

SENIOR CADRE

ADMINISTRATIVE STAFF CADRE

1.	POSTS AND SALARIES	
1.1	Administrative Assistant	CONTISS 07
1.2	Administrative Officer	CONTISS 08
1.3	Assistant Registrar	CONTISS 09
1.4	Senior Assistant Registrar	CONTISS 11
1.5	Principal Assistant Registrar	CONTISS 13
1.6	Deputy Registrar	CONTISS 14
1.7	Director	CONTISS 15
1.8	Registrar	CONSOLIDATED SALARY

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Administrative Assistant	By direct appointment of a candidate possessing 5 O <sup>l</sup> evel credits including English Language and Mathematics and a good honours degree in the relevant field that is a minimum of Second Class Lower Division.	(1) Assisting in Management of matters relating to the general administration of the University. (2) Carrying out other administrative duties as may be assigned.	CONTISS 07	Admin. Officer
2.	Administrative Officer	(1) By promotion of a confirmed and suitable Administrative Assistant who has spent at least three (3) years on the post. (2) By direct appointment of a candidate possessing 5 O <sup>l</sup> evel credits including English Language and Mathematics and a Master's Degree (fresh) or a First degree (minimum of second class lower) plus three (3) years post-qualification cognate experience in relevant field.	Performing similar functions as specified for Administrative Assistant above.	CONTISS 08	Asst. Registrar
3.	Assistant Registrar	(1) By promotion of a confirmed and suitable Administrative Officer who has spent at least three (3) years on the post. (2) By direct appointment of a candidate possessing 5 O <sup>l</sup> evel credits including English Language and Mathematics and a Master's degree plus three (3) years or First degree plus six (6) years post qualification cognate experience.	(1) Making submissions and prepare draft letters on specific matters. (2) Participating in the general administration of the University. (3) Performing other administrative duties as may be assigned.	CONTISS 09	Senior Assistant Registrar
4.	Senior Assistant Registrar	(1) By promotion of a confirmed and suitable Assistant Registrar who is a registered member of a professional body and has spent at least three (3) years on the post. (2) By direct appointment of a candidate possessing five (5) O <sup>l</sup> evel credits including English Language and Mathematics, a Master's degree plus six (6) years or	(1) Participating in the general leadership of the general administration of the University. (2) Supervising and coordinating routine administrative functions of a unit. (3) Carrying out other duties as may be assigned.	CONTISS 11	Principal Assistant Registrar
		First degree with a minimum of Second Class Lower plus nine (9) years post qualification cognate experience and evidence of membership of a relevant registered professional body e.g. ANUPA, NIM, IPM, AUA.			
5.	Principal Assistant Registrar	(1) By promotion of a confirmed and suitable Senior Asst. Registrar who has	(1) Assisting in providing leadership in the general administration of the University.	CONTISS 13	Deputy Registrar

		spent at least three (3) years on the post. (2) By direct appointment as for Senior Assistant Registrar but plus 12 years post-qualification cognate experience and evidence of membership of a registered professional body e.g. ANUPA, NIM, IPM, AUA.	(2) Interpret and applying University rules and regulations and other instruments relating to the administration of the University. (3) Supervising and coordinating day-to-day administration of a Division/Section of the University. (4) Carrying out any other duties that may be assigned.		
6.	Deputy Registrar	(1) By promotion interview of a confirmed and suitable Principal Asst. Registrar with the following: (a) Master's degree. (b) 5 years on the post of Principal Asst. Registrar. (c) Membership of a registered professional body e.g. ANUPA, NIM, IPM, AUA. (d) Recommendation by the Registrar based on seniority. (e) Subject to vacancies and satisfactory service record.	(1) Providing leadership in the management of the University. (2) Advising on general administrative matters. (3) Interpreting and applying the University Laws and other related rules regulations and procedures including personnel management. (4) Performing any other duties as may be assigned.	CONTISS 14	
7.	Director (By appointment)	By direct appointment only of a candidate possessing the following: (a) First degree at least second class lower division (2 <sup>2</sup> ) plus fifteen (15) years post qualification experience. (b) Six (6) years on the position of Deputy Registrar of this University. (c) Membership of a recognized professional body at least two among the following: ANUPA, NIM, IPMA, AUA e.t.c. (d) Evidence of great diligence, efficiency, honesty, loyalty and enthusiasm in the performance of his/her duties over the years.	(1) Responsible to the Registrar for the efficient administration of the Registry and management of the University. (2) Advising on administrative matters including appointment, promotion, discipline academic and welfare of staff. (3) Interpreting and applying the University laws and other related rules, regulations and procedures including personnel management. (4) Harmonizing the Registry work, and to induce, inspire, motivate, influence and relate with staff and students on behalf of the Registrar. (5) Carrying out any other duties as may be assigned.	CONTISS 15	
8.	Registrar (By appointment)	(1) By direct appointment only of a candidate possessing a minimum of first degree, second class lower division (2 <sup>2</sup> ) plus fifteen (15) years post qualification cognate experience and at least three (3) years on the post of Director or six (6) years on the post of Deputy Registrar. Candidate must also be a member of a registered professional body e.g. ANUPA, NIM, IPMA, AUA.	(1) Responsible to the Vice-Chancellor for the efficient administration and management of the University, including staff welfare and discipline. (2) Serving as secretary to the University Council, Senate, Convocation and Congregation and sitting in attendance at all meetings of administrative committees. (3) Providing leadership to the Registry Department, be the custodian of University Rules and Regulations as well as the seal and records of the University Administrative Procedures and advising on periodic review of staff conditions of service. (4) Carrying out other duties as may be assigned, and providing professional and community service.	On a consolidated salary.	

Footnote: Conversion from the Executive Cadre to the Administrative Cadre will be on CONTISS 08 only (i.e. Administrative Officer), subject to vacancies, recommendation by the Registrar and satisfactory service record.

## EXECUTIVE OFFICER CADRE

### 1. POSTS AND SALARIES

1.1	Executive Officer	CONTOISS 06
1.2	Higher Executive Officer	CONTOISS 07
1.3	Senior Executive Officer II	CONTOISS 08
1.4	Senior Executive Officer I	CONTOISS 09
1.5	Principal Executive Officer II	CONTOISS 10
1.6	Principal Executive Officer I	CONTOISS 11
1.7	Asst. Chief Executive Officer	CONTOISS 12
1.8	Chief Executive Officer	CONTOISS 13

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Executive Officer	(1) By promotion of a confirmed and suitable Assistant Executive Officer who has spent at least 3 years on the post, and possess Ordinary National Diploma. (2) Direct appointment of a candidate possessing an ND certificate with a minimum of a Lower Credit in relevant field.	(1) Supervising subordinate staff. (2) Taking charge of a small Registry (Correspondence or Records). (3) Training subordinate staff. (4) Maintaining discipline among subordinate staff among other duties as may be assigned.	CONTOISS 06	H.E.O.
2.	Higher Executive Officer	(1) By promotion of a confirmed and suitable Executive Officer who has spent at least three (3) years on the post. (2) By direct appointment of a candidate possessing O level credits (WASC//GCE/NECO/SSCE) with at least 5 credits including English Language and Mathematics, and HND or University Degree plus three (3) years cognate experience.	(1) Taking charge, under supervision of specified assignment within a Section of the University and applying rules and regulations. (2) Carrying out other administrative duties as may be assigned. (3) Any other duties as may be assigned.	CONTOISS 07	Senior Executive Officer II
3.	Senior Executive Officer II	(1) By promotion of a confirmed and suitable Higher Executive Officer who has spent at least three (3) years on the post. (2) By direct appointment of a candidate possessing 5 credits in O level (WASC/ GCE/NECO), and HND or University Degree plus six (6) years post qualification cognate experience respectively.	(1) Taking charge of specified subjects within a Unit of the University. (2) Supervision the work of a number of officers in a Unit. (3) Carrying out other duties as may be assigned.	CONTOISS 08	S.E.O.I
4.	Senior Executive Officer I	(1) By promotion of a confirmed and suitable Senior Executive Officer II who has spent at least three (3) years on the post. (2) By direct appointment of a candidate possessing 5 credits in O?	Same as above.	CONTOISS 09	Principal Executive Officer II

		level (WASC/GCE/NECO), and HND or University Degree plus nine (9) years post qualification cognate experience respectively.			
5.	Principal Executive Officer II	(1) By promotion of a confirmed and suitable Senior Executive Officer I who has spent at least three (3) years on the post. (2) By direct appointment of a candidate possessing 4 credits in O? level (WASC/GCE/NECO) University Degree or HND plus nine (9) years working experience.	(1) Taking charge of specified subject(s) or assignment with little or no supervision in a Unit. (2) Assisting in the establishment and maintenance of accurate staff information system. (3) Carrying out any other administrative duties as may be assigned.	CONTISS 10	Principal Executive Officer I
6.	Principal Executive Officer I	(1) By promotion of a confirmed and suitable Principal Executive Officer II who has spent at least three (3) years on the post. (2) By direct appointment of a candidate possessing a HND or University Degree with 12 years of cognate experience.	(1) Assisting in the supervision of defined functions. (2) Assisting in the planning, execution and supervision of specific programmes. (3) Carrying out other administrative duties as may be assigned.	CONTISS 11	Assistant Chief Executive Officer
7.	Assistant Chief Executive Officer	By promotion of a confirmed and suitable Principal Executive Officer I who has spent at least 3 years on the post.	(1) Assisting in the preparation of manpower budget. (2) Coordination, supervision and execution of specific programmes. (3) Carrying out administrative and other duties as may be assigned.	CONTISS 12	Chief Executive Officer
8.	Chief Executive Officer	By promotion of a confirmed and suitable Assistant Chief Executive Officer who has spent at least three (3) years on the post.	(1) Supervising and coordinating the activities of a number of Junior Staff. (2) Assisting in the preparation and coordination of annual manpower budgets. (3) Carrying out administrative and other duties as may be assigned.	CONTISS 13	

Footnote:

- (i) PEO II was introduced as a result of Federal Government Circular, No: HCSF/EPO/EIR/RR/B.63755/TI/76.
- (ii) Conversion from the Executive Cadre will be subject to vacancies, recommendation by the Registrar and satisfactory service record.

SECRETARIAL CADRE

1	POSTS AND SALARIES					
1.1	Confidential Secretary II..	..	..	..	..	CONTISS 06
1.2	Confidential Secretary I	..	..	..	..	CONTISS 07
1.3	Personal Secretary II	..	..	..	..	CONTISS 08
1.4	Personal Secretary I	..	..	..	..	CONTISS 09
1.5	Senior Personal Secretary II	..	..	..	..	CONTISS 10
1.6	Senior Personal Secretary I	..	..	..	..	CONTISS 11
1.7	Principal Personal Secretary	..	..	..	..	CONTISS 12
1.8	Chief Principal Secretary	..	..	..	..	CONTISS 13

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Confidential Secretary II	By promotion of a Confidential Secretary III who has spent at least three (3) years of satisfactory service in the University	(1)Providing secretarial assistance such as taking dictation in shorthand and reproducing them in typed scripts. (2)Receiving visitors, enquiries and telephone calls on behalf of the Officer to whom he/she is attached. (3)Performing office routine associated with the duties indicated above. (4)Training subordinate staff. (5)Supervising subordinate staff.	CONTISS 06	Confidential Secretary I
2.	Confidential Secretary I	(1)By direct appointment or promotion of a candidate possessing 4 O? level credits (WASC/NECO/GCE) and First Degree/HND Secretarial Studies after completion of NYSC. (2)By promotion of a confirmed Confidential Secretary II who has spent three (3) years of satisfactory service in the University.	(1)Carrying out secretarial duties, including typing, shorthand and word-processing. (2)Assisting the leadership of units in day-to-day workforce and other administrative duties including cleanliness of the units, taking minutes of meetings and keep custody of unit records and office equipment. (3)Carrying out other duties as may be assigned, and providing some professional and community service.	CONTISS 07	Personal Secretary II
3.	Personal Secretary II	(1)By promotion of a confirmed and suitable Confidential Secretary I with a minimum of three (3) years of satisfactory service in the	(1) Providing secretarial services including word processing and assist the leadership of units in the routine administrative and other duties.	CONTISS 08	Personal Secretary I

		University. (2)By direct appointment of a candidate possessing any of the qualifications specified in S/N 2(1) above plus six years post qualification relevant experience.	(2) Keeping proper custody of records and office equipment and supervising subordinates to ensure efficient running and cleanliness of the unit. (3) Carrying out other duties as may be assigned and providing professional and community service		
4.	Personal Secretary I	By promotion of a confirmed and suitable Personal Secretary II with a minimum of three (3) years of satisfactory service record in the University.	(1)Performing at higher level, the same duties specified above.	CONTISS 09	Senior Personal Secretary II
5.	Senior Personal Secretary II	By promotion of a confirmed and suitable Personal Secretary I with minimum of three (3) years of satisfactory service record plus relevant administrative qualification and ability for effective coordination and supervision and high sense of responsibility and initiative.	Same as above.	CONTISS 10	Senior Personal Secretary I
6.	Senior Personal Secretary I	By promotion of a confirmed and suitable Senior Personal Secretary II with minimum of three (3) years of satisfactory service record plus relevant administrative qualification and ability for effective coordination and supervision and high sense of responsibility and initiative.	Same as above.	CONTISS 11	Principal Personal Secretary
7.	Principal Personal Secretary	By promotion of a confirmed and suitable Senior Personal Secretary who has spent at least three (3) years of satisfactory service record in the University.	Same as above.	CONTISS 12	Chief Principal Secretary
8.	Chief Personal Secretary	By promotion of a confirmed and suitable Principal Personal Secretary who has spent at least three (3) years of satisfactory service record in the University.  Note: (For the office of the Principal Officers and Directors.)	(i)Same as above (ii)Performing other duties as may be assigned.	CONTISS 13	

- Footnote:
- (i) SPS II was introduced as a result of Federal Government Circular, No. HCSF/EPO/EIR/RR/B.63755/TI/76.
  - (ii) Conversion from the Secretarial Cadre to the Administrative Cadre will be on CONTISS 8 only (i.e. Administrative Officer) and interested Secretaries will have to apply for the position, subject to vacancies and satisfactory service cadre.

## SECRETARIAL ASSISTANT CADRE (TYPIST)

### POSTS AND SALARIES

- |      |                                 |            |
|------|---------------------------------|------------|
| i.   | Senior Secretarial Assistant II | CONTISS 06 |
| ii.  | Senior Secretarial Assistant I  | CONTISS 07 |
| iii. | Chief Secretarial Assistant     | CONTISS 08 |

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Senior Secretarial Assistant II	By direct appointment of a candidate who holds at least four (4) O level WASC/NECO including English Language plus 50 w.p.m. in Typewriting, 6 years experience and a recognized Certificate of Computer training.	(1) Typing and printing manuscripts and other official materials. (2) Filling typed scripts/letters and making necessary cross references. (3) Performing office routine associated with the duties indicated above. (4) Other duties as may be assigned.	CONTISS 06	Senior Secretarial Assistant I
2.	Senior Secretarial Assistant I	By promotion of Senior Secretarial Assistant II with 3 years of satisfactory service and R.S.A. or Government Training Certificate in Typewriting at 50 w.p.m. plus 9 years experience.	(1) Same as above (2) Assisting the leadership of units in day-to-day affairs and other administrative duties including overseeing the cleanliness of the units, and keeping custody of unit records and office equipment. (3) Carrying out other duties as may be assigned, and providing some professional service.	CONTISS 07	Chief Secretarial Assistant
3.	Chief Secretarial Assistant	Promotion avenue for Senior Secretarial Assistant I with the same academic qualifications plus 3 years of satisfactory service.	(1) Performing at higher level, the same duties specified above. (2) Providing Secretarial services including word processing and assisting the leadership of units in the routine administrative and other duties. (3) Other duties as may be assigned.	CONTISS 08	

STORES OFFICER CADRE

1.	POSTS & SALARIES	CONTISS
1.1	Stores Officer	06
1.2	Higher Stores and Supplies Officer	07
1.3	Senior Stores and Supplies Officer II	08
1.4	Senior Stores and Supplies Officer I	09
1.5	Principal Stores and Supplies Officer II	10
1.6	Principal Stores and Supplies Officer I	11
1.7	Assistant Chief Store and Supplies Officer	12
1.8	Chief Stores and Supplies Officer	13

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Stores Officer	(1) Certificate I & II of the Institute of Purchasing and Supply. (2) OND (Purchasing and Supply) Marketing or Business Admin. Plus at least 3 years relevant experience. (3) Promotion avenue for Asst. Store Officer with (OND) certificate. (4) The officer must in addition pass the prescribed examination.	(1) Supervising a store. (2) Making local purchase of approved materials and equipment. (3) Supervising subordinate staff. (4) Checking stock in stores. (5) Training subordinate staff.	CONTISS 06	Higher Store And Supplies Officer
2.	Higher Store And Supplies Officer	(1) Passing the final examination of the Institute of Purchasing and Supply. (2) The officer must in addition to the above pass the prescribed promotion	(1) Raising stores certification of items supplied. (2) Receiving supplies and issuing same to departments, units/sections. (3) Raising transfer vouchers for	CONTISS 07	Senior Stores And Supplies Officer II



		examination.	posting into various relevant accounts. (4) Performing other duties that may be assigned by the Bursar.		
3.	Senior Stores And Supplies Officer II	(1) Passing the final examination of the Institute of Purchasing and Supply with 3 years relevant experience. (2) B.Sc in Social Sci. or Commerce with at least 3 years post-qualification experience. (3) Promotion avenue for Higher Stores Officer who passed the promotion examination.	(1) In charge of the physical store. (2) Checking the transfer vouchers raised by the Higher Stores and Supplies Officer. (3) Making sure that the stores records are properly made. (4) Performing any duties that may be assigned by the Bursar.	CONTISS 08	Senior Stores And Supplies Officer I
4.	Senior Stores And Supplies Officer I	1) Passing the final examination of the Institute of Purchasing and Supply with 3 years relevant experience. (2) B.Sc in Social Sci. or Commerce with at least 3 years post-qualification experience. (3) Promotion avenue for Senior Stores and Supplies Officer II who passed the promotion examination.	Same as above.	CONTISS 09	Principal Stores And Supplies Officer II
5.	Principal Stores And Supplies Officer II	(1) Passing the final examination of the Institute of Purchasing and Supply with 6 years post-qualification experience. (2) B.Sc in Social Science or Commerce with at least 3 years post-qualification experience. (3) Promotion avenue for Senior Stores and Supplies Officer / (Terminal point for Non-professional qualified Officer) who passed the promotion examination.	(1) Signing the Stores Certification Papers. (2) Checking the supplies against the Local Purchase Order (L.P.O) (3) Keeping the stores L.P.O. copies of the supplied materials. (4) Performing any other duties that may be assigned by the Bursar.	CONTISS 10	Principal Stores And Supplies Officer I
6.	Principal Stores And Supplies Officer I	(1) Passing the final examination of the Institute of Purchasing and Supply with at least 9 years post-qualification experience. (2) B.Sc in Social Science or Commerce with at least 9 years post-qualification experience. (3) Promotion avenue for Principal Stores and Supplies Officer II who passed the promotion examination.	(1) Processing the Suppliers papers for payment. (2) Checking the stock items for obsolete ones that have to be removed. (3) Participating in boarding materials that are no more required by the University. (4) Performing any other duties that may be assigned.	CONTISS 11	Assistant Chief Stores And Supplies Officer
7.	Assistant Chief Stores And Supplies Officer	(1) Passing the final examination of the Institute of Purchasing and Supply with at least 12 years post-qualification experience. (2) B.Sc in Social Science or Commerce with at least 12 years post-qualification experience. (3) Promotion avenue for	(1) Responsible to Chief Stores and Suppliers Officer (2) Assisting in procurement. (3) In charge of writing reports concerning the general condition of the store and stock to the Chief Stores and Supplies Officer. (4) Attending to complaints about general conduct of the activities of the store.	CONTISS 12	Chief Store And Supplies Officer

		Principal Stores and Supplies Officer I.			
8.	Chief Store And Supplies Officer	(1) Passing the final examination of the Institute of Purchasing and Supply with at least 12 years post-qualification experience.  (2) B.Sc in Social Science or Commerce with at least 12 years post-qualification experience.  (3) Promotion avenue for Asst. Chief and Supplies Officer, subject to vacancy.	(1) General overseer/Coordinator of the store activities.  (2) Procurement of goods.  (3) Responsible to the Bursar.  (4) Performing any other duties assigned duties by the Bursar/University)	CONTISS 13	

### LIBRARY OFFICER CADRE

#### 1. POSTS AND SALARIES

1.1	Chief Library Assistant/Library Officer	CONTISS 06
1.2	Higher Library Officer	CONTISS 07
1.3	Senior Library Officer II	CONTISS 08
1.3	Senior Library Officer I	CONTISS 09
1.4	Principal Library Officer II	CONTISS 10
1.5	Principal Library Officer I	CONTISS 11
1.6	Asst. Chief Library Officer	CONTISS 12
1.7	Chief Library Officer	CONTISS 13

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Chief Library Assistant/Library Officer	By promotion of a Principal Library Assistant after 3 years of satisfactory service.	(1) Supervises subordinate staff.  (2) Trains subordinate staff.  (3) Carries out library duties as may be assigned.	CONTISS 06	Higher Library Officer
2.	Higher Library Officer	(1) By promotion of a confirmed and suitable Library Officer who has spent at least three (3)	(1) Accessioning of New books in the Register	CONTISS 07	Senior Library Officer II

		<p>years on the grade.</p> <p>(2) By direct appointment of a candidate possessing 5 O? level credits (WASC/NECO/GCE) including English Language and Mathematics plus Higher National Diploma (HND) in Library Science.</p>	<p>(2) Recording of over-night loans</p> <p>(3) Charging and discharging of books to students and staff</p> <p>(4) Perform any other duties assigned.</p>		
3.	Senior Library Officer II	<p>(1) By promotion of a confirmed and suitable Senior Library Officer II who has spent three (3) years on the grade.</p> <p>(2) By direct appointment of a candidate possessing 5 O? level credits (WASC/NECO/GCE) including English Language, HND in Library Science plus three (3) years post qualification cognate experience as Higher Library Officer.</p>	<p>(1) Receiving of New books from suppliers</p> <p>(2) Supervision of photocopying services to students and staff</p> <p>(3) Shelving and Shelf Reading</p>	CONTISS 08	Senior Library Officer I
4.	Senior Library Officer I	<p>(1) By promotion of a confirmed and suitable Higher Library Officer II who has spent three (3) years on the grade.</p> <p>(2) By direct appointment of a candidate possessing 5 O? level credits (WASC/NECO/GCE) including English Language, HND in Library Science plus three (3) years post qualification cognate experience as Higher Library Officer.</p>	<p>(1) Receiving of New books from suppliers</p> <p>(2) Supervision of photocopying services to students and staff</p> <p>(3) Shelving and Shelf Reading</p>	CONTISS 09	Principal Library Officer II
5.	Principal Library Officer II	<p>(1) By promotion of a confirmed and suitable Senior Library Officer I with at least three (3) years on the grade in the University.</p> <p>(2) By direct appointment of a candidate possessing 5 O? level credits (WASC/NECO/GCE) including English Language and Mathematics, Higher National Diploma (HND) in Library Science plus six years post qualification cognate</p>	<p>(1) Writing of over-due notices to students and staff</p> <p>(2) Maintenance of New Arrival? shelves</p> <p>(3) Catalogue maintenance</p>	CONTISS 10	Principal Library Officer I

		experience.			
6.	Principal Library Officer I	(1) By promotion of a confirmed and suitable Principal Library Officer II (with HND certificate in Library Science) who has spent at least three (3) years on the post in the University.  (2) By direct appointment of a suitable candidate possessing 5 O? level credits (WASC/NECO/ GCE) including English Language, HND certificate in Library Science plus nine (9) years post qualification experience as Library Officer.	(1) Shift Head and reporting on all members of the shift  (2) Cataloguing of books  (3) Recording of new journals into the Kadex	CONTISS 11	Assistant Chief Library Officer
7.	Assistant Chief Library Officer	(1) By promotion of a confirmed and suitable Principal Library Officer I who has spent at least three (3) years on the grade in the University.	(1) Shift Heads and reporting on all members of the shift  (2) Book selection from publishers catalogues  (3) Cataloguing of books  (4) Classification of books	CONTISS 12	Chief Library Officer
8.	Chief Library Officer	(1) By promotion of a confirmed and suitable Assistant Chief Library Officer who has spent at least three (3) years on the grade in the University, subject to vacancy.	(1) Cataloguing of books (2) Answering Reference questions (3) Classification of books (4) Supervision of the unit in the absence of the Unit Head	CONTISS 13	

Footnote: PLO II was introduced as a result of Federal Government Circular, No: HCSF/EPO/EIR/RR/B.63755/TI/76

#### MEDICAL OFFICER CADRE

2	POSTS AND SALARIES	
1.1	Medical Officer II	CONTISS 09
1.2	Medical Officer I	CONTISS 10
1.3	Senior Medical Officer II	CONTISS 11
1.4	Senior Medical Officer I	CONTISS 12
1.5	Principal Medical Officer	CONTISS 13
1.6	Deputy Chief Medical Officer	CONTISS 14
1.7	Chief Medical Officer	CONTISS 15
1.8	Director of Health Services	CONTISS 15

