- m) Carryout other duties as may be assigned.



### **34.3 Method of Entry and Advancement within the Cadre**

#### **i) Staff Nurse II - CONTISS 06**

##### **Method of Entry:**

For appointment as Staff Nurse II, a candidate shall possess the following requirements:

- i) A Registered Nurse (RN) or Registered Midwife (RM) plus full registration with the Nursing and Midwifery Council of Nigeria (NMCN) and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### **ii) Staff Nurse I - CONTISS 07**

##### **a) Method of Entry:**

For appointment as Staff Nurse I, a candidate shall possess the following requirements:

- i) RN or RM plus full Registration with the NMCN, evidence of computer literacy with a minimum of 3 years cognate experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

##### **b) Method of Advancement:**

For promotion to the rank of Staff Nurse I, a Staff Nurse II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

#### **iii) Nursing Superintendent - CONTISS 08**

##### **a) Method of Entry:**

For appointment as Nursing Superintendent, a candidate shall possess the following requirements:

- i) RN or RM plus full Registration with the NMCN, evidence of computer literacy with a minimum of 6 years cognate experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

##### **b) Method of Advancement:**

For promotion to the rank of Nursing Superintendent, a Staff Nurse I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Senior Nursing Superintendent - CONTISS 09****a) Method of Entry:**

For appointment as Senior Nursing Superintendent, a candidate shall possess the following requirements:

- i) RN or RM plus full Registration with the NMCN, evidence of computer literacy with a minimum of 9 years cognate experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Nursing Superintendent, a Nursing Superintendent must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**v) Principal Nursing Superintendent - CONTISS 11****a) Method of Entry:**

For appointment as Principal Nursing Officer, a candidate shall possess the following requirements:

- i) RN or RM plus full Registration with the NMCN, evidence of computer literacy with a minimum of 12 years cognate experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Nursing Officer, a Senior Nursing Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Assistant Chief Nursing Superintendent - CONTISS 12**

*[The Post of Assistant Chief Nursing Officer and Chief Nursing Officer shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Nursing Officer, a Principal Nursing Officer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.



**vii) Chief Nursing Superintendent - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Chief Nursing Officer, an Assistant Chief Nursing Officer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

The Chief Nursing Officer must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide good leadership.



## 35.0 PHARMACIST CADRE

### 35.1 Posts and Salaries

<i>Pharmacist</i>	- <i>CONTISS 09</i>
<i>Senior Pharmacist</i>	- <i>CONTISS 11</i>
<i>Principal Pharmacist</i>	- <i>CONTISS 12</i>
<i>Chief Pharmacist</i>	- <i>CONTISS 13</i>
<i>Deputy Director, Pharmaceutical Services</i>	- <i>CONTISS 14</i>

### 35.2 Duties

- i) Pharmacist - CONTISS 09**
- Carryout general dispensing and compounding of drugs;
  - Attend to emergencies;
  - Participate in the counselling of patients on the proper use of drugs;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- ii) Senior Pharmacist - CONTISS 11**
- Carryout general dispensing and compounding of drugs;
  - Attend to emergencies;
  - Participate in educating and counselling of staff and students on the proper use of drugs;
  - Assist in the proper storage and record keeping of drugs, dressing and other medical supplies;
  - Assist in the maintenance of Quality Assurance in the Medical Store;
  - Assist in the control and issuance of drugs;
  - Provide technical information and advice on drugs to patients;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- iii) Principal Pharmacist - CONTISS 12**
- Carryout general dispensing and compounding of drugs;
  - Attend to emergencies;
  - Play major role in educating and counselling of staff and students on the proper use of drugs;



- d) Participate in identifying the drugs, dressing and other medical supplies to be procured;
- e) Ensure the maintenance of Quality Assurance in the Medical Store;
- f) Provide technical information and advice on drugs to patients;
- g) Supervise the proper storage and record keeping of drugs, dressing and other medical supplies;
- h) Train subordinates;
- i) Assist in initiating manpower training programmes;
- j) Assist in the preparation of periodic reports for the Unit;
- k) Assist in the preparation of Annual Budget Estimates for the Unit;
- l) Assist in recommending the procurement of drugs and equipment;
- m) Perform professional and community services;
- n) Carryout other duties as may be assigned.

**iv) Chief Pharmacist - CONTISS 13**

- a) Dispense and compounds drugs;
- b) Attend to emergencies;
- c) Educate and counsel staff and students on the proper use of drugs;
- d) Participate in ensuring Quality Assurance in the Medical Store;
- e) Provide technical information and advice on drugs to patients;
- f) Participate in the preparation of periodic reports for the Unit;
- g) Train subordinates;
- h) Participate in the preparation of Annual Budget Estimates for the Unit;
- i) Participate in initiating manpower training programmes for staff;
- j) Participate in recommending the procurement of drugs and equipment;
- k) Perform professional and community services;
- l) Carryout other duties as may be assigned.

**v) Deputy Director, Pharmaceutical Services - CONTISS 14**

- a) Responsible to the Director, Medical Services for providing good leadership in the Unit;
- b) Lead in the dispensing and compounding of drugs;
- c) Attend to emergencies;



- d) Initiate programmes for educating and counselling of staff and students on the proper use of drugs;
- e) Ensure proper storage and record keeping of drugs, dressing and other medical supplies;
- f) Maintain Quality Assurance in the Medical Store;
- g) Provide technical information and advice on drugs to patients;
- h) Recommend and participate in the procurement of drugs;
- i) Prepare periodic report for the Unit;
- j) Ensure the training of subordinates;
- k) Prepare Annual Budget Estimates for the Unit;
- l) Initiate manpower training and staff development;
- m) Initiate and sustain staff and students drug information services with the application of Information Technology (IT);
- n) Perform professional and community services;
- o) Carryout other duties as may be assigned.

### **35.3 Method of Entry and Advancement within the Cadre**

#### **i) Pharmacist - CONTISS 09**

##### **Method of Entry:**

For appointment as Pharmacist, a candidate shall possess the following requirements:

- i) A Bachelor of Pharmacy degree (B. Pharm.) obtained from a recognised institution, NYSC Certificate, full registration with the Pharmacists Council of Nigeria (PCN) and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### **ii) Senior Pharmacist - CONTISS 11**

##### **a) Method of Entry:**

For appointment as Senior Pharmacist, a candidate shall possess the following requirements:

- i) A B. Pharm. degree obtained from a recognised institution, NYSC Certificate, full registration with the PCN and evidence of computer literacy with a minimum of 3 years post-registration experience.



- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Pharmacist, the Pharmacist must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Principal Pharmacist - CONTISS 12**

*[The post of Principal Pharmacist and above shall be filled through promotion of competent and hardworking staff in the University].*

**Method of Advancement:**

For promotion to the rank of Principal Pharmacist, a Senior Pharmacist must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**iv) Chief Pharmacist - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Chief Pharmacist, a Principal Pharmacist must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Assistant Chief Pharmacist must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide leadership.

**v) Deputy Director, Pharmaceutical Services - CONTISS 14**

**Method of Advancement:**

For promotion to the rank of Deputy Director, Pharmaceutical Services, a Chief Pharmacist must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Chief Pharmacist must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide good leadership.



## 36.0 PHARMACY TECHNICIAN CADRE

### 36.1 Posts and Salaries

<i>Pharmacy Technician</i>	- <i>CONTISS 06</i>
<i>Higher Pharmacy Technician</i>	- <i>CONTISS 07</i>
<i>Senior Pharmacy Technician</i>	- <i>CONTISS 08</i>
<i>Principal Pharmacy Technician</i>	- <i>CONTISS 09</i>
<i>Assistant Chief Pharmacy Technician</i>	- <i>CONTISS 11</i>
<i>Chief Pharmacy Technician</i>	- <i>CONTISS 12</i>

### 36.2 Duties

- i) Pharmacy Technician - CONTISS 06**
- Assist in dispensing prescribed drugs under the supervision of a Pharmacist;
  - Assist the Pharmacist in keeping proper record of drugs issued from the store;
  - Assist in maintaining cleanliness of the Pharmacy and Pharmacy equipment;
  - Carryout other duties as may be assigned.
- ii) Higher Pharmacy Technician - CONTISS 07**
- Assist in dispensing prescribed drugs under the supervision of a Pharmacist;
  - Assist the Pharmacist in keeping proper record of drugs issued from the store;
  - Assist in maintaining cleanliness of the Pharmacy and Pharmacy equipment;
  - Assist in keeping record of prescriptions as required by Law;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- iii) Senior Pharmacy Technician - CONTISS 08**
- Assist in dispensing drugs under the supervision of a Pharmacist;
  - Assist the Pharmacist in keeping proper record of drugs issued from the store;
  - Assist in maintaining the cleanliness of the Pharmacy and Pharmacy equipment;
  - Assist in dispensing drugs to in-and-out patients;



- e) Assist in keeping record of prescriptions as required by Law;
- f) Perform professional and community services;
- g) Carryout other duties as may be assigned.

**iv) Principal Pharmacy Technician - CONTISS 09**

- a) Assist in dispensing drugs;
- b) Keep proper record of drugs issued from the store;
- c) Assist in maintaining the cleanliness of the Pharmacy and Pharmacy equipment;
- d) Assist in dispensing drugs to in-and-out patients;
- e) Participate in keeping record of prescriptions as required by Law;
- f) Assist the Pharmacist in the preparation of stock mixtures, lotions and syrups;
- g) Assist in training subordinates;
- h) Assist in the supervision of subordinates;
- i) Perform professional and community services;
- j) Carryout other duties as may be assigned.

**v) Assistant Chief Pharmacy Technician - CONTISS 11**

- a) Dispense drugs to in-and-out patients;
- b) Keep record of prescriptions as required by Law;
- c) Keep proper record of drugs;
- d) Prepare simple dilution of stock mixtures, lotions and syrups;
- e) Participate in ensuring the cleanliness and adequate care of drug laboratories;
- f) Participate in ensuring that the equipment used in the dispensary are in good working condition;
- g) Participate in ensuring the cleanliness of the Pharmacy and Pharmacy equipment;
- h) Train subordinates;
- i) Supervise subordinates;



- j) Perform professional and community services;
- k) Carryout other duties as may be assigned;
- vi) Chief Pharmacy Technician - CONTISS 12**
- a) Dispense drugs to in-and-out patients;
- b) Keep record of prescriptions as required by Law;
- c) Keep proper record of drugs in the Unit;
- d) Prepare simple dilution of stock mixtures, lotions and syrups;
- e) Ensure adequate care of drug laboratories;
- f) Ensure that the equipment used in the dispensary are in good working condition;
- g) Ensure the cleanliness of Pharmacy equipment and the Pharmacy;
- h) Train and supervise subordinates;
- i) Notify the Chief Pharmacist of the need for procurement of drugs;
- j) Perform professional and community services;
- k) Carryout other duties as may be assigned.

### **36.3 Method of Entry and Advancement within the Cadre**

#### **i) Pharmacy Technician - CONTISS 06**

##### **Method of Entry:**

For appointment as Pharmacy Technician, a candidate shall possess the following:

- i) A 3-year Pharmacy Technician Certificate obtained from a recognised institution, Registration with the Pharmacists Council of Nigeria (PCN) and be conversant with the knowledge of Information Technology (IT).
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### **ii) Higher Pharmacy Technician - CONTISS 07**

##### **a) Method of Entry:**

For appointment as Higher Pharmacy Technician, a candidate shall possess any of the following requirements:



- i) A 3-year Pharmacy Technician Certificate obtained from a recognised institution, Registration with the PCN and proficiency in the knowledge of Information Technology and 3 years working experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Higher Pharmacy Technician, a Pharmacy Technician must have served satisfactorily for a minimum period of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Senior Pharmacy Technician - CONTISS 08**

**a) Method of Entry:**

For appointment as Senior Pharmacy Technician, a candidate shall possess the following requirement:

- i) A 3-year Pharmacy Technician Certificate obtained from a recognised institution, Registration with the PCN and be proficiency in the knowledge of Information Technology and 6 years working experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Pharmacy Technician, a Higher Pharmacy Technician must have served satisfactorily for a minimum period of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Pharmacy Technician - CONTISS 09**

**a) Method of Entry:**

For appointment as Principal Pharmacy Technician II, a candidate shall possess the following requirement:

- i) A 3-year Pharmacy Technician Certificate obtained from a recognised institution, Registration with the PCN and proficiency in the knowledge of Information Technology and 9 years working experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Pharmacy Technician, a Senior Pharmacy Technician must have served satisfactorily for a minimum period of 3 years and obtained very good Annual Performance Evaluation Reports for the period.



**v) Assistant Chief Pharmacy Technician - CONTISS 11**

*[The post of Assistant Chief Pharmacy Technician and above shall be filled by promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Pharmacy Technician, a Principal Pharmacy Technician must have served satisfactorily for a minimum period of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Chief Pharmacy Technician - CONTISS 12**

**Method of Advancement:**

For promotion to the rank of Chief Pharmacy Technician, an Assistant Chief Pharmacy Technician must have served outstandingly for a minimum period of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Assistant Chief Pharmacy Technician must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide good leadership.



## 37.0 PHYSIOTHERAPIST CADRE

### 37.1 Posts and Salaries

<i>Physiotherapist II</i>	- <i>CONTISS 07</i>
<i>Physiotherapist I</i>	- <i>CONTISS 08</i>
<i>Senior Physiotherapist</i>	- <i>CONTISS 09</i>
<i>Principal Physiotherapist</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Physiotherapist</i>	- <i>CONTISS 12</i>
<i>Chief Physiotherapist</i>	- <i>CONTISS 13</i>
<i>Deputy Director, Physiotherapy</i>	- <i>CONTISS 14</i>

### 37.2 Duties

- i) Physiotherapist II - CONTISS 07**
- Assist in carrying out physiotherapeutic services;
  - Assist in implementing treatment programmes;
  - Document and report patient status and progress;
  - Participate in Health Care Team including patient's discharge;
  - Participate in ward rounds;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- ii) Physiotherapist I - CONTISS 08**
- Assist in carrying out physiotherapeutic services;
  - Assist in implementing treatment programmes;
  - Document and report patient status and progress;
  - Assist in Health Care Team including patient's discharge;
  - Participate in ward rounds;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- iii) Senior Physiotherapist - CONTISS 09**
- Carryout physiotherapeutic services;
  - Implement treatment programmes;



- c) Document and report patient status and progress;
- d) Participate in Health Care Team including patient's discharge;
- e) Participate in ward rounds and training of subordinates;
- f) Perform professional and community services;
- g) Carryout other duties as may be assigned.

**iv) Principal Physiotherapist - CONTISS 11**

- a) Carryout physiotherapeutic services;
- b) Participate in treatment programmes;
- c) Document and report patient status and progress;
- d) Participate in Health Care Team including patient's discharge;
- e) Assist in ensuring compliance with the code of professional ethics of Nigeria Society of Physiotherapy (NSP) & Medical Rehabilitation Therapist Registration Board (MRTRB);
- f) Assist in the supervision of subordinates;
- g) Assist in the training of subordinates;
- h) Perform professional and community services;
- i) Carryout other duties as may be assigned.

**v) Assistant Chief Physiotherapist - CONTISS 12**

- a) Carryout physiotherapeutic treatment;
- b) Participate in the initiation of treatment programmes;
- c) Document and report on patient status and progress;
- d) Participate in Health Care Team including patient's discharge;
- e) Participate in ward rounds;
- f) Assist in the preparation of Annual Report for the Unit;
- g) Assist in the preparation of Annual Budget Estimates for the Unit;
- h) Initiate manpower training and staff development programmes;
- i) Train subordinates;
- j) Participate in the supervision of subordinates;



- k) Recommend the purchase of physiotherapeutic equipment and consumables;
- l) Ensure compliance with professional ethics of NSP & MRTRB;
- m) Perform professional and community services;
- n) Carryout other duties as may be assigned.

**vi) Chief Physiotherapist - CONTISS 13**

- a) Carryout physiotherapeutic services;
- b) Initiate treatment programmes;
- c) Ensure the documentation of Report on patient status and progress;
- d) Take charge of Health Team Care including patient's discharge;
- e) Lead in the ward rounds;
- f) Direct on treatment;
- g) Recommend on the procurement of equipment and consumables;
- h) Recommend manpower training and staff development programmes;
- i) Ensure compliance with professional ethics of NSP & MRTRB;
- j) Prepare periodic reports for the Unit;
- k) Prepare Annual Budget Estimates for the Unit;
- l) Recommend redeployment of staff for efficient service delivery;
- m) Ensure supervision of subordinates;
- n) Ensure the proper usage, maintenance and security of equipment;
- o) Perform professional and community services;
- p) Carryout other duties as may be assigned.

**vii) Deputy Director, Physiotherapy - CONTISS 14**

- a) Responsible to the Director, University Health Services for providing good leadership in the general administration of the Unit;
- b) Perform the duties of the Chief Physiotherapists at a higher level of responsibility;
- c) Perform professional and community services;
- d) Carryout other duties as may be assigned.



### 37.3 Method of Entry and Advancement within the Cadre

#### i) Physiotherapist II - CONTISS 07

##### Method of Entry:

For appointment as Physiotherapist II, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in B.Sc. Physiotherapy obtained from a recognised institution, NYSC Certificate, registration with the Medical Rehabilitation Therapist Board of Nigeria (MRTBN) and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### ii) Physiotherapist I - CONTISS 08

##### a) Method of Entry:

For appointment as Physiotherapist I, a candidate shall possess any of the following requirements:

- i) A Bachelor of Physiotherapy (B. Physiotherapy) degree obtained from a recognised institution, NYSC Certificate, registration with MRTBN and evidence of computer literacy.
- ii) A minimum of Lower Second-Class Honours degree in B.Sc. Physiotherapy obtained from a recognised institution, NYSC Certificate, registration with MRTBN and evidence of computer literacy with a minimum of 3 years cognate experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

##### b) Method of Advancement:

For promotion to the rank of Physiotherapist I, a Physiotherapist II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

#### iii) Senior Physiotherapist - CONTISS 09

##### a) Method of Entry:

For appointment as Senior Physiotherapist, a candidate shall possess any of the following requirements:

- i) A Bachelor of Physiotherapy (B. Physiotherapy) obtained from a recognised institution, NYSC Certificate, registration with MRTBN and evidence of computer literacy with a minimum of 3 years cognate experience.



