

UNIVERSITY OF IBADAN



**APPROVED
CAREER STRUCTURE**

FOR

JUNIOR STAFF

May, 2012

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JUNIOR STAFF UNIFORM SCHEME OF SERVICE FOR NIGERIAN UNIVERSITIES

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JUNIOR STAFF

BINDERY ASSISTANT CADRE

1. POSTS AND SALARIES

1.1	Bindery Assistant II	CONTISS 02
1.2	Bindery Assistant I	CONTISS 03
1.3	Senior Bindery Assistant	CONTISS 04
1.4	Principal Bindery Assistant	CONTISS 05
1.5	Chief Bindery Assistant	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Bindery Assistant II	CONTISS 02	By direct appointment of a candidate with JSS 3 plus 3 years experience.	(1) Mending and gluing of books. (2) Pulling of books.	Bindery Assistant I
2.	Bindery Assistant I	CONTISS 03	(1) By direct appointment of a candidate with SSC/WASC/GCE certificate or of a candidate with Bindery Assistant Certificate. (2) By promotion of a Bindery Assistant II after 3 years of satisfactory service.	(1) Mending and gluing of books. (2) Sewing of books. (3) Pulling of books.	Senior Bindery Assistant
3.	Senior Bindery Assistant	CONTISS 04	(1) By direct appointment of a candidate with SSC/WASC/GCE plus Bindery Assistant Certificate and at least 3 years cognate working experience. (2) By promotion of a Bindery Assistant after 3 years of satisfactory service who holds SSC/WAEC/GCE.	(1) Punching of books. (2) Lining and rounding of books spine. (3) Case making for books. (4) Backing of books. (5) Pulling of books	Principal Bindery Assistant
4.	Principal Bindery Assistant	CONTISS 05	(1) By direct appointment of a candidate with SSC/WASC/GCE and Bindery Assistant Certificate plus 6 years experience plus proficiency in computer operation (2) By promotion of a Senior Bindery Assistant after 3 years satisfactory service.	(1) General work in the bindery. (2) Recording and separation of books. (3) Case making for book covers. (4) Coupling and mending of books.	Chief Bindery Assistant
5.	Chief Bindery Assistant	CONTISS 06	(1) By direct appointment of a candidate with OND in relevant field plus proficiency in computer operation with 3 years experience. (2) By promotion of a Principal Bindery Assistant after 3 years satisfactory service plus Diploma in desktop publishing from recognized institution.	(1) Preparation of books (2) Lamination of books (3) Foremanship i.e supervision (4) Pulling and coupling of books (5) Mending and correction of books (6) Reporting, writing and keeping records	

PRINTING CADRE

1. POSTS AND SALARIES

1.1	Printing Assistant II	CONTISS 02
1.2	Printing Assistant I	CONTISS 03
1.3	Printer	CONTISS 04
1.4	Senior Printer	CONTISS 05
1.5	Chief Printer	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Printing Assistant II	CONTISS 02	By direct appointment of a candidate with JSS 3 plus 3 years experience.	Operating rotary offset printing machine.	Printing Assistant I
2.	Printing Assistant I	CONTISS 03	<p>1) By direct appointment of a candidate with SSC/WASC/GCE plus formal apprenticeship training.</p> <p>2) By promotion of a Printing Assistant II after 3 years satisfactory service.</p>	<p>(1) Operating rotary offset printing machines, proofing presses and letter press machines.</p> <p>(2) Undertaking colour combination of scribed and screened job in map production.</p> <p>(3) Assisting in copying records for field and office uses.</p> <p>(4) Assisting in the training and supervision of Junior staff in the latest method of record keeping storage of plans and maps.</p>	Printer
3.	Printer	CONTISS 04	<p>1) By direct appointment of a candidate with SSC/WASC/GCE plus Proficiency Certificate in printing plus evidence of Computer Literacy and 3 years post qualification cognate experience.</p> <p>2) By promotion of a Printing Assistant I who holds SSC/WAEC/GCE after 3 years of satisfactory service.</p>	Same as above.	Senior Printer
4.	Senior Printer	CONTISS 05	<p>1) By direct appointment of a candidate with SSC/WASC/GCE plus 6 years experience and Proficiency in Computer Operation.</p> <p>2) By promotion of a Printer after 3 years of satisfactory service.</p>	<p>(1) Operating small photo mechanical outfit.</p> <p>(2) Assisting in keeping records.</p> <p>(3) Supervising the activities of a number of Junior staff.</p> <p>(4) Assisting in ensuring proper operation and maintenance of machines.</p>	Chief Printer
5.	Chief Printer	CONTISS 06	<p>1) By direct appointment of a candidate with OND plus 3 years experience plus Diploma in desktop publishing from recognized institution.</p> <p>2) By promotion of a Senior Printer after 3 years of satisfactory service. Plus OND in relevant field.</p>	<p>(1) Co-ordinating the activities of the Junior staff.</p> <p>(2) Ensuring proper operation and maintenance of all machines.</p> <p>(3) Having responsibility for keeping relevant records.</p>	