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Medical Officer Grade II	By direct appointment of a candidate possessing 5 O?Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus a Degree in Medicine registrable with	Responsible to the Chief Medical Officer/Director of Health Services for:  (1) Carrying out General Medical duties in the University Health	CONTISS 09	Medical Officer I

		the Medical and Dental Council of Nigeria from a recognized institution and a minimum of three (3) years post registration experience.	Centre. (2) Giving Health Education and Counselling. (3) Taking Calls i.e. work outside normal working hours and during weekends. (4) Conducting Medical registration for new Staff and new Students. (5) Carrying out other responsibilities that may be assigned by the Director of University Health Services.		
2.	Medical Officer Grade I	(1) By promotion of a confirmed and suitable Medical Officer Grade II who has spent at least three (3) years on the grade. (2) By direct appointment of a candidate possessing above qualification of Medical Officer and a minimum of six (6) years post registration experience	The same as in Medical Officer II.	CONTISS 10	Senior Medical Officer II
3.	Senior Medical Officer II	(1) By promotion of a confirmed and suitable Medical Officer Grade I who has spent at least three (3) years on the grade. (2) By direct appointment of a candidate possessing above qualification of Medical Officer and a minimum of nine (9) years post registration cognate experience.	Responsible to the Chief Medical Officer/Director of University Health Services for: (1) Carrying out General Medical duties in the University Health Centre. (2) Giving Health Education and Counselling. (3) Taking Calls i.e. work outside normal working hours and during weekends. (4) Conducting Medical registration for new Staff and new Students. (5) Visiting and Counselling patients referred to other Hospitals. (6) Supervision of junior Doctors in the Department. (7) Carrying out other responsibilities that may be assigned by the Director of University Health Services.	CONTISS 11	Senior Medical Officer I
4.	Senior Medical Officer I	(1) By promotion of a confirmed and suitable Senior Medical Officer II who has spent at least three (3) years on the grade. (2) By direct appointment of a candidate possessing above qualification of Medical Officer and a minimum of	The same as in Senior Medical Officer II	CONTISS 12	Principal Medical Officer

		twelve (12) years post registration cognate experience.			
5.	Principal Medical Officer	<p>(1) By promotion of a confirmed and suitable Senior Medical Officer who has spent at least three (3) years on the grade.</p> <p>(2) By direct appointment of a candidate possessing the above qualification of Medical Officer and a minimum of fifteen (15) years post registration cognate experience;</p>	The same as in Senior Medical Officer	CONTISS 13	Deputy Chief Medical Officer
6.	Deputy Chief Medical Officer	<p>(1) By promotion of a confirmed and suitable Principal Medical Officer who has spent at least three (3) years on the grade.</p> <p>(2) By direct appointment of a candidate possessing the above qualification of Medical Officer and a minimum of fifteen (15) years post-registration cognate experience.</p>	<p>Responsible to the Chief Medical Officer/Director of University Health Services for:</p> <p>(1) Carrying out General Medical duties in the University Health Centre.</p> <p>(2) Giving Health Education and Counselling.</p> <p>(3) Taking Calls i.e. work outside normal working hours and during weekends.</p> <p>(4) Conducting Medical Examination for new Staff and new Students.</p> <p>(5) Visiting and Counselling patients referred to other Hospitals.</p> <p>(6) Supervision of junior Doctors in the Department.</p> <p>(7) Carrying out other responsibilities that may be assigned by the Chief Medical Officer/Director of University Health Services.</p>	CONTISS 14	Chief Medical Officer
7.	Chief Medical Officer	<p>(1) By promotion of a confirmed and suitable Deputy Chief Medical Officer who has spent at least four (4) years on the Grade.</p> <p>(2) By direct appointment of a Principal Medical Officer, who has additional qualification preferably a Masters degree in relevant field to Medicine or a candidate possessing the Fellowship of Nigerian Postgraduate Medical College or its equivalent plus at least ten (10) years post-qualification cognate experience.</p>	<p>(1) The same as in (1-6) of Deputy Chief Medical Officer.</p> <p>(2) Carrying out other responsibilities as may be assigned by the Director of University Health Services.</p>	CONTISS 15	

8.	*Director of University Health Services	By appointment of a suitable Chief Medical Officer who has additional qualification preferably a Masters degree in relevant field to medicine or a candidate possessing the Fellowship of Nigerian Postgraduate Medical College or its equivalent plus at least Ten (10) years post-qualification cognate experience.	Responsible to the Vice-Chancellor for: (1) General supervision of all activities in the University Health Services Department i.e. supervision of Doctors and supervision of activities in the Nursing, Pharmacy, Medical Laboratory, Maternal and Child Health, Public Health, Medical Records and X-Ray Sub-Units. (2) Acting as the link between the Health Services Department and University Administration. (3) Involved in the Appointments, Promotions and Discipline of Staff. (4) Involved in policy making and in the implementation of laid down policies for the University Health Services. (5) Representing the interest of the University Health Services on University Board and Committees. (6) Liaising with Ministry of Health (State and Federal), Non-Government Organizations and other University Health Centres. (7) Advising the University Administration on Health related matters. (8) Supervising the conduct of medical registration for new staff and new students. (9) Chairman of the Departmental Appointments and Promotions Committee. (10) Member, Health Services Management Board. (11) Visiting/Counselling of patients referred to other Hospitals.	CONTISS 15	
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\*By Appointment only.

VETERINARY REGISTRARS?CADRE (VETERINARY TEACHING HOSPITAL)

1. POSTS AND SALARIES

1.1	Veterinary Registrar II	CONTISS 09
1.2	Veterinary Registrar I	CONTISS 10
1.3	Senior Veterinary Registrar II	CONTISS 11
1.4	Senior Veterinary Registrar I	CONTISS 12

- 1.5 Consultant
- 1.6 Senior Consultant
- 1.7 Chief Consultant

- CONTISS 13
- CONTISS 14
- CONTISS 15

S/N	RANK	ENTRY QUALIFICATION	SALARY SCALE	NEXT RANK
1.	Veterinary Registrar II	By direct appointment of a candidate possessing 5 O level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus University Degree in Veterinary Medicine including NYSC Certificate or exemption.	CONTISS 09	Veterinary Registrar I
2.	Veterinary Registrar I	(i) By promotion of a confirmed and suitable Veterinary Registrar II who has spent at least three (3) years on the grade. (ii) By direct appointment of a candidate possessing the above qualification in 1 plus three (3) years post National Service experience.	CONTISS 10	Senior Veterinary Registrar II
3.	Senior Veterinary Registrar II	By promotion of a confirmed and suitable Veterinary Registrar I who has passed membership Diploma Examination of the College of Veterinary Surgeons of Nigeria or its equivalent or M.Sc. in the area of specialization and has spent at least three (3) years on the grade of Veterinary Registrar I	CONTISS 11	Senior Veterinary Registrar I
4.	Senior Veterinary Registrar I	By promotion of a suitable Senior Veterinary Registrar II who has spent at least three (3) years on the grade.	CONTISS 12	Consultant
5.	Consultant	By promotion of a confirmed and suitable Senior Veterinary Registrar I who has passed Part II Final Examination of the Fellowship of the College of Veterinary Surgeons of Nigeria or its equivalent or Ph.D in the area of specialization.	CONTISS 13	Senior Consultant
6.	Senior Consultant	By promotion of a suitable Consultant who has spent at least four (4) years on the grade.	CONTISS 14	Chief Consultant
7.	Chief Consultant	By promotion of a suitable Senior Consultant who has spent at least four (4) years on the grade subject to vacancy.	CONTISS 15	

#### DENTAL OFFICER CADRE

- 1.0 POSTS AND SALARIES



1.1	Dental Officer	CONTISS 09
1.2	Senior Dental Officer II	CONTISS 10
1.3	Senior Dental Officer I	CONTISS 11
1.4	Principal Dental Officer II	CONTISS 13
1.5	Principal Dental Officer I	CONTISS 14
1.6	Chief Dental Officer	CONTISS 15

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Dental Officer	(1) By direct appointment of a candidate possessing 5 O?level credits pass (WAEC/NECO/ GCE) including English Language and Mathematics plus (i) a degree in Dental Surgery registrable with the Medical and Dental Council of Nigeria and at least three (3) years cognate experience.	(1) Carrying out minor Surgeries including Dental extractions of erupted and impacted teeth. (2) Correcting mal-position of teeth by orthodontic procedure.  (3) Replacing lost teeth by bridgework and dentures.  (4) Providing root canal treatment.  (5) Replacing portion of tooth crown by inlay or artificial crown.  (6) Giving surgical, medical and other forms of treatment for dental disorders.  (7) Performing diagnostic, preventive and curative service for dental and oral diseases and disorders.  (8) Removing pathological portions of disordered teeth restoring them to normal forms and functions.  (9) Performing other duties as may be assigned including professional and community services.	CONTISS 09	Senior Dental Officer II
2.	Senior Dental Officer II	(1) By promotion of a confirmed and suitable Dental Officer who has spent at least three years on the Grade.  (2) By direct appointment of a candidate possessing the qualification specified above plus at least three years cognate experience.	(1) Managing facial injuries resulting from trauma. (2) Managing congenital and developmental facial anomalies.  (3) Diagnosing and managing systemic disease manifest in the oral cavity.  (4) Advising on the suitability of various dental equipments and maintaining a reasonable store for essential dental services.  (5) Carrying out health education to	CONTISS 10	Senior Dental Officer I

			<p>the public.</p> <p>(6) Performing other duties as may be assigned including professional and community services.</p>		
3.	Senior Dental Officer I	<p>(1) By promotion of a confirmed and suitable Senior Dental Officer II who has spent at least three (3) years on the grade.</p> <p>(2) By direct appointment of a candidate possessing above qualification of Dental Officer and a minimum of nine (9) years post-registration cognate experience.</p>	<p>(1) Organizing refresher courses</p> <p>(2) Assisting in organizing and supervising the school dental services.</p> <p>(3) Supervising the training of staff.</p> <p>(4) Performing other duties as may be assigned including professional and community services.</p>	CONTISS 11	Principal Dental Officer II
4.	Principal Dental Officer II	<p>(1) By promotion of a confirmed and suitable Senior Dental Officer I who has spent at least three (3) years on the grade.</p> <p>(2) By direct appointment of a candidate possessing above qualification of Dental Officer and a minimum of twelve (12) years post-registration cognate experience.</p>	<p>(1) Assisting in the administration of the dental services.</p> <p>(2) Coordinating the training programme of staff.</p> <p>(3) Organizing and supervision of school dental services.</p> <p>(4) Performing other duties as may be assigned including professional and community services.</p>	CONTISS 13	Principal Dental Officer I
5.	Principal Dental Officer I	<p>By promotion of a confirmed and suitable Principal Dental Officer II who has spent at least four (4) years on the Grade.</p>	<p>(1) Planning, executing and supervising programme in his Unit.</p> <p>(2) Supervising and coordinating preventive and curative dental service.</p> <p>(3) Assisting in the administration of the Department.</p> <p>(4) Performing other duties as may be assigned including professional and community services.</p>	CONTISS 14	Chief Dental Officer
6.	Chief Dental Officer	<p>By promotion of a confirmed and suitable Principal Dental Officer Grade I who has spent at least four years on the grade, subject to vacancy.</p>	<p>(1) Taking Charge of the Unit.</p> <p>(2) Advising on dental Matters.</p> <p>(3) Coordinating preventive and curative dental services.</p> <p>(4) Performing other duties as may be assigned including professional and community services.</p>	CONTISS 15	

PHARMACIST CADRE

1 POSTS AND SALARIES

1.1	Pharmacist	CONTISS 08
1.2	Senior Pharmacist	CONTISS 09
1.3	Principal Pharmacist	CONTISS 11
1.4	Assistant Chief Pharmacist	CONTISS 12
1.5	Chief Pharmacist	CONTISS 13
1.6	Deputy Director Pharmaceutical Services	CONTISS 14

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Pharmacist	(1) By direct appointment of a candidate who has 5 0?Level Credits Pass (WAEC/NECO/GCE) including English Language and Mathematics plus a degree in Pharmacy registrable with the Pharmacist Registration Board of Nigeria. (2) By direct appointment of a suitable candidate who has 5 0? Level Credits Pass (WAEC/NECO/GCE) including English Language and Mathematics plus the qualification specified in subparagraph (1) above plus M.Sc. degree in relevant course.	(i) Responsible to the Chief Pharmacist. (ii) Supervising the Pharmacy in the Health Centre. (iii) Dispensing prescription to in-and-out patients and keeping the prescription records as required by Law. (iv) Preparing simple Pharmaceuticals such as mixtures, lotions and Syrups, etc. (v) Maintaining Stores and keeping relevant Store records. (vi) Providing technical information and advice to professional staff of the Health Centre. (vii) Controlling and issuing of drugs. (viii) Carrying out routine analysis of drugs.	CONTISS 08	Senior Pharmacist
2.	Senior Pharmacist	(1) By promotion of a confirmed and suitable Pharmacist who has spent at least three (3) years on the grade. (2) By direct appointment of a suitable candidate possessing the qualifications specified in serial number 1 plus at least six (6) years post qualification cognate experience.	(i) Responsible to the Chief Pharmacist. (ii) Performing inspection duties as provided under the Poison and Pharmacy Act, the Dangerous Drugs Act and the Food and Drugs Decree. (iii) Making sample drug analysis and making the result available to the Police for prosecution purposes.	CONTISS 09	Principal Pharmacist
3.	Principal Pharmacist	(1) By promotion of a confirmed and suitable Senior Pharmacist who has spent at least three (3) years	(i) Responsible to the Chief Pharmacist. (ii) Taking charge of the	CONTISS 11	Assistant Chief Pharmacist

		<p>on the grade.</p> <p>(2) By direct appointment of a suitable candidate possessing the additional qualification plus nine (9) years post qualification cognate experience.</p> <p>(3) Holder of M.Sc. degree with five (5) years postgraduate cognate experience.</p>	<p>(iii) preparation of certain sterile products such as transfusion solutions, ophthalmic drugs and ointment.</p> <p>(iv) Manufacturing drugs and pharmaceutical such as sterile products, tablets and lozenges, external preparations and mouth washes on a large scale.</p> <p>(iv) Supervising the training programme of staff.</p>		
4.	Assistant Chief Pharmacist	<p>(1) By promotion of a confirmed and suitable Principal Pharmacist who has spent at least three (3) years on the grade.</p> <p>(2) By direct appointment of a suitable candidate possessing additional qualification plus eleven (11) years post-graduation cognate experience, or holders of M.Sc. degree with seven (7) years post-graduation cognate experience.</p>	<p>(i) Responsible to the Chief Pharmacist.</p> <p>(ii) Taking charge of indents and controlling the Health Centres, Medical Stores and ensuring proper maintenance of Stock of all medical stores required by the Health Centre.</p> <p>(iii) Controlling the activities of the Central Drug Store.</p>	CONTISS 12	Chief Pharmacist
5.	Chief Pharmacist	By promotion of a confirmed and suitable Deputy Chief Pharmacist who has spent at least three (3) years on the grade.	<p>(i) Responsible to the Deputy Director, Pharmaceutical Services.</p> <p>(ii) Performing all the duties of the Deputy Director, Pharmaceutical Services whenever he is on casual or annual leave.</p> <p>(iii) Performing any role assigned by the Deputy Director, Pharmaceutical Services.</p>	CONTISS 13	Deputy Director, Pharmaceutical Services
6.	Deputy Director, Pharmaceutical Services	By promotion of a confirmed and suitable Chief Pharmacist who has spent at least four (4) years on the grade, subject to vacancy.	<p>(i) Responsible to the Director, University Health Services.</p> <p>(ii) Coordinating day-to-day activities of Pharmacy Unit.</p> <p>(iii) Supervising the requisition form and supplies to all medical units.</p> <p>(iv) Supervising the training programme for all Pharmacy Staff.</p> <p>(v) Taking charge of general administration of the Pharmacy Unit.</p>	CONTISS 14	

## PHARMACY TECHNICIAN CADRE

### 1 POSTS AND SALARIES

1.1	Pharmacy Technician	CONTISS 06
1.2	Higher Pharmacy Technician	CONTISS 07
1.3	Senior Pharmacy Technician	CONTISS 08
1.4	Principal Pharmacy Technician	CONTISS 09
1.5	Assistant Chief Pharmacy Technician	CONTISS 11
1.6	Chief Pharmacy Technician	CONTISS 12

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Pharmacy Technician	By direct appointment of a candidate possessing 5 Ø? Level Credits Pass (WAEC/NECO/GCE) including English Language and Mathematics and also completed the prescribed three (3) years training programme at the School of Health Technology and obtained the registration of the Institute of Medical Laboratory for Technician Cadre.	(i) Dispensing prescribed drugs under the supervision of a Pharmacist from the Central Store. (ii) Maintaining the cleanliness of the Pharmacy equipment.	CONTISS 06	Higher Pharmacy Technician
2.	Higher Pharmacy Technician	(1) By promotion of a confirmed and suitable Pharmacy Technician who has spent at least three (3) years on the grade. (2) By direct appointment of a suitable candidate possessing the qualifications specified in Pharmacy Technician above plus at least six (6) years post qualification cognate experience.	(i) Assisting the Pharmacist in the preparation of Stock mixtures, lotions and Syrups. (ii) Assisting in the supervision of a number of Pharmacy Technicians and other junior staff of the Pharmacy Unit. (iii) Assisting in the manufacture of drugs.	CONTISS 07	Senior Pharmacy Technician
3.	Senior Pharmacy Technician	(1) By promotion of a confirmed and suitable Higher Pharmacy Technician who has spent at least three (3) years on the grade. (2) By direct appointment of a suitable candidate possessing the qualification specified in Pharmacy Technician above plus nine (9) years post qualification cognate experience.	(i) Taking charge of the Dispensary. (ii) Keeping proper record of drugs in Pharmacy Unit. (iii) Ensuring adequate care of Drug Laboratory. (iv) Supervising the duties of subordinate staff in the Pharmacy.	CONTISS 08	Principal Pharmacy Technician

4.	Principal Pharmacy Technician	<p>(1) By promotion of a confirmed and suitable Senior Pharmacy Technician who has spent at least three (3) years on the grade.</p> <p>(2) By direct appointment of a suitable candidate possessing qualification specified in Pharmacy Technician above plus twelve (12) years post qualification cognate experience.</p>	<p>(i) Preparing simple dilution of Stock mixtures for use in the Health Centre's Pharmacy.</p> <p>(ii) Controlling and Supervision of subordinate staff.</p> <p>(iii) Ensuring that equipment used in the Pharmacy are in good working condition and stored properly.</p>	CONTISS 09	Assistant Chief Pharmacy Technician
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5.	Assistant Chief Pharmacy Technician	By promotion of a confirmed and suitable Principal Pharmacy Technician who has spent at least three (3) years on the grade.	<ul style="list-style-type: none"> <li>(i) Ensuring the proper care and replenishment of drugs at the Health Centre's Pharmacy.</li> <li>(ii) Maintaining the general supervision and control of staff.</li> </ul>	CONTISS 11	Chief Pharmacy Technician
6.	Chief Pharmacy Technician	By promotion of a confirmed and suitable Assistant Chief Pharmacy Technician who has spent at least three (3) years on the grade, subject to vacancy.	<ul style="list-style-type: none"> <li>(i) Assisting in the general administration of Pharmacy Unit in the University Health Centre.</li> <li>(ii) Coordinating the activities of a number of Pharmacy Technicians.</li> <li>(iii) Assisting the Pharmacist in the Central Medical Store or Laboratory.</li> </ul>	CONTISS 12	

MEDICAL RECORDS OFFICER CADRE

1 POSTS AND SALARIES

1.1	Medical Records Officer II	CONTISS 07
1.2	Medical Records Officer I	CONTISS 08
1.3	Senior Medical Records Officer II	CONTISS 09
1.4	Senior Medical Records Officer I	CONTISS 10
1.5	Principal Medical Records Officer	CONTISS 11
1.6	Assistant Chief Medical Records Officer	CONTISS 12
1.7	Chief Medical Records Officer	CONTISS 13

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Medical Records Officer II	By direct appointment of a candidate possessing 5 O Level Credits Pass (WAEC/NECO/GCE) including English Language and Mathematics plus HND or B.Sc. degree in Medical Records from any recognized University or its equivalent.	(i) Assisting in the arrangement of the Medical Records. (ii) Organizing, classifying and taking custody of Medical Records. (i) Collecting and compiling Medical Records. (ii) Assisting in the creation, storage and retrieval of patient's records.	CONTISS 07	Medical Records Officer I
2.	Medical Records Officer I	(1) By promotion of a confirmed and suitable Medical Records Officer II who has spent at least three (3) years on the grade. (2) By direct appointment of a candidate with the qualifications specified in Medical Records Officer II plus at least three (3) years post qualification cognate experience.	Same as above.	CONTISS 08	Senior Medical Records Officer II
3.	Senior Medical Records Officer II	(1) By promotion of a confirmed and suitable Medical Records Officer I who has spent at least three (3) years on the grade. (2) By direct appointment of a candidate possessing the qualification specified in Medical Records Officer II plus at least six (6) years post qualification cognate experience.	(1) Arranging and managing Medical Records. (2) Producing an enlarged records of all the social, demographic, occupational, and other medically related factors concerning the patient's normal environment and past medical problems. (3) Assisting in the training of Junior Staff.	CONTISS 09	Senior Medical Records Officer I
4.	Senior Medical Records Officer I	(1) By promotion of a confirmed and suitable Senior Medical Records Officer II who has spent at least three (3) years on the grade. (2) By direct appointment of a candidate possessing any of the qualification specified in Medical Records Officer II plus at least nine (9) years post	(1) Initiating Medical Records System and Selecting best procedure applicable to Medical Records, Statistics, Diseases, Coding and Classification. (2) Training of Junior Staff.	CONTISS 10	Principal Medical Records Officer



		qualification cognate experience. Plus evidence of professional registration.			
5.	Principal Medical Records Officer	(1) By promotion of a confirmed and suitable Senior Medical Records Officer I who has spent at least three (3) years on the grade. (2) By direct appointment of a candidate possessing the qualification specified in Medical Records Officer II plus at least twelve (12) years post qualification cognate experiences. Plus evidence of professional registration.	(i) Initiating Medical Records System and Selecting best procedure applicable to Medical Records, Statistics, Diseases, Coding and Classification. (ii) Training of Junior Staff.	CONTISS 11	Assistant Chief Medical Records Officer
6.	Assistant Chief Medical Records Officer	By promotion of a confirmed and suitable Principal Medical Records Officer I who has spent at least three (3) years on the grade.	(i) Assisting the Chief Medical Records Officer in the administration of the Unit. (ii) Assisting in coordinating the training programmes for Medical Records Staff. (iii) Performing any other duties assigned.	CONTISS 12	Chief Medical Records Officer
7.	Chief Medical Records Officer	By promotion of a confirmed and suitable Assistant Chief Medical Records Officer who has spent at least three (3) years on the grade, subject to vacancy.	(i) Coordinating the activities of Junior Officers under his charge. (ii) Assisting in formulating of policies on Medical Records/Statistics.	CONTISS 13	

## NURSING OFFICER CADRE

1.	POST AND SALARY	
1.1	Nursing Officer II	CONTISS 07
1.2	Nursing Officer I	CONTISS 08
1.3	Senior Nursing Officer	CONTISS 09
1.4	Principal Nursing Officer II	CONTISS 10
1.5	Principal Nursing Officer I	CONTISS 11
1.6	Assistant Chief Nursing Officer	CONTISS 12
1.7	Chief Nursing Officer	CONTISS 13

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Nursing Officer II	<p>(1) By direct appointment of a candidate possessing 5 O?level credits pass (WAEC/NECO/GCE) including English Language and Mathematics, plus the registration with Nursing and Midwifery Council of Nigeria (NMCN) OR B.Sc. in Nursing plus the registration certificate.</p> <p>(2) NRN or SRN certificate plus Registration with the Nursing and Midwifery Council of Nigeria.</p>	<p>(1) Supervising junior staff</p> <p>(2) Collecting and distributing database of physiological, emotional, sociological, cultural, psychological and spiritual needs from available resources</p> <p>(3) Identifying and documenting changes in health status which interfere with the client's ability to meet his basic needs.</p> <p>(4) Establishing nursing diagnosis based on client's needs</p> <p>(5) Developing individual nursing care plans based upon nursing diagnosis</p> <p>(6) Identifying needs and establishing priorities for nursing</p> <p>(7) Carrying out individualized plans of care in conjunction with other nursing staff.</p> <p>(8) Monitoring and evaluating nursing care delivery within a specialty i.e Midwifery, Public Health Nursing, Theater.</p> <p>(9) Identifying alternative methods of meeting clients' needs, modifying plans of care if necessary and documenting changes</p> <p>(10) Assisting in research activities in the Unit</p>	CONTISS 07	Nursing Officer I
2.	Nursing Officer I	<p>(1) By promotion of a confirmed and suitable Nursing Officer II who has spent at least three years on the grade.</p> <p>(2) By direct appointment of a candidate possessing the qualification specified in serial number (1) above plus at least three years' post-qualification cognate experience.</p>	<p>(1) Co-ordinating the activities of subordinates and supervising nurses and students nurses in the ward.</p> <p>(2) Assessing and setting nursing care priorities for individual and group of clients.</p> <p>(3) Assessing health status, potentials, plans, implements and evaluating nursing care of individuals, families and community.</p> <p>(4) Improving services to the clients b continually evaluating the effectiveness of nursing intervention and revising it accordingly.</p> <p>(5) Taking responsibility for the process and out-come of the care given to patients.</p>	CONTISS 08	Senior Nursing Officer

			<p>(6) Liaising with the training school in respect to student nurses deployed for clinical experience.</p> <p>(7) Ensuring availability and proper use of equipment and instruments.</p> <p>(8) Supervising and ensuring proper record keeping.</p> <p>(9) Organizing orientation courses for nurses and educating them on new trends in nursing practice.</p> <p>(10) Liaising with other health team members.</p> <p>(11) Appraising the performance of nurses in the ward.</p> <p>(12) Assisting in research activities.</p> <p>(13) Establishing and maintaining inventory for audit purposes.</p>		
3.	Senior Nursing Officer	<p>(1) By promotion of a confirmed and suitable Nursing Officer I who has spent at least three years on the grade.</p> <p>(2) By direct appointment of a candidate with the qualification specified in serial number (1) plus at least six years post qualification cognate experience.</p>	<p>(1) Diagnosing and treating minor ailment.</p> <p>(2) Setting up intravenous infusion, suturing of lacerations and wounds, incision of superficial abscesses.</p> <p>(3) Serving as a communicator.</p> <p>(4) Educating patients/clients on promotion and maintenance of good health.</p> <p>(5) Managing patients/clients care.</p> <p>(6) Counseling and giving psychotherapy care to patients/clients and relatives</p> <p>(7) Supervising the activities of subordinates and student nurses.</p> <p>(8) Managing a ward.</p> <p>(9) Assessing and setting nursing care priorities for individuals and group of clients by: (a) Providing clients care utilizing resource</p> <p>(c) Using nursing theory in making decision on nursing practice.</p> <p>(b) Using nursing practice in getting data for refining and extending that practice.</p> <p>(10) Synthesising theoretical and empirical knowledge of physical behavioural sciences with nursing theory and practice.</p> <p>(11) Assessing health status and potentials and evaluating nursing care of individuals families and communities.</p> <p>(12) Evaluating the effectiveness of nursing intervention and revising it accordingly.</p> <p>(13) Taking responsibility for the choice of nursing action.</p> <p>(14) Evaluating research finding for applicability to nursing action.</p> <p>(15) Carrying out routine nursing activities.</p>	CONTISS 09	Principal Nursing Officer
4.	Principal Nursing Officer II	<p>(1) By promotion of a confirmed and suitable Senior Nursing Officer who has spent at least three years on the grade.</p>	<p>(1) Performing general nursing duties.</p> <p>(2) Supervising the activities of a number of subordinates.</p> <p>(3) Deploying and controlling staff in the Unit.</p> <p>(4) Assisting in training junior staff.</p> <p>(5) Participating in the formulation of policies on nursing matters.</p>	CONTISS 10	Principal Nursing Officer I