- ii) A minimum of Lower Second-Class Honours degree in B.Sc. Physiotherapy obtained from a recognised institution, NYSC Certificate, registration with MRTBN and evidence of computer literacy with a minimum of 6 years cognate experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Physiotherapist, a Physiotherapist I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Physiotherapist - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Physiotherapist, a candidate shall possess any of the following requirements:

- i) A Bachelor of Physiotherapy (B. Physiotherapy) obtained from a recognised institution, NYSC Certificate, registration with MRTBN and evidence of computer literacy with a minimum of 6 years cognate experience.
- ii) A minimum of Lower Second-Class Honours degree in B. Sc Physiotherapy obtained from a recognised institution, NYSC Certificate, registration with MRTBN and evidence of computer literacy with a minimum of 9 years cognate experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Physiotherapist, a Senior Physiotherapist must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**v) Assistant Chief Physiotherapist - CONTISS 12**

*[The post of Assistant Chief Physiotherapist and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Physiotherapist, a Principal Physiotherapist must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Chief Physiotherapist - CONTISS 13****Method of Advancement:**

For promotion to the rank of Chief Physiotherapist, an Assistant Chief Physiotherapist must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

The Assistant Chief Physiotherapist shall attend and pass a Senior Management Training Programme in a relevant professional training institution.

**vii) Deputy Director, Physiotherapy - CONTISS 14****Method of Appointment:**

For promotion to the rank of Deputy Director, Physiotherapy, a Chief Physiotherapist must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

The Chief Physiotherapist must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide good leadership.



## 38.0 PROCUREMENT OFFICER CADRE

### 38.1 Posts and Salaries

<i>Procurement Officer II</i>	- <i>CONTISS 07</i>
<i>Procurement Officer I</i>	- <i>CONTISS 08</i>
<i>Senior Procurement Officer</i>	- <i>CONTISS 09</i>
<i>Principal Procurement Officer</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Procurement Officer</i>	- <i>CONTISS 12</i>
<i>Chief Procurement Officer</i>	- <i>CONTISS 13</i>
<i>Deputy Director, Procurement</i>	- <i>CONTISS 14</i>
<i>Director, Procurement</i>	- <i>CONTISS 15</i>

### 38.2 Duties

- i) Procurement Officer II - CONTISS 07**
- Assist in the procurement of supplies and control of stores;
  - Assist in the maintenance of up-to-date records of procurement;
  - Assist in carrying out market survey;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- ii) Procurement Officer I - CONTISS 08**
- Assist in the procurement of supplies and control of stores;
  - Assist in the maintenance of up-to-date records of procurement;
  - Assist in carrying out market survey;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- iii) Senior Procurement Officer - CONTISS 09**
- Participate in the procurement and control of stores and goods;
  - Maintain accurate and up-to-date records of procurement;
  - Assist in the processing of overseas purchases;
  - Participate in carrying out market survey;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.

**iv) Principal Procurement Officer - CONTISS 11**

- a) Participate in the procurement of stores and goods;
- b) Ensure the safety of stores and goods;
- c) Maintain accurate and up-to-date records of procurement;
- d) Participate in tender processing;
- e) Supervise and coordinate the work of subordinates;
- f) Train subordinates;
- g) Carryout market survey;
- h) Assist in the preparation of the Monthly Procurement Register;
- i) Perform professional and community services;
- j) Carryout other duties as may be assigned.

**v) Assistant Chief Procurement Officer - CONTISS 12**

- a) Participate in the procurement of stores and goods;
- b) Ensure the safety of stores and goods;
- c) Maintain accurate and up-to-date records of procurement;
- d) Train subordinates;
- e) Participate in initiating claims for shortages in stores, delivery and damages;
- f) Participate in Tender processing;
- g) Supervise subordinates;
- h) Assist in preparing Monthly Procurement Register;
- i) Assist in recommending the purchases of stocks;
- j) Carryout market survey;
- k) Assist in the preparation of periodic reports for the Unit;
- l) Initiate manpower training and staff development programmes;
- m) Assist in the preparation of Annual Budget Estimates for the Unit;
- n) Perform professional and community services;
- o) Carryout other duties as may be assigned.

**vi) Chief Procurement Officer - CONTISS 13**

- a) Participate in the procurement of stores and goods;
- b) Assist in ensuring the safety of stores and goods;



- c) Assist in ensuring maintenance of accurate and up-to-date records of procurement;
- d) Participate in Tender processing;
- e) Assist in ensuring the supervision of subordinates;
- f) Assist in ensuring the training of subordinates;
- g) Carryout market survey;
- h) Participate in the preparation of Monthly Procurement Register;
- i) Recommending the purchases of stocks;
- j) Perform professional and community services;
- k) Carryout other duties as may be assigned.

**vii) Deputy Director, Procurement - CONTISS 14**

- a) Responsible to the Director, Procurement for the procurement of stores and goods;
- b) Participate in the procurement of stores and goods;
- c) Participate in tender processing;
- d) Assist in ensuring the supervision of subordinates;
- e) Assist in ensuring the training of subordinates;
- f) Carryout market survey;
- g) Participate in the preparation of Monthly Procurement Register;
- h) Recommending the purchases of stocks;
- i) Participate in preparing periodic reports for the Unit;
- j) Participate in redeployment of staff for efficient service delivery;
- k) Participate in preparation of Annual Budget Estimates for the Unit;
- l) Assist in ensuring manpower training and staff development;
- m) Perform professional and community services;
- n) Carryout other duties as may be assigned.

**viii) Director, Procurement - CONTISS 15**

- a) Responsible to the Vice-Chancellor for the procurement of stores and goods and providing very good leadership to the Unit;



- b) Participate in the procurement of stores and goods;
- c) Ensure the safety of stores and goods;
- d) Ensure maintenance of accurate and up-to-date records of procurement;
- e) Carryout overseas purchases;
- f) Participate in tender processing;
- g) Ensure supervision of subordinates;
- h) Ensure the training of subordinates;
- i) Develop and maintain an efficient accounting system for the Unit;
- j) Take charge of maintaining accurate and up-to-date records of requisitioning and procurement;
- k) Ensure that procurements are made in accordance with projections, specification, safety and life span of goods;
- l) Ensure that market survey is carried out at regular intervals;
- m) Redeploy of staff for efficient service delivery;
- n) Prepare periodic reports for the Unit Stores;
- o) Prepare Annual Budget Estimates for the Unit Stores;
- p) Manpower training and staff development;
- q) Perform professional and community services;
- r) Carryout other duties as may be assigned.

### **38.3 Method of Entry and Advancement within the Cadre**

#### **i) Procurement Officer II - CONTISS 07**

##### **Method of Entry:**

For appointment as Procurement Officer II, a candidate shall possess any of the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Purchasing and Supply, Marketing, Business Administration or Economics obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### **ii) Procurement Officer I - CONTISS 08**

##### **a) Method of Entry:**

For appointment as Procurement Officer I, a candidate shall possess any of the following requirements:



- i) A master's degree in Purchasing and Supply, Marketing, Business Administration or Economics obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- ii) A minimum of Lower Second-Class Honours degree in Purchasing and Supply, Marketing, Business Administration or Economics obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 3 years post-graduation experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Procurement Officer I, a Procurement Officer II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Senior Procurement Officer - CONTISS 09**

**a) Method of Entry:**

For appointment as Senior Procurement Officer, a candidate shall possess any of the following requirements:

- i) A master's degree in Purchasing and Supply, Marketing, Business Administration or Economics obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 3 years post-graduation experience.
- ii) A minimum of Lower Second-Class Honours degree in Purchasing and Supply, Marketing, Business Administration or Economics, obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 6 years post-graduation experience.
- iii) In cases (i) and (ii) above a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Procurement Officer, a Procurement Officer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Chief Procurement Officer - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Procurement Officer, a candidate shall possess any of the following requirements:



- i) A master's degree in Purchasing and Supply, Marketing, Business Administration or Economics obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 6 years post-graduation experience.
- ii) A minimum of Lower Second-Class Honours degree in Purchasing and Supply, Marketing, Business Administration or Economics obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 9 years post-graduation experience.
- iii) In cases (i) and (ii) above a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Procurement Officer, a Senior Procurement Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**v) Assistant Chief Procurement Officer - CONTISS 12**

*[The post of Assistant Chief Procurement Officer and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Procurement Officer, a Principal Procurement Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Chief Procurement Officer - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Chief Procurement Officer, an Assistant Chief Procurement Officer must have served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Assistant Chief Procurement Officer must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow in the unit and have the capacity to provide leadership.

**vii) Deputy Director, Procurement - CONTISS 14**

**Method of Advancement:**

For promotion to the rank of Deputy Director, Procurement, a Chief Procurement Officer must have served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.



The Chief Procurement Officer must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow in the unit and have the capacity to provide good leadership.

**viii) Director, Procurement**

**- CONTISS 15**

**Method of Appointment:**

For appointment as Director, Procurement, the performance of a Deputy Director of Procurement must be outstanding. The Deputy Director of Procurement must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide good leadership.



## 39.0 PROTOCOL OFFICER CADRE

### 39.1 Posts and Salaries

<i>Protocol Officer II</i>	- <i>CONTISS 07</i>
<i>Protocol Officer I</i>	- <i>CONTISS 08</i>
<i>Senior Protocol Officer</i>	- <i>CONTISS 09</i>
<i>Principal Protocol Officer</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Protocol Officer</i>	- <i>CONTISS 12</i>
<i>Chief Protocol Officer</i>	- <i>CONTISS 13</i>
<i>University Protocol Officer</i>	- <i>CONTISS 14</i>

### 39.2 Duties

#### **i) Protocol Officer II - CONTISS 07**

- a) Assist in the planning and execution of the Vice-Chancellor's official events;
- b) Assist in the planning and execution of programmes for visitors to the University;
- c) Assist in the arrangement of accommodation for visitors to the University;
- d) Assist in making arrangements for delegations named by the Vice-Chancellor to represent him at ceremonies and functions;
- e) Perform professional and community services;
- f) Carryout other duties as may be assigned.

#### **ii) Protocol Officer I - CONTISS 08**

- a) Assist in the planning and execution of the Vice-Chancellor's official events;
- b) Assist in the planning and execution of programmes for visitors to the University;
- c) Assist in the arrangement of accommodation for visitors to the University;
- d) Assist in making arrangements for delegations named by the Vice-Chancellor to represent him at ceremonies and functions;
- e) Assist in receiving University guests;
- f) Perform professional and community services;
- g) Carryout other duties as may be assigned.

#### **iii) Senior Protocol Officer - CONTISS 09**

- a) Assist in the planning and execution of the Vice-Chancellor's official events;



- b) Assist in the planning and execution of programmes for visitors to the University;
- c) Assist in the arrangement of accommodation for visitors to the University;
- d) Assist in making arrangements for delegations named by the Vice-Chancellor to represent him at ceremonies and functions;
- e) Assist in supervising and training of subordinates;
- f) Assist in receiving University Guests;
- g) Assist in maintaining and updating the lists of hospitality organisations within Kafin Hausa;
- h) Perform professional and community services;
- i) Carryout other duties as may be assigned.

**iv) Principal Protocol Officer - CONTISS 11**

- a) Participate in the planning and executing the Vice-Chancellor's official events;
- b) Participate in planning and executing the programmes for visitors to the University
- c) Supervise and train subordinates;
- d) Participate in arranging accommodation for visitors to the University;
- e) Participate in receiving University guests;
- f) Participate in making arrangements for delegation named by the Vice-Chancellor to represent him at ceremonies and functions;
- g) Assist in liaising with hospitality organisations within Kafin Hausa;
- h) Assist in initiating manpower training and staff development programmes;
- i) Assist in writing Annual Reports for the Unit;
- j) Assist in preparing Annual Budget Estimates for the Unit;
- k) Perform professional and community services;
- l) Carryout other duties as may be assigned.

**v) Assistant Chief Protocol Officer - CONTISS 12**

- a) Assist in discharging both administrative and other functions of the Unit;



- b) Participate in planning and executing the Vice-Chancellor's official events;
- c) Participate in planning and executing the programmes for visitors to the University;
- d) Assist in supervision of the arrangement for accommodation for visitors to the University;
- e) Participate in receiving University guests at the Airport;
- f) Supervise and train subordinates;
- g) Assist in initiating manpower training and staff development programmes;
- h) Participate in liaising with relevant hospitality organisations within the host community;
- i) Participate in writing Annual Report for the Unit;
- j) Participate in preparing Annual Budget Estimates for the Unit;
- k) Assist the Master of Ceremony at University functions;
- l) Assist in initiating up-to-date protocol strategies and methods;
- m) Perform professional and community services;
- n) Carryout other duties as may be assigned.

**vi) Chief Protocol Officer - CONTISS 13**

- a) Participate in discharging administrative and other functions of the Unit;
- b) Participate in planning and executing all of the Vice-Chancellor's official events;
- c) Participate in planning and executing all programmes for visitors to the University;
- d) Supervise arrangement for accommodation for visitors to the University;
- e) Supervise and train subordinates;
- f) Receive University guests at the Airport;
- g) Supervise the arrangements for delegation named by the Vice-Chancellor to represent him at ceremonies and functions;
- h) Liaise with relevant hospitality organisations within and outside the host community;
- i) Participate in initiating up-to-date protocol strategies and methods;



- j) Assist the Master of Ceremony at University functions;
- k) Participate in initiating manpower training and staff development programmes;
- l) Participate in writing Annual Report for the Unit;
- m) Participate in preparing Annual Budget Estimates for the Unit;
- n) Perform professional and community services;
- o) Carryout other duties as may be assigned.

**vii) University Protocol Officer - CONTISS 14**

- a) Responsible to the Vice Chancellor/Registrar for the day-to-day administration and providing good leadership in the Unit;
- b) Plan and execute all of the Vice-Chancellor's official events;
- c) Plan and execute all programmes for visitors to the University;
- d) Ensure proper arrangement of accommodation for visitors to the University;
- e) Receive University guests at the Airport;
- f) Ensure proper arrangement for delegation named by the Vice-Chancellor to represent him at ceremonies and functions;
- g) Liaise with hospitality organisations within and outside the host community;
- h) Recommend up-to-date protocol strategies and methods to management;
- i) Ensure the supervision and training of subordinates;
- j) Recommend the redeployment of staff for efficient service delivery in the Unit;
- k) Serve as Master of Ceremony at University functions;
- l) Initiate manpower training and staff development programmes;
- m) Prepare Annual Report for the Unit;
- n) Prepare Annual Budget Estimates for the Unit;
- o) Perform professional and community services;
- p) Carryout other duties as may be assigned.



### 39.3 Method of Entry and Advancement within the Cadre

#### i) Protocol Officer II - CONTISS 07

##### Method of Entry:

For appointment as Protocol Officer II, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Mass Communications or Humanities/Social Sciences obtained from a recognised institution, NYSC Certificate, evidence of computer literacy and must demonstrate a flair for oral and written English.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### ii) Protocol Officer I - CONTISS 08

##### a) Method of Entry:

For appointment as Protocol Officer I, a candidate shall possess any of the following requirements:

- i) A master's degree in Mass Communications or Humanities/Social Sciences obtained from a recognised institution and NYSC Certificate be computer literate and must demonstrate a flair for oral and written English.
- ii) A minimum of Lower Second-Class Honours degree in Mass Communications or other Humanities/Social Sciences obtained from a recognised institution, NYSC Certificate, evidence of computer literacy and must demonstrate a flair for oral and written English with 3 years cognate experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

##### b) Method of Advancement:

For promotion to the rank of Protocol Officer I, Protocol Officer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period. The officer must show the aptitude required of Protocol Officer of a University.

#### iii) Senior Protocol Officer - CONTISS 09

##### a) Method of Entry:

For appointment as Senior Protocol Officer, a candidate shall possess any of the following requirements:



- i) A master's degree in Mass Communications or Humanities/Social Sciences obtained from a recognised institution and NYSC Certificate be computer literate and must demonstrate a flair for oral and written English with 3 years cognate experience.
- ii) A minimum of Lower Second-Class Honours degree in Mass Communications or other Humanities/Social Sciences obtained from a recognised institution, NYSC Certificate, evidence of computer literacy and must demonstrate a flair for oral and written English with 6 years cognate experience.
- iii) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Protocol Officer, a Protocol Officer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period. The officer must show the aptitude required of Information and Protocol Officer of a University.

**iv) Principal Protocol Officer - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Protocol Officer, a candidate shall possess any of the following requirements:

- i) A master's degree in Mass Communications or Humanities/Social Sciences obtained from a recognised institution and NYSC Certificate be computer literate and must demonstrate a flair for oral and written English with 6 years cognate experience.
- ii) A minimum of Lower Second-Class Honours degree in Mass Communications or other Humanities/Social Sciences obtained from a recognised institution, NYSC Certificate, evidence of computer literacy and must demonstrate a flair for oral and written English with 9 years cognate experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Protocol Officer, a Senior Protocol Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period. The officer must show the aptitude required of Information and Protocol Officer of a University.

**v) Assistant Chief protocol officer - CONTISS 12**

*[The post of Assistant Chief Protocol Officer and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Protocol Officer, a Principal Protocol Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period. The officer must show the aptitude required of Information and Protocol Officer of a University.

**vi) Chief Protocol Officer - CONTISS 13****Method of Advancement:**

For promotion to the rank of Chief Protocol Officer, an Assistant Chief Protocol Officer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period. The officer must show the aptitude required of Information and Protocol Officer of a University.

**vii) University Protocol Officer - CONTISS 14****Method of Advancement:**

For promotion to the rank of University Protocol Officer, a Chief Protocol Officer must have served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period. The officer must show the aptitude required of Information and Protocol Officer of a University.

The Chief Protocol Officer must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day administrative workflow in the unit and have the capacity to provide good leadership.

The Officer must show dedication to duty, the willingness to take lawful instructions and to accept responsibility.



## 40.0 PUBLIC RELATIONS AND PUBLICITY OFFICER CADRE

### 40.1 Posts and Salaries

<i>Public Relations and Publicity Officer II</i>	- CONTISS 07
<i>Public Relations and Publicity Officer I</i>	- CONTISS 08
<i>Senior Public Relations and Publicity Officer</i>	- CONTISS 09
<i>Principal Public Relations and Publicity Officer</i>	- CONTISS 11
<i>Assistant Chief Public Relations and Publicity Officer</i>	- CONTISS 12
<i>Chief Public Relations and Publicity Officer</i>	- CONTISS 13
<i>University Public Relations and Publicity Officer</i>	- CONTISS 14

### 40.2 Duties

- i) Public Relations and Publicity Officer II - CONTISS 07**
- Assist in monitoring public opinion about the University;
  - Assist in responding to enquiries from the general public and other organisations;
  - Assist in arranging press conferences/interviews with journalists and other media organisations;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- ii) Public Relations and Publicity Officer I - CONTISS 08**
- Assist in monitoring public opinion about the University;
  - Assist in responding to enquiries from the general public and other organisations;
  - Assist in arranging press conferences/interviews with journalists and other media organisations;
  - Assist in preparing visual aids and Public Address Systems for public presentation in the University;
  - Assist in the production of visual and audio electronic materials at special occasions in the University;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- iii) Senior Public Relations & Publicity Officer - CONTISS 09**
- Assist in monitoring public opinion about the University;



- b) Assist in responding to enquiries from the general public and other organisations;
- c) Assist in arranging press conferences/interviews with journalists and other media organisations;
- d) Assist in preparing visual aids and Public Address Systems for public presentation in the University;
- e) Assist in the production of visual and audio electronic materials at special occasions in the University;
- f) Assist in the accreditation of journalists attending University functions;
- g) Perform professional and community services;
- h) Carryout other duties as may be assigned.