LIBRARY ASSISTANT CADRE

1. POSTS AND SALARIES

1.1	Library Assistant II	CONTISS 02
1.2	Library Assistant I	CONTISS 03
1.3	Senior Library Assistant	CONTISS 04
1.4	Principal Library Assistant	CONTISS 05
1.5	Chief Library Asst./Library Officer	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Library Assistant II	CONTISS 02	By direct appointment of a candidate with JSS 3 Certificate plus 3 years experience	(1) Stamping new books. (2) Gumming of book pockets and date due labels. (3) Listing of books to be taken to catalogue and classification section. (4) Moving materials to the cataloguing section.	Library Assistant I
2.	Library Assistant I	CONTISS 03	(1) By direct appointment of a candidate with SSC/WASC/GCE plus evidence of computer literacy. Plus Library Certificate (2) By promotion of a Library Assistant II after 3 years of satisfactory service.	(1) Writing of classmark on the spines of books. (2) Filing of catalogue cards (3) Receiving books from the Collection Development Unit.	Senior Library Assistant
3.	Senior Library Assistant	CONTISS 04	(1) By direct appointment of a candidate with SSC/WASC/GCE plus Senior Library Certificate, 3 years working experience and evidence of computer literacy. (2) By Promotion of a Library Assistant after 3 years of satisfactory service who holds SSC/WAEC/GCE	(1) Shelving of books. (2) Borrowing out books. (3) Receiving books from the catalogue and classification unit. (4) Writing of overdue notices. (5) Shelve reading. (6) Issuing borrowers' cards to students and staff.	Principal Library Assistant
4.	Principal Library Assistant	CONTISS 05	(1) By direct appointment of a candidate with ND/OND (Library) Certificate and evidence of computer literacy. (2) By promotion of a Senior Library Assistant after 3 years satisfactory service.	(1) Shelving of books. (2) Assisting readers to locate materials. (3) Charging and discharging books. (4) Cutting dailies. (5) Issuing out of reserved materials. (6) Supervising and training subordinate staff.	Chief Library Asst./Library Officer
5.	Chief Library Asst./Library Officer	CONTISS 06	(1) By direct appointment of a candidate with ND/OND (Library) Certificate and evidence of computer literacy with 9 years cognate experience. (2) By promotion of a Principal Library Assistant with ND/OND (Library) Certificate and evidence of computer literacy after 3 years of satisfactory service.	Same as for Principal Library Assistant above.	Higher Library Officer

PHOTOGRAPHER CADRE

1. POSTS AND SALARIES

1.1	Photographer Assistant II	CONTISS 02
1.2	Photographer Assistant I	CONTISS 03
1.3	Photographer	CONTISS 04
1.4	Senior Photographer	CONTISS 05
1.5	Chief Photographer	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Photographer Assistant II	CONTISS 02	By direct appointment of a candidate with JSS 3 plus 3 years experience	(1) Training on photographic procedures, processing and camera handling. (2) Processing black and white films. (3) Enlarging negatives up to fill plates. (4) Maintaining photographic darkroom and studio equipment. (5) Registering negatives into appropriate books. (6) Covering simple routine photographic assign.	Photographer Assistant I
2.	Photographer Assistant I	CONTISS 03	1) By direct appointment of a candidate with SSC/WASC/ GCE plus apprenticeship certificate 2.) By promotion of a Photographer Assistant II after 3 years of satisfactory service.	(1) Covering photographic assignments for necessary voluntary organizations and statutory corporations. (2) Printing special photographs and other enlargements. (3) Preparing contract prints and ground sheets. (4) Assisting in on the job training of Junior staff.	Senior Photographer Assistant
3.	Photographer	CONTISS 04	1.) By appointment of a candidate with SSC/WASC/GCE plus proficiency certificate in Photography. Plus 6 years cognate experience. 2.) By promotion of Photographer Assistant I who holds SSC/WAEC/GCE after 3 years of satisfactory service.	(1) Assisting in the processing of colour films and printing of enlarged photographs for exhibitions. (2) Assisting in organization of photographic studio equipment. (3) Copying photo. (4) Ensuring safe keeping of photographic studio equipment.	Senior Photographer
4.	Senior Photographer	CONTISS 05	1.) By direct appointment of a candidate with SSC/WASC/GCE plus 6 years cognate experience. Plus proficiency certificate in photography 2.) By promotion of a Photographer after 3 years of satisfactory service.	(1) Assistant in supervising the production of ground sheets and general photo finish. (2) Supervising the work of a number of Junior staff.	Chief Photographer
5.	Chief Photographer	CONTISS 06	1.) By direct appointment of a candidate who holds OND in Photograph with 3 years post qualification experience. 2.) By promotion of a Senior Photographer	(1) Supervising the training of Junior staff and advising on their development. (2) Co-ordinating the activities of a number of Junior staff.	