			<p>(6) Assisting in organizing orientation and training staff for continuing education.</p> <p>(7) Assisting in planning hospitals? structure, identifying and making recommendations for the procurement of hospital equipment.</p> <p>(8) Providing and co-ordinating clinical learning experiences.</p> <p>(9) Preparing financial estimates for the Unit.</p> <p>(10) Liaising with central administration in matters affecting staff.</p> <p>(11) Assisting in research duties.</p> <p>(12) Collating and assisting in writing reports.</p>		
5	Principal Nursing Officer I	(1) By promotion of a confirmed and suitable Principal Nursing Officer II who has spent at least three years on the grade.	Same as above.	CONTISS 11	Assistant Chief Nursing Officer
6.	Assistant Chief Nursing Officer	(1) By promotion of a confirmed and suitable Principal Nursing Officer who has spent at least three years.	<p>(1) Supervising general nursing activities.</p> <p>(2) Assisting in the administration of the total health care.</p> <p>(3) Assisting in the administration of the nursing services.</p> <p>(4) Liaising with and assisting in co-ordinating the activities of the health care Institutions.</p> <p>(5) Advising on purchase of hospital equipment and appliances.</p> <p>(6) Assisting in the inspection of hospital, health centres, maternity homes and training schools for standard of practice and submitting reports.</p> <p>(7) Appraising the activities of subordinates.</p> <p>(8) Assisting in organizing the training programmes of staff.</p> <p>(9) Ensuring report and even distributing programmes of staff</p> <p>(10) Collecting the estimates of the Units.</p> <p>(11) Assisting in research duties.</p> <p>(12) Collating and assisting in writing reports.</p>	CONTISS 12	Chief Nursing Officer
7.	Chief Nursing Officer	(1) By promotion of a confirmed and suitable Assistant Chief Nursing Officer who has spent at least three years on the grade, subject to vacancy.	<p>(1) Taking charge of a Section.</p> <p>(2) Co-ordinating the activities of a number of units.</p> <p>(3) Advising on general nursing matters.</p> <p>(4) Participating in the formulation of general nursing policies.</p> <p>(5) Relating with appropriate authorities in nursing service aspect of primary health care.</p> <p>(6) Participating in the preparation of standard procedure patterns for health Institutions.</p> <p>(7) Motivating staff through counseling and promotion of continuing education programmes.</p> <p>(8) Evaluating performance for promotion or transfer purposes.</p> <p>(9) Assisting in organizing workshops, seminars etc.</p> <p>(10) Participating in reviewing departments functions and</p>	CONTISS 13	

			activities to achieve goals.		
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**NOTE: All promotions and transfers are subject to availability of vacancy and satisfactory service records.**

Footnote: PNO II was introduced as a result of Federal Government Circular, No: HCSF/EPO/EIR/RR/B.63755/TI/76

### MEDICAL LABORATORY SCIENTIST CADRE

#### 1 POSTS AND SALARIES

1.1	Medical Laboratory Scientist II	CONTISS 07
1.2	Medical Laboratory Scientist I	CONTISS 08
1.3	Senior Medical Laboratory Scientist II	CONTISS 09
1.4	Senior Medical Laboratory Scientist I	CONTISS 10
1.5	Principal Medical Laboratory Scientist	CONTISS 11
1.6	Assistant Chief Medical Laboratory Scientist	CONTISS 12
1.7	Chief Medical Laboratory Scientist	CONTISS 13

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Medical Laboratory Scientist II (Pupil/Intern)	By direct appointment of a candidate possessing 5 O Level Credits Pass (WAEC/NECO/GCE) including English Language and Mathematics plus Associate Membership of the Institute of Medical Laboratory Technologist (AIMLT) of Nigeria.	Performing under the supervision of Superior Officers, the following duties:  (1) Preparing stains, reagents and sample media for cultivation of Bacteria to perform cross matching, compatibility test of Blood for Blood transfusion and simple serological tests.  (2) Performing tests in Chemical Pathology, Histopathology, Hematology, Parasitology and Medical Microbiology.  (3) Carrying out minor repairs of Laboratory equipment.  (4) Carrying out quantitative simple chemical analysis of food, drugs cosmetics and medical devices.  (5) Supervising the works of a number of Laboratory Staff in his Unit.	CONTISS 07	Medical Laboratory Scientist I

2.	Medical Laboratory Scientist I	<p>(1) By promotion of a confirmed and suitable Medical Laboratory Scientist II who has spent at least three (3) years on the grade.</p> <p>(2) By direct appointment of a candidate possessing any of the qualifications specified in serial number (1) above plus three (3) years post qualification cognate experience or the Fellowship of the Institute of Medical Laboratory Technology of Nigeria plus at least two (2) years post qualification cognate experience.</p>	<p>(1) Performing advanced tests in Medical Microbiology, Histopathology, Haematology, Chemical Pathology, Parasitology and Blood Transfusion.</p> <p>(2) Maintaining and carrying out minor repairs of laboratory equipment.</p> <p>(3) Indenting for Store and Medical equipment from Medical Store.</p> <p>(4) Taking charge of a large Hospital Laboratory Department and Blood Banks.</p> <p>(5) Assisting in the training and supervision of Junior Staff in the Laboratory.</p>	CONTISS 08	Senior Medical Laboratory Scientist II
3.	Senior Medical Laboratory Scientist II	<p>(1) By promotion of a confirmed and suitable Medical Laboratory Grade I who has spent at least three (3) years on the grade.</p> <p>(2) By direct appointment of a candidate possessing any of the qualification specified in serial number (1) above plus at least six (6) years post qualification cognate experience. By direct appointment of a candidate possessing the Fellowship Certificate of the Institute of Medical Laboratory Technologist (FIMLT) of Nigeria plus at least five (5) years post qualification relevant experience.</p>	<p>(1) Producing and testing Vaccines.</p> <p>(2) Producing special media for vaccines and diagnostic work.</p> <p>(3) Maintaining stains and cultures.</p> <p>(4) Caring and breeding Laboratory animals.</p> <p>(5) Taking charge of a number of Sub-Units of a Laboratory.</p> <p>(6) Indenting and Supplying Stores and equipment.</p> <p>(7) Organizing training for Junior Staff.</p> <p>(8) Supervising and coordinating the activities of a number of Laboratory Technologist and other Junior Staff.</p>	CONTISS 09	Senior Medical Laboratory Scientist I
4.	Senior Medical Laboratory Scientist I	<p>(1) By promotion of a confirmed and suitable Senior Medical Laboratory Scientist II who has spent at least three (3) years on the grade.</p> <p>(2) By direct appointment of a candidate possessing any of the qualification specified in serial number (1) above plus at least nine (9) years post qualification cognate experience.</p> <p>(3) By direct appointment of a candidate possessing Fellowship Certificate of the Institute of Medical Laboratory Technologist (FIMLT) of Nigeria plus at least eight (8) years post qualification relevant experience</p>	Same as above.	CONTISS 10	Principal Medical Laboratory Scientist
5.	Principal Medical Laboratory Scientist	By promotion of a confirmed and suitable Senior Medical Laboratory Scientist I who has spent at least three (3) years on the grade.	<p>(1) Assisting in supervision and coordinating the activities of Junior Officers in the various Units.</p> <p>(2) Taking charge of a specialized aspect of a research project.</p>	CONTISS 11	Assistant Chief Medical Laboratory Scientist
6.	Assistant Chief Medical Laboratory Scientist	By promotion of a confirmed and suitable Principal Medical Laboratory Scientist who has spent at least three (3) years on the grade.	<p>(1) Assisting in the administration of laboratory in the Section.</p> <p>(2) Assisting in rendering appropriate reports in the activities of the laboratories.</p> <p>(3) Assisting in coordinating the training programmes for</p>	CONTISS 12	Chief Medical Laboratory Scientist

			Laboratory staff. (4) Performing any other duties assigned.		
7.	Chief Medical Laboratory Scientist	By promotion of a confirmed and suitable Assistant Chief Medical Laboratory Scientist who has spent at least three (3) years on the grade, subject to vacancy.	(1) Taking charge of the general administration of the laboratory. (2) Organizing, planning and ensuring the execution of training programme for laboratory staff. (3) Advising on policy matters relating to the Medical Laboratory technology. (4) Rendering appropriate report on the activities of the laboratory. (5) Maintaining technical data and records in the laboratory. (6) Budgeting and ordering for laboratory equipment and chemical reagents.	CONTISS 13	

### ENVIRONMENTAL PUBLIC HEALTH OFFICER CADRE

#### 3 POSTS AND SALARIES

1.1	Environmental Health Officer II	CONTISS 07
1.2	Environmental Health Officer I	CONTISS 08
1.3	Senior Environmental Health Officer II	CONTISS 09
1.4	Senior Environmental Health Officer I	CONTISS 10
1.5	Principal Environmental Health Officer	CONTISS 11
1.6	Assistant Chief Environmental Officer	CONTISS 12
1.7	Chief Environmental Officer	CONTISS 13

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Environmental Health Officer II	By direct appointment of a candidate possessing 5 $\emptyset$ ? Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus a Degree in Environmental Health Science registrable with the Medical and Dental Council of Nigeria from a recognized University.	(6) Inspecting factories for industrial health and food hygiene under supervision. (7) Collecting food and water samples for bacteriological examination to ensure compliance with food hygiene regulation. (8) Participating in carrying out health education programme both in the public and training institutions.	CONTISS 07	Environmental Health Officer I

			(9) Performing other duties as may be assigned including professional and community services.		
2.	Environmental Health Officer I	<p>(3) By promotion of a confirmed and suitable Environmental Health Officer Grade II who has spent at least three (3) years on the grade.</p> <p>(4) By direct appointment of a candidate possessing the qualification specified in serial number (1) plus at three (3) years post qualification cognate experience.</p>	<p>(1) Participating in carrying out health education in the community.</p> <p>(2) Ensuring that the public complies with the public health laws on environmental health and offensive trade, disposal of toxic waste and other pollutants.</p> <p>(3) Designing and managing appropriate sewage and refuse disposal system at a cost which the community could afford and maintain for sanitary disposal of their solid, gaseous and liquid waste.</p> <p>(4) Carrying out meat, milk and other food inspection where they are handled, processed, prepared or preserved to ensure that handlers either by their omission or commission do not introduce physical, bacteriological and chemical contamination to food meant for human consumption.</p> <p>(a) Maintaining statistical records for planning and research purposes.</p> <p>(b) Conducting investigations into infectious and contagious diseases during epidemic disease and outbreak.</p> <p>(c) Ensuring compliance with all laws relating to public health in his area of jurisdiction.</p> <p>(d) Performing other duties as may be assigned including professional and community services.</p>	CONTISS 08	Senior Environmental Health Officer II
3.	Senior Environmental Health Officer II	(3) By promotion of a confirmed and suitable Environmental Health Officer Grade I who has spent at least three (3) years on the grade.	<p>(8) Carrying out pollution control activities within his area of jurisdiction.</p> <p>(9) Carrying out field investigations with a view to controlling epidemic diseases</p>	CONTISS 09	Senior Environmental Health Officer I



		(4) By direct appointment of a candidate possessing the qualification specified in serial number (1) plus at least six (6) years post qualification cognate experience.	<p>such as Cholera, Cerebro-spinal meningitis, yellow fever, etc.</p> <p>(10) Supervising subordinate officers.</p> <p>(11) Participating in organizing health education programme.</p> <p>(12) Initiating policy formulation on environmental health issues.</p> <p>(13) Collecting and processing health data.</p> <p>(14) Performing other duties as may be assigned including professional and community services.</p>		
4.	Senior Environmental Health Officer I	By promotion of a confirmed and suitable Senior Environmental Health Officer II who has spent at least six (6) years cognate experience.	Same as above.	CONTISS 10	Principal Environmental Health Officer
5.	Principal Environmental Health Officer	By promotion of a confirmed and suitable Senior Environmental Health Officer who has spent at least three (3) years on the grade.	<p>(1) Collecting, analyzing and synthesizing epidemiological data relevant to the measurement and evaluation of the healthy status of the community under his jurisdiction.</p> <p>(2) Participating in carrying out health education programme.</p> <p>(3) Assisting in the conduct of research in the field of environmental health.</p> <p>(4) Vetting and collating the submission of a number of subordinates on data gathered on environmental health activities.</p> <p>(5) Performing other duties as may be assigned including professional and community services.</p>	CONTISS 11	Assistant Chief Environmental Health Officer
6.	Assistant Chief Environment Officer	By promotion of a confirmed and suitable Principal Environmental Health Officer who has spent at least three (3) years on the grade.	<p>(8) Supervising and coordinating the activities of a number of subordinates.</p> <p>(9) Assisting in planning the activities of the Department.</p> <p>(10) Initiating policy formulation in the field of environmental health.</p> <p>(11) Assisting in executing environmental health</p>	CONTISS 12	Chief Environmental Health Officer

			<p>programme of the Department.</p> <p>(12) Coordinating cold rooms activities in compliance with the rules and regulation.</p> <p>(13) Assisting in carrying out research in the Department.</p> <p>(14) Performing other duties as may be assigned including professional and community services.</p>		
7.	Chief Environmental Health Officer	By promotion of a confirmed and suitable Assistant Chief Environmental Health Officer who has spent at least three (3) years on the Grade, subject to vacancy.	<p>(3) Taking charge of the Unit.</p> <p>(4) Coordinating all the environmental activities of the Department.</p> <p>(5) Participating in planning the activities of the Department.</p> <p>(6) Assisting in preparing the budget/estimate for environmental health services.</p> <p>(7) Examining environmental health matters and making recommendations.</p> <p>(8) Initiating policies on environmental health matters.</p> <p>(9) Participating in organizing training for environmental health staff.</p> <p>(10) Performing other duties as may be assigned including professional and community services.</p>	CONTISS 13	

*Footnote:* SEHO II was introduced as a result of Federal Government Circular No. HCSF/EPO/EIR/RR/B.63755/TI/76.

### TECHNOLOGIST CADRE

#### 4 POSTS AND SALARIES

1.1	Technologist II	CONTISS 07
1.2	Technologist I	CONTISS 08
1.3	Senior Technologist II	CONTISS 09
1.4	Senior Technologist I	CONTISS 10
1.5	Principal Technologist	CONTISS 11
1.6	Assistant Chief Technologist	CONTISS 12
1.7	Chief Technologist	CONTISS 13

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Technologist II	(i) By promotion of a confirmed and	(i) To undergo on-the-job training in the preparation of	CONTISS 07	Technologist I

		<p>suitable Senior Assistant Technologist with Higher National Diploma (HND) who has spent at least three (3) years on the grade.</p> <p>(ii) By direct appointment of a candidate possessing 5 0 Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics and a good HND in relevant discipline not below lower credit level, plus registration with Institute of Science Laboratory Technology.</p>	<p>technical materials, chemicals, reagents, sample specimens, etc. for practical classes.</p> <p>(ii) To undergo on-the-job training in the preparation of experimental set ups and calibration of instruments required for practical classes and research projects.</p> <p>(iii) To undergo on-the-job training in servicing and maintenance of scientific instruments and equipment used in teaching and research programmes.</p> <p>(iv) Assisting in the preparation of orders for the supply of equipment, techno-materials and consumables required for teaching and research.</p> <p>(v) Assisting in maintenance of proper inventory of techno-materials, equipment, chemicals consumables etc. required for teaching and research.</p> <p>(vi) Assisting in other technical and administrative duties as may be assigned.</p> <p>(vii) Providing relevant professional and community services.</p>		
2.	Technologist I	<p>(i) By promotion of a confirmed and suitable Technologist II who has spent at least three (3) years on the post.</p> <p>(ii) By direct appointment of a candidate possessing qualification specified in Technologist II above plus three (3) years post-qualification experience OR a candidate possessing other recognized professional qualifications plus at least a minimum of six (6) years post-qualification</p>	<p>(i) Assisting in the preparation of technical materials, equipment, instruments, chemical reagents and sample specimens for student Practical Classes.</p> <p>(ii) Assisting in the preparation of experimental set-ups and assemblies for student practicals.</p> <p>(iii) Assisting in the organization and supervision of student practical classes and research.</p> <p>(iv) Assisting in the servicing and calibration of instruments required for student practical classes.</p> <p>(v) Assisting in the preparation of orders for supply of technical materials, equipment and consumables required for</p>	CONTISS 08	Senior Technologist II

		experience OR a holder of HND plus M.Tech. degree in same discipline.	<ul style="list-style-type: none"> <li>(vi) student practical classes and research.</li> <li>(vii) Assisting in experimental aspects of Departmental and postgraduate research programmes.</li> <li>(viii) Assisting final year students in their experimental research projects.</li> <li>(ix) Ensuring proper maintenance and servicing of utilities services, building, furnishing and other facilities connected with teaching and research programmes.</li> <li>(x) Carrying out other technical and administrative duties as may be assigned.</li> <li>(xi) Providing relevant professional and community services.</li> </ul>		
3.	Senior technologist II	<ul style="list-style-type: none"> <li>(i) By promotion of a confirmed and suitable Technologist I who has spent at least three (3) years on the post.</li> <li>(ii) By direct appointment of a candidate possessing any of the following qualifications: <ul style="list-style-type: none"> <li>(i) A good HND (or other recognized equivalent qualifications) plus a minimum of six (6) years post qualification experience OR</li> <li>(ii) Or other recognized equivalent professional qualifications, plus a minimum of twelve (12) years post qualification experience OR</li> <li>(iii) HND plus</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>(i) Preparation of Technical materials, specimens, chemical reagents, equipment etc. for student experiments as well as for experimental research projects.</li> <li>(ii) Preparation of experimental set up and assemblies for student practical classes and research project.</li> <li>(iii) Assisting in the development of new experimental methods and techniques for use in practical classes and research projects.</li> <li>(iv) Assisting in the experimental research project works both for postgraduate and departmental research.</li> <li>(v) Assisting final year students in their experimental research project work.</li> <li>(vi) Preparation of orders for supply of technical materials, equipment and consumables.</li> <li>(vii) Periodic maintenance servicing and calibration of instruments used for teaching and research.</li> <li>(viii) Maintenance of proper inventory of technical materials, equipment and consumables required for</li> </ul>	CONTISS 09	Principal Technologist I

		M.Tech in the same discipline with a minimum of three (3) years post qualification experience.	teaching and research.		
4.	Senior Technologist I	<p>(i) By promotion of a confirmed and suitable Senior Technologist II who has spent at least three (3) years on the post.</p> <p>(iii) By direct appointment of a candidate possessing any of the following qualifications:</p> <p>(a) A good HND (or other recognized equivalent qualifications) plus a minimum of nine (9) years post-qualification experience; OR</p> <p>(b) Or other recognized equivalent professional qualifications, plus a minimum of fifteen (15) years post qualification experience OR</p> <p>(c) HND plus M.Tech in same discipline with a minimum of six (6) years post qualification experience.</p>	Same as above.	CONTISS 10	Principal Technologist
5.	Principal Technologist	<p>(1) By promotion of a confirmed and suitable Senior Technologist I who has spent at least three (3) years on the post.</p> <p>(2) By direct appointment of a candidate possessing any of the qualifications:</p> <p>(i) a good HND with minimum of nine (9) years post</p>	<p>(i) Training and supervising Junior Technical Staff level and Technologists on the job.</p> <p>(ii) Taking charge of the Technical Section (or Unit) of an Academic Department;</p> <p>(iii) Preparation of Technical materials, specimens, chemical reagents, equipment, etc. for student for practical classes and</p>	CONTISS 11	Assistant Chief Technologist

		(ii) qualification experience plus professional registration OR a good HND with M.Tech in same discipline plus a minimum of nine (9) years post qualification experience.	<ul style="list-style-type: none"> <li>(iv) research projects.</li> <li>(v) Organization and supervision of student practical classes.</li> <li>(vi) Taking part in experimental research projects for both postgraduate and departmental research.</li> <li>(vii) Preparation of orders for supply of technical materials, equipment, consumables, etc for teaching and research.</li> <li>(viii) Development of new experimental methods and techniques for use in practical classes and research projects.</li> <li>(ix) Periodic maintenance, servicing and calibration of instrument and equipment for teaching and research.</li> <li>(x) Maintenance of proper inventory of technical material, equipment and consumables required for teaching and research.</li> <li>(xi) Carrying out other technical and administrative duties as may be assigned.</li> <li>(xii) Provide relevant professional and community services.</li> </ul>		
6.	Assistant Chief Technologist	By promotion of a confirmed and suitable Principal Technologist who has spent at least three (3) years on the post plus professional registration.	<ul style="list-style-type: none"> <li>(iii) Providing on-the-job training and supervise Junior Technical Staff and other lower level Technologists.</li> <li>(iv) Taking charge of a Technical Section (Unit) of an Academic Department.</li> <li>(v) Organize and supervise students' practical classes.</li> <li>(vi) Developing new experimental methods and technique for use in students' practical classes.</li> <li>(vii) Preparation of technical materials, specimens, chemical reagents, equipment, etc. required for students' practical classes and research projects.</li> </ul>	CONTISS 12	Chief Technologist

			<ul style="list-style-type: none"> <li>(viii) Preparation of orders for supplies of technical materials, equipment, consumables, etc. for research and teaching programmes.</li> <li>(ix) Periodic maintenance, servicing and calibration of instruments and equipment for teaching and research.</li> <li>(x) Providing specialized technological leadership in a small to medium size academic department.</li> <li>(xi) Carrying out other technical and administrative duties as may be assigned.</li> <li>(xii) Performing relevant professional and community services.</li> </ul>		
7.	Chief Technologist	By promotion of a confirmed and suitable Assistant Chief Technologist with HND (or other recognized equivalent professional qualification) with a minimum of three (3) years experience as Assistant Chief Technologist plus professional registration, subject to vacancy.	<ul style="list-style-type: none"> <li>(i) Providing technical leadership in a medium-to-large size academic department.</li> <li>(ii) Organizing and supervise student practical classes.</li> <li>(iii) Developing new experimental methods and techniques for use in student practical classes.</li> <li>(iv) Preparation and processing of orders for supply of technical materials, equipment, chemicals, consumables, etc. for research and teaching programmes.</li> <li>(v) Planning and organizing periodic maintenance, servicing and calibration of teaching and research equipment and instruments.</li> <li>(vi) Maintenance of proper inventory for technical materials, instruments, equipment, consumables used for teaching and research programmes.</li> <li>(vii) Carrying out other specialized technical and administrative duties as may be assigned.</li> <li>(viii) Performing relevant professional and community services.</li> </ul>	CONTISS 13	

## TECHNICAL OFFICER CADRE

The cadre includes non-teaching, senior technical staff in all schools, works and maintenance department, bindery, audio-visual and other specialized centers of the University.