**iv) Principal Public Relations & Publicity Officer - CONTISS 11**

- a) Participate in monitoring public opinion about the University;
- b) Participate in responding to enquiries from the general public and other organisations;
- c) Participate in arranging press conferences/interviews with journalists and other media organisations;
- d) Participate in preparing visual aids and Public Address Systems for public presentation in the University;
- e) Participate in the production of visual and audio electronic materials at special occasions in the University;
- f) Participate in the accreditation of journalists attending University functions;
- g) Assist in writing Annual Report for the Unit;
- h) Perform professional and community services;
- i) Carryout other duties as may be assigned.

**v) Assistant Chief Public Relations & Publicity Officer - CONTISS 12**

- a) Monitor public opinion about the University;
- b) Respond to enquiries from the general public and other organisations;
- c) Supervise the proper care and handling of visual aids and Public Address Systems for public presentation in the University;
- d) Arrange the production of visual and audio electronic materials;



- e) Assist in initiating manpower training and staff development programmes;
- f) Participate in writing Annual Report for the Unit;
- g) Participate in the supervision of subordinates;
- h) Train subordinates;
- i) Assist in preparing Annual Budget Estimates for the Unit;
- j) Participate in the accreditation of journalists attending University functions;
- k) Perform professional and community services;
- l) Carryout other duties as may be assigned.

**vi) Chief Public Relations & Publicity Officer - CONTISS 13**

- a) Monitor public opinion about the University;
- b) Respond to enquiries from the general public and other organisations;
- c) Participate in recommending the procurement of up-to-date visual aids and Public Address Systems for the Unit;
- d) Participate in initiating up-to-date public relations and publicity strategies and methods;
- e) Take charge of accreditation of journalists attending University functions;
- f) Take charge of visual aids and public address systems;
- g) Take charge of arrangement for press conferences/Interview with journalist and other media organisations;
- h) Take charge of supervision of subordinates;
- i) Assist in monitoring the electronic and print media with a view to drawing the attention of the Vice-Chancellor/Registrar to important information affecting the University;
- j) Assist in discharging both administrative and other functions in the Unit;
- k) Participate in initiating in-service training programmes for staff;
- l) Participate in writing Annual Report for the Unit;
- m) Participate in preparing Annual Budget Estimates for the Unit;
- n) Perform professional and community services;
- o) Carryout other duties as may be assigned.



## **vii) University Public Relations and Publicity Officer - CONTISS 14**

- a) Responsible to the Vice-Chancellor/Registrar in providing leadership in the day-to-day administrative functions of the Unit;
- b) Ensure that enquiries from the general public and other organisations are promptly and appropriately responded to;
- c) Ensure smooth conduct of press conferences/interviews with journalists and other media organisations to keep the public well informed about the University's activities and policies as the need arises;
- d) Recommend the procurement of up-to-date equipment and public address systems for the Unit;
- e) Ensure that the right calibre of journalists are invited and accredited to cover university functions;
- f) Ensure that a positive image of the University is created in the minds of the public at all times;
- g) Ensure proper supervision of subordinates;
- h) Ensure the training of staff;
- i) Ensure monitoring of the electronic and print media with a view to drawing the attention of the Vice-Chancellor/Registrar to important information affecting the University;
- j) Recommend up-to-date public relations and publicity strategies/methods;
- k) Recommend the redeployment of staff for efficient service delivery in the Unit;
- l) Initiate manpower training and staff development programmes;
- m) Write Annual Report for the Unit;
- n) Prepare Annual Budget Estimates for the Unit;
- o) Perform professional and community services;
- p) Carryout other duties as may be assigned.

### **40.3 Method of Entry and Advancement within the Cadre**

#### **i) Public Relations and Publicity Officer II - CONTISS 07**

##### **Method of Entry:**

For appointment as Public Relations and Publicity Officer II, a candidate shall possess the following requirements:



- i) A minimum of Lower Second-Class Honours degree in Humanities/Mass Communications/Journalism obtained from a recognised institution, NYSC Certificate, evidence of computer literacy and must demonstrate a flair for oral and written English.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**ii) Public Relations and Publicity Officer I - CONTISS 08**

**a) Method of Entry:**

For appointment as Public Relations and Publicity Officer I, a candidate shall possess any of the following requirements:

- i) A master's degree in Humanities/Mass Communications/Journalism obtained from a recognised institution and NYSC Certificate, Membership of Nigerian Institute of Public Relations (NIPR), evidence of computer literacy and must demonstrate a flair for oral and written English.
- ii) A minimum of Lower Second-Class Honours degree in Humanities/Mass Communications/Journalism obtained from a recognised institution, NYSC Certificate, evidence of computer literacy and must demonstrate a flair for oral and written English with a minimum of 3 years relevant post-graduation experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Public Relations and a Publicity Officer I, Public Relations and Publicity Officer II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Senior Public Relations and Publicity Officer - CONTISS 09**

**a) Method of Entry:**

For appointment as Senior Public Relations and Publicity Officer, a candidate shall possess any of the following requirements:

- i) A master's degree in Humanities/ Mass Communications/Journalism obtained from a recognised institution and NYSC Certificate, Membership of Nigerian Institute of Public Relations (NIPR), evidence of computer literate and must demonstrate a flair for oral and written English with a minimum of 3 years relevant cognate experience.



- ii) A minimum of Lower Second-Class Honours degree in Humanities/Mass Communications/Journalism obtained from a recognised institution, NYSC Certificate, evidence of computer literacy and must demonstrate a flair for oral and written English with a minimum of 6 years relevant cognate experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Public Relations and Publicity Officer, a Public Relations and Publicity Officer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Public Relations and Publicity Officer - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Public Relations and Publicity Officer, a candidate shall possess any of the following requirements:

- i) A master's degree in Humanities/Mass Communications/Journalism obtained from a recognised institution and NYSC Certificate, Membership of Nigerian Institute of Public Relations (NIPR), evidence of computer literate and must demonstrate a flair for oral and written English with a minimum of 6 years relevant cognate experience.
- ii) A minimum of Lower Second-Class Honours degree in Humanities/Mass Communications/Journalism obtained from a recognised institution, NYSC Certificate, evidence of computer literacy and must demonstrate a flair for oral and written English with a minimum of 9 years relevant cognate experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Public Relations and Publicity, a Senior Public Relations and Publicity Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**v) Assistant Chief Public Relations & Publicity Officer - CONTISS 12**

*[The post of Assistant Chief Public Relations and Publicity Officer and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Public Relations and Publicity Officer, a Principal Public Relations and Publicity Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Chief Public Relations and Publicity Officer - CONTISS 13****Method of Advancement:**

For promotion to the rank of Chief Public Relations and Publicity Officer, an Assistant Chief Public Relations and Publicity Officer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

The Assistant Chief Public Relations and Publicity Officer must have attended and passed a Senior Management Training Programme in a reputable Training Institution such as ASCON.

**vii) University Public Relations and Publicity Officer - CONTISS 14****Method of Advancement:**

For promotion to the rank of University Public Relations and Publicity Officer, a Chief Public Relations and Publicity Officer must have served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Chief Public Relations and Publicity Officer must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day administrative workflow in the unit and have the capacity to provide good leadership.



## 41.0 QUANTITY SURVEYOR CADRE

### 41.1 Posts and Salaries

<i>Quantity Surveyor II</i>	- <i>CONTISS 07</i>
<i>Quantity Surveyor I</i>	- <i>CONTISS 08</i>
<i>Senior Quantity Surveyor</i>	- <i>CONTISS 09</i>
<i>Principal Quantity Surveyor</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Quantity Surveyor</i>	- <i>CONTISS 12</i>
<i>Chief Quantity Surveyor</i>	- <i>CONTISS 13</i>
<i>Deputy Director</i>	- <i>CONTISS 14</i>
<i>Director, PPD &amp; MS</i>	- <i>CONTISS 15</i>

### 41.2 Duties

- i) Quantity Surveyor II - CONTISS 07**
- Assist in the preparation of Bills of Quantities and Estimates of proposed works;
  - Carryout market survey on current prices of building materials;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- ii) Quantity Surveyor I - CONTISS 08**
- Assist in the preparation of Bills of Quantities and Estimates of proposed works;
  - Assist in valuation of Interim Certificate of Payments;
  - Serve as Quantity Surveyor and Cost Planner on medium sized projects;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- iii) Senior Quantity Surveyor - CONTISS 09**
- Assist in the preparation of Bills of Quantities and Estimates of proposed works;
  - Assist in valuation of Interim Certificate of Payments;
  - Assist the Quantity Surveyor and Cost Planner on major projects in the area of cost control;
  - Perform professional and community services;



e) Carryout other duties as may be assigned.

**iv) Principal Quantity Surveyor - CONTISS 11**

a) Prepare Bills of Quantities and Estimates of proposed works;

b) Carryout valuation for Interim Certificate of Payment;

c) Assist in the control of possible cost overrun and assess the financial implications of project proposals;

d) Perform professional and community services;

e) Carryout other duties as may be assigned.

**v) Assistant Chief Quantity Surveyor - CONTISS 12**

a) Prepare Bills of Quantities and Estimates of proposed works;

b) Carryout valuation for Interim Certificate of Payment;

c) Serve as Quantity Surveyor and Cost Planner on major projects;

d) Control of possible cost overrun and assess the financial implications of project time overrun;

e) Assist in the preparation of Capital Estimates and review of Rolling Plans;

f) Perform professional and community services;

g) Carryout other duties as may be assigned.

**vi) Chief Quantity Surveyor - CONTISS 13**

a) Cost, monitor and control Physical Plan and Development;

b) Monitor cost indices of materials and consultancy services;

c) Prepare Bills of Quantities and Estimates of proposed works;

d) Evaluate Interim Certificate of Payment;

e) Participate in the preparation of Annual Capital Estimates, review of rolling plans and updating of University Assets Register;

f) Participate in preparing Annual Budget Estimates for the Unit;

g) Participate in preparing Quarterly and Annual Reports for the Unit;

h) Perform professional and community services;

i) Carryout other duties as may be assigned.

**vii) Deputy Director****- CONTISS 14**

- a) Responsible to the Director, PPD&MS for providing good leadership in the Unit and play a major role in:
  - i) The preparation of Bills of Quantities and Estimates of proposed works;
  - ii) Carryout valuation for Interim Certificate of Payment;
  - iii) The assessment of the financial implications of proposed projects.
- b) Advise on cost decisions and review of Rolling Plans;
- c) Participate in updating of University Assets Register;
- d) Participate in preparing Annual Budget Estimates for the Unit;
- e) Participate in preparing Quarterly and Annual Reports for the Unit;
- f) Initiate manpower training and staff development programmes;
- g) Perform professional and community services;
- h) Carryout other duties as may be assigned.

**viii) Director, PPD & MS****- CONTISS 15**

- a) Responsible to the Vice-Chancellor for providing very good leadership in the department and ensuring the attainment of proper:
  - i) Physical planning and development of the University;
  - ii) Maintenance, rehabilitation and care of existing University facilities i.e. roads, electricity, machinery, generators, vehicles, equipment and furniture;
  - iii) Cost effectiveness in all the University projects.
- b) Ensure constant water and electricity supply in the University;
- c) Support and collaborate in the preparation of the University Assets Register;
- d) Prepare Annual Capital Estimates and Budgetary Allocations for all engineering projects and services for the University;
- e) Recommend on the updating of the University Master Plan and Environmental Policy;
- f) Prepare periodic reports for the Department;
- g) Prepare Annual Budget Estimates for the Department;



- h) Make periodic reports to the Management and the Council on the physical state of the University;
- i) Ensure manpower training and staff development programmes;
- j) Ensure periodic redeployment of staff for efficient service delivery;
- k) Provide professional and community services;
- l) Carryout other duties as may be assigned.

### **41.3 Method of Entry and Advancement within the Cadre**

#### **i) Quantity Surveyor II - CONTISS 07**

##### **Method of Entry:**

For appointment as Quantity Surveyor II, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Quantity Survey obtained from a recognised institution, NYSC Certificate and evidence of computer literacy in professional software.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### **ii) Quantity Surveyor I - CONTISS 08**

##### **a) Method of Entry:**

For appointment as Quantity Surveyor I, a candidate shall possess any of the following requirements:

- i) A master's degree in Quantity Survey obtained from a recognised institution, NYSC Certificate and evidence of computer literacy in professional software.
- ii) A minimum of Lower Second-Class Honours degree in Quantity Survey obtained from a recognised institution, NYSC Certificate and evidence of computer literacy in professional software with a minimum of 3 years relevant post-graduation experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

##### **b) Method of Advancement:**

For promotion to the rank of Quantity Surveyor I, a Quantity Surveyor II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Senior Quantity Surveyor - CONTISS 09****a) Method of Entry:**

For appointment as Senior Quantity Surveyor, a candidate shall possess any of the following requirements:

- i) A master's degree in Quantity Survey obtained from a recognised institution, NYSC Certificate and evidence of computer literacy in professional software with a minimum of 3 years relevant post-graduation experience.
- ii) A minimum of Lower Second-Class Honours degree in Quantity Survey obtained from a recognised institution, NYSC Certificate and evidence of computer literacy in professional software with a minimum of 6 years relevant post-graduation experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Quantity Surveyor, a Quantity Surveyor I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Quantity Surveyor - CONTISS 11****a) Method of Entry:**

For appointment as Principal Quantity Surveyor, a candidate shall possess any of the following requirements:

- i) A master's degree in Quantity Survey obtained from a recognised institution, NYSC Certificate, registered with NIQS and evidence of computer literacy in professional software with a minimum of 6 years relevant post-graduation experience.
- ii) A minimum of Lower Second-Class Honours degree in Quantity Survey obtained from a recognised institution, NYSC Certificate and evidence of computer literacy in professional software with a minimum of 9 years relevant post-graduation experience.
- iii) In cases in (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Quantity Surveyor, a Senior Quantity Surveyor must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**v) Assistant Chief Quantity Surveyor - CONTISS 12**

*[The post of Assistant Chief Quantity Surveyor and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Quantity Surveyor, a Principal Quantity Surveyor must have registered with NIQS, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Chief Quantity Surveyor - CONTISS 13****Method of Advancement:**

For promotion to the rank of Chief Quantity Surveyor, an Assistant Chief Quantity Surveyor must have registered with NIQS, served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

The Assistant Chief Quantity Surveyor must be conversant with the use of computer in quantitative analysis.

**vii) Deputy Director - CONTISS 14****Method of Advancement:**

For promotion to the rank of Deputy Director, a Chief Quantity Surveyor must have registered with NIQS, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Chief Quantity Surveyor must be proficient in the application of professional software.

The Chief Quantity Surveyor must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow in the unit and have the capacity to provide good leadership.

**viii) Director, PPD & MS - CONTISS 15**

By appointment of a candidate with a minimum of Lower Second-Class Honours degree in Quantity Survey, obtained from a recognised institution, NYSC Certificate, registered with NIQS with a minimum of 15 years post-qualification and 12 years post-registration experience.



## 42.0 RADIOGRAPHER CADRE

### 42.1 Posts and Salaries

<i>Radiographer</i>	- <i>CONTISS 08</i>
<i>Senior Radiographer</i>	- <i>CONTISS 09</i>
<i>Principal Radiographer</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Radiographer</i>	- <i>CONTISS 12</i>
<i>Chief Radiographer</i>	- <i>CONTISS 13</i>
<i>Deputy Director, Radiography</i>	- <i>CONTISS 14</i>

### 42.2 Duties

- i) Radiographer - CONTISS 08**
- Assist in carrying out radiographic examination such as VIP and cholecystography;
  - Assist in fluorography examinations of the gastro intestinal tract, blood vessels and neuron investigations;
  - Check and sort out X-Ray Films;
  - Assist in developing and filing X-ray films or radiographs;
  - Take care of X-ray equipment;
  - Assist in the proper storage of X-ray apparatus and accessories;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- ii) Senior Radiographer - CONTISS 09**
- Assist in carrying out radiographic examination such as VIP and cholecystography;
  - Assist in fluorography examinations of the gastro intestinal tract, blood vessels and neuron investigations;
  - Assist in developing and filing X-ray films or radiographs;
  - Take care of X-ray equipment;
  - Assist in the proper storage of X-ray apparatus and accessories;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.

**iii) Principal Radiographer - CONTISS 11**

- a) Carryout radiographic examinations;
- b) Carryout fluorography examinations of the gastro intestinal track, blood vessels and neuron investigations;
- c) Undertake ultra-sonographic examinations and report on the images produced;
- d) Assist in ensuring compliance with the code of professional ethics;
- e) Participate in special radiological procedures;
- f) Develop, file and report on radiographic examinations;
- g) Train subordinates;
- h) Supervise subordinates;
- i) Indent X-Ray equipment, chemicals, films, etc.;
- j) Assist in receiving stores and equipment for the Unit;
- k) Take proper care and handling of X-Rays;
- l) Handle the proper storage of X-Ray apparatus and accessories;
- m) Perform professional and community services;
- n) Carryout other duties as may be assigned.

**iv) Assistant Chief Radiographer - CONTISS 12**

- a) Carryout radiographic examinations;
- b) Carryout fluorography examinations of the gastro intestinal track, blood vessels and neuron investigations;
- c) Undertake ultra-sonographic examinations and report on the images produced;
- d) Participate in special radiological procedures;
- e) Develop, file and report on radiographic examination;
- f) Train subordinates;
- g) Supervise subordinates;
- h) Initiate manpower training and staff development programmes;



- i) Assist in ensuring compliance with the code of professional ethics;
  - j) Recommend the maintenance and servicing of X-Ray apparatus and equipment;
  - k) Receive stores and equipment for the Unit;
  - l) Assist in preparing periodic reports for the Unit;
  - m) Assist in the preparation of Annual Budget Estimates for the Unit;
  - n) Perform professional and community services;
  - o) Carryout other duties as may be assigned.
- v) Chief Radiographer - CONTISS 13**
- a) Carryout radiographic examinations;
  - b) Carryout fluorography examinations of the gastro intestinal track, blood vessels and neuron investigations;
  - c) Undertake ultra-sonographic examinations and report on the images produced;
  - d) Participate in special radiological procedures;
  - e) Develop, file and report on radiographic examination;
  - f) Train subordinates;
  - g) Supervise subordinates;
  - h) Initiate manpower training and staff development programmes;
  - i) Assist in ensuring compliance with the code of professional ethics;
  - j) Recommend the maintenance and servicing of X-Ray apparatus and equipment;
  - k) Receive stores and equipment for the Unit;
  - l) Assist in preparing periodic reports for the Unit;
  - m) Assist in the preparation of Annual Budget Estimates for the Unit;
  - n) Perform professional and community services;
  - o) Carryout other duties as may be assigned.