			with OND in Photography with 3 years of satisfactory service		
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OFFICE ASSISTANT CADRE

1. POSTS AND SALARIES

1.1	Office Assistant II	CONTISS 02
1.2	Office Assistant I	CONTISS 03
1.3	Senior Office Assistant	CONTISS 04
1.4	Assistant Supervisor (Office Assistant)	CONTISS 05
1.5	Supervisor	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Office Assistant II	CONTISS 02	By direct appointment of a candidate with JSS 3 Certificate with 3 years experience	Performing routine Office Assistant duties under supervision	Office Assistant I
2.	Office Assistant I	CONTISS 03	1.) By direct appointment of a candidate with SSC/WASC/GCE 2.) By promotion of an Office Assistant II after 3 years of satisfactory service.	Performing routine Office Assistant duties as may be assigned.	Senior Office Assistant
3.	Senior Office Assistant	CONTISS 04	1.) By direct appointment of a candidate with SSC/WASC/GCE plus 3 year experience. 2.) By promotion of an Office Assistant I who holds SSC/WASC/GCE after 3 years of satisfactory service.	Performing routine Office Assistant duties as may be assigned.	Assistant Supervisor (Office Assistant)
4.	Assistant Supervisor (Office Assistant)	CONTISS 05	1.) By direct appointment of a candidate with SSC/GCE/GCE plus 6 years experience 2.) By promotion of a Senior Office Assistant after 3 years of satisfactory service.	(1) Performing routine Office Assistant duties (2) Assisting in training subordinate staff.	Supervisor (Office Assistant)
5.	Supervisor (Office Assistant)	CONTISS 06	1) By direct appointment of a candidate with OND/NCE/Diploma from recognized Institutions plus 3 years experience 2) By promotion of an Assistant Supervisor (Office Assistant) with OND/NCE/Diploma from recognized Institutions plus 3 years experience	(1) Training subordinate staff. (2) Supervising subordinate staff. (3) Taking charge of a small Registry (Correspondence or Records).	

KITCHEN STAFF CADRE

1. POSTS AND SALARIES

1.1	Kitchen Attendant	CONTISS 02
1.2	Kitchen Assistant	CONTISS 03
1.3	Senior Kitchen Assistant	CONTISS 04
1.4	Assistant Kitchen Supervisor	CONTISS 05
1.5	Kitchen Supervisor	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Kitchen Attendant	CONTISS 02	By direct appointment of a candidate with JSS 3 Certificate with 3 years experience	Performing routine Kitchen duties under supervision	Kitchen Assistant
2.	Kitchen Assistant	CONTISS 03	1.) By direct appointment of a candidate with SSC/WASC/GCE 2.) By promotion of a Kitchen Attendant after 3 years of satisfactory service.	Performing routine Kitchen duties under supervision	Senior Kitchen Assistant
3.	Senior Kitchen	CONTISS 04	1.) By direct appointment of a candidate who holds SSC/	Performing routine Kitchen duties	Assistant Kitchen