1.	POSTS AND SALARIES	CONTISS
1.1	Technical Officer	CONTISS 06
1.2	Higher Technical Officer	CONTISS 07
1.3	Senior Technical Officer II	CONTISS 08
1.4	Senior Technical Officer I	CONTISS 09
1.5	Principal Technical Officer II	CONTISS 10
1.6	Principal Technical Officer I	CONTISS 11
1.7	Asst. Chief Technical Officer	CONTISS 12
1.8	Chief Technical Officer	CONTISS 13

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Technical Officer	<p>(1) By promotion of a confirmed and suitable Assistant Technical Officer with a minimum of three (3) years satisfactory service on the post.</p> <p>(2) By direct appointment of a candidate possessing Ordinary National Diploma (OND) in relevant discipline.</p>	<p>(1) To undergo on-the-job training in various aspects of specialized technical duties of the profession for a period of two years.</p> <p>(2) Assisting in the proper maintenance of equipment used in various aspects of specialized technical duties of the profession.</p> <p>(3) Assisting in the maintenance of proper record of jobs done, supplies and orders, etc.</p> <p>(4) Assisting in other technical and administrative duties as may be assigned.</p> <p>(5) Providing relevant professional and community services.</p>	CONTISS 06	Higher Technical Officer
2.	Higher Technical Officer	<p>(1) By direct appointment of a candidate possessing a good HND not below lower credit.</p> <p>(2) By promotion of a confirmed and suitable Technical Officer with OND in the relevant discipline with a minimum of three years satisfactory service on the post as technical officer.</p>	<p>(1) To undergo on-the-job training in various aspects of specialized technical duties of the profession for a period of two years.</p> <p>(2) Assisting in the proper maintenance of equipment used in various aspects of specialized technical duties of the profession.</p> <p>(4) Assisting in the maintenance of proper record of jobs done, supplies and orders etc</p> <p>(5) Assisting in other technical and administrative duties as may be</p>	CONTISS 07	Senior Technical Officer II



			assigned  (6) Providing relevant professional and community services		
3.	Senior Technical Officer II	(1) By direct appointment of a candidate possessing any of the following qualifications: (i) a good HND in relevant discipline with minimum of three years post qualification experience; OR (ii) a good HND with M.Tech. in same discipline; OR (iii) OND plus a minimum of six years post qualification experience.  (2) By promotion of a confirmed and suitable Higher Technical Officer with OND in relevant discipline plus a minimum of three years experience as Higher Technical Officer.	(1) Assisting in various aspects of specialized technical duties related to the profession  (2) Assisting in the maintenance of proper record of jobs done, inventory of equipment, orders and supplies of technical materials, equipment and consumables used in various professional duties.  (3) Maintenance servicing of equipment used in various professional duties  (4) Assisting in the training of junior technical staff and lower level technologist  (5) Carrying out other technical and administrative duties as may be assigned  (6) Providing relevant professional and community services.	CONTISS 08	Senior Technical Officer I
4.	Senior Technical Officer I	(1) By direct appointment of a candidate possessing any of the following qualifications: (i) a good HND in relevant discipline with minimum of three years post qualification experience; OR (ii) a good HND with M.Tech. in same discipline; OR (iii) OND plus a minimum of six years post qualification experience.  (2) By promotion of a confirmed and suitable Senior Technical Officer II with OND in relevant discipline plus a minimum of three years experience as Higher Technical Officer.	Same as above.	CONTISS 09	Principal Technical Officer II
5.	Principal Technical Officer II	(1) By direct appointment of a candidate possessing any of the following qualifications; (i) a good HND not below lower credit plus six years	(1) Carrying out various aspects of specialized technical duties related to the profession  (2) Training junior technical staff	CONTISS 10	Principal Technical Officer I

		<p>post qualification experience; OR (ii) a good HND with M.Tech. in same discipline plus a minimum of three years post qualification experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Technical Officer with OND in relevant discipline plus a minimum of six years experience as Technical Officer; OR promotion of a confirmed and suitable Senior Technical Officer with HND in relevant discipline plus a minimum of three years experience as Senior Technical Officer.</p>	<p>and lower level technologist</p> <p>(3) Maintenance servicing of equipment and techno-materials used in the performance of professional duties</p> <p>(4) Maintenance of proper inventory of jobs done, orders and supplies as well as professional equipment and consumables.</p> <p>(5) Ensuring proper maintenance of utility services, buildings and furnishings and sites used in professional practice.</p> <p>(6) Carrying out other technical and administrative duties as may be assigned</p> <p>(7) Providing relevant professional and community services.</p>		
6.	Principal Technical Officer I	<p>(1) By promotion of a Principal Technical Officer II with HND and a minimum of three years experience as Principal Technical Officer II.</p>	<p>(1) Planning and supervising on the-job training for junior Technical staff and lower level technical officers.</p> <p>(2) Taking charge of the technical section (or unit) of a professional department</p> <p>(3) Organizing and supervise various aspects of specialized technical duties connected with the profession.</p> <p>(4) Ensuring proper inventory of jobs done, orders and supplies made, professional equipment and consumables used.</p> <p>(5) Ensuring proper maintenance servicing of equipment, techno-materials utilities, building and sites used in professional practices.</p> <p>(6) Carrying out other technical and administrative duties as may be assigned</p> <p>(7) Providing relevant professional and administrative services.</p>	CONTISS 11	Assistant Chief Technical Officer

7.	Assistant Chief Technical Officer	(1) By promotion of a confirmed and suitable Principal Technical Officer I with HND plus a minimum of three years experience as Principal Technical Officer I and professional registration.	<p>(1) Providing effective leadership to the technical Department of a small to medium size professional organization.</p> <p>(2) Planning and supervises on-the-job training of lower-level technical officers and junior technical staff.</p> <p>(3) Planning, organizes and supervises various aspects of specialized technical connected with the profession.</p> <p>(4) Ensuring proper inventory of jobs done, order/supplies made, professional equipment and consumables used etc.</p> <p>(5) Ensuring proper maintenance servicing of equipment, techno-materials, utilities, buildings and furnishing and sites used in professional practice</p> <p>(6) Carrying out other technical and administrative duties as may be assigned</p> <p>(7) Providing relevant profession and community service</p>	CONTISS 12	Chief Technical Officer
8.	Chief Technical Officer	(1) By promotion of a confirmed and suitable Assistant Technical Officer who has spent at least three years on the post, plus professional registration, subject to vacancy.	<p>(1) Providing effective leadership to a technical section of a medium to large size organization</p> <p>(2) Planning, organizing and supervising on-the-job training for the various categories of technical staff.</p> <p>(3) Planning, organizing and supervising various aspects of specialized technical duties connected with the profession.</p> <p>(4) Ensuring proper inventory of jobs done, orders and supplies made, professional equipment and consumables used etc</p> <p>(5) Ensuring proper maintenance servicing of equipment, techno-materials, utilities, buildings and furnishing and sites used in</p>	CONTISS 13	

			professional practice  (6) Drawing up annual budget and expenditure of funds within the section.  (7) Carrying out other technical and administrative duties as may be assigned  (8) Providing relevant professional and community services		
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Note: All Promotions/transfers are subject to vacancy and satisfactory service record.

Footnote: PTO II was introduced as a result of Federal Government Circular, No: HCSF/EPO/EIR/RR/B.63755/TI/76

### COUNSELLORS' CADRE

1. POSTS AND SALARIES
- 1.1. Counselling Psychologist II - - - - CONTISS 07
- 1.2. Counselling Psychologist I - - - - CONTISS 08
- 1.3. Senior Counselling Psychologist II - - - - CONTISS 09
- 1.3. Senior Counselling Psychologist I - - - - CONTISS 11
- 1.4. Principal Counselling Psychologist - - - - CONTISS 13
- 1.5. Deputy Chief Counselling Psychologist - - - - CONTISS 14

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Counselling Psychologist II	(1) Must have a good Bachelor's Degree in Guidance and Counselling.	Giving orientation to new and transferred students.	CONTISS 07	Counselling Psychologist I
2.	Counselling Psychologist I	(1) Candidate must be over 30 years of age. (2) Must possess a Masters Degree in Guidance and Counselling. (3) Must have served satisfactorily as a Counsellor in a School setting for at least 3 years and must be of good conduct. (4) To be promoted from Counselling Psychologist II to Senior Counselling Psychologist I, a candidate must have served satisfactorily as Counselling Senior Psychologist II for 3 years.	Providing students with skills for adjustment to school environment, teaching and self management academically, socially and economically.	CONTISS 08	Senior Counselling Psychologist II
3.	Senior Counselling Psychologist II	(1) Candidate must be over 35 years of age. (2) Must possess a Master's Degree in	Same as above plus academic and educational counseling using psychological	CONTISS 09	Senior Counselling Psychologist

		<p>Guidance and Counselling.</p> <p>(3) Must have satisfactorily served as a Counsellor in School setting or related field for a minimum period of six (6) years. In addition must be of good conduct.</p> <p>(4) To be promoted from Counselling Psychologist I to Senior Counselling Psychologist II a candidate must have satisfactorily served as Senior Counselling Psychologist for 3 years, in addition to the academic requirement for the post and must be capable of developing and supervising junior staff and student characters and needs.</p>	tests.		I
4.	Senior Counselling Psychologist I	<p>(1) Candidate must be over 35 years of age.</p> <p>(2) Must possess a Master's Degree in Guidance and Counselling.</p> <p>(3) Must have satisfactorily served as a Counsellor in School setting or related field for a minimum period of six years. In addition must be of good conduct.</p> <p>(4) To be promoted from Senior Counselling Psychologist II to Senior Counselling Psychologist I a candidate must have satisfactorily served as Senior Counselling Psychologist for 3 years, in addition to the academic requirement for the post and must be capable of developing and supervising junior staff and student characters and needs.</p>	<p>(i) Providing career and vocational counseling by arranging career talks, workshops and vocational trips.</p> <p>(ii) Promoting vocational clubs and updating students in various vocation/occupations.</p> <p>(iii) Guiding parents/students on choice of subjects and courses.</p>	CONTISS 11	Principal Counselling Psychologist
5.	Principal Counselling Psychologist	<p>(1) Candidate must be over 35 years of age.</p> <p>(2) Must possess a Doctorate Degree in Guidance and Counselling.</p> <p>(3) Must have satisfactorily served as a Counsellor in a school setting or related field for 9 years.</p> <p>(4) Be good character.</p> <p>(5) Must demonstrate competence in carrying out researches to meet students needs.</p>	<p>(i) Providing personal-social, psychological counseling.</p> <p>(ii) Handling cases of truancy, reproductive health counseling, personal social matters, parental problems, cases of stress, academic problems, placement and vocational skills.</p> <p>(iii) Assisting job</p>	CONTISS 13	Deputy Chief Counselling Psychologist

		<p>(6) To be promoted from Senior Counselling Psychologist I to Principal Counselling Psychologist, a candidate must have satisfactorily served the Centre as Senior Counselling Psychologist for 3 years. In addition to the academic requirement for the post, the candidate must have the ability to direct the academic, professional and philosophy of Counselling services operation in the Centre. Must be able to co-ordinate recruitment, training, supervision and development of professional and supportive staff members and to provide Counselling information to the management, students faculties and general public, conduct assessment and evaluation of Counselling programmes.</p>	<p>seekers i.e Industrial Training jobs.</p> <p>(iv) Referring students to other professionals for best services</p>		
6.	Deputy Chief Counselling Psychologist	<p>(1) Candidate shall possess a Ph.D in Guidance and Counselling.</p> <p>(2) Must have satisfactorily served as a Counsellor in a School setting or related field for at least 12 years</p> <p>(3) Must demonstrate competence in planning projects and carrying out research to address students problems.</p> <p>(4) Must also have leadership qualities and be good conduct.</p> <p>(5) To be promoted from Deputy Chief Counselling Psychologist to Chief Counselling Psychologist a candidate must have satisfactorily served as he Deputy Chief Counselling Psychologist for 3 years in addition to the academic requirement for the post. Must be able to co-ordinate and supervise the activities of the Centre. Must also be able to conduct assessment and evaluation of programmes of the Centre. Be involved in University policy formation of programme development particularly when understanding of reactions to stress situation and personal problems is needed. Must have ability to develop programmes to meet students need and to make linkage by networking with the management, faculties, parent,</p>	<p>(i) Co-ordinating orientation of new and transferred students</p> <p>(ii) Providing academic/educational counseling</p> <p>(iii) Providing career/ Vocational counseling</p> <p>(iv) Providing personal ? social and psychological counseling using tests.</p> <p>(v) Referring students to other professionals as the situation demands.</p> <p>(vi) Giving vocational skills, streaming into classes/ departments.</p> <p>(vii) Overseeing self help literacy projects of computer literacy in and outside school.</p> <p>(viii) Fellowshiping with students by arranging alumni association and encouraging them to</p>	CONTISS 14	Chief Counselling Psychologist

		religious bodies, governmental organization and Non-governmental organizations as need be and to render consultancy services, subject to vacancy.	contribute to progress and growth of the Alma Mater.		
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Note: All promotions/transfers are subject to vacancies and satisfactory service record.

#### MEDICAL SOCIAL WORKER CADRE

- |     |                                       |            |
|-----|---------------------------------------|------------|
| 1.  | POSTS AND SALARIES                    |            |
| 1.1 | Assistant Medical Social Worker       | CONTISS 06 |
| 1.2 | Medical Social Worker                 | CONTISS 07 |
| 1.3 | Senior Medical Social Worker          | CONTISS 08 |
| 1.4 | Principal Medical Social Worker I     | CONTISS 09 |
| 1.5 | Principal Medical Social Worker II    | CONTISS 11 |
| 1.6 | Assistant Chief Medical Social Worker | CONTISS 12 |
| 1.7 | Chief Medical Social Worker           | CONTISS 13 |

S/N	RANK	ENTRY QAULIFICATION	SALARY SCALE	NEXT RANK
1.	Assistant Medical Social Worker	By direct appointment of a candidate possessing 5 O <sub>2</sub> level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus a Diploma in Adult Education & Community Development	CONTISS 06	Medical Social Worker
2.	Medical Social Worker	(i) By promotion of a confirmed and suitable Assistant Medical Social Worker who has spent at least (3) years on the grade. (ii) By direct appointment of a candidate possessing 5 O <sub>2</sub> level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus a Bachelor Degree in Adult Education, Social Work or Sociology with a minimum of second class	CONTISS 07	Senior Medical Social Worker

		lower from recognized institution.		
3.	Senior Medical Social Worker	By promotion of a confirmed and suitable Medical Social Worker who has spent at least three (3) years on the grade.	CONTISS 08	Principal Medical Social Worker II
4.	Principal Medical Officer II	By promotion of a confirmed and suitable Senior Medical Social Worker who has spent at least three (3) years on the grade.	CONTISS 09	Principal Medical Social Worker I
5.	Principal Social Medical Worker I	By promotion of a confirmed and suitable Principal Medical Officer II who has spent at least three (3) years on the grade.	CONTISS 11	Assistant Chief Social Medical Worker
6.	Assistant Chief Medical Social Worker	By promotion of a confirmed and suitable Principal Social Medical Worker I who has spent at least three (3) years on the grade.	CONTISS 12	Chief Medical Social Worker
7.	Chief Medical Social Worker	By promotion of a confirmed Assistant Chief Medical Social Worker who has spent three (3) years on the post, subject to vacancy.	CONTISS 13	

### SCIENCE LABORATORY TECHNOLOGIST CADRE

- |     |   |            |
|-----|---|------------|
| 1.  | POSTS AND SALARIES                        |            |
| 1.1 | Senior Assistant Technologist             | CONTISS 06 |
| 1.2 | Science Laboratory Technologist Grade II  | CONTISS 07 |
| 1.3 | Science Laboratory Technologist Grade I   | CONTISS 08 |
| 1.4 | Senior Science Laboratory Technologist    | CONTISS 09 |
| 1.5 | Principal Science Laboratory Technologist | CONTISS 11 |
| 1.6 | Assistant Chief Laboratory Technologist   | CONTISS 12 |
| 1.7 | Chief Science Technologist                | CONTISS 13 |

S/N	RANK	ENTRY QUALIFICATION	SALARY SCALE	NEXT RANK
1.	Senior Assistant Technologist	First year Advanced Certificate of the City & Guilds	CONTISS 06	Science Laboratory Technologist
2.	Science Laboratory Technologist Grade II	Associateship of the Institute of Science Technology	CONTISS 07	Science Laboratory Technologist
3.	Science Laboratory Technologist Grade I	AIST with at least 3 years experience in Science Technology	CONTISS 08	Senior Science Laboratory Technologist
4.	Senior Science	AIST with at least 7 years	CONTISS 09	Principal Science



	Laboratory Technologist	experience in Science Technology or Fellow of the Institute of Science Laboratory Technology with at least 5 years experience		Laboratory Technology
5.	Principal Science Laboratory Technologist	AIST with at least 10 years experience in Science Technology or FIAST with at least 7 years experience in Science Technology	CONTISS 11	Assistant Chief Laboratory Technologist
6.	Assistant Chief Laboratory Technology	Promotion avenue for Principal Science Laboratory Technologist with outstanding ability	CONTISS 12	Chief Science Laboratory Technologist
7.	*Chief Science Technologist	AIST with 14 years experience in Science Technology or FLAST with 10 years experience in Science Technology	CONTISS 13	

\*By appointment only

### MEDICAL/GRAPHIC ARTIST CADRE

#### 1. POSTS AND SALARIES

1.1	Technical Officer (Medical/Graphic) Artist	CONTISS 06
1.2	Higher Technical Officer (Medical/Graphic) Artist	CONTISS 07
1.3	Senior Technical Officer (Medical/Graphic) Artist	CONTISS 08
1.4	Principal Technical Officer (Medical/Graphic) Artist II	CONTISS 09
1.5	Assistant Chief Technical Officer (Medical/Graphic) Artist I	CONTISS 11
1.6	Chief Technical Officer (Medical/Graphic) Artist	CONTISS 12

S/N	RANK	ENTRY QAULIFICATION	SALARY SCALE	NEXT RANK
1.	Technical Officer (Medical/Graphic Artist)	OND or equivalent qualification in the relevant discipline plus at least 2 years post-qualification experience.	CONTISS 06	Higher Technical Officer (Medical/Graphic Artist)
2.	Higher Technical Officer (Medical/Graphic Artist)	(a) OND or equivalent qualification plus 4 years post-qualification experience or HND in the relevant field.  (b) Promotion avenue for Technical Officer Medical/Graphic Artist.	CONTISS 07	Senior Technical Officer (Medical/Graphic Artist)

3.	Senior Technical Officer (Medical/Graphic Artist)	(a) HND in the relevant field with 3 years post-qualification experience.  (b) Promotion avenue for Higher Technical Officer Medical/Graphic Artist.	CONTISS 08	Principal Technical Officer (Medical/Graphic Artist II)
4.	Principal Technical Officer (Medical/Graphic Artist II)	(a) HND in the relevant field with 7 years post-qualification experience.  (b) Promotion avenue for S.T.C. Medical/Graphic Artist.	CONTISS 09	Assistant Chief Technical Officer (Medical/Graphic Artist I)
5.	Assistant Chief Technical Officer (Medical/Graphic Artist I)	(a) HND in the relevant field with 9 years post-qualification experience.  (b) Promotion avenue to Principal Technical Officer II	CONTISS 11	Chief Technical Officer (Medical/Graphic Artist)
6.	Chief Technical Officer (Medical/Graphic Artist)	(a) HND in the relevant field with 11 years post-qualification experience.  (b) Promotion avenue for P.T.O. Medical/Graphic Artist Grade I	CONTISS 12*	

- By appointment only

### ACCOUNTANT CADRE

#### 1.0 POSTS AND SALARIES

1.1	Accountant II	CONTISS	07
1.2	Accountant I	CONTISS	08
1.3	Senior Accountant	CONTISS	09
1.4	Principal Accountant	CONTISS	11
1.5	Chief Accountant	CONTISS	13
1.6	Deputy Bursar	CONTISS	14
1.7	Bursar	CONTISS	15

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	ACCOUNTANT II	(1) By direct appointment of a candidate with B.Sc degree in accounting 5 O? level credits	(1) Reconciliation of Bank Statements (2) In charge of creditors?	CONTISS 07	Accountant I

		(WASC/NECO/GCE) including, English Language and Mathematics with a minimum of Second Class Lower Division.	ledger. (3) Keeping of all project registers and production of fixed assets schedules. (4) Any other duties that may be assigned by the Bursar.		
2.	ACCOUNTANT I	(1) By promotion of a confirmed and suitable Accountant II after spending at least 3 years on the grade with satisfactory service. (2) By direct appointment as for Accountant II plus at least 3 years post qualification cognate experience in a higher institution.	(1) Being in charge of Pension and Insurance matters. (2) Keeping of research grants records. (3) Serving as immediate reference officer for Accountant II (4) Any other duties that may be assigned by the Bursar.	CONTISS 08	SENIOR ACCOUNTANT
3.	SENIOR ACCOUNTANT	(1) By promotion of a confirmed and suitable Accountant I who has spent at least 3 years on the grade. (2) By direct appointment of a candidate with 5 O'level credits (WASC/NECO/GCE) including English Language and Mathematics and any of the following: (i) Institute of Chartered Accountants of Nigeria (ICAN/ANAN). (ii) Association of Certified and Corporate Accountants (ACCA). (iii) Chartered Institute of Public Finance and Accountancy (CIPFA). (iv) Institute of Cost and Management Accountants (ICMA). (v) Institute of Certified Public Accountants (ICPA).	(1) Being in charge of Loans and Advances. (2) Being in charge of Debtor's Ledger. (3) Supervising ITF and NYSC staff that may be posted to the department. (4) Any other duties that may be assigned by the University/Bursar.	CONTISS 09	PRINCIPAL ACCOUNTANT
4.	PRINCIPAL ACCOUNTANT	(1) By promotion of a confirmed and suitable Senior Accountant who has served for not less than four (4) years on the grade.  (2) By direct appointment of a candidate with at least 9 years post qualification cognate experience in higher institution of learning.	(1) Being in charge of payroll. (2) Being in charge of final accounts and reports.  (3) Being in charge of part time Programmes and endowments/nominal accounts.  (4) Being in charge of students accounts.  (5) Any other duties that may be assigned by the Bursar.	CONTISS 11	CHIEF ACCOUNTANT
5.	CHIEF ACCOUNTANT	(1) By promotion of a suitable and confirmed principal accountant who has served for at least four (4) years on the grade satisfactorily and has professional qualification.  (2) Direct appointment as for Principal Accountant but with at least 12 years cognate experience	(1) In charge of investments. (2) In charge of Treasury/Finance activities. (3) Performs supervisory roles for the officers below him/her. (4) Any other duties that	CONTISS 13	DEPUTY BURSAR

		in higher institution of learning.	may be assigned by the Bursar.		
6.	DEPUTY BURSAR	(1) By promoting a confirmed and suitable Chief Accountant who would have served for not less than four (4) years on the grade satisfactorily.  (2) By direct appointment, same as for Chief Accountant but with 15 years cognate experience in higher institution of learning.	(1) Coordinating budget preparation of the University.  (2) Responsible to the Bursar.  (3) Supervising the sectional heads.  (4) Signing official documents as may be directed by the Bursar.  (5) Attending committee meeting or others that may be required of him by the University or Bursar.  In fact, all the above mentioned officers may participate in any of the meetings that may be required of them by the Bursar.	CONTISS 14	BURSAR
7.	BURSAR	By direct appointment by Council of a Candidate possessing requisite qualification as a Deputy Bursar above plus at least 15 years post qualification cognate experience in higher institution of learning.	(1) The overseer/coordinator of Bursary department activities.  (2) Responsible to the Vice-Chancellor (VC).  (3) Attending management meetings and others e.g. Committee meetings that may be required of him.  (4) Furnishing the Vice-Chancellor with financial reports and so on. Also, attending to external auditors, NUC and other bodies that have direct bearing with University Administration.	CONTISS 15	

EXECUTIVE OFFICER (ACCOUNTS) CADRE

1. POSTS AND SALARIES

- 1.1. Executive Officer (Accounts)
- 1.2. Higher Executive Officer (Accounts)
- 1.3. Senior Executive Officer (Accounts)      II

CONTISS

06  
07  
08

1.4.	Senior Executive Officer (Accounts) I	09
1.5.	Principal Executive Officer II (Accounts)	10
1.6.	Principal Executive Officer I (Accounts)	11
1.7.	Assistant Chief Executive Officer (Accounts)	12
1.8.	Chief Executive Officer (Accounts)	13

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Executive Officer (Accounts)	(1) By promotion of an Assistant Executive Officer (Accounts) after 3 years of satisfactory service, plus OND in Accounts or Financial Studies. (2) By direct appointment of a candidate who holds a minimum of University degree or HND in Accounts.	(1) Reconciling of Statement (2) Entering of transactions into Cashbooks (3) Preparing of Vouchers for loans and advances	CONTISS 06	Higher Executive Officer (Accounts)
2.	Higher Executive Officer (Accounts)	(1) By promotion of a suitable and a confirmed Executive Officer (Accounts) who must have spent at least 3 years on the grade. (2) By direct appointment of a candidate who possesses 5 O? level credits (WASC/NECO/GCE) including English Language and Mathematics with Higher National Diploma (HND) or University degree from a recognized higher institution.	(1) Making record in receipt and payment cash books. (2) Raising/Preparing transfer vouchers (TV\$) for various accounts for posting into the computer. (3) Posting of transfer Vouchers into the computer, extraction of trial balances and production of draft accounts.	CONTISS 07	Senior Executive Officer (Accounts) II
3.	Senior Executive Officer (Accounts) II	(1) By promotion of a suitable and confirmed Higher Executive Officer (Accounts) who has spent at least 3 years on the grade satisfactorily. (2) By direct appointment of a candidate who possesses the qualifications mentioned above and 3 years cognate experience in a place mentioned above.	(1) Supervising the recording of receipts and payments in cash books. (2)Preparation of relevant transfer vouchers (TV\$) (3) Keeping and updating the following registers - investment register, subvention register and other incomes endowment registers and CPES Account. (4) Any other duties that may be directed by the Bursar.	CONTISS 08	Senior Executive Officer (Accounts) I
4.	Senior Executive Officer (Accounts) I	1) By promotion of a suitable and confirmed Senior Executive Officer (Accounts) II who has spent at least 3 years on the grade satisfactorily. (2) By direct appointment of a candidate who possesses the qualifications mentioned above and 3 years cognate experience in a place mentioned above.	Same as above.	CONTISS 09	Principal Executive Officer (Accounts) II

5.	Principal Executive Officer (Accounts) II	(1) By direct promotion of a suitable and confirmed Senior Executive Officer (Accounts) who has spent at least 3 years on the grade satisfactorily. (2) By direct appointment of a candidate possessing qualifications mentioned in 3.2.2 with 6 years post qualification cognate experience.	(1) In charge of account payables (2) Partaking in expenditure controls. (3) Checks payment Vouchers. (4) Preparing Tax Schedules. (5) Any other duties that may be assigned by the University/Bursar.	CONTISS 10	Principal Executive Officer I (Accounts)
6.	Principal Executive Officer I (Accounts)	(1) By promotion of a confirmed and suitable Principal Executive Officer II (Accounts) who has spent at least 3 years on the grade and whose qualification is not below HND. (2) By direct appointment of a candidate possessing HND with at least 9 years post qualification cognate experience.	(1) Supervising Principal Executive officer II (2) Checking the Tax Schedules raised. (3) Takes care of Staff Claims. (4) Any other duties that may be assigned by the University/Bursar.	CONTISS 11	Assistant Chief Executive Officer (Accounts)
7.	Assistant Chief Executive Officer (Accounts)	(1) By promotion of a confirmed and suitable Principal Executive Officer I (Accounts) who has HND and, also, has spent not less than 3 years on the grade.	(1) Supervising the financial clerks and makes sure that receipt and lodgments are properly recorded as well as disbursements. (2) Obtaining proper authorization for disbursement of petty cash. (3) Any other duties that may be assigned by the University/Bursar.	CONTISS 12	Chief Executive Officer (Accounts)
8.	Chief Executive Officer (Accounts)	(1) By promotion of a confirmed and suitable Assistant Chief Executive Officer (Accounts) who has spent not less than 3 years on the grade, subject to vacancy.	(1) Handling the petty cash. (2) Checking the works of all others under him/her. (3) Any other duties that may be assigned by University/Bursar.	CONTISS 13	

Footnote: PEO II was introduced as a result of Federal Government Circular, No: HCSF/EPO/EIR/RR/B.63755/TI/76

#### INTERNAL AUDITOR CADRE

1. POSTS AND SALARIES

CONTISS

1.1	Internal Auditor II	07
1.2	Internal Auditor I	08
1.3	Senior Internal Auditor	09
1.4	Principal Internal Auditor	11
1.5	Chief Internal Auditor	13
1.6	Deputy Director, Internal Audit	14