**vi) Deputy Director, Radiography - CONTISS 14**

- a) Responsible to the Director, University Health Services in providing good professional and administrative leadership in the Unit;
- b) Lead in undertaking examinations;
- c) Evaluate and advise on radiographic matters;
- d) Ensure the maintenance and regular servicing of all equipment;
- e) Recommend procurement of consumables and equipment for the Unit;
- f) Assess and evaluate quality control measures on diagnostic images, equipment and materials;
- g) Lead in special radiological procedures;
- h) Ensure training of subordinates;
- i) Produce periodic reports;
- j) Prepare Annual Budget Estimates for the Unit;
- k) Take charge of the X-Ray Unit. Provides professional and administrative leadership;
- l) Ensure the indenting of X-Ray equipment chemicals, films and other stores in the Unit;
- m) Ensure manpower training and staff development;
- n) Ensure compliance with the codes of professional ethics;
- o) Recommend periodic redeployment of staff for efficient service delivery;
- p) Perform professional and community services;
- q) Carryout other duties as may be assigned.

**42.3 Method of Entry and Advancement within the Cadre****i) Radiographer - CONTISS 08****Method of Entry:**

For appointment as Radiographer, a candidate shall possess the following requirements:

- i) A Bachelor of Radiography degree (B. Rad.) obtained from a recognised institution, NYSC Certificate, full registration with the Radiographers Registration Board of Nigeria (RRBN) and evidence of computer literacy.



- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**ii) Senior Radiographer - CONTISS 09**

**a) Method of Entry:**

For appointment as Senior Radiographer, a candidate shall possess the following requirements:

- i) A Bachelor of Radiography degree (B. Rad.) obtained from a recognised institution, NYSC Certificate, full registration with the Radiographers Registration Board of Nigeria (RRBN) and evidence of computer literacy with a minimum of 3 years cognate experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Radiographer, a Radiographer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Principal Radiographer - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Radiographer, a candidate shall possess the following requirements:

- i) A Bachelor of Radiography degree (B. Rad.) obtained from a recognised institution, NYSC Certificate, full registration with the Radiographers Registration Board of Nigeria (RRBN) and evidence of computer literacy with a minimum of 6 years cognate experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Radiographer, a Senior Radiographer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**iv) Assistant Chief Radiographer - CONTISS 12**

*[The post of Principal Radiographer I and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Radiographer, a Principal Radiographer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**v) Chief Radiographer - CONTISS 13****Method of Advancement:**

For promotion to the rank of Chief Radiographer, an Assistant Chief Radiographer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

The Assistant Chief Radiographer shall attend and pass a Senior Management Training Programme in a relevant professional training institution.

**vi) Deputy Director, Radiography - CONTISS 14****Method of Appointment:**

For promotion to the rank of Deputy Director, Radiography, a Chief Radiographer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

The Chief Radiographer must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide good leadership.



### 43.0 SECURITY OFFICER CADRE

#### 43.1 Posts and Salaries

<i>Assistant Security Officer</i>	- <i>CONTISS 06</i>
<i>Security Officer II</i>	- <i>CONTISS 07</i>
<i>Security Officer I</i>	- <i>CONTISS 08</i>
<i>Senior Security Officer</i>	- <i>CONTISS 09</i>
<i>Principal Security Officer</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Security Officer</i>	- <i>CONTISS 12</i>
<i>Chief Security Officer</i>	- <i>CONTISS 13</i>
<i>Deputy Director, Security Services</i>	- <i>CONTISS 14</i>
<i>Director, Security Services</i>	- <i>CONTISS 15</i>

#### 43.2 Duties

- i) Assistant Security Officer - CONTISS 06**
- Assist in the protection of lives and property within and around the University;
  - Assist in the monitoring of suspected criminals and preventing potential criminal and cult activities;
  - Assist in the investigation of crimes and writing Situation Reports;
  - Assist in preventing trespass into the University property;
  - Assist in issuing and retrieving staff Identity Cards;
  - Participate in drills and other relevant physical fitness and exercises;
  - Carryout other duties as may be assigned.
- ii) Security Officer - CONTISS 07**
- Assist in the protection of lives and property within and around the University;
  - Assist in the monitoring of suspected criminals and preventing potential criminal and cult activities
  - Assist in the investigation of crimes and writing Situation Reports;
  - Assist in preventing trespass into the University property;
  - Assist in issuing and retrieving staff Identity Cards;
  - Assist in carrying out security enlightenment programmes on crime prevention and detection;



- g) Participate in drills and other relevant physical fitness exercises;
- h) Perform professional and community services;
- i) Carryout other duties as may be assigned.

**iii) Senior Security Officer - CONTISS 08**

- a) Carryout the duties of protecting lives and property within and around the University;
- b) Monitor suspected criminals and prevent cult activities in the University;
- c) Investigate crimes and write Situation Reports;
- d) Prevent the trespass of persons and animals into the University property;
- e) Issue and retrieve staff Identity Cards;
- f) Assist in carrying out security enlightenment programmes on crime prevention and detection;
- g) Assist in drills and training programmes for staff;
- h) Assist in the general supervision, discipline and welfare of subordinates;
- i) Perform professional and community services;
- j) Carryout other duties as may be assigned.

**iv) Principal Security Officer II - CONTISS 09**

- a) Carryout the duties of protecting lives and property within and around the University;
- b) Monitor suspected criminals and prevents cult activities in the University;
- c) Investigate crimes and write Situation Report;
- d) Prevent the trespass of persons and animals into the University property;
- e) Liaise with State Security Agencies in all criminal matters and following up on cases reported to the Police or those being presented in courts;
- f) Issue and retrieve Identity Cards;
- g) Participate in drills and training programmes for staff;
- h) Take charge of Security Sub-Unit/Special areas;
- i) Participate in the general supervision, discipline and welfare of subordinates;



- j) Perform professional and community services;
- k) Carryout other duties as may be assigned.
- v) Principal Security Officer I - CONTISS 11**
- a) Undertake the duty of protecting lives and property within and around the University;
- b) Monitor suspected criminals and prevent cult activities in the University;
- c) Investigate crimes;
- d) Write Situation Reports;
- e) Prevent the trespass of persons and animals into University property;
- f) Supervise the issuance and retrieval of Identity Cards;
- g) Assist in initiating security enlightenment programmes on crime prevention and detection;
- h) Ensure monitoring of all cases reported to the Police and those being prosecuted;
- i) Assist in initiating training programmes for staff;
- j) Participate in drills and training programmes for staff;
- k) Take charge of Security Sub-Unit/Special areas;
- l) Play a major role in the general supervision, discipline and welfare of subordinates;
- m) Assist in the recruitment of staff;
- n) Assist in preparing periodic reports for the Division;
- o) Assist in preparing Annual Budget Estimates for the Division;
- p) Perform professional and community services;
- q) Carryout other duties as may be assigned.
- vi) Assistant Chief Security Officer - CONTISS 12**
- a) Assist the Chief Security Officer in the daily administration of the Unit;
- b) Assist the Chief Security Officer in protecting lives and property within and around the University;



- c) Assist in monitoring suspected criminal and preventing cult activities in the University;
- d) Participate in the investigation of crimes;
- e) Assist in the prevention of trespass of persons and animals into the University property;
- f) Retrieval and re-issuance of Identity Cards;
- g) Assist in drills and training programmes for staff;
- h) Participate in the compilation and digitisation of crime records in the University;
- i) Supervise day-to-day patrol of all security formations in the University;
- j) Perform professional and community services;
- k) Carryout other duties as may be assigned.

**vii) Chief Security Officer - CONTISS 13**

- a) Advise on the daily administration of the Security Unit;
- b) Supervise the monitoring of suspected criminal/prevent/cult activities in the University;
- c) Undertake the investigation of crimes;
- d) Write situation reports on security matters;
- e) Participate in initiating security enlightenment programmes on crime prevention and detection;
- f) Participate in initiating manpower training and development programmes;
- g) Participate in the general supervision, welfare and discipline of staff;
- h) Participate in preparing periodic reports of the Unit;
- i) Participate in preparing Annual Budget of the Unit;
- j) Assist in the compilation and digitisation of crime records in the University;
- k) Ensure regular physical fitness training for staff;
- l) Perform professional and community services;
- m) Carryout other duties as may be assigned.

**viii) Deputy Director, Security Services - CONTISS 14**

- a) Assist the Director on all security matters and the general protection of lives and property in the University;
- b) Assist the Director in the maintenance of peace and order in the University;
- c) Assist the Director in compilation of intelligence report on security matters;
- d) Assist the Director in manpower training and development;
- e) Assist the Director in preparation of periodic reports of the Unit;
- f) Assist the Director in preparing Annual Budget Estimates for the Unit;
- g) Assist the Director in maintaining cordial working relationship with other Security Agencies in the State;
- h) Assist the Director in liaising with other State Security Agencies in times of emergency;
- i) Assist the Director in periodic security enlightenment programmes on crime prevention and detection;
- j) Assist the Director in recruitment, promotion, welfare and discipline of staff;
- k) Routine deployment of staff for efficient service delivery;
- l) Assist the Director to oversee, assess and coordinate the activities of private security companies engaged in the University;
- m) Perform professional and community services;
- n) Carryout other duties as may be assigned.

**ix) Director, Security Services - CONTISS 15**

- a) Responsible to the Vice-Chancellor for providing effective leadership in the daily administration of the Unit;
- b) Take charge of all security matters and the general protection of lives and property in the University;
- c) Ensure maintenance of peace and order in the University;
- d) Give weekly intelligence report on security matters to the Vice-Chancellor;
- e) Advise the Vice-Chancellor on strategic security planning;
- f) Ensure manpower training and staff development;
- g) Prepare periodic reports of the Unit;



- h) Prepare Annual Budget Estimates for the Unit;
- i) Recommend the purchase of up-to-date equipment for performance enhancement to the Vice-Chancellor;
- j) Maintain cordial working relationship with other Security Agencies in the State;
- k) Liaise with other State Security Agencies in times of emergency;
- l) Advise the Vice-Chancellor on review of University Security Policy;
- m) Initiate and ensure periodic security enlightenment programmes on crime prevention and detection;
- n) Recommend the recruitment, promotion, welfare and discipline of staff;
- o) Oversee, assess and coordinate the activities of private security companies engaged in the University and offer appropriate advice to the Vice-Chancellor;
- p) Perform professional and community services;
- q) Carryout other duties as may be assigned.

### **43.3 Method of Entry and Advancement within the Cadre**

#### **i) Assistant Security Officer - CONTISS 06**

##### **a) Method of Entry:**

For appointment as Assistant Security Officer, a candidate shall possess the following requirements:

- i) A minimum of National Diploma in Crime Management, Prevention and Control; Social Policy and Administration or any other relevant area, obtained from a recognised institution and evidence of computer literacy, with a minimum of 3 years cognate experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination and must have passed a competitive selection test and meet the appropriate medical fitness condition.

##### **b) Method of Advancement:**

For promotion to the rank of Assistant Security Officer, a Patrol Supervisor must have obtained a National Diploma in the relevant area, be computer literate, served satisfactorily for 3 years and obtained favourable Annual Performance Evaluation Report for the period.

**ii) Security Officer - CONTISS 07****a) Method of Entry:**

For appointment as Security Officer, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Humanities/Social Science/Law/Public Administration obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination and must have passed a competitive selection test and meet the appropriate medical fitness condition.

**b) Method of Advancement:**

For promotion to Security Officer, an Assistant Security Officer must have served satisfactorily for 3 years and obtained favourable Annual Performance Evaluation Report for the period.

**iii) Senior Security Officer - CONTISS 08****a) Method of Entry:**

For appointment as Senior Security Officer, a candidate shall possess any of the following requirements:

- i) A master's degree in Humanities/Social Sciences/Law/Public Administration obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- ii) LL.B with a minimum of Lower Second-Class Honours obtained from a recognised institution and B.L, NYSC Certificate and evidence of computer literacy.
- iii) A minimum of Lower Second-Class Honours degree Humanities/Social Science/Law/Public Administration obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 3 years relevant post-graduation experience.
- iv) In all the cases (i) to (iii) above, a candidate shall be subjected to an interview that may require writing competency examination and must have passed a competitive selection test and meet the appropriate medical fitness condition.

**b) Method of Advancement:**

For promotion to the rank of Senior Security Officer, a Security Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Security Officer II - CONTISS 09****a) Method of Entry:**

For appointment as Principal Security Officer II, a candidate shall possess any of the following requirements:

- i) A master's degree in Humanities/Social Sciences/Law/Public Administration obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 3 years post-graduation experience.
- ii) LL.B with a minimum of Lower Second-Class Honours obtained from a recognised institution and B.L, NYSC Certificate and evidence of computer literacy with a minimum of 3 years post-graduation experience.
- iii) A minimum of Lower Second-Class Honours degree Humanities/Social Science/Law/Public Administration obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 6 years relevant post-graduation experience.
- iv) In all the cases (i) to (iii) above, a candidate shall be subjected to an interview that may require writing competency examination and must have passed a competitive selection test and meet the appropriate medical fitness condition.

**b) Method of Advancement:**

For promotion to the rank of Principal Security Officer II, a Senior Security Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

Officers appointed with National Diploma Certificate shall be required to obtain a first degree before they are eligible for promotion to the next grade.

**v) Principal Security Officer I - CONTISS 11****a) Method of Entry:**

For appointment as Principal Security Officer I, a candidate shall possess any of the following requirements:

- i) A master's degree in Humanities/Social Sciences/Law/Public Administration obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 6 years post-graduation experience.
- ii) LL.B. with a minimum of Lower Second-Class Honours obtained from a recognised institution and B.L, NYSC Certificate and evidence of computer literacy with a minimum of 6 years post-graduation experience.



- iii) A minimum of Lower Second-Class Honours degree in Humanities/Social Science/Law/Public Administration obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 9 years post-graduation cognate experience.
- iv) In all the cases in (i) to (iii) above, a candidate shall be subjected to an interview that may require writing competency examination and must have passed a competitive selection test and meet the appropriate medical fitness condition.

**b) Method of Advancement:**

For promotion to the rank of Principal Security Officer I, a Principal Security Officer II must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Assistant Chief Security Officer - CONTISS 12**

*[The posts of Assistant Chief Security Officer and Deputy Director shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Security Officer, a Principal Security Officer I must have served efficiently and effectively for a minimum of 3 years satisfactorily and obtained very good Annual Performance Evaluation Reports for the period.

**vii) Chief Security Officer - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Chief Security Officer, an Assistant Chief Security Officer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

The Assistant Chief Security Officer must have the capacity to provide good leadership, demonstrate diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties and relationship with other security agencies.

**viii) Deputy Director, Security Services - CONTISS 14**

**Method of Advancement:**

For promotion to the rank of Deputy Director, Security Service, a Chief Security Officer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.



The Chief Security Officer must have the capacity to provide good leadership, demonstrate diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties and relationship with other security agencies.

**ix) Director, Security Services - CONTISS 15**

For appointment as Director, Security Service a candidate shall possess any of the following requirements:

- i) A master's degree in Humanities/Social Sciences/Law/Public Administration obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 12 years post-graduation cognate experience.
- ii) LL.B. with a minimum of Lower Second-Class Honours obtained from a recognised institution and B.L, NYSC Certificate and evidence of computer literacy with a minimum of 12 years post-graduation cognate experience.
- iii) A minimum of Lower Second-Class Honours degree in Humanities/Social Science/Law/Public Administration obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 15 years post-graduation cognate experience.
- iv) In all the cases in (i) to (iii) above, a candidate shall be subjected to an interview that may require writing competency examination and must have passed a competitive selection test and meet the appropriate medical fitness condition.



## 44.0 SCIENCE LABORATORY TECHNOLOGIST CADRE

### 44.1 Posts and Salaries

<i>Assistant Science Laboratory Technologist</i>	- <b>CONTISS 06</b>
<i>Science Laboratory Technologist II</i>	- <b>CONTISS 07</b>
<i>Science Laboratory Technologist I</i>	- <b>CONTISS 08</b>
<i>Senior Science Laboratory Technologist</i>	- <b>CONTISS 09</b>
<i>Principal Science Laboratory Technologist</i>	- <b>CONTISS 11</b>
<i>Assistant Chief Science Laboratory Technologist</i>	- <b>CONTISS 12</b>
<i>Chief Science Laboratory Technologist</i>	- <b>CONTISS 13</b>
<i>Senior Chief Science Laboratory Technologist</i>	- <b>CONTISS 14</b>
<i>Principal Chief Science Laboratory Technologist</i>	- <b>CONTISS 15</b>

### 44.2 Duties

- i) Assistant Science Laboratory Technologist - CONTISS 06**
- Assist in the collection of specimens for practical;
  - Assist in preparing stains, reagents and simple media for the cultivation of microbes;
  - Assist in the maintenance of laboratory equipment;
  - Assist in carrying out analysis of rocks, minerals and ores;
  - Assist in the compilation of geological information;
  - Assist in the production of lithographed coloured maps and illustrations;
  - Assist in supervising students during practical training;
  - Assist in selection of sites;
  - Assist in the planting and maintaining seedlings;
  - Assist in sourcing for soil samples;
  - Assist in the maintenance of nurseries;
  - Assist in indenting supplies and stores;
  - Carryout other duties as may be assigned;
- ii) Science Laboratory Technologist II - CONTISS 07**
- Assist in the collection of specimens for practical;
  - Assist in preparing stains, reagents and simple media for the cultivation of microbes;



- c) Assist in the maintenance of laboratory equipment;
- d) Assist in carrying out analysis of rocks, minerals and ores;
- e) Assist in the compilation of geological information;
- f) Assist in the production of lithographed coloured maps and illustrations;
- g) Assist in supervising students during practical training;
- h) Assist in selection of sites;
- i) Assist in the planting and maintaining seedlings;
- j) Assist in sourcing for soil samples;
- k) Assist in the maintenance of nurseries;
- l) Assist in indenting supplies and stores;
- m) Perform professional and community services;
- n) Carryout other duties as may be assigned.

**iii) Science Laboratory Technologist I****- CONTISS 08**

- a) Assist in the collection of specimens for practical;
- b) Assist in preparing stains, reagents and simple media for the cultivation of microbes;
- c) Assist in the maintenance of laboratory equipment;
- d) Assist in carrying out analysis of rocks, minerals and ores;
- e) Assist in the compilation of geological information;
- f) Assist in the production of lithographed coloured maps and illustrations;
- g) Assist in supervising students during practical training;
- h) Assist in selection of sites;
- i) Assist in the planting and maintaining seedlings;
- j) Assist in sourcing for soil samples;
- k) Assist in the maintenance of nurseries;
- l) Assist in indenting supplies and stores;
- m) Perform professional and community services;



n) Carryout other duties as may be assigned.