	Assistant		NECO/GCE with credit in Home Economics. Plus 3 years experience. 2.) By promotion of a Kitchen Assistant who holds SSC/WASC/ GCE after 3 years of satisfactory service.	under supervision	Supervisor
4.	Assistant Kitchen Supervisor	CONTISS 05	1.) By direct appointment of a candidate who holds SSC/NECO/ GCE with credit in Home Economics. Plus 6 years experience. 2.) By promotion of a Senior Kitchen Assistant after 3 years of satisfactory service.	(1) Performing routine Kitchen duties (2) Assisting in training subordinate staff.	Kitchen Supervisor
5.	Kitchen Supervisor	CONTISS 06	1) By direct appointment of a candidate with Diploma/OND in Catering and Hotel Management or its equivalent. Plus 3 years experience. 2) By promotion of an Assistant Kitchen Supervisor with Diploma/OND in Catering and Hotel Management or its equivalent. Plus 3 years of satisfactory service.	(1) Training subordinate staff. (2) Supervising subordinate staff.	

STEWARD CADRE

1. POSTS AND SALARIES

1.1	Steward II	CONTISS 02
1.2	Steward I	CONTISS 03
1.3	Senior Steward	CONTISS 04
1.4	Assistant Chief Steward	CONTISS 05
1.5	Chief Steward	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Steward II	CONTISS 02	By direct appointment of a candidate with JSS 3 plus 3 years experience	Performing routine Steward duties under supervision	Steward I
2.	Steward I	CONTISS 03	1.) By direct appointment of a candidate with SSC/WASC/GCE 2.) By promotion of a Steward II after 3 years of satisfactory service.	Performing routine Steward duties under supervision	Senior Steward
3.	Senior Steward	CONTISS 04	1.) By direct appointment of a candidate who holds SSC/NECO/GCE with credit in Home Economics. Plus 3 years experience. 2.) By promotion of a Steward I who holds SSC/WASC/ GCE after 3 years of satisfactory service.	Performing routine Steward duties under supervision	Assistant Chief Steward
4.	Assistant Chief Steward	CONTISS 05	1.) By direct appointment of a candidate who holds SSC/NECO/GCE with credit in Home Economics. Plus 6 years experience. 2.) By promotion of a Senior Steward after 3 years of satisfactory service.	(1) Performing routine Steward duties (2) Assisting in training subordinate staff.	Chief Steward
5.	Chief Steward	CONTISS 06	3) By direct appointment of a candidate with Diploma in Catering and Hotel Management or its equivalent. Plus 3 years experience. 4) By promotion of a Assistant Chief Steward with Diploma in Catering and Hotel Management or its	(1) Training subordinate staff. (2) Supervising subordinate staff.	

			equivalent. Plus 3 years of satisfactory service.		
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LAUNDRY CADRE

1. POSTS AND SALARIES

1.1	Laundry Assistant II	CONTISS 02
1.2	Laundry Assistant I	CONTISS 03
1.3	Laundry Foreman	CONTISS 04
1.4	Senior Laundry Officer	CONTISS 05
1.5	Laundry Supervisor	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Laundry Asst. II	CONTISS 02	By direct appointment of a candidate with JSS 3 plus apprenticeship in Laundry.	Washing and ironing the clothes of assigned Principal Officers	Laundry Asst I
2.	Laundry Asst I	CONTISS 03	1) By direct appointment of a candidate with SSC/WASC/GCE 2) By promotion of a Laundry Assistant II after 3 years of satisfactory service.	Same as above	Laundry Foreman
3.	Laundry Foreman	CONTISS 04	1.) By direct appointment of a candidate with SSC/NECO/GCE plus 3 years experience. 2.) By promotion of a Laundry Assistant I who holds SSC/WASC/GCE after 3 years of satisfactory service.	(i) same as above (ii) Performing any other duties that may be assigned.	Senior Laundry Officer
4.	Senior Laundry Officer	CONTISS 05	1.) By direct appointment of a candidate with SSC/NECO/GCE plus 6 years experience. 2.) By promotion of a Laundry Foreman after 3 years of satisfactory service.	Same as above	Laundry Supervisor
5.	Laundry Supervisor	CONTISS 06	1.) By direct appointment of a candidate with Diploma/NCE 2.) By promotion of a Senior Laundry Officer with Diploma/NCE or its equivalent. Plus 3 years of satisfactory service.	(i) supervising the activities of the above officers (ii) Performing any other duties that may be assigned.	