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Internal Auditor II	(1) By direct appointment of a candidate possessing 5 O <sup>7</sup> level credits (WASC/NECO/GCE/) including English Language and Mathematics and a degree in accountancy from a recognized University.	(1) Checking payment vouchers/ doing pre-payment audit. (2) Checking revenue receipts. (3) Doing Stock verification. (4) Performing any other duties that may be assigned by the University.	CONTISS 07	Internal Auditor Grade I
2.	Internal Auditor Grade I	(1) By promotion of a confirmed and suitable Internal Auditor II who has spent not less than 3 years on the grade satisfactory. (2) By direct appointment of a candidate possessing the qualification mentioned above who has not less than 3 years post qualification cognate experience in higher institutions of learning or government. (3) By direct appointment of a candidate possessing 5 O <sup>7</sup> level credits (WASC/NECO/GCE/) including English Language and Mathematics and at least a first degree (2 <sup>2</sup> ) or HND plus a professional certificate from any recognized accounting body.	(1) Inspection of materials purchased/supplied. (2) Checking retirement papers of the advances taken and the certification (from the stores) of the items supplied. (3) Checking the advances ledger to ensure that records are properly made. (4) Performing any duties that may be assigned by the University	CONTISS 08	Senior Internal Auditor
3.	Senior Internal Auditor	(1) By promotion of a confirmed and suitable Internal Auditor I who has spent not less than 3 years on the grade satisfactorily. (2) By direct appointment of a candidate with the necessary pre-requisites as above with at least 3 years post qualification cognate experience. (3) By direct appointment of a candidate possessing qualification as above with at least six years post qualification cognate experience plus a final part certificate of a recognized accounting body.	(1) In charge of checking the pay slips and other papers that have to do with pay rolling. (2) Checking the staff claims papers. (3) Checking the payment & receipts cash books making sure that records are properly made and are up to date. (4) Performing any other duties that may be assigned.	CONTISS 09	Principal Internal Auditor
4.	Principal Internal Auditor	(1) By promotion of a confirmed and suitable Senior Internal Auditor who has spent at least 3 years on the grade. (2) By direct appointment of a candidate possessing the qualification as above or HND with the final part of any	(1) Checking sites of physical development. (2) Processing contract papers for payment. (3) Carrying out periodic verification of prices of items purchased in various places. (4) Performing other any duties	CONTISS 11	Chief Internal Auditor

		recognized accounting body plus at least 9 years post qualification cognate experience.	that may be assigned.		
5.	Chief Internal Auditor	(1) By promotion of a confirmed and suitable Principal Internal Auditor who has spent at least 3 years on the grade.	(1) Doing comprehensive checks on the books of accounts. (2) Writing periodic reports on the findings and present to the Deputy Director, Internal Audit. (3) Preparing Audit guides. (4) Carrying out high level investigations and audit enquiries, monitoring and evaluation of contract performance. (5) Performing any other duties that may be assigned.	CONTISS 13	Deputy Director, Internal Audit
6.	Deputy Director, Internal Audit	(1) By promotion of a confirmed and suitable Chief Internal Auditor who has spent at least 3 years on the grade, subject to vacancy.	(1) Supervision of the subordinate staff. (2) Preparing reference sheets and performing other duties connected with the writing of annual reports. (3) Carrying out periodic checks on the pay-rolls by insisting on table payment of any month that may be chosen. (4) Responsible to the Director, Internal Audit. 2.6.5 Performing any other duties that may be assigned.	CONTISS 14	
7.	*Director Internal Audit	By direct appointment of a suitable candidate with B.Sc. Degree in Accounting with minimum of Second Class Lower/HND (Upper Credit) plus any of the following:  (i) Institute of Chartered Accountant of Nigeria (ICAN/ANAN); (ii) Association of Certified and Corporate Accountants (ACCA); (iii) Chartered Institute of Public Finance and Accountancy (CIPFA); (iv) Institute of Cost and Management Accountants (ICMA); (v) Institute of Certified Public Accountants (ICMA) with at least 15 years post qualification cognate experience in higher institution of learning.	(1) The Overseer/ Coordinator of Internal Audit Department. (2) Responsible to the Vice-Chancellor. (3) Involved in the Appointments, Promotions and Discipline of Staff	CONTISS 15	



EXECUTIVE OFFICER (AUDIT) CADRE

1.	POSTS AND SALARIES	CONTISS
1.1	Executive Officer (Audit)	06
1.2	Higher Executive Officer (Audit)	07
1.3	Senior Executive Officer (Audit) II	08
1.4	Senior Executive Officer (Audit) I	09
1.5	Principal Executive Officer II (Audit)	10
1.6	Principal Executive Officer I (Audit)	11
1.7	Assistant Chief Executive Officer (Audit)	12
1.8	Chief Executive Officer (Audit)	13

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Executive Officer (Audit)	(1) By promotion of a confirmed and suitable Assistant Executive Officer (Audit) who has spent at least 3 years on the grade.	(1) Checking payment Vouchers (PV) assigned. (2) Participating in investigation duties. (3) Serving as a training officer for the subordinates.	CONTISS 06	Higher Executive Officer (Audit)
2.	Higher Executive Officer (Audit)	(1) By promotion of a confirmed and suitable Executive Officer (Audit) who has spent not less than 3 years on the grade. (2) By direct appointment of a candidate possessing 5 O level credits (WASC/NECO/GCE/) including English Language and Mathematics and Higher National Diploma (HND) in Accountancy or Business Administration with accounting subjects obtained from a recognized institution.	(1) Checking payment Vouchers (PV) assigned. (2) Serving as a training officer for the subordinates. (3) Participating in investigation duties. (4) Performing any duties that may be assigned by the Director, Internal Audit or the University.	CONTISS 07	Senior Executive Officer (Audit) II
3.	Senior Executive Officer (Audit) II	(1) By promotion of a confirmed and suitable Higher Executive Officer (Audit) who has spent not less than 3 years on the grade. (2) By direct appointment of a candidate with the qualifications mentioned S/N 2(2) plus at least 8 years post qualification cognate experience.	(1) Assisting in writing reports as may be required by the Senior Officers. (2) Supervising some subordinate staff. (3) Assisting in investigation duties. (4) Taking charge of stock verification of some sections, units or departments.	CONTISS 08	Senior Executive Officer (Audit) I
4.	Senior Executive Officer (Audit) I	(1) By promotion of a confirmed and suitable Senior Executive Officer (Audit) II who has spent not less than 3 years on the grade.  (2) By direct appointment of a candidate with the qualifications mentioned above plus at least 8 years post qualification cognate	Same as above.	CONTISS 09	Principal Executive Officer (Audit) II

		experience.			
5.	Principal Executive Officer II (Audit)	(1) By promotion of a confirmed and suitable Senior Executive Officer (Audit) who has spent not less than 3 years on the grade.  (2) By direct appointment of a candidate possessing any of the qualifications mentioned in S/N 2(2) plus at least 9 years post qualification cognate experience.	(1) Taking charge of audit activities in some sections, units or departments.  (2) Preparing draft reports on the sections/units/departments.  (3) Assist in investigation duties.  (4) Any other duties that may be assigned by the University/Director.	CONTISS 10	Principal Executive Officer (Audit) I
6.	Principal Executive Officer I (Audit)	(1) By promotion of a confirmed and suitable Principal Executive Officer II (Audit) who has spent not less than 3 years on the grade.  (2) By direct appointment of a candidate with 5 O level credits (WASC/NECO/GCE) and HND in accounting plus professional certificate from any recognized accounting body with not less than 12 years post qualification cognate experience.	(1) Assisting in organizing training programmes for the staff.  (2) Participating in investigation duties.  (3) Takes charge of audit activities of the units/sections/departments that may be assigned.  (4) Performing any other duties that may be assigned.	CONTISS 11	Assistant Chief Executive Officer (Audit)
7.	Assistant Chief Executive Officer (Audit)	(1) By promotion of a Principal Executive Officer I (Audit) who has spent not less than 3 years on the grade.	(1) Assisting in conducting high level audits & enquiries. (2) Assisting in coordinating training programmes for Junior/subordinate staff. (3) Assisting in compiling reports from various areas of charge. (4) Assisting in supervising audit teams formed for various units etc. (5) Performing any other duty that may be assigned by the University/Director, Internal Audit.	CONTISS 12	Chief Executive Officer (Audit)
8.	Chief Executive Officer (Audit)	(1) By promotion of a confirmed and suitable Assistant Chief Executive Officer (Audit) who has spent not less than 3 years on the grade, subject to vacancy.	(1) Responsible to the Director, Internal Audit. (2) Assisting in preparing audit guide. (3) Assisting in issuing audit inspection reports. (4) Performing other duties that may be assigned by the Director, Internal Audit.	CONTISS 13	

Footnote: PEO II was introduced as a result of Federal Government Circular, No: HCSF/EPO/EIR/RR/B.63755/TI/76

WORKS DEPARTMENT

ENGINEER CADRE

1.	POSTS AND SALARIES	
1.1	Engineer II	CONTISS 07
1.2	Engineer I	CONTISS 08
1.3	Senior Engineer	CONTISS 09
1.4	Principal Engineer	CONTISS 11
1.5	Chief Engineer	CONTISS 13
1.6	Deputy Director	CONTISS 14
1.7	Director	CONTISS 15

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Engineer II	(1) By direct appointment of a candidate possessing 5 O? level credits (WASC/NECO/GCE/) including English Language and Mathematics, First Degree in a related field with a minimum of Second Class Lower Division.	(1) Providing basic engineering designs. (2) Serving as Project Engineering and supervising all engineering services and elements on projects. (3) Carrying out other duties as may be assigned, and providing professional and community services.	CONTISS 07	Engineer I
2.	Engineer I	(1) By promotion of a confirmed and suitable Engineer II who has spent at least three years on the grade. By direct appointment of a candidate possessing 5 O? level credits (WASC/NECO/GCE/) including English Language and Mathematics and (a) First Degree plus three (3) year post qualification cognate experience, or (b) Masters Degree.	(1) Same duties as specified above	CONTISS 08	Senior Engineer
3.	Senior Engineer	(1) By promotion of a confirmed and suitable Engineer I who has spent at least three years on the grade. (2) By direct appointment of a candidate possessing 5 O? level credits (WASC/NECO/GCE/) including English Language and Mathematics and (a) First Degree plus six (6) years post qualification cognate experience, or (b) Masters degree plus three years post qualification cognate experience.	(1) Performing basic engineering designs, serve as project engineer and supervising all engineering services and elements on projects. (2) Assessing engineering designs for adequacy and standards as well as monitoring and controlling execution of engineering projects. (3) Carrying out other duties as may be assigned, and providing professional and community service.	CONTISS 09	Principal Engineer
4.	Principal Engineer	(1) By promotion of a confirmed and suitable Senior Engineer who has spent at least three years on the	(1) Carrying out engineering and project planning, basic engineering designs and serving as Project	CONTISS 11	Chief Engineer

		grade and registered with COREN. (2) By direct appointment of a candidate possessing 5 O? level credits (WASC/NECO/GCE/) including English Language and Mathematics and (a) First Degree plus nine (9) years post qualification cognate experience, or (b) Masters Degree plus six (6) years post qualification cognate experience.	Engineer. (2) Supervising all engineering services and elements on projects and assessing engineering design for adequacy and standards; monitoring and controlling execution of engineering projects in a cost-effective manner. (3) Carries out other duties as may be assigned, and provide professional and community services.		
5.	Chief Engineer	(1) By promotion of a confirmed and suitable Principal Engineer who has spent at least three years on the grade and registered with COREN.	(1) Performing same duties as specified in sub ? paragraph 2.4.2 above. (2) Participating in the preparation of annual capital estimates and budgetary allocation for all engineering projects and services. (3) Carrying out other duties as be assigned, and providing professional and community services.	CONTISS 13	Deputy Director
6.	Deputy Director	(1) By promotion of a confirmed and suitable Chief Engineer who has spent at least three years on the grade and registered with COREN.	(1) Providing professional advice and participating on the rehabilitation, maintenance and care of the existing and other infrastructural facilities ensuring cost effectiveness. (2) Providing effective supervision of other professionals in the Division. (3) Responsible for planning, design, construction, monitoring and supervision of new facilities, ensuring cost effectiveness. (4) Participating in the preparation and updating of the University Master plan and environmental policy. (5) Carrying out other duties as may be assigned, and providing professional and community service.	CONTISS 14	Director
7.	Director	(1) By direct appointment only of a candidate possessing a Masters degree in the relevant field plus 15 years experience and registered with COREN.	(1) Responsible for the physical development, maintenance and care of the University estate, rehabilitation of existing facilities and development of new ones, including roads, water, electricity, vehicles equipment and Furniture in academic and residential areas ensuring cost effectiveness. (2) Preparing and maintaining University fixed assets register and making periodic reports to Senate Council on physical state of the University. (3) Responsible for coordination and control of the Works Department activities. (4) Carrying out other duties as may be assigned, and providing professional and Community service.	CONTISS 15)	

NOTE: All promotions/transfers are subject to vacancy and satisfactory service record.

ARTISAN CADRE  
WORKSHOP SUPERVISOR CADRE

S/N	RANK	ENTRY QUALIFICATION	SALARY SCALE	NEXT RANK
1.	Workshop Supervisor	(a) Primary School Leaving Certificate plus Trade Test Class I in the trade with at least 12 years experience (b) Promotion from Workshop Foreman	CONTISS 06	Senior Workshop Supervisor
2.	Senior Transport Supervisor	(a) Primary School Leaving Certificate plus Trade Test Class I in the trade with at least 15 years experience (b) Promotion avenue for Workshop Supervisor	CONTISS 07	

## TRANSPORT SUPERVISOR CADRE

S/N	RANK	ENTRY QUALIFICATION	SALARY SCALE	NEXT RANK
1.	Technical Supervisor	(a) Primary School Leaving Certificate plus Driver/Mechanic Trade Test Grade III Certificate plus 15 years experience	CONTISS 06	Higher Transport Supervisor
2.	Higher Transport Supervisor	(a) Primary School Leaving Certificate plus Driver/Mechanic Trade Test Grade III Certificate plus 18 years experience (b) Promotion from Senior Driver/Mechanic	CONTISS 07	Senior Transport Supervisor
3.	Senior Transport Supervisor	(a) Primary School Leaving Certificate plus Driver/Mechanic Trade Test Grade III Certificate plus 21 years experience  (b) Promotion avenue for Higher Technical Officer Medical/Graphic Artist.	CONTISS 08	

AGRICULTURAL/ANIMAL HEALTH/FORESTRY/FISHERY OFFICER CADRE

5 POSTS AND SALARIES

1.1	Assistant Agricultural/Animal Health/Forestry/Fishery Officer	CON TISS 06
1.2	Agricultural/Animal Health/Forestry/Fishery Officer	CON TISS 07
1.3	Higher Agricultural/Animal Health/Forestry/Fishery Officer	CON TISS 08
1.4	Senior Agricultural/Animal Health/Forestry/Fishery Officer	CON TISS 09
1.5	Principal Agricultural/Animal Health/Forestry/Fishery Officer	CON TISS 11
1.6	Assistant Chief Agricultural/Animal Health/Forestry/Fishery Officer	CON TISS 12
1.7	Chief Agricultural/Animal Health/Forestry/Fishery Officer	CON TISS 13

S/N	POST	BASIC ENTRY QUALIFICATION	SALARY SCALE	NEXT GRADE
1.	Assistant Agricultural/Animal Health/Forestry/Fishery Officer	By direct appointment of a candidate possessing 5 0? Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus a Diploma in Agriculture/Animal Health/Forestry/Fishery or its equivalent.	CON TISS 06	Agricultural/Animal Health/Forestry/Fishery Officer
2.	Agricultural/Animal Health/Forestry/Fishery Officer	(i) By promotion of a confirmed and suitable Assistant Agricultural/Animal Health/Forestry Officer who has spent at least three (3) years on the grade.  (ii) By direct appointment of a candidate possessing 5 0? Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus Higher National Diploma (HND) in Agricultural/Animal Health/Forestry.	CON TISS 07	Higher Agricultural/Animal Health/Forestry/Fishery Officer
3.	Higher Agricultural/Animal Health/Forestry/Fishery Officer	(i) By promotion of a confirmed and suitable Agricultural/Animal Health/Forestry/Fishery Officer who has spent at least three (3) years on the	CON TISS 08	Senior Agricultural/Animal Health/Forestry/Fishery Officer

		<p>grade.</p> <p>(ii) By direct appointment of a candidate possessing 5 0?Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus Higher National Diploma (HND) in Agricultural/ Animal Health/Forestry with three (3) years relevant experience.</p>		
4.	Senior Agricultural/ Animal Health/ Forestry/Fishery Officer	<p>(i) By promotion of a confirmed and suitable Higher Agricultural/Animal Health/ Forestry/Fishery Officer who has spent at least three (3) years on the grade.</p> <p>(ii) By direct appointment of a candidate possessing 5 0?Level credits pass Higher National Diploma (HND) in Agricultural/ Animal Health/Forestry with seven (7) years relevant experience.</p>	CONTISS 09	Principal Agricultural/ Animal Health/ Forestry/Fishery Officer
5.	Principal Agricultural/Animal Health/Forestry/ Forestry Officer	<p>(i) By promotion of a confirmed and suitable Assistant Agricultural/Animal Health/Forestry/Fishery Officer who has spent at least three (3) years on the grade.</p> <p>(ii) By direct appointment of a candidate possessing 5 0? Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus Higher National Diploma (HND) in Agricultural/ Animal Health/Forestry/Fishery with ten (10) years relevant experience.</p>	CONTISS 11	Assistant Chief Agricultural/Animal Health/Forestry/ Fishery Officer
6.	Assistant Chief Agricultural/Animal Health/Forestry/ Fishery Officer	<p>(i) By promotion of a confirmed and suitable Assistant Agricultural/Aimal Health/Forestry/Fishery Officer who has spent at least three (3) year on the grade.</p> <p>(ii) By direct appointment of a candidate possessing 5 0?Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus Higher National Diploma (HND) in Agricultural/Animal Health/Forestry/ Fishery with thirteen (13) years relevant experience.</p>	CONTISS 12	Chief Agricultural/ Animal Health/ Forestry/Fishery Officer
7.	Chief Agricultural/ Animal Health/ Forestry/Fishery Officer*	Promotion avenue for Chief Agricultural/ Animal Health/Forestry/Fishery Officer with outstanding ability.	CONTISS 13*	

\*By appointment only.



RESEARCH EXPERIMENTAL OFFICER CADRE

1 POSTS AND SALARIES

1.1	Research Experimental Officer II	..	..	..	CONTISS 07
1.2	Research Experimental Officer I	..	..	..	CONTISS 08
1.3	Senior Research Experimental Officer	..	..	..	CONTISS 09
1.4	Principal Research Experimental Officer	..	..	..	CONTISS 11
1.5	Chief Research Experimental Officer	..	..	..	CONTISS 12

S/N	POST	ENTRY QUALIFICATION	SALARY SCALE	NEXT GRADE
1.	Research Experimental Officer Grade II	By direct appointment of a candidate possessing 5 Ø? Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus Good Honours Degree in the relevant field.	CONTISS 07	Research Experimental Officer Grade I
2.	Experimental Officer Grade I	(i) By promotion of a confirmed and suitable Research Experimental Officer II who has spent at least three (3) years on the grade. (ii) By direct appointment of a candidate possessing 5 Ø? Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus Good Honours Degree in the relevant field plus at least two (2) years experience.	CONTISS 08	Senior Research Experimental Officer
3.	Senior Research Experimental	(i) By promotion of a confirmed and suitable Research Experimental Officer I who has	CONTISS 09	Principal Research Experimental Officer

	Officer	spent at least three (3) years on the grade. (ii) By direct appoint of a candidate possessing 5 0? Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus Good Honours Degree in the relevant field plus at least four (4) years experience.		
4.	Principal Research Experimental Officer	(i) By promotion of a confirmed and suitable Senior Research Experimental Officer who has spent at least three (3) year on the grade. (ii) By direct appointment of a candidate possessing 5 0? Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus Good Honours Degree in the relevant field plus at least six (6) years experience.	CONTISS 11	Chief Research Experimental Officer
5.	Chief Experimental Officer*	(i) Promotion avenue for Principal Research Experimental Officer. (ii) By direct appointment of a candidate possessing 5 0?Level (WAEC/NECO/GCE) including English Language and Mathematics plus Good Honours Degree in the relevant field plus at least eight (8) years experience.	CONTISS 12	

- By appointment only.

### FARM MANAGEMENT OFFICER CADRE

#### 1 POSTS AND SALARIES

1.1	Farm Officer II	CONTISS 07
1.2	Farm Officer I	CONTISS 08
1.3	Senior Farm Officer	CONTISS 09
1.4	Farm Manager II	CONTISS 11
1.5	Senior Farm Manager	CONTISS 12
1.6	Principal Farm Manager	CONTISS 13

S/N	POST	ENTRY QUALIFICATION	SALARY SCALE	NEXT GRADE
1.	Farm Officer Grade II	(i) By direct appointment of a candidate possessing 5 0?Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus a degree in agriculture or related discipline.  (ii) By direct appointment of a candidate possessing 5 0?Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus a recognized Higher National Diploma	CONTISS 07	Farm Officer Grade I

		(HND) in agriculture or related discipline.		
2.	Farm Officer Grade I	(i) By promotion of a confirmed and suitable Farm Officer II who has spent at least three (3) years on the grade. (ii) By direct appointment of a candidate possessing 5 Ø? Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus a degree or equivalent in agriculture or related discipline with two (2) years relevant experience.	CONTISS 08	Senior Farm Officer
3.	Senior Farm Officer	(i) By promotion of a confirmed and suitable Farm Officer I who has spent at least three (3) years on the grade. (ii) By direct appointment of a candidate possessing 5 Ø? Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus a degree or equivalent in agriculture or related discipline with four (4) years relevant experience.	CONTISS 09	Farm Manager
4.	Farm Manager	(i) By promotion of a confirmed and suitable Senior Farm Officer who has spent at least three (3) years on the grade. (ii) By direct appointment of a candidate possessing 5 Ø? Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus a degree or equivalent in agriculture or related discipline with seven (7) years relevant experience.	CONTISS 11	Senior Farm Manager
5.	Senior Farm Manager	(i) By promotion of a confirmed and suitable Farm Manager who has spent at least three (3) years on the grade with degree or its equivalent in Agriculture or related discipline. (ii) By direct appointment of a candidate possessing 5 Ø? Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics with a degree or its equivalent in agriculture or related discipline plus nine (9) years relevant experience.	CONTISS 12	Principal Farm Manager
6.	Principal Farm Manager*	(i) By direct appointment of a candidate possessing 5 Ø? Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus a degree or equivalent in agriculture or related discipline with ten (10) years experience. (ii) A postgraduate degree or diploma in Farm Management will be an advantage.	CONTISS 13*	

- By appointment only.

CATERING OFFICER CADRE

1 POSTS AND SALARIES

1.1	Catering Officer II	CONTOSS 06
1.2	Catering Officer I	CONTOSS 07
1.3	Higher Catering Officer	CONTOSS 08
1.4	Senior Catering Officer	CONTOSS 09
1.5	Principal Catering Officer	CONTOSS 11
1.6	Assistant Chief Catering Officer	CONTOSS 12
1.7	Chief Catering Officer	CONTOSS 13

S/N	POST	BASIC ENTRY QUALIFICATION	SALARY SCALE	NEXT GRADE
1.	Catering Officer II	(a) WASC or equivalent plus one of the following with 3 years experience.	CONTOSS 06	Catering Officer I

		<ul style="list-style-type: none"> <li>(i) City &amp; Guilds Certificate Nos. 150, 151 and 152</li> <li>(ii) M.I.M.A.</li> <li>(iii) Diploma in Institutional Management plus 3 years experience</li> <li>(iv) OND in Hotel and Catering Management plus 3 years experience</li> </ul>		
2.	Catering Officer I	<ul style="list-style-type: none"> <li>(a) WASC or equivalent plus one of the following with 6 years experience: <ul style="list-style-type: none"> <li>(i) City &amp; Guilds Certificate Nos. 150, 151 and 152</li> <li>(ii) M.I.M.A.</li> <li>(iii) Diploma in Institutional Management plus 6 years experience</li> <li>(iv) OND in Hotel and Catering Management plus 6 years experience</li> </ul> </li> <li>(b) HND in Institutional Management</li> <li>(c) A good degree in Hotel Management</li> <li>(d) Promotion avenue for Assistant Catering Officer</li> <li>(e) Promotion avenue for Catering Officer II</li> </ul>	CONTISS 07	Senior Catering Officer
3.	Higher Catering Officer	<ul style="list-style-type: none"> <li>(a) WASC or equivalent plus one of the following with 9 years experience: <ul style="list-style-type: none"> <li>(i) City &amp; Guilds Certificate Nos. 150, 151 and 152</li> <li>(ii) M.I.M.A.</li> <li>(iii) Diploma in Institutional Management plus 9 years experience</li> <li>(iv) OND in Hotel and Catering Management plus 9 years experience</li> </ul> </li> <li>(b) HND in Institutional Management plus 3 years experience</li> <li>(c) A good degree in Hotel Management plus 3 years experience</li> <li>(d) Promotion avenue for Catering Officer</li> </ul>	CONTISS 08	Senior Catering Officer
4.	Senior Catering Officer	<ul style="list-style-type: none"> <li>(a) WASC or equivalent plus one of the following with 12 years experience: <ul style="list-style-type: none"> <li>(i) City &amp; Guilds Certificate Nos. 150, 151 and 152</li> <li>(ii) M.I.M.A.</li> <li>(iii) Diploma in Institutional Management plus 12 years experience</li> </ul> </li> <li>(b) OND in Hotel and Catering Management plus 12 years experience</li> <li>(c) HND in Hotel Management plus 6 years experience</li> <li>(d) A degree in Hotel Management plus 6 years experience</li> <li>(e) Promotion avenue for Higher Catering Officer</li> </ul>	CONTISS 09	Principal Catering Officer
5.	Principal Catering Officer	<ul style="list-style-type: none"> <li>(a) WASC or equivalent plus one of the following with 15 years experience <ul style="list-style-type: none"> <li>(i) City &amp; Guilds Certificate Nos. 150, 151 and 152</li> <li>(ii) M.I.M.A.</li> <li>(iii) Diploma in Institutional Management</li> <li>(iv) OND in Hotel and Catering Management plus 15 years experience</li> </ul> </li> <li>(b) HND in Hotel and Catering Management plus 9 years experience</li> <li>(c) A degree in Hotel Management plus 6 years experience</li> <li>(d) Promotion avenue for Senior Catering Officer</li> </ul>	CONTISS 11	Assistant Chief Catering Officer
6.	Assistant Chief Catering Officer	<ul style="list-style-type: none"> <li>(a) HND in Hotel &amp; Catering Management plus 12 years experience</li> <li>(b) A degree in Hotel Management plus 12 years experience</li> </ul> <p>A considerable part of the experience must have been in a tertiary</p>	CONTISS 12	Chief Catering Officer

		institution.		
7.	Chief Catering Officer	(a) HND in Hotel & Catering Management plus 15 years experience (b) A degree in Hotel Management plus 15 years experience, subject to vacancy.	CONTISS 13	