**iv) Senior Science Laboratory Technologist - CONTISS 09**

- a) Collect specimens for practical;
- b) Prepare stains, reagents and simple media for the cultivation of microbes;
- c) Maintain laboratory equipment;
- d) Carryout analysis of rocks, minerals and ores;
- e) Compile geological information;
- f) Produce lithographed coloured maps and illustrations;
- g) Supervise students during practical training;
- h) Assist in selection of sites;
- i) Plant and maintain seedlings;
- j) Source for soil samples;
- k) Supervise the maintenance of nurseries;
- l) Assist in indenting supplies and stores;
- m) Perform professional and community services;
- n) Carryout other duties as may be assigned.

**v) Principal Science Laboratory Technologist - CONTISS 11**

- a) Collect specimens for practical;
- b) Prepare stains, reagents and simple media for the cultivation of microbes;
- c) Maintain laboratory equipment;
- d) Analyse rocks, minerals and ores;
- e) Carryout compilation of geological information;
- f) Produce lithographed coloured maps and illustrations for technical reports;
- g) Train students in practical methods;
- h) Supervise and select sites;
- i) Train subordinates;
- j) Source for and identify soil samples;



- k) Maintenance of nurseries;
  - l) Participate in the indenting of supplies and equipment;
  - m) Assist in the preparation of Annual Budget Estimates for the Unit;
  - n) Assist in the preparation of periodic reports for the Unit;
  - o) Supervise subordinates;
  - p) Assist in initiating manpower training programmes for staff;
  - q) Perform professional and community services;
  - r) Carryout other duties as may be assigned.
- vi) Assistant Chief Science Laboratory Technologist - CONTISS 12**
- a) Collect specimens for practical;
  - b) Prepare stains, reagents and simple media for the cultivation of microbes;
  - c) Maintain laboratory equipment;
  - d) Analyse rocks, minerals and ores;
  - e) Carryout compilation of geological information;
  - f) Produce lithographed coloured maps and illustrations for technical reports;
  - g) Train students in practical methods;
  - h) Participate in the selection of sites;
  - i) Train subordinates;
  - j) Source for and identify soil samples;
  - k) Supervise the maintenance of nurseries;
  - l) Participate in the indenting of supplies and stores;
  - m) Assist in the preparation of Annual Budget Estimates for the Unit;
  - n) Assist in the preparation of periodic reports for the Unit;
  - o) Supervise subordinates;
  - p) Assist in initiating manpower training programmes;
  - q) Perform professional and community services;
  - r) Carryout other duties as may be assigned.

**vii) Chief Science Laboratory Technologist - CONTISS 13**

- a) Supervise the collection of specimens for practical;
- b) Supervise the preparation of stains, reagents and simple media for the cultivation of microbes;
- c) Maintain laboratory equipment;
- d) Supervise the analysis of rocks, minerals and ores;
- e) Carryout compilation of geological information;
- f) Produce lithographed coloured maps and illustrations for technical reports;
- g) Take charge of specialised aspect of laboratory work;
- h) Participate in the selection of sites;
- i) Identify soil samples;
- j) Supervise the maintenance of nurseries;
- k) Train students in practical methods;
- l) Train subordinates;
- m) Participate in indenting supplies and stores;
- n) Participate in recommending the procurement of supplies and equipment;
- o) Participate in preparing Annual Budget Estimates for the Unit;
- p) Participate in preparing periodic reports for the Unit;
- q) Supervise subordinates;
- r) Participate in initiating manpower training programmes;
- s) Perform professional and community services;
- t) Carryout other duties as may be assigned.

**viii) Senior Chief Science Laboratory Technologist - CONTISS 14**

- a) Assist in the collection of specimens for practical;
- b) Assist in the preparation of stains, reagents and media for the cultivation of microbes;
- c) Assist in the maintenance of laboratory equipment;
- d) Conduct the analysis of rocks, minerals and ores;



- e) Assist in carrying out compilation of geological information;
- f) Assist in the production of lithographed coloured maps and illustrations for technical reports;
- g) Assist in the training of students during practical training;
- h) Assist in the training of subordinates;
- i) Identify soil samples;
- j) Assist in the maintenance of nurseries;
- k) Assist in the indent of reagents and equipment;
- l) Assist in the identification of supplies and equipment needs;
- m) Assist in the preparation of periodic reports of the Unit;
- n) Assist in the supervision of subordinates;
- o) Assist in initiating manpower training programmes;
- p) Perform professional and community services;
- q) Carryout other duties as may be assigned.

**ix) Principal Chief Science Laboratory Technologist - CONTISS 15**

- a) Take charge of the Unit;
- b) Oversee the collection of specimens for practical;
- c) Oversee the preparation of stains, reagents and media for the cultivation of microbes;
- d) Oversee the maintenance of laboratory equipment;
- e) Supervise the analysis of rocks, minerals and ores;
- f) Carryout compilation of geological information;
- g) Take charge of specialised aspect of laboratory work;
- h) Produce lithographed coloured maps and illustrations for technical reports;
- i) Ensure the training of students during practical training;
- j) Oversee the selection of sites;
- k) Ensure the training of subordinates;
- l) Identify soil samples;
- m) Oversee the maintenance of nurseries;



- n) Oversee the indent of reagents and equipment;
- o) Recommend the procurement of supplies and equipment;
- p) Prepare Annual Budget Estimates for the Unit;
- q) Prepare periodic reports of the Unit;
- r) Ensure the supervision of subordinates;
- s) Initiate manpower training programmes;
- t) Perform professional and community services;
- u) Carryout other duties as may be assigned.

#### **44.3 Method of Entry and Advancement within the Cadre**

##### **i) Assistant Science Laboratory Technologist II - CONTISS 06**

###### **Method of Entry:**

For promotion to the rank of Assistant Science Laboratory Technologist, a Science Laboratory Technician must have obtained a National Diploma in relevant area in a recognised institution, be computer literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

##### **ii) Science Laboratory Technologist II - CONTISS 07**

###### **a) Method of Entry:**

For appointment as Science Laboratory Technologist, a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in relevant area obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

###### **b) Method of Advancement:**

For promotion to the rank of Science Laboratory Technologist II, an Assistant Science Laboratory Technologist must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period

##### **iii) Science Laboratory Technologist I - CONTISS 08**

###### **a) Method of Entry:**

For appointment as Science Laboratory Technologist I, a candidate shall possess the following requirements:



- i) A HND with a minimum of Lower Credit in relevant area obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 3 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Science Laboratory Technologist I, Science Laboratory Technologist II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Senior Science Laboratory Technologist - CONTISS 09**

**a) Method of Entry:**

For appointment as Senior Science Laboratory Technologist, a candidate shall possess any of the following requirements:

- i) A HND with a minimum of Lower Credit obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 6 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Science Laboratory Technologist, a Science Laboratory Technologist I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**v) Principal Science Laboratory Technologist - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Science Laboratory Technologist, a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in the relevant area obtained from a recognised institution, NYSC Certificate, registration with Associate Institute of Science Technologist (AIST) or Associate Nigerian Institute of Science Technologist (ANIST), evidence of computer literacy and a minimum of 9 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Science Laboratory Technologist, a Senior Science Laboratory Technologist must have served effectively for a minimum of 3 years, registered with the AIST or ANIST and obtained very good Annual Performance Evaluation Reports for the period.

**v) Assistant Chief Science Laboratory Technologist - CONTISS 12**

*[The post of Assistant Chief Science Laboratory Technologist and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Science Laboratory Technologist, a Principal Science Laboratory Technologist must have served efficiently and effectively for a minimum of 3 years, registered with the AIST or ANIST and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Chief Science Laboratory Technologist - CONTISS 13****Method of Advancement:**

For promotion to the rank of Chief Science Laboratory Technologist, an Assistant Chief Science Laboratory Technologist must have registered with the AIST or ANIST, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Assistant Chief Science Laboratory Technologist must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow in the Laboratory (ies) and have the capacity to provide good leadership.

**viii) Senior Chief Science Laboratory Technologist - CONTISS 14****Method of Advancement:**

For promotion to the rank of Senior Chief Science Laboratory Technologist, a Chief Science Laboratory Technologist must have obtained a minimum of Second-Class Lower Honours degree or Masters in a relevant area, registered with the AIST or ANIST, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Chief Science Laboratory Technologist must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow in the Laboratory (ies) and have the capacity to provide good leadership.

**ix) Principal Chief Science Laboratory Technologist - CONTISS 15****Method of Advancement:**

For promotion to the rank of Principal Chief Science Laboratory Technologist, a Senior Chief Science Laboratory Technologist must have obtained a master's



degree in a relevant area, registered with the AIST or ANIST, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Senior Chief Science Laboratory Technologist must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow in the Laboratory (ies) and have the capacity to provide good leadership.



## 45.0 STORES OFFICER CADRE

### 45.1 Posts and Salaries

<i>Stores Officer</i>	- <i>CONTISS 06</i>
<i>Higher Stores Officer</i>	- <i>CONTISS 07</i>
<i>Senior Stores Officer</i>	- <i>CONTISS 08</i>
<i>Principal Stores Officer II</i>	- <i>CONTISS 09</i>
<i>Principal Stores Officer I</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Stores Officer</i>	- <i>CONTISS 12</i>
<i>Chief Stores Officer</i>	- <i>CONTISS 13</i>

### 45.2 Duties

**i) Stores Officer - CONTISS 06**

- a) Assist in compilation of Stores purchases;
- b) Assist in issuance, control and recording of goods and items in the store;
- c) Assist in ensuring security of items and goods in the Stores;
- d) Carryout other duties as may be assigned;

**ii) Higher Stores Officer - CONTISS 07**

- a) Assist in ensuring the security of items and goods;
- b) Assist in the maintenance of accurate and up-to-date records of procurement and requisitions;
- c) Assist in the application of Store Accounting System, Requisition and Clearance Procedures;
- d) Assist in taking custody of delivery and drawing attention to shortages and damage to goods;
- e) Assist in monthly stock taking;
- f) Perform professional and community services;
- g) Carryout other duties as may be assigned.

**iii) Senior Stores Officer - CONTISS 08**

- a) Assist in ensuring the security of items and goods;
- b) Assist in the maintenance of accurate and up-to-date records of procurement and requisitions;



- c) Assist in taking custody of delivery and drawing attention to shortages and damage to goods;
- d) Assist in the application of Store Accounting System, Requisition and Clearance Procedures;
- e) Assist in monthly stock taking;
- f) Perform professional and community services;
- g) Carryout other duties as may be assigned.

**iv) Principal Stores Officer II - CONTISS 09**

- a) Participate in ensuring the security of items, goods and chemicals;
- b) Participate in the maintenance of accurate and up-to-date records of procurement and requisitions;
- c) Participate in applying Store Accounting System, Requisition and Clearance Procedures;
- d) Assist in taking custody of delivery and drawing attention to shortages and damage to goods;
- e) Assist in training subordinates;
- f) Assist in monthly stock taking;
- g) Perform professional and community services;
- h) Carryout other duties as may be assigned.

**v) Principal Stores Officer I - CONTISS 11**

- a) Participate in ensuring the security of items, goods and chemicals;
- b) Participate in the maintenance of accurate and up-to-date records of procurement and requisitions;
- c) Assist in applying Store Accounting System, Requisition and Clearance Procedures;
- d) Assist in initiating claims for shortages in delivery and damage to goods;
- e) Assist in training subordinates;
- f) Participate in monthly stock taking;
- g) Perform professional and community services;
- h) Carryout other duties as may be assigned.

**vi) Assistant Chief Stores Officer - CONTISS 12**

- a) Participate in ensuring the security of items, goods and chemicals;
- b) Participate in the application of the rules to ensure the safety of items, goods and chemicals;
- c) Participate in the maintenance of accurate and up-to-date records of procurement and requisitions;
- d) Assist in applying Store Accounting System, Requisition and Clearance Procedures;
- e) Assist in the processing of overseas purchases;
- f) Participate in initiating claims for shortages in delivery and damage to goods;
- g) Assist in effective supervision and coordination of the Unit;
- h) Participate in training subordinates;
- k) Participate in monthly stock taking;
- i) Perform professional and community services;
- j) Carryout other duties as may be assigned.

**vii) Chief Stores Officer - CONTISS 13**

- a) Responsible to the Bursar for the compilation of supplies;
- b) Ensure the application of rules for the safety of items, goods and chemicals;
- c) Participate in the issuance, balancing, developing and maintenance of efficient Store Accounting System;
- d) Coordinate the security and safety of all the items in the store;
- e) Recommend the purchase of stock;
- f) Maintain accurate and up-to-date records of requisition and supplies;
- g) Ensure the application of Store Accounting System, requisition and clearance procedures;
- h) Monitor the use of items to prevent them from becoming obsolete;
- i) Ensure monthly stock taking;
- j) Ensure the training of subordinates;
- k) Provide good leadership to subordinates;
- l) Perform professional and community services;
- m) Carryout other duties as may be assigned.



### 45.3 Method of Entry and Advancement within the Cadre

#### i) Stores Officer - CONTISS 06

##### a) Method of Entry:

For appointment as Stores Officer, a candidate shall possess the following requirements:

- i) A minimum of National Diploma (ND) in Purchasing and Supply obtained from a recognised institution or Intermediate Certificate of the Institute of Purchasing and Supply (IPS) and evidence of computer literacy, with a minimum of 3 years' experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

##### b) Method of Advancement:

For promotion to the rank of Stores Officer, an Assistant Stores Officer must be Computer Literate, have obtained ND in Purchasing and Supply or Intermediate Certificate of the Institute of Purchasing and Supply (IPS).

#### ii) Higher Stores Officer - CONTISS 07

##### a) Method of Entry:

For appointment as Higher Stores Officer, a candidate shall possess any of the following requirements:

- i) A HND with a minimum of Lower Credit in Purchasing and Supplies obtained from a recognised institution, NYSC Certificate or Full IPS Certificate and evidence of computer literacy.
- ii) A minimum of National Diploma (ND) in Purchasing and Supply obtained from a recognised institution or Intermediate Certificate of the Institute of Purchasing and Supply (IPS) and evidence of computer literacy, with a minimum of 6 years relevant experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

##### b) Method of Advancement:

For promotion to the rank of Higher Stores Officer, a Stores Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

#### iii) Senior Stores Officer - CONTISS 08

##### a) Method of Entry:

For appointment to Senior Stores Officer, a candidate shall possess the following requirements:



- i) A HND with a minimum of Lower Credit in Purchasing and Supplies obtained from a recognised institution, NYSC Certificate or Full IPS Certificate and evidence of computer literacy with 3 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Stores Officer, a Higher Stores Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Stores Officer II - CONTISS 09**

**a) Method of Entry:**

For appointment to Principal Stores Officer II, a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in Purchasing and Supplies obtained from a recognised institution, NYSC Certificate or Full IPS Certificate and evidence of computer literacy with 6 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Stores Officer, a Senior Stores Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

Officers appointed with ND Certificate shall be required to obtain a HND in the relevant area before they are eligible for promotion to the next grade.

**v) Principal Stores Officer I - CONTISS 11**

**a) Method of Entry:**

For appointment to Principal Stores Officer I, a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in Purchasing and Supplies obtained from a recognised institution, NYSC Certificate or Full IPS Certificate and evidence of computer literacy with 9 years relevant experience.
- ii) A candidate shall be required to attend an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Stores Officer I, a Principal Stores Officer II must have obtained a HND, served effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Assistant Chief Stores Officer - CONTISS 12**

*[The post of Assistant Chief Stores Officer and above shall be filled through promotion of competent and hardworking staff within the cadre in the University].*

For promotion to the rank of Assistant Chief Stores Officer, a Principal Stores Officer I must have served effectively and efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vii) Chief Stores Officer - CONTISS 13****Method of Advancement:**

For promotion to the rank of Chief Stores Officer, an Assistant Chief Stores Officer must have a record of outstanding performance with a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Assistant Chief Stores Officer must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide good leadership.



## 46.0 SYSTEM ANALYST/PROGRAMMER CADRE

### 46.1 Posts and Salaries

<i>System Analyst/Programmer II</i>	- CONTISS 07
<i>System Analyst/Programmer I</i>	- CONTISS 08
<i>Senior System Analyst/Programmer</i>	- CONTISS 09
<i>Principal System Analyst/Programmer</i>	- CONTISS 11
<i>Assistant Chief System Analyst/Programmer</i>	- CONTISS 12
<i>Chief System Analyst/Programmer</i>	- CONTISS 13
<i>Deputy Director, ICT</i>	- CONTISS 14

### 46.2 Duties

- i) System Analyst/Programmer II - CONTISS 07**
- Assist in keeping records arising from data processing operation;
  - Report machine faults and breakdown;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- ii) System Analyst/Programmer I - CONTISS 08**
- Assist in system analysis and design of computer programmes;
  - Document computer usage;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- iii) Senior System Analyst/Programmer - CONTISS 09**
- Assist in the analysis, development and implementation of programming systems and applications;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- iv) Principal System Analyst/Programmer - CONTISS 11**
- Design, maintain and update computer software;
  - Work with users in the design, development, testing, implementation and analysis of programmes;
  - Assist in the training of users;
  - Assist in training subordinates;



- e) Perform professional and community services;
  - f) Carryout other duties as may be assigned.
- v) Assistant Chief System Analyst/Programmer - CONTISS 12**
- a) Design, maintain and update computer software;
  - b) Work with users in the design, development, testing, implementation and analysis of programmes;
  - c) Assist in the training of users;
  - d) Assist in training subordinates;
  - e) Perform professional and community services;
  - f) Carryout other duties as may be assigned.
- vi) Chief System Analyst/Programmer - CONTISS 13**
- a) Provide leadership in systems design and programming;
  - b) Assist in technical supervision of users, subordinate staff and be familiar with new developments in programming techniques;
  - c) Participate in organising training programmes for staff and users;
  - d) Participate in training of subordinates;
  - e) Perform professional and community services;
  - f) Carryout other duties as may be assigned.
- vii) Deputy Director - CONTISS 14**
- a) Responsible to the Director in providing professional and administrative leadership in the Unit;
  - b) Provide leadership in systems design, programming and data processing;
  - c) Supervision of users and subordinates;
  - d) Keep up-to-date with new developments in programming techniques and hardware;
  - e) Organise training programmes for staff and users;
  - f) Ensure training of subordinates;
  - g) Perform professional and community services;
  - h) Carryout other duties as may be assigned.