### PROGRAMME ANALYST CADRE

#### 1. POSTS AND SALARIES

1.1	Programmer ?	CONTISS 07
1.2	Senior Programmer ?	CONTISS 08
1.3	Principal Programmer II ?	CONTISS 09
1.4	Principal Programmer I ?	CONTISS 11
1.5	Asst. Chief Programmer. ?	CONTISS 12
1.6	Chief Programmer ?	CONTISS 13

1.7 Assistant Director (Programming) 2..?  
 1.8 Director, ICT ?

CONTISS 14  
 CONTISS 15

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Programmer	(1) By direct appointment of a candidate possessing First Degree; Higher National Diploma Or equivalent qualifications in related Discipline Or OND with three years relevant cognate experience.	(1) Writing and testing simple program  (2) Preparing flowcharts and test date  (3) Designing and producing computer Input/Output format and supervising and giving junior staff on-the-job training  (4) Any other duties that may be assigned.	CONTISS 07	Senior Programmer
2.	Senior Programmer	(1) By promotion of a confirmed and suitable Programmer who has spent at least three(3) years on the post OR OND with five years experience.  (2) By direct appointment of a candidate possessing a Masters Degree in the related field, Or First Degree/HND or equivalent qualifications plus three (3) years post qualification.	(1) Co-ordinating systems planning and design  (2) Supervising and programming and operating activities  (3) Undertaking programming writing codes to produce an output report.	CONTISS 08	Principal Programmer II
3.	Principal Programmer II	(1) By promotion of a confirmed and suitable Senior Programmer who has spent at least three (3) years on the grade. (2) By direct appointment of a candidate possessing qualifications specified in S/N 2(2) above plus three (3) and six (6) years post qualification cognate experience for Masters Degree and First Degree/HND respectively.	(1) Carrying out on the spot systems investigation and finalizing detailed layout.  (2) Studying systems and analyzing the existing systems.  (3) Evaluating new system design and design and litigating into old System.  (4) Any other duties that may be assigned.	CONTISS 09	Principal Programmer I
4.	Principal Programmer I	(1) By promotion of a confirmed and suitable Principal Programmer II who has spent at least three (3) years on the grade. (2) By direct appointment of a candidate possessing same qualifications specified in S/N 2(2) above plus six (6) and nine (9) years post qualification cognate experience for Masters Degree and First Degree/HND respectively.	(1) Coordinating the activities of a number of Programmers in his Unit.  (2) Assigning system study data and evaluating reports.  (3) Evaluating programme efficiency and scheduling	CONTISS 11	Assistant Chief Programmer

			system study flow.		
5.	Assistant Chief Programmer	<p>(1) By promotion of a confirmed and suitable Principal Programmer I who has spent at least three (3) years on the post.</p> <p>(2) By direct appointment of a candidate possessing (a) HND or equivalent qualifications plus twelve (12) years post qualification cognate experience Or (b) Masters Degree plus nine (9) years post qualification cognate experience.</p>	<p>(1) Gathering and analyzing information for development and modifying existing data processing system.</p> <p>(2) Arranging staff training and development programme.</p> <p>(3) Undertaking system design and programming.</p> <p>(4) Performing any other duties assigned.</p>	CONTISS 12	
6.	Chief Programmer	<p>(1) By promotion of a confirmed and suitable Assistant Chief Programmer who has spent at least three (3) years on the grade.</p> <p>(2) By direct appointment of a candidate possessing (a) HND or equivalent qualification plus fifteen (15) years relevant experience, Or (b) First Degree or equivalent qualifications plus 15 years cognate experience, or (c) Masters Degree plus twelve (12) years post qualification cognate experience .</p>	<p>(1) Maintaining existing and new programming/system and direct corrective actions.</p> <p>(2) Taking charge of a section.</p> <p>(3) Compiling and presenting report on project plan.</p>	CONTISS 13	Assistant Director (Programming)
7.	Assistant Director (Programming)	<p>(1) By promotion of a confirmed and suitable Chief Programmer who has spent at least three (3) years on the grade</p>	<p>(1) Taking care of a branch.</p> <p>(2) Assisting in the administration of the Department.</p> <p>(3) Coordinating the training programme of staff.</p> <p>(4) Performing any other duties assigned.</p>	CONTISS 14	Director, ICT
8.	Director, ICT	<p>By appointment only of a candidate possessing (i) a Masters degree with 15 years post qualification cognate experience; Or (ii) a Ph.D with twelve years cognate experience. In both cases candidates must be a member of a registered professional body.</p>		CONTISS 15)	

SYSTEMS ENGINEER CADRE



1.1	Hardware Specialist	CONTISS 07
1.2	Senior Hardware Specialist	CONTISS 08
1.3	Principal Hardware Specialist II	CONTISS 09
1.4	Principal Hardware Specialist I	CONTISS 11
1.5	Assistant Chief Hardware Specialist	CONTISS 12
1.6	Chief Hardware Specialist	CONTISS 13
1.7	Assistant Director	CONTISS 14

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Hardware Specialist	(1) By direct appointment of a candidate possessing First Degree, 5 O? level credits (WASC/NECO/GCE) including English Language and Mathematics plus (2 <sup>2</sup> )	(1) Trouble shooting and Basic principle of operation. (2) Keeping the hardware in a functional mode. (3) Preventive and corrective maintenance.	CONTISS 07	Senior Hardware Specialist
2.	Senior Hardware Specialist	(1) By promotion of a confirmed and suitable Hardware Specialist who has spent at least three (3) years on the grade or OND with 6 years experience. (2) By direct appointment of a candidate possessing a Master& Degree in the related field; Or First Degree5 O?level credits (WASC/NECO/GCE) including English Language and Mathematics with cognate experience.	(1) Trouble shooting upto Board level. (2) Understanding logic pause and probe. (3) Record keeping for Trouble shooting and Computer Hardware.	CONTISS 08	Principal Hardware Specialist II
3.	Principal Hardware Specialist II	(1) By promotion of a confirmed and suitable Senior Hardware Specialist who has spent at least three (3) years on the grade. (2) By direct appointment of a candidate possessing qualifications specified in S/N 2(2) above plus three (3) and Six (6) years post qualification cognate experience for Masters Degree and First Degree in cognate experience for Masters Degree and First Degree respectively.	(1) Having idea of Networking and Trouble shooting. (2) Responsible for and understanding of Internet connectivity. (3) Stock taking of Hardwares.	CONTISS 09	Principal Hardware Specialist I
4.	Principal Hardware Specialist I	(1) By promotion of a confirmed and suitable Senior Hardware Specialist who has spent at least three years on the grade. (2) By direct appointment of a candidate possessing same qualifications specified in S/N 2(2) plus Six (6) and nine (9) years post qualification cognate experience for Masters Degree and First Degree respectively.	(1) Co-ordinating the activities of the unit. (2) Assigning and training of sub-ordinate. (3) Keeping records of equipment and hardware.	CONTISS 11	Assistant Chief Hardware Specialist
5.	Assistant Chief Hardware Specialist	(1) By promotion of a confirmed and suitable Principal Hardware Specialist who has served at least three years on the grade.	(1) Co-ordinating development of hardware specialist in the Unit/Department. (2) Investigating hardware problems. (3) Liaising with the System Programmer and user section to ensure operational practicability.	CONTISS 12	Chief Hardware Specialist

6.	Chief Hardware Specialist	(1) By promotion of a confirmed and suitable Assistant Chief Hardware Specialist who has spent at least three years on the grade or OND with 20 years experience.	(1) Maintaining existing and new system performance and direct corrective action. (2) Taking charge of a section. (3) Reviewing the Hardware operational Jobs.	CONTISS 13	Assistant Director (Hardware)
7.	Assistant Director (Hardware)	(1) By promotion of a confirmed and suitable Chief Hardware Specialist who has spent at least three years on the grade, subject to vacancy.	(1) Taking care of a Branch. (2) Taking responsibility of Computer Hardware and data processing planning.	CONTISS 14	

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

**DATA PROCESSING OFFICER CADRE**

**1. POSTS AND SALARIES**

1.1	Data Processing Officer	CONTISS 06
1.2	Higher Data Processing Officer	CONTISS 07
1.3	Senior Data Processing Officer II	CONTISS 08
1.3	Senior Data Processing Officer I	CONTISS 09
1.4	Principal Data Processing Officer II	CONTISS 10
1.4	Principal Data Processing Officer I	CONTISS 11
1.5	Assistant Chief Data Processing Officer	CONTISS 12
1.6	Chief Data Processing Officer	CONTISS 13

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Data Processing Officer	(1) By promotion of a confirmed and suitable Senior Computer Operator who has spent at least 3 years on the grade. (2) By direct appointment of a candidate possessing 5 O? level credits (WASC/NECO/GCE) including English Language and Mathematics a professional Diploma in Data Processing or Diploma in Secretarial Studies with professional training in Data Processing and a Typing speed of 50 w.p.m	(1) Co-ordinating the activities of a number of subordinate Assistants in the Unit. (2) Checking all tabulated data and machines to ensure the accuracy of end-production. (3) Keeping inventory of stationery to ensure that prescribed levels are maintained.	CONTISS 06	Higher Data Processing Officer
2.	Higher Data Processing Officer	(1) By promotion of a confirmed and suitable Data Processing Officer who had spent at least three years on the grade. (2) By direct appointment of a candidate possessing 5 O? level credits (WASC/NECO/ GCE) including English Language and Mathematics plus any of the following qualifications: Higher National Diploma in Computer Studies or Higher National Diploma in Data Processing or Professional Advanced Certificate in Electrical Data Processing or its equivalent.	(1) Supervising the different sections in the Data Processing Unit. (2) Providing Data Processing Officer with working materials. (3) Taking of Inventory of Data Processing Materials in the Department/Unit.	CONTISS 07	Senior Data Processing Officer II
3.	Senior Data Processing Officer II	(1) By promotion of a confirmed and suitable Higher Data Processing Officer who has spent at least three years on the grade. (2) By direct appointment of a candidate possessing any of the following qualifications: (i) Higher National Diploma in Computer Studies; (ii) Higher National Diploma in Data Processing (iii) Professional Advanced Certificate in Electronic Data Processing or its equivalent with 3 years working experience.	(1) Keeping records of equipment and hardware. (2) Enforcing production schedule. (3) Training subordinate staff	CONTISS 08	Senior Data Processing Officer I
4.	Senior Data Processing	(1) By promotion of a confirmed and suitable Senior Data Processing	Same as above.	CONTISS 09	Principal Data

	Officer I	Officer II who has spent at least three years on the grade. (2) By direct appointment of a candidate possessing any of the following qualifications: (i) Higher National Diploma in Computer Studies; (ii) Higher National Diploma in Data Processing (iii) Professional Advanced Certificate in Electronic Data Processing or its equivalent with 3 years working experience.			Processing Officer II
5.	Principal Data Processing Officer II	(1) By promotion of a confirmed and suitable Senior Data Processing Officer who has spent at least three years on the grade. (2) By direct appointment of a candidate possessing 5 O? level credits (WASC/NECO/GCE) including English Language and Mathematics plus any of the qualifications: Higher National Diploma in computer Studies or Higher National Diploma in Data Processing or Professional Advanced Certificate in Electronic Data Processing or its equivalent with at least 6 years working experience.	(1) Supervising and co-ordinating the activities of the Data Processing Unit/Dept. (2) Reviewing performance of equipment and subordinate staff. (3) Preparing Data Processing equipment budget.	CONTISS 10	Principal Data Processing Officer I
6.	Principal Data Processing Officer I	(1) By promotion of a confirmed and suitable Principal Data Processing Officer II who has spent at least three years on the grade. (2) By direct appointment of a candidate possessing 5 O? level credits (WASC/NECO/GCE) including English Language and Mathematics plus any of the qualifications: Higher National Diploma in computer Studies or Higher National Diploma in Data Processing or Professional Advanced Certificate in Electronic Data Processing or its equivalent with at least 6 years working experience.	Same as above.	CONTISS 11	Assistant Chief Data Processing Officer
7.	Assistant Chief Data Processing Officer	(1) By promotion of a confirmed and suitable Principal Data Processing Officer who has spent at least three years on the grade or spent 3 years as a Word processing Manager.	(1) Co-ordinating computer and data control and data preparation operations. (2) Initiating development of job procedures and scheduling. (3) Training operational staff.	CONTISS 12	Chief Data Processing Officer
8.	Chief Data Processing Officer	(1) By promotion of a suitable Assistant Chief Data Processing Officer who has spent at least three or eight years as Word processing Manager, subject to vacancy.	(1) Co-ordinating development of operating methods, standards for computer operation and data preparation. (2) Specifying equipment and personnel time recording procedures. (3) Investigating re-curing operating problems.	CONTISS 13	

COMPUTER OPERATOR CADRE

5 POSTS AND SALARIES

1.1	Assistant Chief Computer Operator	CONTISS 06
1.2	Chief Computer Operator	CONTISS 07
1.3	Assistant Operations Manager	CONTISS 08
1.4	Operations Manager	CONTISS 09
1.5	Principal Operations Manager	CONTISS 11
1.6	Assistant Chief Operations Manager	CONTISS 12
1.7	Chief Operations Manager	CONTISS 13

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1	Assistant Chief Computer Operator	Possessing a HND in Computer Science of First Degree in other relevant disciplines.	Maintaining schedules for data processing work and collection of DP data from user department.	CONTISS 06	Data Supervisor
2.	Data Supervisor	Possessing a HND in Computer Science of First Degree in other relevant disciplines.	Maintaining schedules for data processing work and collection of DP data from user department.	CONTISS 07	Assistant Operations Officer
3.	Assistant Operations Officer	Possessing a HND in Computer Science or First degree in other relevant disciplines with exposure to data processing or Business Administration. Familiarity with computer equipment and operations, some understanding of systems software and programming plus minimum of 3 years experience.	(1) Day-to-day management of the operations of the equipment and personnel. (2) Supervision and coordination of supplies, Data preparation and computer operations. (3) Maintaining schedules for data processing work.	CONTISS 08	Operations Manager
3.	Operations Manager	Possessing a HND in Computer Science or First degree in other relevant disciplines with computing equipment and operations. Some understanding of software programming plus 6 years administrative/data processing experience.	(1) Responsibility of day to day operation of equipment and personnel. (2) Supervising and coordinate supplies data preparation and computer operations. (3) Maintain schedule of data processing work.	CONTISS 09	Principal Operations Manager
4.	Principal Operations Manager	Possessing a HND in Computer Science or First degree in other relevant disciplines with Training in data processing/ data control/ computer equipment operations and management plus 9 years cognate experience in operations	(1) Liaising with users on job submission for computer runs. (2) Liaising with vendor in the logistics of supplies. (3) Planning schedules of distribution of job loads and types for different computer systems.	CONTISS 11	Assistant Chief Operations Manager

		management/data processing.	(4) Analyze usage patterns and make projections for future planning.		
5.	Assistant Chief Operations Manager	As above plus 12 years cognate experience in data processing and management.	(1) Assisting the Director in the technical supervision of computer operations, staff, system operations and data control. (2) Assisting the Director in the maintenance of DP equipment, supplies and provide the Director with information and request for the purchase of equipment. (3) Consulting with the Director on the use and commitment of equipment and operational resources.	CONTISS 12	Chief Operations Manager
6.	Chief Operations Manager	As above plus 15 years cognate experience in data processing and Management.	(1) Assisting the Director in the technical supervision of computer operations, staff, system operation and data control. (2) Assisting the Director in the maintenance of DP equipment, supplies and provide the Director with information and request for the purchase of equipment. (3) Consulting with the Director on the use and commitment of equipment and operation resources.	CONTISS 13	BAR

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

## SYSTEMS ANALYST CADRE

### 1 POSTS AND SALARIES

1.1	System Analyst I	CONTISS 08
1.2	Senior System Analyst	CONTISS 09
1.3	Principal System Analyst	CONTISS 11
1.4	Assistant Chief Systems Analyst	CONTISS 12
1.5	Chief Systems Analyst	CONTISS 13
1.6	Deputy Director	CONTISS 14
1.7	Director	CONTISS 15

S/N	POST	BASIC ENTRY QUALIFICATION	SALARY SCALE	NEXT GRADE
1.	System Analyst Grade I	(1) A University degree in Computer Science/ Informatics or related discipline or equivalent professional qualifications, plus 2 years relevant post-qualification experience.  (2) Promotion avenue for Systems Analyst Grade II	CONTISS 08	Senior Systems Analyst
2.	Senior System Analyst	(1) At least a good first degree in Computer Science or other related discipline with formal training in systems analysis and computer programming, 2 years experience in systems analysis and design plus two years additional experience in computer applications.  (2) Promotion avenue for Systems Analyst Grade I.	CONTISS 09	Principal Systems Analyst
3.	Principal System Analyst	(1) A higher degree in Computer Science or in Informatics or equivalent professional qualification plus a good honours degree in Computer Science or in Informatics or related field 3 years professional experience in System Analysis required plus additional 2 years experience in Computer applications.  (2) Promotion avenue for Systems Analyst Grade	CONTISS 11	Assistant Chief Systems Analyst
4.	Assistant Chief Systems Analyst	(1) A higher degree in Computer Science or in Informatics or equivalent professional qualification plus a good honours degree in Computer Science or in Informatics or related field Candidate must possess a minimum of 6 years professional experience in systems analysis and design including experience in computer applications.  (2) Promotion avenue for Principal Systems Analyst	CONTISS 12	Chief Systems Analyst
5.	Chief Systems	A higher degree in Computer Science or in Informatics or equivalent	CONTISS 13	Deputy

	Analyst	professional qualification plus a good honours degree in Computer Science or in Informatics or related field. Candidate must possess a minimum of 8 years post-qualification professional experience including 5 years administrative experience in running a Computer Science installation.		Director
6.	Deputy Director*	As for Chief Systems Analyst or Chief Systems Programmer plus 9 years post-qualification experience in computer applications.	CONTISS 14**	Director
7.	Director*	A higher degree in Computer Science plus at least 10 years post-qualification experience in Computer Science and Computer Applications including at least 2 years administrative experience in running a Computer installation	CONTISS 15**	

\*Direct movement to CONTISS 13 as Chief System Analyst as a result of the Agreement reached between the Federal Government and the Senior Staff Association and the Non-Academic Staff Union of the Universities on 28<sup>th</sup> September, 1983. Also APAPTS at its meeting held on 15 February, 1990 approved movement of staff to this position.

\*\*By appointment only.

### SECURITY OFFICER CADRE

#### 1. POSTS AND SALARIES

1.1	Assistant Security Officer	CONTISS 06
1.2	Security Officer II	CONTISS 07
1.3	Security Officer I	CONTISS 08
1.4	Senior Security Officer	CONTISS 09
1.5	Principal Security Officer	CONTISS 11
1.6	Deputy Chief Security Officer	CONTISS 12
1.7	Chief Security Officer	CONTISS 13

S/N	RANK	ENTRY QAULIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Assistant Security Officer	(1) By promotion of a suitable Security Staff on CONTISS 5 who has spent at least three (3) years on grade. (2) By direct appointment of a candidate possessing four (5) Credits pass including English Language, plus Diploma Certificate.	(1) Advising on Security matters. (2) Coordinating and Supervising the activities of subordinate staff.	CONTISS 06	Security Officer II
2.	Security Officer II	(1) By promotion of a suitable Assistant Security Officer who has spent at least three years on the post with exemplary conduct. (2) By direct appointment of a candidate with a good honour degree in Humanities, Social Sciences, Law and Education not below 2 <sup>nd</sup> Class Lower or an Ex-Servicemen not below the rank of Senior Inspector of Police or its	(1) Protecting life and property within the University and its environs, monitor, and prevent potential criminal and cult activities. (2) Investigating crimes and write situation reports, prevent trespass in the University, issue identity cards and retrieve at points of surrender sub-unit. (3) Carrying out other duties as	CONTISS 07	Security Officer I



		equivalent in the Armed Forces with at least three years experience in related job with evidences.	may be assigned, and provide professional and Community Service.		
3.	Security Officer I	(1) By promotion of a suitable Security Officer II who has spent at least three (3) years on the grade with exemplary conduct. (2) By direct appointment of an Ex-Serviceman not below the Rank of Senior Inspector of Police or its equivalent in the Armed Forces with not less than five years experience and other qualifications on the relevant job with evidence.	(1) Performing at higher level, the duties specified in sub ? paragraph 2.1.1 and above. (2) Assisting in organizing training programs for subordinate security staff and security enlightenment programmes on crime detection and prevention. (3) Carrying out other duties as may be assigned, and provide professional and community service.	CONTISS 08	Senior Security Officer
4.	Senior Security Officer	(1) By promotion of a suitable Security Officer I who has spent at least three years on the grade with exemplary conduct. (2) By direct appointment of an Ex-Serviceman not below the rank of Assistant Superintendent of Police or its equivalent in the Armed Forces with not less than ten (10) years experience and other qualifications on the related job with evidence.	(1) Performing at higher level, the duties specified in sub-paragraph 2.2.1 and above. (2) Playing a major role in general Supervision, discipline and welfare of subordinate Security Staff. (3) Carrying out other duties as may be assigned, and provide professional and Community service.	CONTISS 09	Principal Security Officer
5.	Principal Security Officer	(1) By promotion of a suitable Senior Security Officer who has spent at least (3) three years on the grade with exemplary conduct. (2) By direct appointment of an Ex-Serviceman not below the rank of Superintendent of Police or its equivalent in the Armed Forces with not less than ten (10) years experience and other qualifications on the related job with evidence.	(1) Performs at higher level, the duties specified in sub ? paragraph 2.3.1 and above. (2) Taking charge of crime, criminal investigation, apprehension of offenders, liaise with State Security Agencies on all criminal matters, appear in Court as required and carry out other duties as may be assigned, and provide professional and community service.	CONTISS 11	Deputy Chief Security Officer
6.	* Deputy	(1) By direct appointment of an Ex-	The same as in Principal	CONTISS	Chief

	Chief Security Officer	Servicemen not below rank of Superintendent of Police or its equivalent in the Armed Forces with not less than ten (10) years experience and other relevant qualifications on the job with evidence.	Security Officer	12	Security Officer
7.	* Chief Security Officer	By direct appointment of an Ex-Serviceman not below rank of Chief Superintendent of Police or its equivalent on the Armed Forces with not less than ten (10) years experience and other relevant qualifications on the related job with evidence.	(1) Taking charge of recruitment and discipline of Security Staff. (2) Carrying out other duties as may be assigned.	CONTISS 13	

\* By direct appointment

### SPORTS OFFICER CADRE

6	POSTS AND SALARIES	
1.1	Coach II	CONTISS 07
1.2	Coach I	CONTISS 08
1.3	Senior Coach	CONTISS 09
1.4	Principal Coach	CONTISS 11
1.5	Assistant Chief Coach	CONTISS 12
1.6	Chief Coach	CONTISS 13
1.7	Deputy Director of Sports	CONTISS 14
1.8	Director of Sports	CONTISS 15

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Coach II	Degree in Physical and Health Education not below Second Class	(i) Assisting in coordinating the activities of zonal offices and states sports councils. (ii) Assisting in the organization of workshops, seminars and courses. (iii) Assisting in collating quarterly reports on sports development. (iv) Assisting in coordinating the activities of the national federations/ associations. (v) Collecting data. (vi) Assisting in sports development at the grassroots.	CONTISS 07	Coach I

2.	Coach I	By promotion of Coach II plus 3 years experience.	<ul style="list-style-type: none"> <li>(i) Assisting in the implementation of sports programmes.</li> <li>(ii) Collating reports from the states council and zonal offices.</li> <li>(iii) Liaising with the zonal offices and national associations.</li> <li>(iv) Assisting in organizing and maintaining sports camps/centres.</li> <li>(v) Assisting in organizing workshops, seminars and courses.</li> </ul>	CONTISS 08	Senior Coach
3.	Senior Coach	As for Coach II plus 6 years experience.	<ul style="list-style-type: none"> <li>(i) Collating and assisting in analyzing reports from zonal offices and state sports councils.</li> <li>(ii) Monitoring and evaluating programmes of national associations to ensure harmonized execution.</li> <li>(iii) Assisting in organizing national workshops and seminars on sports.</li> <li>(iv) Assisting in the organization of international sports exchange programmes.</li> <li>(v) Supervising the activities of subordinates.</li> </ul>	CONTISS 09	Senior Medical Officer II
4.	Principal Coach	As in Coach I above plus 9 years relevant experience.	<ul style="list-style-type: none"> <li>(i) Assisting in administering grants to voluntary sports organizations.</li> <li>(ii) Coordinating institutional sport programmes in the country.</li> <li>(iii) Identifying the sports needs of various associations and making necessary recommendations.</li> <li>(iv) Compiling and analyzing progress reports from zonal offices and national associations.</li> <li>(v) Assisting sectional heads in organizing seminars and conferences.</li> <li>(vi) Supervising junior staff in the section.</li> <li>(vii) Assisting in conducting research.</li> </ul>	CONTISS 11	Assistant Chief Coach
5.	Assistant Chief Coach	As in Coach I above plus 12 years relevant experience.	<ul style="list-style-type: none"> <li>(i) Assisting in the administering of a Section.</li> <li>(ii) Coordinating the activities in sports development in a defined area.</li> <li>(iii) Taking charge of planning and production of technical literatures and publicity materials.</li> <li>(iv) Assisting in organization of training programmes for staff.</li> <li>(v) Monitoring sport programmes and activities at the grassroots.</li> <li>(vi) Coordinating the activities of a number of junior officers.</li> </ul>	CONTISS 12	Chief Coach
6.	Chief Coach	As in Coach I above plus 15 years relevant experience and M.Sc. in	<ul style="list-style-type: none"> <li>(i) Taking charge of a section.</li> <li>(ii) Supervising inter-state planning,</li> </ul>	CONTISS 13	Deputy Director,

		Physical and Health Education.	(iii) research and training activities. (iv) Serving on national and inter-ministerial committees on sports matters. (v) Organizing national workshops and seminars. (vi) Organizing training programmes for staff. (vii) Coordinating activities in a number of specified areas. (viii) Coordinating researches into sports. (viii) Taking responsibility for the administration of grant to sports organizations i.e. NUGA, NIPOGA, ANISONMG, etc.		Coach
7.	Deputy Director, Coach	By appointment only.	(i) Taking charge of a Division/ Department (States). (ii) Taking responsibility for sports development planning. (iii) Assisting in the general administration of the Department. (iv) Advising on the formulation, execution and review of policies and programme on sporting matters. (v) Participating in policy formulation.	CONTISS 14	Director, Coach
8.	Director, Coach	By appointment only.	(i) Taking charge of a Department. (ii) Advising on the formulation, execution and review of policies and programme on sporting matters. (iii) Liaising with local and international organizations/ institution on Sports Development.	CONTISS 15	

Footnote: Computer literacy and professional qualification are required to move from CONTISS 09

### PLANNING OFFICER CADRE

#### 1 POSTS AND SALARIES

1.1	Assistant Planning Officer	CONTISS 07
1.2	Planning Officer II	CONTISS 08
1.3	Planning Officer I	CONTISS 09
1.4	Senior Planning Officer	CONTISS 11
1.5	Principal Planning Officer	CONTISS 12
1.6	Chief Planning Officer	CONTISS 13
1.7	Assistant Director of Planning	CONTISS 14
1.8	Director of Planning	CONTISS 15

S/N	POST	BASIC ENTRY QUALIFICATION	SALARY SCALE	NEXT GRADE
1.	Assistant Planning Officer	A good honours degree from a recognized University in any of the following fields: Mathematics, Statistics, Economics, Educational	CONTISS 07	Planning Officer II

		Management with bias in Mathematics/Statistics/Economics.		
2.	Planning Officer II	A good honours degree from a recognized University in any of the following fields: Mathematics, Statistics, Economics, Educational Management with bias in Mathematics/Statistics/Economics plus 2 years experience in the Planning Unit of a University.	CONTISS 08	Planning Officer I
3.	Planning Officer I	(1) A good honours degree from a recognized University in any of the following fields: Mathematics, Statistics, Economics, Educational Management with bias in Mathematics/Statistics/Economics plus at least 4 years experience in the Planning Unit of a University. (2) Master's degree in the above listed discipline plus at least 3 years experience in the Planning Unit of a University.	CONTISS 09	Senior Planning Officer
4.	Senior Planning Officer	A good honours degree from a recognized University in any of the following fields: Mathematics, Statistics, Economics, Educational Management with bias in Mathematics/Statistics/Economics. And a postgraduate degree plus a minimum of 6 years experience in the Planning Unit of a University.	CONTISS 11	Principal Planning Officer
5.	Principal Planning Officer	A good honours degree from a recognized University in any of the following fields: Mathematics, Statistics, Economics, Educational Management with bias in Mathematics/Statistics/Economics. And a postgraduate degree plus a minimum of 7 years cognate experience in the Planning Unit of a University.	CONTISS 12	Chief Planning Officer
6.	Chief Planning Officer	A good honours degree from a recognized University in any of the following fields: Mathematics, Statistics, Economics, Educational Management with bias in Mathematics/Statistics/Economics. And a postgraduate degree plus a minimum of 9 years experience in the Planning Unit of a University.	CONTISS 13*	Assistant Director of Planning
7.	Assistant Director of Planning	A good honours degree from a recognized University in any of the following fields: Mathematics, Statistics, Economics, Educational Management with bias in Mathematics/Statistics/Economics. Preference will be given to those with higher degree with a minimum of 10 years cognate experience in the Planning Unit of a University.	CONTISS 14*	Director of Planning
8.	Director of Planning	A good honours degree from a recognized University in any of the following fields: Mathematics, Statistics, Economics, Educational Management with bias in Mathematics/Statistics/Economics. with a minimum of 12 years cognate experience in the Planning Unit of a University. A doctorate postgraduate degree would be an advantage.	CONTISS 15*	

\*By appointment

#### STAFF SCHOOL CADRE

#### 7 POSTS AND SALARIES

1.1	Master III	CONTISS 06
1.2	Master II	CONTISS 07
1.3	Master I	CONTISS 08
1.4	Senior Master II	CONTISS 09
1.5	Senior Master I	CONTISS 10
1.6	Principal Master II	CONTISS 11
1.7	Principal Master I	CONTISS 12
1.8	Head Teacher	CONTISS 13

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY	NEXT RANK
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				SCALE	
1.	Master III	<ul style="list-style-type: none"> <li>(1) NCE Teacher Certificate plus one year experience.</li> <li>(2) Associateship Diploma Certificate plus 3 years experience.</li> <li>(3) Grade II plus 6 years experience.</li> </ul>	<ul style="list-style-type: none"> <li>(1) Teaches the relevant subject and conduct examinations according to subject areas of specialization in the Curriculum.</li> <li>(2) Conducts general assembly according to the roster.</li> <li>(3) Keeps class records and maintenance of effective control and classroom management.</li> <li>(4) Conducts daily duties according to the roster and writes report.</li> <li>(5) Attends workshop and seminars and <i>ad hoc</i> Committees.</li> <li>(6) Attends workshop and seminars and subsequently coordinates the same within for colleagues.</li> </ul>	CONTISS 06	Master II
2.	Master II	<ul style="list-style-type: none"> <li>(1) A good honours degree in Education with one year post-qualification experience.</li> <li>(2) NCE Teacher certificate plus 4 years experience.</li> <li>(3) Associateship Diploma Certificate plus 6 years experience.</li> <li>(4) Promotion avenue for Master III.</li> </ul>	The same as in Master II and chairs a Committee where other members are on Master III.	CONTISS 07	Master I
3.	Master I	<ul style="list-style-type: none"> <li>(1) A good degree in Education with 4 years? post-qualification experience.</li> <li>(2) Associateship Diploma Certificate plus 9 years experience.</li> <li>(3) NCE Teacher Certificate plus 7 years experience.</li> <li>(4) Promotion avenue for Master II.</li> </ul>	The same as in Master III and chairs a Committee where other members are on Master II and III	CONTISS 08	Senior Master II
4.	Senior Master II	<ul style="list-style-type: none"> <li>(1) A good honours degree in Education with at least 7 years experience.</li> <li>(2) NCE Teacher Certificate with at least 10 years experience.</li> <li>(3) Associateship Diploma with at least 12 years experience.</li> <li>(4) Promotion avenue for Master Grade II.</li> </ul>	The same as in Master III and chairs a Committee where other members are on Master I, II and III.	CONTISS 09	Senior Master I
5	Senior Master I	<ul style="list-style-type: none"> <li>(1) A good honours degree in Education with at least 10 years experience.</li> <li>(2) NCE with at least 13 years experience.</li> <li>(3) Associateship Diploma with at</li> </ul>	The same as in Master III and chairs a Committee where other members are on Senior Master I, II and III.	CONTISS 10	Principal Master II

		least 15 years experience. (4) Promotion avenue for Senior Master Grade II with at least three (3) years maturation period.			
6	Principal Master II	(1) A good honours degree in Education with at least 13 years experience. (2) NCE with at least 16 years experience. (3) Associateship Diploma with at least 15 years experience. (4) Promotion avenue for Master Grade I.	The same as in Master II except duties items (ii) and (iv) and chairs a Committee where other members are on proceeding ranks.	CONTISS II	Principal Master I
7	Principal Master I	A good honours degree in Education from a recognized University, with at least 15 years experience in Staff School. Higher degree in Education will be an added advantage.	The same as in Senior Master II and many deputies for the Head Teacher on appointment.	CONTISS 12	Head Teacher
8	Head Teacher	By appointment.	(1) Supervises, organizes and coordinates the day-to-day running of the school. (2) Presides over meetings within the school. (3) Serves as Secretary with the Staff School Management Board, also attends the meetings with the University Management.	CONTISS 13	

#### INDUSTRIAL COORDINATORS CADRE

1.1	Industrial Coordinators II	CONTISS 07
1.2	Industrial Coordinator I	CONTISS 08
1.3	Senior Industrial Coordinator	CONTISS 09
1.4	Principal Industrial Coordinator	CONTISS 11
1.5	Deputy/Assistant Chief Industrial Coordinator	CONTISS 12

S/N	RANK	ENTRY QAULIFICATION	SALARY SCALE	NEXT RANK
1.	Industrial Coordinator II	A good degree in Engineering or Technology.	CONTISS 07	Industrial Coordinator I
2.	Industrial Coordinator I	A good degree in Engineering or Technology plus two years post-qualification experience. Postgraduate degree will be advantage.	CONTISS 08	Senior Industrial Coordinator
3.	Senior Industrial Coordinator	A good degree in Engineering or Technology plus 4 years post-qualification experience. Postgraduate degree and experience in student industrial training will be an advantage.	CONTISS 09	Principal Industrial Coordinator
4.	Principal Industrial Coordinator	A good degree in Engineering or Technology plus 6 years post-qualification experience. Postgraduate degree and experience in student industrial training will be an advantage.	CONTISS 11	Deputy/Assist. Chief Industrial Coordinator
5.	Deputy/Asst. Chief Industrial Coordinator	(1) By promotion of a confirmed and suitable Senior Executive Officer I who has spent at least three (3) years on the post. (2) By direct appointment of a candidate possessing 4 credits in O?evel (WASC/GCE/NECO) University Degree or HND plus nine (9) years working experience.	CONTISS 12	Chief Industrial Coordinator
*6.	Chief Industrial Coordinator*	A good degree in Engineering or Technology plus 9 years post-qualification experience, part of which must have been in the industrial training of students of higher institutions. A post-graduate degree will be an advantage.	CONTISS 13*	

\*By appointment only

### RADIOGRAPHERS CADRE



1.1	Radiographer	CONTISS 07
1.2	Higher Radiographer	CONTISS 08
1.3	Senior Radiographer	CONTISS 09
1.4	Principal Radiographer	CONTISS 11
1.5	Assistant Chief Radiographer	CONTISS 12
1.6	Chief Radiographer	CONTISS 13

S/N	POST	BASIC ENTRY QUALIFICATION	SALARY SCALE	NEXT GRADE
1.	Radiographer	Candidate possessing the Diploma of Society of Radiographers (DRS or DCR) London or B.Sc. Radiography or its equivalent qualification from a recognized institution plus one (1) year N.Y.S.C.	CONTISS 07	Higher Radiographer
2.	Higher Radiographer	By direct appointment of holder of above qualification plus 3 years relevant experience.	CONTISS 08	Senior Radiographer
3.	Senior Radiographer	As above plus at least 5 years relevant experience.	CONTISS 09	Principal Radiographer
4.	Principal Radiographer	As above plus at least 7 years relevant experience	CONTISS 11	Assistant Chief Radiographer
5.	Assistant Chief Radiographer	By promotion of a confirmed Principal Radiographer	CONTISS 12	Chief Radiographer
6.	Chief Radiographer	D.S.R. or D.C.R. or B.Sc Holder plus at least ten (10) years relevant experience or by promotions of a suitable Assistant Chief Radiographer, subject to vacancy.	CONTISS 13	

UNIVERSITY PUBLISHING HOUSE  
EDITORIAL STAFF CADRE (MARKETING)

6 POSTS AND SALARIES

1.1	Assistant Editor (Marketing)	CON TISS 07
1.2	Editor Grade II (Marketing)	CON TISS 08
1.3	Editor Grade I (Marketing)	CON TISS 09
1.4	Senior Editor (Marketing)	CON TISS 11
1.5	Principal Editor (Marketing)	CON TISS 12
1.6	Chief Editor (Marketing)	CON TISS 13

S/N	POST	BASIC ENTRY QUALIFICATION	SALARY SCALE	NEXT GRADE
1.	Assistant Editor (Marketing)	(i) A good bachelor degree or HND in a relevant field from a recognized institution. (ii) University Diploma or NCE plus professional qualification in marketing or selling with a minimum of five (5) years post-qualification experience in book trade.	CON TISS 07	Editor Grade II (Marketing)
2.	Editor Grade II (Marketing)	(iii) A good master's degree in relevant field from a recognized University. (iv) A good bachelor's degree or HND in a relevant field with a minimum of three (3) years post-qualification experience in the book trade. (v) University Diploma or NCE plus professional qualification in marketing or selling with a minimum of seven (7) years post-qualification experience in book trade. (vi) Promotion avenue for Assistant Editor (Marketing).	CON TISS 08	Editor Grade I (Marketing)
3.	Editor Grade I (Marketing)	(iii) A good master's degree in relevant field from a recognized University with a minimum of three (3) years post-qualification experience in the book trade. (iv) A good bachelor's degree or Higher National Diploma (HND) in a relevant field with a minimum of five (5) years post-qualification experience in the book trade. (v) University Diploma or NCE plus professional qualification in marketing or selling with a minimum of seven (7) years post-qualification experience in book trade. (vi) Promotion avenue for Assistant Editor (Marketing).	CON TISS 09	Senior Editor (Marketing)
4.	Senior Editor (Marketing)	(iii) A good master's degree in relevant field from a recognized University with a minimum of three (3) years post-qualification experience on the grade. (iv) A good bachelor's degree or Higher National	CON TISS 11	Principal Editor (Marketing)

		<p>Diploma (HND) in a relevant field with a minimum of five (5) years post-qualification experience in the book trade.</p> <p>(v) University Diploma or NCE plus professional qualification in marketing or selling with a minimum of six (6) years post-qualification experience in book trade.</p> <p>(vi) Promotion avenue for Assistant Editor (Marketing).</p>		
5.	Principal Editor (Marketing)	<p>(iii) A good master's degree in relevant field from a recognized University with a minimum of seven (7) years post-qualification experience in the book trade.</p> <p>(iv) A good bachelor's degree or HND in a relevant field with a minimum of eight (8) years post-qualification experience in the book trade.</p> <p>(v) University Diploma or NCE plus professional qualification in marketing or selling with a minimum of fifteen (15) years post-qualification experience in book trade.</p> <p>(vi) Promotion avenue for Assistant Editor (Marketing).</p>	CONTISS 12	Chief Editor (Marketing)
6.	Chief Editor (Marketing)	<p>(i) A good master's degree in relevant field from a recognized University with a minimum of nine (9) years post-qualification experience in the book trade.</p> <p>(ii) A good bachelor's degree or HND in a relevant field with a minimum of ten (10) years post-qualification experience in the book trade.</p> <p>(iii) University Diploma or NCE plus professional qualification in marketing or selling with a minimum of fifteen (15) years post-qualification experience in book trade.</p> <p>(iv) Promotion avenue for Assistant Editor (Marketing), subject to vacancy.</p>	CONTISS 13	

ARCHITECT CADRE

POSTS AND SALARIES

1.1	Architect II	-	-	-	-	-	CONTISS 07
1.2	Architect I	-	-	-	-	-	CONTISS 08
1.3	Senior Architect-	-	-	-	-	-	CONTISS 09
1.4	Principal Architect	-	-	-	-	-	CONTISS 11
1.5	Chief Architect	-	-	-	-	-	CONTISS 13
1.6	Deputy Director-	-	-	-	-	-	CONTISS 14
1.7	Director	-	-	-	-	-	CONTISS 15

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Architect II	(1) By direct appointment of a candidate possessing any of the following or equivalent qualifications registrable with the Architects Registration Council of Nigeria (ARCON):- (2) Possessing a Bachelor of Science (B.Sc.) degree in Architecture obtained from a University recognized by the Architect Registration Council of Nigeria. (3) Possessing a pass in the Final I Examination of the Nigerian Institute of Architects (N.I.A.). (4) Possessing a pass in the Final I Examination of the Royal Institute of British Architects (R.I.B.A.).	(1) Assisting in carrying out basic architectural designs for small scale projects under maintenance; (2) Participating in the assessment of architectural design briefs for such maintenance works of small scale type; (3) Carrying out other duties as may be assigned.	CONTISS 07	Architect I
2.	Architect I	(1) By direct appointment of a candidate possessing any of the following or equivalent qualifications registrable with ARCON:- (2) Possessing a Bachelor of Science (B.Sc.) degree in Architecture obtained from an Institution recognized by ARCON. (3) Possessing a Bachelor of Architecture obtained from an Institution recognized by ARCON. (4) Possessing a pass in the Final II Examination of the Nigerian Institute of British Architects. (5) A pass in the Final II Examination of the Royal Institute of British Architects. (6) By advancement of suitable	(1) Carrying out basic architectural designs for small scale projects undergoing maintenance; (2) Assessing architectural design briefs of projects of small scale nature meant for maintenance and supervise draughtsman I producing working architectural drawings for such purposes; (3) Carrying out other duties as may be assigned and provide professional and community services.	CONTISS 08	Senior Architect

		Architect Grade II who has completed a two-year pupillage programme and obtained any of the qualifications specified in S/N 1 above.			
3.	Senior Architect	(1) By promotion of a confirmed and suitable Architect Grade I who has been provisionally registered by ARCON. (2) By direct appointment of a candidate who has been provisionally registered by ARCON and possesses any of the qualification specified in S/N 1 above plus at least three years? post-qualification cognate experience.	(1) Participating in architectural designs for major projects for the purpose of maintenance; (2) Serve as project Architect on projects earmarked for maintenance; (3) Participating in assessment of architectural design briefs for such maintenance projects; (4) Supervising draughtsman in producing working architectural drawings for such projects; (5) Carrying out other duties as may be assigned and provide professional and community services.	CONTISS 09	Principal Architect
4.	Principal Architect	(1) By promotion of a confirmed and suitable Senior Architect who has passed the registered by ARCON and spent at least three years on the grade. (2) By direct appointment of a candidate possessing any of the qualifications cognate experience who has passed the Nigerian Institute of Architects examination of professional competence and fully registered by ARCON.	(1) Carrying out architectural designs for major projects to be rehabilitated and service as Project Architect on major projects earmarked for maintenance; (2) Assessing architectural designs briefs for major projects which will undergo maintenance works and supervising draughtsman in producing working architectural drawings applying computer program to architectural designs for such projects; (3) Carrying out other duties as may be assigned and provide professional and community service.	CONTISS 11	Chief Architect
5.	Chief Architect	(1) By promotion of a confirmed and suitable Assistant Chief Architect who has passed the Nigerian Institute of Architects examination of professional competence, fully registered by Architects Registration Council of Nigeria and spent at least three years on the grade.	(1) Same duties as stated for Principal Architect; (2) Assisting in the preparation of annual capital estimates, cost effective fiscal allocation to projects and updating the inventory of building spaces as well as applying computer programs to architectural designs;	CONTISS 13	Deputy Director
6.	Deputy Director	(1) By promotion of a confirmed and suitable Chief Architect who has passed the Nigerian Institute of Architects examination of professional competence, fully registered by ARCON and spent at least four years on the grade.	(1) Preparation, checking and collation of briefs in liaison with user departments, architectural designs/drawings, plans and specifications for all building projects under maintenance works; (2) Supervision of buildings works and collation of progress reports on buildings under maintenance; (3) Interpretation of technical drawings and documents connected with projects for maintenance purposes; (4) Liaising regularly with Architects and other relevant professionals within and outside the department as may be necessary; (5) Participating in the preparation of departmental budgets for projects to	CONTISS 14	Director

			<p>undergo maintenance works;</p> <p>(6) Providing full technical reports on tenders and contractors for such projects under maintenance;</p> <p>(7) Training of Architectural technicians on-the-jobs;</p> <p>(8) Providing professional and community services;</p> <p>(9) Carrying out other duties as may be assigned.</p>		
7.	Director	By direct Appointment	<p>By direct appointment of a candidate possessing 5 Olevel credits (WAEC/NECO/GCE/NABTEB) including English Language and Mathematics and any of the following:</p> <p>(a) first Degree plus fifteen (15) years cognate experience or</p> <p>(b) Masters Degree plus twelve (12) years cognate experience.</p>	CONTISS 15	

All promotions/transfers are subject to vacancy and satisfactory Service record.

QUANTITY SURVEYOR CADRE

1. POSTS AND SALARIES

1.1	Quantity Surveyor II	CONTISS 07
1.2	Quantity Surveyor I	CONTISS 08
1.3	Senior Quantity Surveyor	CONTISS 09
1.4	Principal Quantity Surveyor	CONTISS 11
1.5	Chief Quantity Surveyor	CONTISS 13
1.6	Deputy Director	CONTISS 14
1.7	Director	CONTISS 15

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Quantity Surveyor II	(1) By direct appointment of a candidate possessing 5 O level credits (WASC/NECO/GCE) including English Language and Mathematics plus a First Degree in Quantity Surveying with a minimum of Second Class Lower Division.	(1) Assisting in the preparation of bills of quantities and estimates of proposed works. (2) Carrying out valuation for interim certificates of payments. (3) Carrying out other duties as may be assigned, and providing professional and community service.	CONTISS 07	
2.	Quantity Surveyor I	(1) By promotion of a confirmed and suitable Quantity Surveyor II who has spent at least three years on the grade. (2) By direct appointment of a candidate possessing (a) First Degree plus three (3) years post qualification relevant experience, or a Masters Degree (4) Masters Degree in relevant area.	(1) Same duties as in specified above.	CONTISS 08	Senior Quantity Surveyor
3.	Senior Quantity Surveyor	(1) By promotion of a confirmed and suitable Quantity Surveyor I who has spent at least three years on the post with satisfactory record of service. (2) By direct appointment of a candidate possessing 5 O level credits (WASC/NECO/GCE/)	(1) Preparing bills, quantities and estimates of proposed works. (2) Carrying out valuation for interim certificates of payments and serve as Quantity Surveyor and Cost Planner on major projects and control costs of construction works. (3) Carrying out other duties as may	CONTISS 09	Principal Quantity Surveyors

		including English Language and Mathematics plus (a) First Degree plus six (6) years post qualification cognate experience, or (b) Master's Degree plus three (3) years post graduation cognate experience.	be assigned, and provide professional and community service. (4) Participating in the preparation of bills, quantities and estimates of proposed works. (5) Carrying out valuation for interim certificates of payments and serve as Quantity Surveyor on medium projects. (6) Carrying out other duties as may be assigned, and provide professional and community service.		
4.	Principal Quantity Surveyors	(1) By promotion of a confirmed and suitable Senior Quantity Surveyor who has spent at least three years on the grade. (2) By direct appointment of a candidate possessing 5 O'level credits (WASC/NECO/GCE/) including English Language and Mathematics plus (a) First Degree plus nine (9) years post qualification experience, or (b) Masters Degree plus six (6) years post qualification cognate experience.	(1) Same as specified in S/N 3 above. (2) Assessing financial implications of project proposals and advise on cost decisions. (3) Carrying out other duties as may be assigned.	CONTISS 11	Chief Quantity Surveyor
5.	Chief Quantity Surveyor	(1) By promotion of a confirmed and suitable Principal Quantity Surveyor who has spent at least three years on the grade.	(1) Preparing bill of quantities and estimates of proposed works and carry out valuation for interim certificates of payment. (2) Serving as Quantity Surveyor and Cost Planner, or Major Projects and control cost of construction works. (3) Assessing financial implications of project proposals and advising on cost decisions and assist in annual capital estimates preparations review of rolling plans and updating fixed assets register. (4) Carrying out other duties as may be assigned, and providing professional and community service.	CONTISS 13	Deputy Director
6.	Deputy Director	(1) By promotion of a confirmed and suitable Chief Quantity Surveyor who has spent at least three years on the post.	(1) Performing at higher level, similar duties specified above. (2) Carries out other duties as may be assigned and providing professional and community service.	CONTISS 14	Director
7.	Director	By appointment only.		CONTISS 15	

NOTE: All promotions /transfers are subject to vacancy and satisfactory Service record.



ZOO SUPERVISOR CADRE

POSTS AND SALARIES

Zoo Supervisor	CONTISS 06
Zoo Curator Grade III	CONTISS 07
Zoo Curator Grade II	CONTISS 08
Zoo Curator Grade I	CONTISS 09
Senior Zoo Curator	CONTISS 11
Principal Zoo Curator	CONTISS 12
Chief Zoo Curator	CONTISS 13

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Zoo Supervisor	By direct appointment of a suitable candidate possessing WASC, NECO or GCE with passes in at least 5 papers including Biology or Agriculture plus three (3) years experience in Zoo/Animal Keeping.	Shall be responsible for the general supervision of assigned zoo-keeping operations and the training of workers under his care. The general attitude and efficiency of all workers under his charge will be his responsibility.	CONTISS 06	Zoo Curator III
2.	Zoo Curator Grade III	By direct appointment of a suitable candidate possessing the above qualification with three (3) years experience and Diploma in relevant fields or HND/B.Sc. in relevant fields.	Same as above.	CONTISS 07	Zoo Curator Grade II
3.	Zoo Curator Grade II	(i) By promotion of a confirmed and suitable Zoo Curator III who has spent at least three (3) years on the rank. (ii) By direct appointment of a suitable candidate	Shall be responsible for the day to day veterinary care of animals. Supervision of routine drug usage and compliance, breeding trials. Collation of stud book and breeding programmes.	CONTISS 08	Zoo Curator Grade I

			possessing the qualification in serial no. 1 with six (6) years experience and Diploma in relevant fields or HND/B.Sc. in relevant fields plus three (3) years experience.			
4.	Zoo Curator Grade I	(i)  (ii)	By promotion of a confirmed and suitable Zoo Curator II who has spent at least three (3) years on the rank.  By direct appointment of a suitable candidate possessing the qualification in serial no. 1 with nine (9) years experience and Diploma in relevant field or HND/B.Sc. in relevant fields plus six (6) years experience.	Same as above.	CONTISS 09	Senior Zoo Curator
5.	Senior Zoo Curator	(i)	By direct appointment of a suitable candidate who has B.Sc. degree in Zoology/Wildlife/Forestry Management/Veterinary Medicine with postgraduate/ professional training in Zoo keeping or Wildlife Management and at least eighteen (18) years cumulative experience in general Zoo keeping of which eight (8) years will be of proven administrative experience.	Shall collate all animal care records, feeding pattern on a weekly basis. Shall be responsible to the Chief Zoo Supervisor for assigned duties.	CONTISS 11	Principal Zoo Curator
6.	Principal Zoo Curator	(i)  (ii)	By promotion of a confirmed and suitable Senior Zoo Curator who has spent at least three (3) years on the rank.  By direct appointment of a suitable candidate who has the qualification of a Senior Zoo Curator and at least twenty-one (21) years cumulative experience in general zoo keeping of which eleven (11) years will be of proven administrative experience.	Shall organize field trips for animal rescue and collection collaboration with other zoos. Shall be responsible to the Chief Zoo Curator for assigned duties.	CONTISS 12	Chief Zoo Curator
7.	*Chief Zoo Curator		By direct appointment of a suitable candidate who has the qualification of a Principal Zoo Curator and least twenty-four (24) years cumulative experience in	Preservation of exotic species. Collation of reports from Zoo Curator. Liaising with other Zoos for staff exchange programmes and the Director in	CONTISS 13	

		general zoo keeping of which fourteen (14) years will be of proven administrative experience. Possessing of a Masters (Higher) degree will be an added advantage.	day to day management of the zoo.		
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\*By appointment only.