### 46.3 Method of Entry and Advancement within the Cadre

#### i) System Analyst/Programmer II - CONTISS 07

##### Method of Entry:

For appointment as System Analyst/Programmer II, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Computer Science, Informatics or Software Engineering obtained from a recognised institution and NYCS Certificate.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### ii) System Analyst/Programmer I - CONTISS 08

##### a) Method of Entry:

For appointment as System Analyst/Programmer I, a candidate shall possess any of the following requirements:

- i) A master's degree in Computer Science, Informatics or Software Engineering obtained from a recognised institution and NYSC Certificate.
- ii) A minimum of Lower Second-Class Honours degree in Computer Science, Informatics or Software Engineering obtained from a recognised institution and NYSC Certificate with a minimum of 3 years relevant post-graduation experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

##### b) Method of Advancement:

For promotion to the rank of System Analyst/Programmer I, a System Analyst/Programmer II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

#### iii) Senior System Analyst/Programmer - CONTISS 09

##### a) Method of Entry:

For appointment as Senior System Analyst/Programmer, a candidate shall possess any of the following requirements:

- i) A master's degree in Computer Science, Informatics or Software Engineering obtained from a recognised institution and NYSC Certificate with a minimum of 3 years relevant post-graduation experience.



- ii) A minimum of Lower Second-Class Honours degree in Computer Science, Informatics or Software Engineering obtained from a recognised institution and NYSC Certificate with a minimum of 6 years relevant post-graduation experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior System Analyst/Programmer, a System Analyst/Programmer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal System Analyst/Programmer - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal System Analyst/Programmer, a candidate shall possess any of the following requirements:

- i) A master's degree in Computer Science, Informatics or Software Engineering obtained from a recognised institution and NYSC Certificate, registration with the relevant Professional Body, if any, with a minimum of 6 years relevant post-graduation experience.
- ii) A minimum of Lower Second-Class Honours degree in Computer Science, Informatics or Software Engineering obtained from a recognised institution and NYSC Certificate, registration with the relevant Professional Body, if any, with a minimum of 9 years relevant post-graduation experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal System Analyst/Programmer, a Senior System Analyst/Programmer must have registered with the relevant Professional Body, if any, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**v) Assist Chief System Analyst/Programmer - CONTISS 12**

*[The post of Assistant Chief System Analyst/Programmer and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief System Analyst/Programmer, a Principal System Analyst/Programmer must have registered with the relevant



Professional Body, if any, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Chief System Analyst/Programmer - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Chief System Analyst/Programmer, an Assistant Chief System Analyst/Programmer must have registered with the relevant Professional Body, if any, served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

The Chief System Analyst/Programmer must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day administrative workflow in the unit and have the capacity to provide good leadership.

**vii) Deputy Director - CONTISS 14**

**Method of Advancement:**

For promotion to the rank of Deputy Director, a Chief System Analyst/Programmer must have registered with the relevant Professional Body, if any, served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.



## 47.0 TECHNICAL OFFICER CADRE (Architecture, Electrical, Civil and Mechanical)

### 47.1 Posts and Salaries

<i>Technical Officer</i>	- <i>CONTISS 06</i>
<i>Higher Technical Officer</i>	- <i>CONTISS 07</i>
<i>Senior Technical Officer</i>	- <i>CONTISS 08</i>
<i>Principal Technical Officer II</i>	- <i>CONTISS 09</i>
<i>Principal Technical Officer I</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Technical Officer</i>	- <i>CONTISS 12</i>
<i>Chief Technical Officer</i>	- <i>CONTISS 13</i>

### 47.2 Duties

- i) Technical Officer - CONTISS 06**
- a) Assist in regular maintenance of roads, buildings, plants, machines, electrical installations, vehicles and other services;
  - b) Carryout other duties as may be assigned.
- ii) Higher Technical Officer - CONTISS 07**
- a) Assist in regular maintenance of equipment, roads, buildings, plants, machines, electrical installations, vehicles and other services;
  - b) Assist in quality control and cost effectiveness of materials purchased for maintenance;
  - c) Assist in identifying maintenance needs in existing facilities in the University;
  - d) Perform professional and community services;
  - e) Carryout other duties as may be assigned.
- iii) Senior Technical Officer - CONTISS 08**
- a) Assist in regular maintenance of equipment, roads, buildings, plants, machines, electrical installations, vehicles and other services;
  - b) Assist in quality control and cost effectiveness of materials purchased for maintenance;
  - c) Assist in identifying maintenance needs in existing facilities in the University;
  - d) Perform professional and community services;
  - e) Carryout other duties as may be assigned.



- iv) Principal Technical Officer II - CONTISS 09**
- a) Participate in regular maintenance of equipment, roads, buildings, plants, machines, electrical installations, vehicles and other services;
  - b) Participate in quality control and cost effectiveness of materials purchased for maintenance;
  - c) Identify maintenance needs in existing facilities in the University;
  - d) Perform professional and community services;
  - e) Carryout other duties as may be assigned.
- v) Principal Technical Officer I - CONTISS 11**
- a) Carryout regular maintenance of equipment, roads, buildings, plants, machines, electrical installations, vehicles and other services;
  - b) Maintain quality control and cost effectiveness of materials purchased;
  - c) Identify maintenance needs in existing facilities in the University;
  - d) Perform professional and community services;
  - e) Carryout other duties as may be assigned.
- vi) Assistant Chief Technical Officer - CONTISS 12**
- a) Carryout regular maintenance of equipment, roads, buildings, plants, machines, electrical installations, vehicles and other services;
  - b) Assist in ensuring quality control and cost effectiveness of materials purchased;
  - c) Identify maintenance needs in existing facilities in the University;
  - d) Perform professional and community services;
  - e) Carryout other duties as may be assigned.
- vii) Chief Technical Officer - CONTISS 13**
- a) Provide very good team leadership in the regular maintenance of equipment, roads, buildings, plants, machines, electrical installations, vehicles and other services;
  - b) Ensure quality control and cost effectiveness of materials purchased;
  - c) Lead in the identification of maintenance needs in existing facilities in the University;
  - d) Perform professional and community services;
  - e) Carryout other duties as may be assigned.



### 47.3 Method of Entry and Advancement within the Cadre

#### i) **Technical Officer** - CONTISS 06

##### a) **Method of Entry:**

For appointment as Technical Officer, a candidate shall possess the following requirements:

- i) A minimum of National Diploma (ND) in the relevant area obtained from a recognised institution, evidence of computer literacy with a minimum of 3 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

##### b) **Method of Advancement:**

For promotion to the rank of Technical Officer, an Assistant Technical Officer must have obtained an ND in the relevant area, from a recognised institution, be Computer Literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Report for the period.

#### ii) **Higher Technical Officer** - CONTISS 07

##### a) **Method of Entry:**

For appointment as Higher Technical Officer, a candidate shall possess the following requirements:

- i) A Higher National Diploma (HND) with a minimum of Lower Credit in the relevant area obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

##### b) **Method of Advancement:**

For promotion to the rank of Higher Technical Officer, a Technical Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

#### iii) **Senior Technical Officer** - CONTISS 08

##### a) **Method of Entry:**

For appointment as Senior Technical Officer, a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in the relevant area obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 3 years relevant experience.



- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Technical Officer, a Higher Technical Officer shall serve satisfactorily for a minimum of 3 years and obtain favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Technical Officer II - CONTISS 09**

**a) Method of Entry:**

For appointment as Principal Technical Officer II, a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in the relevant area obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 6 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Technical Officer II, a Senior Technical Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

Officers appointed with ND Certificate shall be required to obtain a HND in the relevant area before they are eligible for promotion to the next grade.

**v) Principal Technical Officer I - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Technical Officer I, a candidate shall possess any of the following requirements:

- i) A HND with a minimum of Lower Credit in the relevant area obtained from recognised institutions, NYSC Certificate and Computer literacy with a minimum of 9 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Technical Officer I, a Principal Technical Officer II must have obtained a HND, served for a minimum of 3 years efficiently and obtain very good Annual Performance Evaluation Reports for the period.

**vi) Assistant Chief Technical Officer - CONTISS 12**

*[The post of Assistant Chief Technical Officer and above shall be filled by promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Technical Officer, a Principal Technical Officer I must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vii) Chief Technical Officer - CONTISS 13****Method of Advancement:**

For promotion to the rank of Chief Technical Officer, an Assistant Chief Technical Officer must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Assistant Chief Technical Officer must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day administrative workflow in the unit and have the capacity to provide leadership.



## 48.0 TECHNICAL OFFICER (BINDERY) CADRE

### 48.1 Posts and Salaries

<i>Technical Officer (Bindery)</i>	- CONTISS 06
<i>Higher Technical Officer (Bindery)</i>	- CONTISS 07
<i>Senior Technical Officer (Bindery)</i>	- CONTISS 08
<i>Principal Technical Officer II (Bindery)</i>	- CONTISS 09
<i>Principal Technical Officer I (Bindery)</i>	- CONTISS 11
<i>Assistant Chief Technical Officer (Bindery)</i>	- CONTISS 12
<i>Chief Technical Officer (Bindery)</i>	- CONTISS 13

### 48.2 Duties

- i) Technical Officer (Bindery) - CONTISS 06**
- Assist in letters assembly, stripping of negatives and positives;
  - Assist in camera handling and plate making;
  - Assist in machine printing and book binding;
  - Assist in the conditioning of machines on daily basis;
  - Keep official secrets;
  - Carryout other duties as may be assigned.
- ii) Higher Technical Officer (Bindery) - CONTISS 07**
- Assist in costing and estimation of printing and binding materials;
  - Assist in letters assembly, striping of negatives and positives;
  - Assist in camera handling and plate making;
  - Assist in machine printing and book binding;
  - Assist in the conditioning of machines;
  - Keep official secrets;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- iii) Senior Technical Officer (Bindery) - CONTISS 08**
- Participate in costing and estimation of printing materials;
  - Participate in letters assembly, striping of negatives and positives;



- c) Participate in camera handling and plate making operations;
- d) Participate in machine printing and book binding;
- e) Assist in the supervision of jobs;
- f) Assist in checking records of stocks and spare parts;
- g) Assist in keeping records of repairs;
- h) Keep official secrets;
- i) Perform professional and community services;
- j) Carryout other duties as may be assigned.

**iv) Principal Technical Officer II (Bindery) - CONTISS 09**

- a) Provide costs and estimates of working materials;
- b) Undertake camera handling and plate making operations;
- c) Undertake machine printing and book binding;
- d) Check job movement;
- e) Supervise and control jobs;
- f) Keep records of production on machines;
- g) Assist in training subordinates;
- h) Keep official secrets;
- i) Perform professional and community services;
- j) Carryout other duties as may be assigned;

**v) Principal Technical Officer I (Bindery) - CONTISS 11**

- a) Participate in the planning and execution of jobs;
- b) Cost and estimate printing jobs/materials;
- c) Carryout machine printing and book binding;
- d) Supervise and controls jobs;
- e) Supervise the proper maintenance and conditioning of machines and plants;
- f) Train junior staff on the job;
- g) Assist in preparation of periodic reports for the Unit;



- h) Assist in the preparation of Annual Budget Estimates for the Unit;
- i) Keep official secrets;
- j) Perform professional and community services;
- k) Carryout other duties as may be assigned.

**vi) Assistant Chief Technical Officer (Bindery) - CONTISS 12**

- a) Plan the execution of jobs;
- b) Cost and estimate printing job/materials;
- c) Undertake cameras/plates making;
- d) Supervise and control production of jobs;
- e) Identify machines required for production;
- f) Assist in handling classified jobs;
- g) Train junior staff on the job;
- h) Initiate manpower training and staff development programmes;
- i) Keep official secrets;
- j) Participate in preparation of periodic reports for the Unit;
- k) Participate in preparation of Annual Budget Estimates for the Unit;
- l) Perform professional and community services;
- m) Carryout other duties as may be assigned.

**vii) Chief Technical Officer (Bindery) - CONTISS 13**

- a) Responsible to the University Librarian for providing good leadership in the day-to-day administration of the Unit;
- b) Organise, control and direct the activities of the Unit;
- c) Carryout regular inspection of machines and equipment;
- d) Handle classified jobs to avoid leakages;
- e) Prepare Annual Report for the Unit;
- f) Prepare Annual Budget Estimates for the Unit;
- g) Recommend manpower training and staff development programmes;
- h) Recommend redeployment of staff for efficient service delivery;
- i) Ensure maintenance and security of the machines, equipment and materials;
- j) Keep official secrets;
- k) Recommend the procurement and replacement of machines, stock and materials;



- l) Perform professional and community services;
- m) Carryout other duties as may be assigned.

### **48.3 Method of Entry and Advancement within the Cadre**

#### **i) Technical Officer (Bindery) - CONTISS 06**

##### **a) Method of Entry:**

For appointment as Technical Officer (Bindery) a candidate shall possess the following requirements:

- i) A minimum of National Diploma (ND) in Printing Technology or any other relevant area obtained from a recognised institution and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

##### **b) Method of Advancement:**

For promotion to the rank of Technical Officer (Bindery), an Assistant Technical Officer (Bindery) must have obtained an ND in Printing Technology or any other relevant area, be computer literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

#### **ii) Higher Technical Officer (Bindery) - CONTISS 07**

##### **a) Method of Entry:**

For appointment as Higher Technical Officer (Bindery), a candidate shall possess any of the following requirements:

- i) A Higher National Diploma (HND) with a minimum of Lower Credit in Printing Technology or any other relevant area obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- ii) A minimum of National Diploma (ND) in Printing Technology or any other relevant area obtained from a recognised institution and evidence of computer literacy with a minimum of 3 years cognate experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

##### **b) Method of Advancement:**

For promotion to the rank of Higher Technical Officer (Bindery), a Technical Officer (Bindery) must be computer literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Senior Technical Officer (Bindery) - CONTISS 08****a) Method of Entry:**

For appointment as Senior Technical Officer (Bindery), a candidate shall possess the following requirements:

- i) A Higher National Diploma (HND) with a minimum of Lower Credit in Printing Technology or any other relevant area obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 3 years cognate experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Technical Officer (Bindery), a Higher Technical Officer (Bindery) must be computer literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Technical Officer II (Bindery) - CONTISS 09****a) Method of Entry:**

For appointment as Principal Technical Officer II (Bindery), a candidate shall possess the following requirements:

- i) A Higher National Diploma (HND) with a minimum of Lower Credit in Printing Technology or any other relevant area obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 6 years cognate experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Technical Officer II (Bindery), a Senior Technical Officer (Bindery) must be computer literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

Officers appointed with ND Certificate shall be required to obtain a HND in the relevant area before they are eligible for promotion to the next grade.

**v) Principal Technical Officer I (Bindery) - CONTISS 11****a) Method of Entry:**

For appointment as Principal Technical Officer I (Bindery), a candidate shall possess the following requirements:



- i) A Higher National Diploma (HND) with a minimum of Lower Credit in Printing Technology or any other relevant area obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 9 years cognate experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Technical Officer I (Bindery), a Principal Technical Officer II (Bindery) must be computer literate, obtained a HND, served effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Assistant Chief Technical Officer (Bindery) - CONTISS 12**

*[The post of Assistant Chief Technical Officer (Bindery) and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**b) Method of Advancement:**

For promotion to the rank of Assistant Chief Technical Officer (Bindery), a Principal Technical Officer I (Bindery) must be computer literate, served effectively and efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vii) Chief Technical Officer (Bindery) - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Chief Technical Officer (Bindery), an Assistant Chief Technical Officer (Bindery) must be computer literate, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Assistant Chief Technical Officer (Bindery) must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow in the unit and have the capacity to provide good leadership.



## 49.0 TECHNICAL OFFICER (CARTOGRAPHY) CADRE

### 49.1 Posts and Salaries

<i>Technical Officer (Cartography)</i>	- CONTISS 06
<i>Higher Technical Officer (Cartography)</i>	- CONTISS 07
<i>Senior Technical Officer (Cartography)</i>	- CONTISS 08
<i>Principal Technical Officer II (Cartography)</i>	- CONTISS 09
<i>Principal Technical Officer I (Cartography)</i>	- CONTISS 11
<i>Assistant Chief Technical Officer (Cartography)</i>	- CONTISS 12
<i>Chief Technical Officer (Cartography)</i>	- CONTISS 13

### 49.2 Duties

- i) Technical Officer (Cartography) - CONTISS 06**
- Assist in compilation of maps;
  - Assist in sorting out mapping requirements;
  - Assist in preparing coloured maps such as geological and soil maps;
  - Carryout other duties as may be assigned.
- ii) Higher Technical Officer (Cartography) - CONTISS 07**
- Undertake compilation of maps;
  - Assist in interpreting and sorting out mapping requirements;
  - Assist in preparing coloured maps such as geological and soil maps;
  - Assist in carrying out the production, updating and interpretation of large, medium and small-scale topographical maps, aerial photographs, satellite images and GIS maps for students' practical and special projects of large, medium and small-scale topographical maps;
  - Assist in charting and checking reproduction of maps;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- iii) Senior Technical Officer (Cartography) - CONTISS 08**
- Assist in preparing estimates of costs including planning efficient and economic methods of completing assignment;
  - Assist in reviewing completed work for quality, completeness and clarity;
  - Assist in the supervision and execution of field projects, field data collection and processing, checking computation for quality data;
  - Assist in carrying out the production, updating and interpretation of large, medium and small-scale topographical maps, aerial photographs, satellite



images and GIS maps for students' practical and special projects of large, medium and small-scale topographical maps;

- e) Prepare coloured maps such as geological and soil maps;
- f) Assist in supervising and coordinating the activities of subordinates in the Unit;
- g) Participate in interpreting and sorting out mapping requirements;
- h) Perform professional and community services;
- i) Carryout other duties as may be assigned.

**iv) Principal Technical Officer II (Cartography) - CONTISS 09**

- a) Take charge of cartographic archive;
- b) Assist in training of subordinates;
- c) Assist in the supervision and execution of field projects, field data collection and processing, checking computation for quality data;
- d) Review completed work for quality, completeness and clarity;
- e) Carryout the production, updating and interpretation of large, medium and small-scale topographical maps, aerial photographs, satellite images and GIS maps for students' practical and special projects of large, medium and small-scale topographical maps;
- f) Chart and check reproduction of maps;
- g) Prepare estimates of costs;
- h) Perform professional and community services;
- i) Carryout other duties as may be assigned.