## PHYSIOTHERAPIST CADRE

### 1. POSTS AND SALARIES

1.1	Physiotherapist	-	CONTISS 08
1.2	Senior Physiotherapist	-	CONTISS 09
1.3	Principal Physiotherapist II	-	CONTISS 11
1.4	Principal Physiotherapist I	-	CONTISS 12
1.5	Assistant Chief Physiotherapist	-	CONTISS 13
1.6	Chief Physiotherapist	-	CONTISS 14

S/ N	RANK	ENTRY QUALIFICATION	SALARY SCALE	NEXT RANK
1.	Physiotherapist	By direct appointment of a candidate who has 5 O? level Credit Pass (WAEC/NECO/GCE) including English Language and Mathematics plus a degree in Physiotherapy or relevant field or equivalent qualification registrable with the Physiotherapy Board of Nigeria.	CONTISS 08	Senior Physiotherapist
2.	Senior Physiotherapist	(1) By promotion of a confirmed and suitable Physiotherapist who has spent at least three (3) years on the grade. (2) By direct appointment of a suitable candidate possessing the qualifications specified in serial number 1 plus at least three (3) years post qualification cognate experience.	CONTISS 09	Principal Physiotherapist II
3.	Principal Physiotherapist II	(1) By promotion of a confirmed and suitable Senior Physiotherapist who has spent at least three (3) years on the grade. (2) By direct appointment of a suitable candidate possessing the qualifications specified in serial number 1 plus at least six (6) years post qualification cognate experience.	CONTISS 11	Principal Physiotherapist I

4.	Principal Physiotherapist I	(1) By promotion of a confirmed and suitable Principal Physiotherapist II who has spent at least three (3) years on the grade. (2) By direct appointment of a suitable candidate possessing the qualification specified in serial number 1 plus at least ten (10) years post qualification cognate experience.	CONTISS 12	Assistant Chief Physiotherapist
5.	Assistant Chief Physiotherapist	By promotion of a confirmed and suitable Principal Physiotherapist I who has spent at least three (3) years on the grade.	CONTISS 13	Chief Physiotherapist
6.	Chief Physiotherapist	By promotion of a confirmed and suitable Assistant Chief Physiotherapist who has spent at least four (4) years on the grade, subject to vacancy.	CONTISS 14	

## OPTOMETRIST CADRE

### 1. POSTS AND SALARIES

1.1	Optometrist	-	CONTISS 08
1.2	Senior Optometrist	-	CONTISS 09
1.3	Principal Optometrist II	-	CONTISS 11
1.4	Principal Optometrist I	-	CONTISS 12
1.5	Assistant Chief Optometrist	-	CONTISS 13
1.6	Chief Optometrist	-	CONTISS 14

S/ N	RANK	ENTRY QUALIFICATION	SALARY SCALE	NEXT RANK
1.	Optometrist	By direct appointment of a candidate who has 5 Ø? level Credit Pass (WAEC/NECO/GCE) including English Language and Mathematics plus a degree in Doctor of Optometry from a recognized University or equivalent qualification registrable with the Optometrist and Dispensing Optician Board of Nigeria.	CONTISS 08	Senior Optometrist
2.	Senior Optometrist	(1) By promotion of a confirmed and suitable Optometrist who has spent at least three (3) years on the grade. (2) By direct appointment of a suitable candidate possessing the qualifications specified in serial number 1 plus at least three (3) years post qualification cognate experience.	CONTISS 09	Principal Optometrist
3.	Principal Optometrist II	(1) By promotion of a confirmed and suitable Senior Optometrist who has spent at least three (3) years on the grade. (2) By direct appointment of a suitable candidate possessing the qualifications specified in serial number 1 plus at least six (6) years post qualification cognate experience.	CONTISS 11	Principal Optometrist I

4.	Principal Optometrist I	(1) By promotion of a confirmed and suitable Principal Optometrist II who has spent at least three (3) years on the grade. (2) By direct appointment of a suitable candidate possessing the qualifications specified in serial number 1 plus at least ten (10) years post qualification cognate experience.	CONTISS 12	Assistant Chief Optometrist
5.	Assistant Chief Optometrist	By promotion of a confirmed and suitable Principal Optometrist I who has spent at least three (3) years on the grade.	CONTISS 13	Chief Optometrist
6.	Chief Optometrist	By promotion of a confirmed and suitable Assistant Chief Optometrist who has spent at least four (4) years on the grade, subject to vacancy.	CONTISS 14	

## SILVICULTURIST CADRE

### 1. POSTS AND SALARIES

1.1	Silviculturist	-	CONTISS 07
1.2	Higher Silviculturist	-	CONTISS 08
1.3	Senior Silviculturist	-	CONTISS 09
1.4	Principal Silviculturist	-	CONTISS 11
1.5	Assistant Chief Silviculturist	-	CONTISS 12
1.6	Chief Silviculturist	-	CONTISS 13

S/ N	RANK	ENTRY QUALIFICATION	SALARY SCALE	NEXT RANK
1.	Silviculturist	By direct appointment of a candidate who has 5 Ø? level Credit Pass (WAEC/NECO/GCE) including English Language and Mathematics plus HND or B.Sc. in Forestry from a recognized institution with at least two (2) years post-qualification experience.	CONTISS 07	Higher Silviculturist
2.	Higher Silviculturist	(1) By promotion of a confirmed and suitable Silviculturist who has spent at least three (3) years on the grade. (2) By direct appointment of a suitable candidate possessing the qualifications specified in serial number 1 plus at least three (3) years post qualification cognate experience.	CONTISS 08	Senior Silviculturist
3.	Senior Silviculturist	(1) By promotion of a confirmed and suitable Higher Silviculturist who has spent at least three (3) years on the grade. (2) By direct appointment of a suitable candidate possessing the qualifications specified in serial number 1 plus with at least six (6) years post qualification cognate experience. (3) By direct appointment of a suitable candidate possessing qualifications specified in serial number 1 plus a	CONTISS 09	Principal Silviculturist



		Master Degree in Forestry with experience in plant propagation and nursery management with at least three (3) years experience.		
4.	Principal Silviculturist	(1) By promotion of a confirmed and suitable Senior Silviculturist who has spent at least three (3) years on the grade. (2) By direct appointment of a suitable candidate possessing the qualifications specified in serial number 1 with at least ten (10) plus at least ten (10) years post qualification cognate experience. (3) By direct appointment of a suitable candidate possessing qualification specified in Serial number 1 plus a Master Degree in Forestry with experience in plant propagation and Nursery Management with at least six (6) years experience.	CONTISS 11	Assistant Chief Silviculturist
5.	Assistant Chief Silviculturist	By promotion of a confirmed and suitable Principal Silviculturist who has spent at least three (3) years on the grade.	CONTISS 12	Chief Silviculturist
6.	*Chief Silviculturist	(1) By direct appointment of a suitable candidate possessing HND or B.Sc. in Forestry from a recognized institution with at least sixteen (16) years post-qualification cognate experience. (2) By direct appointment of a suitable candidate possessing HND or B.Sc. in Forestry from a recognized Institution plus a Master Degree in Forestry with experience in plant propagation and Nursery Management with at least ten (10) years experience.	CONTISS 13	

- By appointment only

## PROGRAMME OFFICER CADRE

### 1. POSTS AND SALARIES

1.1	Programme Officer II	-	CONTISS 07
1.2	Programme Officer I	-	CONTISS 08
1.3	Senior Programme Officer	-	CONTISS 09
1.4	Principal Programme Officer	-	CONTISS 11
1.5	Chief Programme Officer	-	CONTISS 13

S/N	RANK	ENTRY QUALIFICATION	SALARY SCALE	NEXT RANK
1.	Programme Officer II	By direct appointment of a candidate who has 5 O? level Credit Pass (WAEC/NECO/GCE) including English Language and Mathematics plus a first degree in the Social Sciences, Humanities, Law, Sciences or a Science-based discipline or HND in Humanities with a minimum of two (2) years post-qualification experience.	CONTISS 07	Programme Officer
2.	Programme Officer I	(1) By promotion of a confirmed and suitable Programme Officer II who has spent at least three (3) years on the rank. (2) By direct appointment of a suitable candidate possessing the qualifications specified in serial number 1 with a minimum of three (3) years post-qualification experience.	CONTISS 08	Senior Programme Officer
3.	Senior Programme Officer	(1) By promotion of a confirmed and suitable Programme Officer I who has spent at least three (3) years on the rank. (2) By direct appointment of a suitable candidate possessing the qualifications specified in serial number 1 with a minimum of six (6) years post-qualification experience. (3) By direct appointment of a suitable candidate possessing one qualification, specified in serial number 1 with a	CONTISS 09	Principal Monitoring and Evaluation Officer

		Master Degree in the Social Sciences, Humanities, Law, Sciences or Science-based discipline plus three (3) years post-qualification experience.		
4.	Principal Programme Officer	<p>(1) By promotion of a confirmed and suitable Senior Programme Officer who has spent at least three (3) years on the rank.</p> <p>(2) By direct appointment of a suitable candidate possessing the number 1 with a minimum of nine (9) years post-qualification experience.</p> <p>(3) By direct appointment of a suitable candidate possessing the qualifications specified in Serial number 1 with a Master Degree in the Social Sciences, Humanities, Law, Sciences or Science-based discipline plus six (6) years post-qualification experience.</p>	CONTISS 11	Chief Programme Officer
5.	Chief Programme Officer	<p>By promotion of a confirmed and suitable Principal Programme Officer who has spent at least three (3) years on the rank.</p> <p>(2) By direct appointment of a suitable candidate possessing the qualifications specified in serial number 1 with a minimum of twelve (12) years post-qualification experience.</p> <p>(3) By direct appointment of a suitable candidate possessing the qualification specified in serial number 1 with a Master Degree in the Social Sciences, Humanities, Law, Sciences or a Science-based discipline plus nine (9) years post-qualification experience.</p>	CONTISS 13	

## ESTATE OFFICER CADRE

### 1. POSTS AND SALARIES

1.1	Estate Officer	-	CONTISS 06
1.2	Higher Estate Officer	-	CONTISS 07
1.3	Senior Estate Officer	-	CONTISS 08
1.4	Principal Estate Officer II	-	CONTISS 09
1.5	Principal Estate Officer I	-	CONTISS 11
1.6	Assistant Chief Estate Officer	-	CONTISS 12
1.7	Chief Estate Officer	-	CONTISS 13

S/N	RANK	ENTRY QUALIFICATION	SALARY SCALE	NEXT RANK
1.	Estate Officer	By direct appointment of a candidate who has 5 <del>0</del> ? Level Credit Pass (WAEC/NECO/GCE) including English Language and Mathematics plus OND in any of Urban & Regional Planning, Estate Management from a recognized Institutions with at least two (2) years relevant post-qualification experience.	CONTISS 06	Higher Estate Officer
2.	Higher Estate Officer	(1) By promotion of a confirmed and suitable Estate Officer who has spent at least three (3) years on the rank. (2) By direct appointment of a suitable candidate who has 5 <del>0</del> ? level Credit Pass (WAEC/NECO/GCE) including English Language and Mathematics plus a good University degree or HND in any of Urban & Regional Planning, Estate Management from a recognized Institution with at least three (3) years relevant post qualification experience.	CONTISS 07	Senior Estate Officer
3.	Senior Estate Officer	(1) By promotion of a confirmed and suitable Higher Estate Officer who has spent at least three (3) years on the rank. (2) By direct appointment of a suitable candidate who has 5 <del>0</del> ? level credit Pass (WAEC/NECO/GCE) including English	CONTISS 08	Principal Estate Officer II

		Language and Mathematics plus a good University degree or HND in any of Urban & Regional Planning, Estate Management from a recognized Institution with at least four (4) years relevant post-qualification experience.		
4.	Principal Estate Officer II	(1) By promotion of a confirmed and suitable Senior Estate Officer who has spent at least three (3) years on the rank. (2) By direct appointment of a suitable candidate who has 5 O level credit Pass (WAEC/NECO/GCE) including English Language and Mathematics plus a good University degree or HND in any of Urban & Regional Planning, Estate Management from a recognized Institution with at least seven (7) years relevant post-qualification experience.	CONTISS 09	Principal Estate Officer I
5.	Principal Estate Officer I	(1) By promotion of a confirmed and suitable Principal Estate Officer II who has spent at least three (3) years on the rank. (2) By direct appointment of a suitable candidate who has 5 O level credit Pass (WAEC/NECO/GCE) including English Language and Mathematics plus a good University degree or HND in any of Urban & Regional Planning, Estate Management from a recognized Institution with at least ten (10) years relevant post-qualification experience.	CONTISS 11	Assistant Chief Estate Officer
6.	Assistant Chief Estate Officer	(1) By promotion of a confirmed and suitable Principal Estate Officer I who has spent at least three (3) years on the rank. (2) By direct appointment of a suitable candidate who has 5 O level credit Pass (WAEC/NECO/GCE) including English Language and Mathematics plus a good University degree or HND in any of Urban & Regional Planning, Estate Management from a recognized Institution with at least twelve (12) years relevant post-	CONTISS 12	Chief Estate Officer

		qualification experience.		
7.	*Chief Estate Officer	(1) By direct appointment of a suitable candidate who has 5 O level Credit Pass (WAEC/NECO/GCE) including English Language and Mathematics plus a good University degree or HND in any of Urban & Regional Planning, Estate Management from a recognized Institution with at least fifteen (15) years relevant post-qualification experience.	CONTISS 13	

\* By appointment only

## MONITORING AND EVALUATION OFFICER CADRE

### 1. POSTS AND SALARIES

- |     |   |   |            |
|-----|---|---|------------|
| 1.1 | Monitoring and Evaluation Officer           | - | CONTISS 08 |
| 1.2 | Higher Monitoring and Evaluation Officer    | - | CONTISS 09 |
| 1.3 | Senior Monitoring and Evaluation Officer    | - | CONTISS 11 |
| 1.4 | Principal Monitoring and Evaluation Officer | - | CONTISS 12 |
| 1.5 | Chief Monitoring and Evaluation Officer     | - | CONTISS 13 |

S/N	RANK	ENTRY QUALIFICATION	SALARY SCALE	NEXT RANK
1.	Monitoring and Evaluation Officer	By direct appointment of a suitable candidate who has 5 $\emptyset$ ?level Credit Pass (WAEC/NECO/GCE) including English Language and Mathematics plus a good degree in Engineering/Urban and Regional Planning/Architecture or equivalent Qualification with at least two (2) years post-qualification experience.	CONTISS 08	Higher Monitoring and Evaluation Officer
2.	Higher Monitoring and Evaluation Officer	(1) By promotion of a confirmed and suitable Monitoring and Evaluation Officer who has spent at least three (3) years on the rank. (2) By direct appointment of a suitable candidate who has the qualification specified in serial number 1 plus at least four (4) years post qualification experience.	CONTISS 09	Senior Monitoring and Evaluation Officer
3.	Senior Monitoring and Evaluation Officer	(1) By promotion of a confirmed and suitable Higher Monitoring and Evaluation Officer who has spent at least three (3) years on the rank. (2) By direct appointment of a suitable candidate who has the qualification specified in serial number 1 with a Master Degree in Engineering/Urban and Regional Planning/Architecture plus at least four (4) years post-qualification experience.	CONTISS 11	Principal Monitoring and Evaluation Officer

4.	Principal Monitoring and Evaluation Officer	(1) By promotion of a confirmed and suitable Senior Monitoring and Evaluation Officer who has spent at least three (3) years on the rank. (2) By direct appointment of a suitable candidate who has the qualification specified in serial number 1 with a Master Degree in Engineering/Urban & Regional Planning/Architecture plus at least six (6) years post-qualification experience.	CONTISS 12	Chief Programme Officer
5.	*Chief Monitoring and Evaluation Officer	By direct appointment of a suitable candidate who has 5 O level Credit pass (WAEC/NECO/GCE) including English Language and Mathematics with a Master Degree in Engineering/Urban and Regional Planning/Architecture plus at least ten (10) years post qualification experience.	CONTISS 13	

- By appointment only



## TELECOMS/WEBMASTER/NETWORK ANALYST CADRE

### 1. POSTS AND SALARIES

- 1.1 Telecoms/Webmaster/Network Analyst/Administrator Grade I - CONTISS 08
- 1.2 Senior Telecoms/Webmaster/Network Analyst/Administrator - CONTISS 09
- 1.3 Principal Telecoms/Webmaster/Network Analyst/Administrator - CONTISS 11
- 1.4 Assistant Chief Telecoms/Webmaster/Network Analyst/Administrator - CONTISS 12
- 1.5 Chief Telecoms/Webmaster/Network Analyst/Administrator - CONTISS 13
- 1.6 Deputy Director Telecoms/Webmaster/Network Analyst/Administrator- CONTISS 14
- 1.7 Director Telecoms/Webmaster/Network - CONTISS 15

S/N	RANK	ENTRY QUALIFICATION	SALARY SCALE	NEXT RANK
1.	Telecoms/Webmaster/Network Analyst/Administrator Grade I	By direct appointment of a candidate who has 5 <sup>th</sup> level Credit Pass (WAEC/NECO/NCE) including English Language and Mathematics plus a University degree in Computer Science/Informatics or related discipline or equivalent professional qualifications, plus two (2) years relevant post-qualification experience.	CONTISS 08	Senior Telecoms/Webmaster/Network Analyst/Administrator
2.	Senior Telecoms/Webmaster/Network Analyst Administrator	(1) By promotion of a confirmed and suitable Telecoms/Webmaster/Network Analyst/Administrator who has spent at least three (3) years on the rank. (2) By direct appointment of a suitable candidate who has qualifications specified in serial number 1 plus five (5) years relevant post-qualification experience.	CONTISS 09	Principal Telecoms/Webmaster/Network Analyst/Administrator
3.	Principal Telecoms/Webmaster/Network Analyst/Administrator	(1) By promotion of a confirmed and suitable Senior Telecoms/Webmaster/Network Analyst/Administrator who has spent at least three (3) years on the rank. (2) By direct appointment of a suitable candidate who has qualifications specified in serial number 1 plus eight (8) years relevant post-qualification experience.	CONTISS 11	Assistant Chief Telecoms/Webmaster/Network Analyst/Administrator

4.	Assistant Chief Telecoms/ Webmaster/ Network Analyst/ Administrator	(1) By promotion of a confirmed and suitable Principal Telecoms/Webmaster/Network Analyst/Administrator who has spent at least three (3) years on the rank. (2) By direct appointment of a suitable candidate who has a Master Degree in Computer Science/Informatics or equivalent professional qualification plus a good honours degree in Computer Science or in informatics or related field. Candidate must also possess a minimum of six (6) years professional experience in telecoms/webmaster/network including experience in computer applications.	CONTISS 12	Chief Telecoms/Webmaster/ Network/Administrator
5.	Chief Telecoms/ Webmaster/ Network Analyst/ Administrator	(1) By promotion of a confirmed and suitable Assistant Chief Telecoms/Webmaster/Network Analyst/Administrator who has spent at least three (3) years on the rank. (2) By direct appointment of a suitable candidate who has a Master Degree in Computer Science/Informatics or equivalent professional qualification plus a good honours degree in Computer Science or in Informatics or related field. Candidate must also possess a minimum of nine (9) years professional experience in telecoms/webmaster/network including experience in computer applications.	CONTISS 13	Deputy Director Telecoms/Webmaster/ Network/Analyst/ Administrator
6.	Deputy Director Telecoms/ Webmaster/ Network Analyst/ Administrator	By direct appointment of a suitable candidate who has a Master Degree in Computer Science/Informatics or equivalent professional qualification plus a good honours degree in Computer Science or in Informatics or related field. Candidate must also possess a minimum of twelve (12) years professional experience in Computer applications.	CONTISS 14**	Director Telecoms/Webmaster/ Network

7.	Director, Telecoms/ Webmaster/ Network	By direct appointment of a suitable candidate who has a Master Degree in Computer Science/Informatics or equivalent professional qualification plus a good honours degree in Computer Science or in Informatics or related field. Candidate must also possess a minimum of fifteen (15) years professional experience in telecoms/webmaster/network including experience in Computer applications.	CONTISS 15**	
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\*\* By appointment only.

## HOUSE KEEPER CADRE

### 1. POSTS AND SALARIES

1.1	House Keeper Grade II	-	CONTISS 06
1.2	House Keeper Grade I	-	CONTISS 07
1.3	Higher House Keeper	-	CONTISS 08
1.4	Senior House Keeper	-	CONTISS 09
1.5	Principal House Keeper	-	CONTISS 11
1.6	Assistant Chief House Keeper	-	CONTISS 12
1.7	Chief House Keeper	-	CONTISS 13

S/N	RANK	ENTRY QUALIFICATION	SALARY SCALE	NEXT RANK
1.	House Keeper II	By direct appointment of a suitable candidate who has WAEC/NECO/GCE O level plus three (3) years experience with one of the following:  i. City ;and Guilds 705, 706/1 & 706/2. ii. M.I.M.A. iii. Diploma in Institutional Management plus three (3) years experience. iv. OND in Hotel & Catering Management plus three (3) years experience.	CONTISS 06	House Keeper Grade I
2.	House Keeper Grade I	(1) By promotion of a confirmed and suitable House Keeper Grade II who has spent at least three (3) years on the rank. (2) By direct appointment of a suitable candidate who has WAEC/NECO/GCE O level plus six (6) years experience with one of the following:  i. City & Guilds 705, 706/1 & 706/2 ii. M.I.M.A. iii. Diploma in Institutional Management plus six (6) years experience. iv. OND in Hotel & Catering Management plus six (6) years experience.	CONTISS 07	Higher House Keeper
3.	Higher House Keeper	(1) By promotion of a confirmed and suitable House Keeper Grade I who has spent at least three (3) years on the rank.	CONTISS 08	Senior House Keeper

		<p>(2) By direct appointment of a suitable candidate who has WAEC/NECO/GCE Olevel plus nine (9) years experience with one of the following:</p> <p>i. City &amp; Guilds 705, 706/1 &amp; 706/2  ii. M.I.M.A.  iii. Diploma in Institutional Management plus nine (9) years experience.  iv. NCE in Institutional House Keeping or its equivalent plus three (3) years experience.  vi. HND in Institutional House Keeping or its equivalent plus three (3) years experience.  vii. B.Sc. in Home Economics/Management plus three (3) years experience.</p>		
4.	Senior House Keeper	<p>(1) By promotion of a confirmed and suitable Higher House Keeper who has spent at least three (3) years on the rank.  (2) By direct appointment of a suitable candidate who has WAEC/NECO/GCE Olevel plus twelve (12) years experience with one of the following:</p> <p>i. City &amp; Guilds 705, 706/1 &amp; 706/2  ii. M.I.M.A.  iii. Diploma in Institutional Management plus twelve (12) years experience.  iv. OND in Hotel &amp; Catering Management plus twelve (12) years experience.  v. NCE in Institutional House Keeping plus Six (6) years experience.  vi. HND in Institutional House Keeping or its equivalent plus six (6) years experience.  vii. B.Sc. in Home Economics/Management plus six (6) years experience.</p>	CONTISS 09	Principal House Keeper
5.	Principal House Keeper	<p>(1) By promotion of a confirmed and suitable Senior House Keeper who has spent at least three (3) years on the rank.  (2) By direct appointment of a suitable candidate who has WAEC/NECO/GCE Olevel plus fifteen (15) years experience with one of the following:</p>	CONTISS 11	Assistant Chief House Keeper

		<p>i. City &amp; Guilds 705, 706/1 &amp; 706/2</p> <p>ii. M.I.M.A.</p> <p>iii. Diploma in Institutional Management plus eighteen (18) years experience.</p> <p>iv. OND in Hotel &amp; Catering Management plus fifteen (15) years experience.</p> <p>v. NCE in Institutional House Keeping or its equivalent plus twelve (12) years experience.</p> <p>vi. HND in Institutional House Keeping or its equivalent plus nine (9) years experience.</p> <p>vii. B.Sc. in Home Economics/Management plus nine (9) years experience.</p>		
6.	Assistant Chief House Keeper	<p>(1) By promotion of a confirmed and suitable Principal House Keeper who has spent at least three (3) years on the rank.</p> <p>(2) By direct appointment of a suitable candidate who has WAEC/NECO/GCE O level plus eighteen (18) years experience with one of the following:</p> <p>i. City &amp; Guilds 705, 706/1 &amp; 706/2</p> <p>ii. M.I.M.A.</p> <p>iii. Diploma in Institutional Management plus twenty-one (21) years experience.</p> <p>iv. OND in Hotel &amp; Catering Management plus eighteen (18) years experience.</p> <p>v. NCE in Institutional House Keeping or its equivalent plus fifteen (15) years experience.</p> <p>vi. HND in Institutional House Keeping or its equivalent plus twelve (12) years experience.</p> <p>vii. B.Sc. in Home Economics/Management plus twelve (12) years experience.</p> <p>* (Terminal rank for holder of qualification less than NCE)</p>	CONTISS 12	Chief House Keeper
7.	Chief House Keeper	<p>(1) By direct appointment of a suitable candidate who has WAEC/NECO/GCE O level plus twelve (12) years experience with one of the following:</p>		

		<p>i. HND in Institutional House Keeping or its equivalent plus fifteen (15) years experience.</p> <p>ii. B.Sc. in Home Economics/Management plus fifteen (15) years experience.</p> <p>iii. NCE in Home/Economics/Management plus eighteen (18) years experience.</p>		
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\* By appointment only

## PORTER CADRE

### 1. POSTS AND SALARIES

- |     |                            |   |            |
|-----|----------------------------|---|------------|
| 1.1 | Supervisor (Porter)        | - | CONTISS 06 |
| 1.2 | Senior Supervisor (Porter) | - | CONTISS 07 |
| 1.3 | Chief Supervisor (Porter)  | - | CONTISS 08 |

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Supervisor (Porter)	By promotion of a confirmed and suitable Assistant Supervisor who has NCE/Diploma or its equivalent plus three (3) years experience.	(1) Supervising subordinate staff. (2) Deploying the staff. (3) Safe keeping of lost and found items before handing them over to the security guards. (4) Reporting cases of missing items.	CONTISS 06	Senior Supervisor (Porter)
2.	Senior Supervisor (Porter)	By promotion of a confirmed and suitable Supervisor (Porter) who has spent three (3) years on the rank.	Same as above and other duties as assigned.	CONTISS 07	Chief Supervisor (Porter)
3.	Chief Supervisor (Porter)	By promotion of a confirmed and suitable Supervisor (Porter) who has spent three (3) years on the rank.	Same as above and other duties as assigned.	CONTISS 08	