**v) Principal Technical Officer I (Cartography) - CONTISS 11**

- a) Take charge of the Cartographic Drawing Office;
- b) Supervise the activities of subordinates;
- c) Review completed work for completeness and clarity;
- d) Participate in the supervision and execution of field projects, field data collection and processing, checking computation for quality data;
- e) Management of Cartography, Land Survey/Geomantic, Remote Sensing, GIS Automatic Weather Station and Hydrology Equipment;
- f) Carryout the production, updating and interpretation of large, medium and small-scale topographical maps, aerial photographs, satellite images and GIS maps for students' practical and special projects of large, medium and small-scale topographical maps;



- g) Organise training for subordinates;
  - h) Chart and check reproduction of maps;
  - i) Perform professional and community services;
  - j) Carryout other duties as may be assigned.
- vi) Assistant Chief Technical Officer (Cartography) - CONTISS 12**
- a) Assist in ensuring proper execution of cartographic programmes;
  - b) Participate in the supervision and execution of field projects, field data collection and processing, checking computation for quality data;
  - c) Supervise the production, updating and interpretation of large, medium and small-scale topographical maps, aerial photographs, satellite images and GIS maps for students' practical and special projects;
  - d) Supervise the review of completed work for completeness and clarity;
  - e) Management of Cartography, Land Survey/Geomantic, Remote Sensing, GIS Automatic Weather Station and Hydrology Equipment;
  - f) Assist in advising on cartographic matters involving geological and soil mapping;
  - g) Advise on the procurement of up-to-date cartographic equipment;
  - h) Perform professional and community services;
  - i) Carryout other duties as may be assigned.
- vii) Chief Technical Officer (Cartography) - CONTISS 13**
- a) Responsible to the Head of Department in ensuring proper execution of cartographic programmes;
  - b) Supervise subordinates;
  - c) Advise on cartographic matters involving geological and soil maps;
  - d) Supervise the management of Cartography, Land Survey/Geomantic, Remote Sensing, GIS Automatic Weather Station and Hydrology Equipment;
  - e) Ensure the supervision and execution of field projects, field data collection and processing, checking computation for quality data;
  - f) Recommend the procurement of up-to-date equipment;
  - g) Ensure regular training of staff;
  - h) Ensure the production, updating and interpretation of large, medium and small-scale topographical maps, aerial photographs, satellite images and GIS maps for students' practical and special projects;



- i) Perform professional and community services;
- j) Carryout other duties as may be assigned.

### **49.3 Method of Entry and Advancement within the Cadre**

#### **i) Technical Officer (Cartography) - CONTISS 06**

##### **a) Method of Entry:**

For appointment as Technical Officer (Cartography), a candidate shall possess the following requirement:

- i) A minimum of National Diploma (ND) in Cartography obtained from a recognised institution and be conversant with the knowledge of Information Technology (IT).
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### **ii) Higher Technical Officer (Cartography) - CONTISS 07**

##### **a) Method of Entry:**

For appointment as Higher Technical Officer (Cartography), a candidate shall possess any of the following requirements:

- i) A Higher National Diploma (HND) with a minimum of Lower Credit in Cartography obtained from a recognised institution, NYSC Certificate and proficiency in the knowledge of IT.
- ii) An ND in Cartography obtained from a recognised institution, proficiency in the knowledge of IT with a minimum of 3 years relevant experience.
- iii) In cases in (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

##### **b) Method of Advancement:**

For promotion to the rank of Higher Technical Officer (Cartography), a Technical Officer (Cartography) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

#### **iii) Senior Technical Officer (Cartography) - CONTISS 08**

##### **a) Method of Entry:**

For appointment as Senior Technical Officer (Cartography), a candidate shall possess the following requirement:

- i) A HND with a minimum of Lower Credit in Cartography obtained from a recognised institution, NYSC Certificate and proficiency in the knowledge of IT with a minimum of 3 years relevant experience.



- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Technical Officer (Cartography), a Higher Technical Officer (Cartography) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Technical Officer II (Cartography) - CONTISS 09**

**a) Method of Entry:**

For appointment as Principal Technical Officer II (Cartography), a candidate shall possess the following requirement:

- i) A HND with a minimum of Lower Credit in Cartography obtained from a recognised institution, NYSC Certificate and proficiency in the knowledge of IT with a minimum of 6 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Technical Officer II (Cartography), a Senior Technical Officer (Cartography) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

Officers appointed with ND Certificate shall be required to obtain a HND in the relevant area before they are eligible for promotion to the next grade.

**v) Principal Technical Officer I (Cartography) - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Technical Officer I (Cartography), a candidate shall possess the following requirement:

- i) A HND with a minimum of Lower Credit in Cartography obtained from a recognised institution, NYSC Certificate and proficiency in the knowledge of IT with a minimum of 9 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Technical Officer I (Cartography), a Principal Technical Officer II (Cartography) must have obtained a HND, served



effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Assistant Chief Technical Officer (Cartography) - CONTISS 12**

*[The post of Assistant Chief Technical Officer (Cartography) and above shall be filled by promotion of a competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Technical Officer (Cartography), a Principal Technical Officer I (Cartography) must have served effectively and efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vii) Chief Technical Officer (Cartography) - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Chief Technical Officer (Cartography), an Assistant Chief Technical Officer (Cartography) must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Assistant Chief Technical Officer (Cartography) must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide good leadership.



## 50.0 TECHNICAL OFFICER (MOVING AND STILL PHOTOGRAPHY) CADRE

### 50.1 Posts and Salaries

<i>Technical Officer (Photography)</i>	- CONTISS 06
<i>Higher Technical Officer (Photography)</i>	- CONTISS 07
<i>Senior Technical Officer (Photography)</i>	- CONTISS 08
<i>Principal Technical Officer II (Photography)</i>	- CONTISS 09
<i>Principal Technical Officer I (Photography)</i>	- CONTISS 11
<i>Assistant Chief Technical Officer (Photography)</i>	- CONTISS 12
<i>Chief Technical Officer (Photography)</i>	- CONTISS 13

### 50.2 Duties

- i) Technical Officer (Photography) - CONTISS 06**
- Assist in the coverage of visits of important personalities to the University;
  - Assist in the coverage of the University events and ceremonies;
  - Assist in photographing and video recording of structures and other works that need to be recorded in the University;
  - Assist in maintaining photographic records and materials for easy retrieval;
  - Assist in maintaining and storing photographic equipment;
  - Carryout other duties as may be assigned.
- ii) Higher Technical Officer (Photography) - CONTISS 07**
- Coverage of visits of important personalities to the University;
  - Coverage of University events and Ceremonies;
  - Photographing and video recording of structures and other works that need to be recorded in the University;
  - Participate in keeping photographic records and materials for easy retrieval;
  - Participate in maintaining photographic equipment;
  - Assist in maintaining a Film Negative/memory card library;
  - Assist in maintaining and running a Photographic Studio;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.

**iii) Senior Technical Officer (Photography) - CONTISS 08**

- a) Coverage of visits of important personalities to the University;
- b) Coverage of University events and Ceremonies;
- c) Assist in photographing and video recording of structures and other works that need to be recorded in the University;
- d) Keep photographic records and materials for easy retrieval;
- e) Train junior staff;
- f) Maintain the Film Negative/memory card Library;
- g) Maintain and run a Photographic Studio;
- h) Assist in recommending the procurement of up-to-date cameras and photographic materials;
- i) Perform professional and community services;
- j) Carryout other duties as may be assigned.

**iv) Principal Technical Officer II (Photography) - CONTISS 09**

- a) Coverage of visits of important personalities to the University;
- b) Coverage of University events and Ceremonies;
- c) Assist in photographing and video recording of structures and other works that need to be recorded in the University;
- d) Supervise the activities of subordinates;
- e) Train junior staff;
- f) Maintain and run a photographic studio;
- g) Assist in the requisitioning of and supervising the use of photographic stores and equipment;
- h) Participate in recommending the procurement of up-to-date cameras and photographic materials;
- i) Initiate manpower training and staff development programmes;
- j) Perform professional and community services;
- k) Carryout other duties as may be assigned.

**v) Principal Technical Officer I (Photography) - CONTISS 11**

- a) Responsible to Head of Division through the Head of Section in providing professional services and administration of the Unit;
- b) Coverage of visits of important personalities to the University;
- c) Coverage of University events and Ceremonies;
- d) Assist in photographing and video recording of structures and other works that need to be recorded in the University;
- e) Advise on photographic matters;
- f) Recommend manpower training and staff development programmes;
- g) Recommend the procurement of up-to-date cameras and photographic materials;
- h) Oversee the use of photographic stores and equipment;
- i) Ensure the maintenance of Photographic Studio;
- j) Perform professional and community services;
- k) Carryout other duties as may be assigned.

**vi) Assistant Chief Technical Officer - CONTISS 12**

- a) Supervise the activities of subordinates;
- b) Train junior staff;
- c) Maintain and run a photographic studio;
- d) Take and process photographs of important visitors to the University;
- e) Assist in the requisitioning for and supervise the use of photographic stores and equipment;
- f) Participate in recommending the procurement of up-to-date cameras and photographic materials;
- g) Participate in recommending in-service training programmes;
- h) Perform professional and community services;
- i) Carryout other duties as may be assigned.

**vii) Chief Technical Officer - CONTISS 13**

- a) In-charge of the Photographic Unit;



- b) Advise on photographic matters;
- c) Recommend in-service training programmes;
- d) Recommend the procurement of up-to-date cameras and photographic materials;
- e) Oversee the use of photographic store and equipment;
- f) Take and process photographs of important visitors to the University;
- g) Perform professional and community services;
- h) Carryout other duties as may be assigned.

### **50.3 Method of Entry and Advancement within the Cadre**

#### **i) Technical Officer (Photography) - CONTISS 06**

##### **a) Method of Entry:**

For appointment as Technical Officer (Photography), a candidate shall possess the following requirements:

- i) A minimum National Diploma (ND) in Photography obtained from a recognised institution and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

##### **b) Method of Advancement:**

For promotion to the rank of Technical Officer (Photography), an Assistant Technical Officer (Photography) must have obtained an ND in Photography, be computer literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

#### **ii) Higher Technical Officer (Photography) - CONTISS 07**

##### **a) Method of Entry:**

For appointment as Higher Technical Officer (Photography), a candidate shall possess the following requirements:

- i) A Higher National Diploma (HND) with a minimum of Lower Credit in Photography obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- ii) An ND in Photography obtained from a recognised institution and evidence of computer literacy with a minimum of 3 years' experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Higher Technical Officer (Photography), a Technical Officer (Photography) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Senior Technical Officer (Photography) - CONTISS 08****a) Method of Entry:**

For appointment as Senior Technical Officer (Photography), a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in Photography obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 3 years' experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Technical Officer (Photography), a Higher Technical Officer (Photography) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Technical Officer II (Photography) - CONTISS 09****a) Method of Entry:**

For appointment as Principal Technical Officer II (Photography), a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in Photography obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 6 years' experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Technical Officer II (Photography), a Senior Technical Officer (Photography) must have served effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

Officers appointed with ND Certificate shall be required to obtain a HND in the relevant area before they are eligible for promotion to the next grade.

**v) Principal Technical Officer I (Photography) - CONTISS 11****a) Method of Entry:**

For appointment as Principal Technical Officer I (Photography), a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in Photography obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with a minimum of 9 years' experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Technical Officer I (Photography), a Principal Technical Officer II (Photography), must have obtained a HND, served effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Assistant Chief Technical Officer (Photography) - CONTISS 12**

*[The post of Assistant Chief Photographer/Artist and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Technical Officer (Photography), a Principal Technical Officer I (Photography), must have served effectively and efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vii) Chief Technical Officer (Photography) - CONTISS 13****Method of Advancement:**

For promotion to the rank of Chief Technical Officer (Photography), an Assistant Chief Technical Officer (Photography) must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Assistant Chief Technical Officer (Photography) must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow in the unit and have the capacity to provide good leadership.



## 51.0 TECHNOLOGIST (FOR ENGINEERING) CADRE

### 51.1 Posts and Salaries

<i>Technologist II</i>	- <i>CONTISS 07</i>
<i>Technologist I</i>	- <i>CONTISS 08</i>
<i>Senior Technologist</i>	- <i>CONTISS 09</i>
<i>Principal Technologist</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Technologist</i>	- <i>CONTISS 12</i>
<i>Chief Technologist</i>	- <i>CONTISS 13</i>

### 51.2 Duties

- i) Technologist II - CONTISS 07**
- a) Assist in the collection of specimens for practical;
  - b) Assist in the maintenance of laboratory/workshop equipment;
  - c) Assist in carrying out elementary technical works;
  - d) Assist in preparing technical drawings for simple works in the relevant areas;
  - e) Assist in the maintenance of tools and laboratory/workshop equipment;
  - f) Assist in supervising students during practical training;
  - g) Assist in designing simple tools in the relevant area;
  - h) Assist in minor construction works;
  - i) Assist in computation of simple quantities;
  - j) Assist in indenting supplies of stores equipment;
  - k) Perform professional and community services;
  - l) Carryout other duties as may be assigned.
- ii) Technologist I - CONTISS 08**
- a) Assist in the collection of specimens for practical;
  - b) Assist in the maintenance of laboratory/workshop equipment;
  - c) Assist in carrying out elementary technical works;
  - d) Assist in preparing technical drawings for simple works in the relevant areas;
  - e) Assist in the maintenance of tools and laboratory/workshop equipment;



- f) Assist in supervising students during practical training;
- g) Assist in designing simple tools in the relevant area;
- h) Assist in minor construction works;
- i) Assist in computation of simple quantities;
- j) Assist in indenting supplies of stores equipment;
- k) Assist in conducting workshop experiment;
- l) Perform professional and community services;
- m) Carryout other duties as may be assigned.

**iii) Senior Technologist - CONTISS 09**

- a) Participate in the collection of specimens for practical;
- b) Participate in the maintenance of laboratory/workshop equipment;
- c) Participate in carrying out elementary technical works;
- d) Participate in preparing technical drawings for simple works in the relevant areas;
- e) Participate in the maintenance of tools and laboratory/workshop equipment;
- f) Participate in supervising students during practical training;
- g) Participate in designing simple tools in the relevant area;
- h) Participate in minor construction works;
- i) Participate in computation of simple quantities;
- j) Participate in indenting supplies of stores equipment;
- k) Participate in conducting workshop experiment;
- l) Perform professional and community services;
- m) Carryout other duties as may be assigned.

**iv) Principal Technologist - CONTISS 11**

- a) Collect specimens for practical;
- b) Maintain laboratory/workshop equipment;
- c) Carryout elementary technical works;



- d) Prepare technical drawings for simple works in the relevant areas;
- e) Maintain tools and laboratory/workshop equipment;
- f) Supervise students during practical training;
- g) Design simple tools in the relevant area;
- h) Take part in minor construction works;
- i) Computation of simple quantities;
- j) Indent supplies of stores equipment;
- k) Conduct workshop experiment;
- l) Train students in practical methods;
- m) Train subordinates;
- n) Assist in the preparation of Annual Budget Estimates for the Unit;
- o) Assist in the preparation of periodic reports for the Unit;
- p) Supervise subordinates;
- q) Assist in initiating manpower training programmes;
- r) Perform professional and community services;
- s) Carryout other duties as may be assigned.
- v) Assistant Chief Technologist - CONTISS 12**
  - a) Collect specimens for practical;
  - b) Maintain laboratory/workshop equipment;
  - c) Carryout elementary technical works;
  - d) Prepare technical drawings for simple works in the relevant areas;
  - e) Maintain tools and laboratory/workshop equipment;
  - f) Supervise students during practical training;
  - g) Design simple tools in the relevant area;
  - h) Take part in minor construction works;
  - i) Handle computation of simple quantities;
  - j) Indent supplies of stores equipment;



- k) Conduct workshop experiment;
- l) Train students in practical methods;
- m) Train subordinates;
- n) Participate in the preparation of Annual Budget Estimates for the Unit;
- o) Participate in the preparation of periodic reports for the Unit;
- p) Supervise subordinates;
- q) Participate in initiating manpower training programmes;
- r) Perform professional and community services;
- s) Carryout other duties as may be assigned.

**vi) Chief Technologist - CONTISS 13**

- a) Supervise collection of specimens for practical;
- b) Supervise maintenance of laboratory/workshop equipment;
- c) Carryout elementary technical works;
- d) Prepare technical drawings for simple works in the relevant areas;
- e) Maintain tools and laboratory/workshop equipment;
- f) Supervise students during practical training;
- g) Design simple tools in the relevant area;
- h) Take part in minor construction works;
- i) Compute simple quantities;
- j) Indent supplies of stores equipment;
- k) Supervise the conduct of workshop experiment;
- l) Train students in practical methods;
- m) Train subordinates;
- n) Take part in the preparation of Annual Budget Estimates for the Unit;
- o) Participate in the preparation of periodic reports for the Unit;
- p) Supervise subordinates;
- q) Participate in initiating manpower training programmes for staff;



- r) Perform professional and community services;
- s) Carryout other duties as may be assigned.

### **51.3 Method of Entry and Advancement within the Cadre**

#### **i) Technologist II - CONTISS 07**

##### **a) Method of Entry:**

For appointment as Technologist II, a candidate shall possess any of the following requirements:

- i) A HND with a minimum of Lower Credit in the relevant area obtained from a recognised institution, NYSC Certificate and evidence of computer literacy.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### **ii) Technologist I - CONTISS 08**

##### **a) Method of Entry:**

For appointment as Technologist I, a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in the relevant area obtained from a recognised institution, NYSC Certificate and evidence of computer literacy and at least 3 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

##### **b) Method of Advancement:**

For promotion to the rank of Technologist I, Technologist II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

#### **iii) Senior Technologist - CONTISS 09**

##### **a) Method of Entry:**

For appointment as Senior Technologist, a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in the relevant area obtained from a recognised institution, NYSC Certificate and evidence of computer literacy with at least 6 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.



**b) Method of Advancement:**

For promotion to the rank of Senior Technologist, a Technologist I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Technologist - CONTISS 11**

**a) Method of Entry:**

For appointment as Principal Technologist I, a candidate shall possess the following requirements:

- i) A HND with a minimum of Lower Credit in the relevant area obtained from a recognised institution, NYSC Certificate and evidence of computer literacy and at least 9 years relevant experience.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Principal Technologist a Senior Technologist must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**v) Assistant Chief Technologist - CONTISS 12**

*[The post of Assistant Chief Technologist and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Technologist, a Principal Technologist must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Chief Technologist - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Chief Technologist, an Assistant Chief Technologist must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Assistant Chief Technologist must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow in the Laboratory (ies) and have the capacity to provide good leadership.



## 52.0 TOWN PLANNING OFFICER CADRE

### 52.1 Posts and Salaries

<i>Town Planning Officer II</i>	- <i>CONTISS 07</i>
<i>Town Planning Officer I</i>	- <i>CONTISS 08</i>
<i>Senior Town Planning Officer</i>	- <i>CONTISS 09</i>
<i>Principal Town Planning Officer</i>	- <i>CONTISS 11</i>
<i>Assistant Chief Town Planning Officer</i>	- <i>CONTISS 12</i>
<i>Chief Town Planning Officer</i>	- <i>CONTISS 13</i>
<i>Deputy Director, Town Planning</i>	- <i>CONTISS 14</i>

### 52.2 Duties

- i) Town Planner II - CONTISS 07**
- Assist in the environmental management and beautification of the Campus;
  - Assist in establishing records and documents relating to the University land area and land use;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- ii) Town Planner I - CONTISS 08**
- Assist in the environmental management and beautification of the campus;
  - Assist in establishing records and documents relating to the University land area and land use;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.
- iii) Senior Town Planner - CONTISS 09**
- Participate in establishing records and documents relating to the University land area and land use;
  - Assist in the demarcation, survey and management of the University land;
  - Participate in environmental management and the beautification of the campus;
  - Assist in the site layout of construction projects;
  - Perform professional and community services;
  - Carryout other duties as may be assigned.



- iv) Principal Town Planner - CONTISS 11**
- a) Participate in establishing and maintaining records and documents relating to the University land area and land use;
  - b) Participate in the demarcation, survey and management of the University land;
  - c) Participate in the environmental management and beautification of the campus;
  - d) Participate in the site layout of construction projects;
  - e) Perform professional and community services;
  - f) Carryout other duties as may be assigned.
- v) Assistant Chief Town Planner - CONTISS 12**
- a) Maintain records and document relating to the University land area and land use;
  - b) Demarcate, survey and manage University land;
  - c) Manage the environment and the beautification of the campus;
  - d) Lay out construction projects;
  - e) Perform professional and community services;
  - f) Carryout other duties as may be assigned.
- vi) Chief Town Planner - CONTISS 13**
- a) Establish and maintain records and documents relating to land area and land use;
  - b) Participate in updating the University Master Plan and Fixed Assets Register;
  - c) Participate in evolving University environmental policy;
  - d) Participate in preparing Annual Budget Estimates for the Unit;
  - e) Participate in preparing Quarterly and Annual Reports for the Unit;
  - f) Perform professional and community services;
  - g) Carryout other duties as may be assigned.
- vii) Deputy Director - CONTISS 14**
- a) Responsible to the Director for providing good leadership in the Unit;
  - b) Establish and maintain records and documents relating to land area and land use;



- c) Update the University Master Plan and Fixed Assets Register;
- d) Recommend on the University environmental policy;
- e) Prepare Annual Budget Estimates for the Unit;
- f) Prepare Quarterly and Annual Reports for the Unit;
- g) Initiate manpower training and staff development programmes;
- h) Perform professional and community services;
- i) Carryout other duties as may be assigned.

### **52.3 Method of Entry and Advancement within the Cadre**

#### **i) Town Planning Officer II - CONTISS 07**

##### **Method of Entry:**

For appointment as Town Planning Officer II, a candidate shall possess the following requirements:

- i) A minimum of Lower Second-Class Honours degree in Urban and Regional Planning, Town Planning or any other relevant area obtained from a recognised institution, NYSC Certificate and usage of professional software.
- ii) A candidate shall be subjected to an interview that may require writing competency examination.

#### **ii) Town Planning Officer I - CONTISS 08**

##### **a) Method of Entry:**

For appointment as Town Planning Officer I, a candidate shall possess any of the following requirements:

- i) A master's degree in Urban and Regional Planning or Town Planning obtained from a recognised institution, NYSC Certificate and be conversant with professional software.
- ii) A minimum of Lower Second-Class Honours degree in Urban and Regional Planning, Town Planning or any other relevant area obtained from a recognised institution, NYSC Certificate, be conversant with usage of professional software and a minimum of 3 years cognate experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

##### **b) Method of Advancement:**

For promotion to the rank of Town Planning Officer I, a Town Planning Officer II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iii) Senior Town Planning Officer - CONTISS 09****a) Method of Entry:**

For appointment as Senior Campus Planning Officer, a candidate shall possess any of the following requirements:

- i) A master's degree in Urban and Regional Planning, Town Planning or any other relevant area obtained from a recognised institution, NYSC Certificate, be proficient in the usage of software, with a minimum of 3 years cognate experience.
- ii) A minimum of Lower Second-Class Honours degree in Urban and Regional Planning, Town Planning or any other relevant area obtained from a recognised institution, NYSC Certificate and be proficient in the usage of professional software with a minimum of 6 years cognate experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Senior Town Planning Officer, a Town Planning Officer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

**iv) Principal Town Planning Officer - CONTISS 11****a) Method of Entry:**

For appointment as Principal Town Planning Officer, a candidate shall possess any of the following requirements:

- i) A master's degree in Urban and Regional Planning, Town Planning or any other relevant area obtained from a recognised institution, NYSC Certificate, registration with the Town Planning Registration Council of Nigeria (TOPREC), be proficient in usage of professional software with a minimum of 6 years cognate experience.
- ii) A minimum of Lower Second-Class Honours degree in Urban and Regional Planning, Town Planning or any other relevant area obtained from a recognised institution, NYSC Certificate, registration with the TOPREC, be proficient in usage of professional software with a minimum of 9 years cognate experience.
- iii) In cases (i) and (ii) above, a candidate shall be subjected to an interview that may require writing competency examination.



**b) Method of Advancement:**

For promotion to the rank of Principal Town Planning Officer, a Senior Town Planning Officer must have registered with the Town Planning Registration Council of Nigeria (TOPREC), served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**v) Assistant Chief Town Planning Officer - CONTISS 12**

*[The post of Assistant Chief Town Planning Officer and above shall be filled through promotion of competent and hardworking staff in the cadre **within the University**].*

**Method of Advancement:**

For promotion to the rank of Assistant Chief Town Planning Officer, a Principal Town Planning Officer must have registered with the TOPREC, served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vi) Chief Town Planning Officer - CONTISS 13**

**Method of Advancement:**

For promotion to the rank of Chief Town Planning Officer, an Assistant Chief Town Planning Officer must have registered with the TOPREC, served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**vii) Deputy Director - CONTISS 14**

**Method of Advancement:**

For promotion to the rank of Deputy Director, a Chief Town Planning Officer must have registered with the TOPREC, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

The Chief Town Planning Officer must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day workflow in the unit and have the capacity to provide leadership.



## 53.0 TRANSPORT SUPERVISOR CADRE

### 53.1 Post and Salary

<i>Transport Supervisor</i>	- <i>CONTISS 06</i>
<i>Higher Transport Supervisor</i>	- <i>CONTISS 07</i>
<i>Senior Transport Supervisor</i>	- <i>CONTISS 08</i>
<i>Principal Transport Supervisor</i>	- <i>CONTISS 09</i>

### 53.2 Duties

#### **i) Transport Supervisor - CONTISS 06**

- a) Driving with care and caution any vehicle assigned;
- b) Keep an accurate and up-to-date log book of the movement of the vehicle;
- c) Keep clean and understand the general condition of the vehicle assigned;
- d) Report promptly to the appropriate officer, any faults or defects discovered;
- e) Understanding minor maintenance and repairs of motor vehicles;
- f) Supervising Motor Driver Mechanics and Senior Motor Driver Mechanics;
- g) Carryout other duties as may be assigned.

#### **ii) Higher Transport Supervisor - CONTISS 07**

- a) Driving with care and caution any vehicle assigned;
- b) Keep an accurate and up-to-date log book of the movement of the vehicle;
- c) Keep clean and understand the general condition of the vehicle assigned;
- d) Report promptly to the appropriate officer, any faults or defects discovered;
- e) Undertake emergency repairs of the vehicle with the approval of the supervisor;
- f) Supervising subordinate drivers;
- g) Perform professional and community services;
- h) Carryout other duties as may be assigned.

#### **iii) Senior Transport Supervisor - CONTISS 08**

- a) Driving with care and caution any vehicle assigned;
- b) Keep an accurate and up-to-date log book of the movement of the vehicle;
- c) Keep clean and understand the general condition of the vehicle assigned;



- d) Report promptly to the appropriate officer, any faults or defects discovered;
- e) Undertake emergency repairs of the vehicle with the approval of the supervisor;
- f) Ensuring the security of the vehicle assigned.
- g) Supervision and disposition of the staff and vehicles in the transport unit;
- h) Taking prompt action on accident cases;
- i) Perform professional and community services;
- j) Carryout other duties as may be assigned.

**iv) Principal Transport Supervisor - CONTISS 09**

- a) Driving with care and caution any vehicle assigned;
- b) Keep an accurate and up-to-date log book of the movement of the vehicle;
- c) Keep clean and understand the general condition of the vehicle assigned;
- d) Report promptly to the appropriate officer, any faults or defects discovered;
- e) Undertake emergency repairs of the vehicle with the approval of the supervisor;
- f) Taking prompt action on particulars/maintenance of all the vehicles in the transport unit.
- g) Supervision and disposition of the staff and vehicles in the transport unit;
- h) Perform professional and community services;
- i) Carryout other duties as may be assigned.

**53.3 Method of Entry and Advancement within the Cadre**

**i) Transport Supervisor - CONTISS 06**

**a) Method of Entry:**

For appointment as Transport Supervisor, a candidate shall possess the following requirements:

- iii) A minimum of National Diploma (ND) in relevant area obtained from a recognised institution, Driver/Mechanic Trade Test Grade I plus Class E Driver's Licence and evidence of computer literacy with a minimum of 3 years relevant post-qualification working experience.



- iv) A candidate shall be subjected to an interview that may require writing competency examination.

**b) Method of Advancement:**

For promotion to the rank of Transport Supervisor, a Senior Driver/Mechanic must have obtained a National Diploma in the relevant area from a recognised institution and attended an Advanced Driving Skills and Vehicle Operations course at the Nigerian Institute of Transport Technology, Zaria, shall be computer literate, served satisfactorily for a minimum of 3 years and obtained a very good Annual Performance Evaluation Reports for the period.

**ii) Higher Transport Supervisor - CONTISS 07**

**a) Method of Entry:**

*[The post of Higher Transport Supervisor and above shall be filled through the promotion of qualified staff within the cadre **within the University**].*

**b) Method of Advancement:**

For promotion to the rank of Higher Transport Supervisor, a Transport Supervisor must have served efficiently and effectively for a minimum of 3 years and obtained a very good Annual Performance Evaluation Reports for the period.

**iii) Senior Transport Supervisor - CONTISS 08**

**Method of Advancement:**

For promotion to the rank of Senior Transport Supervisor, a Higher Transport Supervisor must have served efficiently and effectively for a minimum of 3 years and obtained a very good Annual Performance Evaluation Reports for the period.

**iv) Principal Transport Supervisor - CONTISS 09**

**Method of Advancement:**

For promotion to the rank of Principal Transport Supervisor, a Senior Transport Supervisor must have served efficiently and effectively for a minimum of 3 years and obtained a very good Annual Performance Evaluation Reports for the period.

The Principal Transport Supervisor must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide leadership.



## APPENDIX 1



**SULE LAMIDO UNIVERSITY, KAFIN HAUSA**  
**P. M. B. 048, Kafin Hausa, Jigawa State**  
**(Office of the Registrar)**

SLU/R/APER/SP-02

## CONFIDENTIAL

**ANNUAL PERFORMANCE EVALUATION REPORT (APER) FORM**  
**FOR SENIOR NON-TEACHING STAFF**

**PERIOD OF REPORT FROM: From 1<sup>st</sup> October, 20\_\_ To 30<sup>th</sup> September, 20\_\_**

**PART ONE: PERSONAL RECORDS OF EMPLOYEE**(Information should be handwritten and in **BLOCK LETTERS**)

1. **Name** (Surname Last): \_\_\_\_\_
2. **Staff Number** (SP): \_\_\_\_\_
3. **Present Rank**: \_\_\_\_\_
4. **Salary Grade Level**: \_\_\_\_\_ **Step**: \_\_\_\_\_
5. **Department/Unit**: \_\_\_\_\_
6. **Date of First Appointment into the Service**: \_\_\_\_\_
7. **Date of Confirmation of Appointment**: \_\_\_\_\_
8. **Date of Last Promotion/Appointment in this University**: \_\_\_\_\_
9. **Date of Birth**: \_\_\_\_\_
10. **Place of Birth**: \_\_\_\_\_
11. **Phone No.**: \_\_\_\_\_
12. **E-Mail Address**: \_\_\_\_\_
13. **Nationality**: \_\_\_\_\_
14. **State of Origin**: \_\_\_\_\_
15. **Local Government Area**: \_\_\_\_\_



16. **Qualifications Held** (Degree, Diploma, Certificate, etc) (*underline those acquired during the period of report*)

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17. **Acting Appointment** Held During Period of Report: *indicate the portion (to the nearest month) of the period spent in grade:*

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18. **Professional/Academic Courses Attended During Period of Report:**

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19. **Present Job Description:**

(a) State below, in order of importance, the main duties performed during period of report:

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(b) State any *ad hoc* duties performed which are not of a continuous nature:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART TWO:**

**ASSESSMENT BY REPORTING OFFICER**

1. Do you and the person reported upon agree on the job description and the order of importance

Yes ( ) No ( )

2. If no, please discuss the changes with him and record any unresolved difference here:

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3. Assessment of Performance:

How effective is he/she in the performance of the duties set out in 19 (a)? (What is needed here is an indication for each of the duties in 19 (a) of how far he/she has achieved the required results).

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4. Aspects of Performance

In assessing performance you have already considered some or all of the following aspects; would you now comment on and assess the aspects separately.

Each aspect is described in terms of Outstanding (A, 5) and Unsatisfactory performance (E, 1). The three intermediate ratings (B,4; C,3; D,2) represent behaviour between these extremes.

Rating 'A' or 'E' should be given if you believe it is a generally true statement that could be supported, if necessary, by specific occurrences.

If you feel an aspect of performance not in the list calls for specific comment, mention it at the end.

			A	B	C	D	E		
			5	4	3	2	1		
(a)	Attitude to work	Takes keen interest in and shows dedication to duties							Maintains slipshod attitude to duties
(b)	Initiative and dependability	Can be relied on to take initiative and find reasonable solutions to problems							Lacks initiative and unable to work effectively without strict supervision
(c)	Foresight	Anticipates problems and develops solution in advance							Grapples with problems after they arise
(d)	Penetration	Gets straight to the roots of a problem							Seldom sees below the surface of a problem
(e)	Judgment	His decisions or proposals are consistently sound							Poor perception of relative merits or feasibility in most situations



(f)	Sense of Urgency and Priority	Able to pay immediate attention to problems and gets order of priorities right							Rather slow and bedevilled with warped sense of priority
(g)	Expression on paper	Always cogent, clear and well set out							Ambiguous, clumsy and obscure
(h)	Oral Expression	Puts his points across convincingly and concisely							Finds difficulty in expressing himself
(i)	Numerical Ability (if applicable)	Accurate in the use and interpretation of figures							Gets confused with figure
(j)	Relations with Colleagues	Sensitive to other people's feelings; tactful and understanding of personal problems; earns great respect							Ignorance or belittles other people's feelings; intolerant; does not earn respect
(k)	Relations with the public	Exceptionally effective in dealing with people of all types							Tactless and cannot deal with the public
(l)	Acceptance of responsibility	Seeks and accepts responsibility at all times							Avoids responsibility; will pass it on when possible
(m)	Level of Integrity Personal/Professional	Honest in personal and professional approach to situations							Rather dishonest
(n)	Ability/Interest to learn quickly	Able to learn quickly							Slothful and unable to grasp new situations quickly
(o)	Ability/Willingness to take or comply with lawful instructions	Carries out instructions faithfully							Resists taking instructions deliberately or unconsciously
(p)	Soberness	Serious-minded and able to keep official secrets							Light-hearted and unable to keep secrets
(q)	Reliability under pressure	Performs competently under pressure							Easily thrown off balance; not reliable even under normal



									circumstance
(r)	Drive and Determination	Wholehearted application to tasks; determined to carry task through to the end							Lacks determination; easily baulked by minor setbacks
(s)	Application of Professional/ Technical knowledge (if applicable)	Highly proficient in the practical application of professional/Technical knowledge							Deficient in applying professional/technical knowledge to practical issues
(t)	Management of Staff (If applicable)	Organises and inspires staff to give of their best							Inefficient in the use of staff; engenders low morale
(u)	Output of work	Gets a great deal done within a set of time frame							Sluggish in output
(v)	Adherence to the University Rules Procedures & Regulations	Complies with University Rules, Procedure and Regulations in discharging his duties							Disregards University Rules, Procedure and Regulations in discharging his duties
(w)	Quality of Work	Maintains very high standards; work is virtually error proof.							Maintains consistently low standards of work, source of constant complain
(x)	Always on seat	Applies himself to his job during official hours							Mostly absent without valid reason or excuse
(y)	Punctuality	Regularly punctual at work							No regard for punctuality
(z)	Exemplary Leadership	Set good examples to subordinates							Unmindful of his actions
(az)	Community Service	Membership of Public/ Organised Boards/ Committees at University, State or Federal levels							Not a member of any Board/Committee at any of the levels
<b>Sub-total:</b>									
<b>Total:</b>									
<b>Percentage (Total Score/135 x 100):</b>									



Indicate overall performance of duties by ticking the appropriate box below. (This assessment should reflect the performance actually achieved in the circumstances which prevailed).

Outstanding	(Exceptionally Effective)	<input type="checkbox"/>
Very Good	(More than generally effective but not positively outstanding)	<input type="checkbox"/>
Good	(Generally Effective)	<input type="checkbox"/>
Satisfactory	(Performs duties moderately well and without serious shortcomings)	<input type="checkbox"/>
Unsatisfactory	(Definitely ineffective and not up to the duties)	<input type="checkbox"/>

I certify that I have read the contents of this Report and that my superior has discussed them with me. I have the following comment(s) to add:

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**Signature of Officer Reported on:** \_\_\_\_\_

**Designation:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PART THREE**

**TRAINING NEEDS, NEXT JOB AT THE SAME LEVEL, PROMOTABILITY AND GENERAL REMARKS**

In completing this part, you should take into account, any views expressed by the person reported on.

**1. Training Needs:**

- (a) If, as a result of the assessment made earlier in the report, you consider that performance or potential could be improved by training, please specify the needs.

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- (b) If they cannot be met by training on the job, please suggest, if possible, in which way they might be met.

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**2. Next Job at the same Level:**

Should he be considered during the next year for:

(a) A different job in the same Grade Yes  No

(c) Transfer to a job at similar level in another occupational group or cadre: Yes  No

If you have answered **YES** to either question, say which kind of job and give your reasons below:

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**3. Promotability:**

The Officer is:

Well fitted  Fitted  Not fitted

Comment on your recommendation:

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**4. General Remarks:**

Please provide any additional relevant information here, drawing attention to any particular strengths or weaknesses.

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\_\_\_\_\_  
\_\_\_\_\_

He has served under me for the past \_\_\_\_\_ years

**Name in Block Letters:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PART FOUR:**

**COUNTERSIGNING REPORTING OFFICER'S REPORT**

You should confirm that you agree with the reporting officer's assessment, or indicate in the foregoing sections any disagreements which may remain after discussing them with him. You should also indicate how frequently you have seen the work of the person reported on. Add any further relevant comment, including whether any of the assessments in the report have been brought to the attention of the person reported on.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

He has served under me for the past \_\_\_\_\_ years.

**Name in Block Letters:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_