PORTER CADRE

1. POSTS AND SALARIES

1.1	Porter	CONTISS 02
1.2	Senior Porter	CONTISS 03
1.3	Chief Porter	CONTISS 04
1.4	Assistant Supervisor	CONTISS 05
1.5	Supervisor	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Porter	CONTISS 02	By direct appointment of a candidate with JSS 3 Certificate with 3 years experience.	(1) Taking charge of University buildings and controlling the entry of visitors into the building. (2) Serving as Ushers and Guides to visitors to University buildings.	Senior Porter
2	Senior Porter	CONTISS 03	1) By direct appointment of a candidate with SSC/WASC/ GCE 2) By promotion of a Porter after 3 years of satisfactory service.	(1) Performing the duties specified as stated above. (2) Ensuring the security of inner University properties e.g. Computers, typewriters etc.	Chief Porter
3.	Chief Porter	CONTISS 04	1) By direct appointment of a candidate with SSC/WASC/GCE plus 3 years experience. 2) By promotion of a Senior Porter who holds SSC/WASC/ GCE after 3 years of satisfactory service.	(1) Performing same duties as those of the Senior Porter. (2) Assisting in supervising a number of Porters. (3) Preparing duty rosters & vetting.	Assistant Supervisor (Porter)
4.	Assistant Supervisor (Porter)	CONTISS 05	1) By direct appointment of a candidate with SSC/WASC/ GCE plus 6 years experience. 2) By promotion of a Chief Porter after 3 years of satisfactory service.	(1) Supervising subordinate staff. (2) Vetting duty rosters. (3) Requisitioning stationery items for use by staff.	Supervisor (Porter)
5.	Supervisor (Porter)	CONTISS 06	1.) By direct appointment of a candidate with OND/NCE/Diploma from recognized Institutions plus 3 years experience 2.) By promotion of an Assistant Supervisor (Porter) with OND/NCE/Diploma from recognized Institutions plus 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.	

DOMESTIC HALL STAFF CADRE

1. POSTS AND SALARIES

1.1	Hall Assistant II	CONTISS 02
1.2	Hall Assistant I	CONTISS 03
1.3	Senior Hall Assistant	CONTISS 04
1.4	Principal Hall Assistant	CONTISS 05
1.5	Hall Supervisor	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Hall Assistant II	CONTISS 02	By direct appointment of a candidate with JSS 3 Certificate with 3 years experience	(1) Assisting the Porter to take charge of University buildings and controlling the entry of visitors into the building.	Hall Assistant I
2.	Hall Assistant I	CONTISS 03	1) By direct appointment of a candidate with SSC/WASC/GCE 2) By promotion of a Hall Assistant II after 3 years of satisfactory service.	(1) Performing the duties specified as stated above. (2) Ensuring the security of inner University properties e.g. Computers, typewriters etc.	Senior Hall Assistant
3.	Senior Hall Assistant	CONTISS 04	1.) By direct appointment of a candidate with SSC/WASC/GCE plus 3 years experience. 2.) By promotion of a Hall Assistant I who holds SSC/WASC/GCE after 3 years of satisfactory service.	(1) Performing same duties as those of the Hall Assistant I (2) Assisting in supervising a number of Hall Assistants. (3) Preparing duty rosters & vetting.	Principal Hall Assistant
4.	Principal Hall Assistant	CONTISS 05	1.) By direct appointment of a candidate with SSC/WASC/GCE plus 6 years experience. 2.) By promotion of a Senior Hall Assistant after 3 years of satisfactory service.	(1) Supervising subordinates staff. (2) Vetting duty rosters.	Hall Supervisor
5.	Hall Supervisor	CONTISS 06	1. By direct appointment of a candidate with OND/NCE/Diploma from recognized Institutions 2. By promotion of a Principal Hall Assistant with OND/NCE/Diploma from recognized Institutions plus 3 years experience	(1) Supervising subordinate staff. (2) Deploying the staff.	

FIELD STAFF CADRE

Field Assistant in the following Units/Departments.

All science based faculties, departments and units.

1. POSTS AND SALARIES

1.1	Field Assistant II	CONTISS 02
1.2	Field Assistant I	CONTISS 03
1.3	Senior Field Assistant	CONTISS 04
1.4	Principal Field Assistant	CONTISS 05
1.5	Field Supervisor	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Field Assistant II	CONTISS 02	By direct appointment of a candidate with JSS 3 Certificate with 3 years experience	(1) Performing routine laboratory duties as may be assigned.	Field Assistant I
2.	Field Assistant I	CONTISS 03	1) By direct appointment of a candidate with SSC/WASC/GCE 2) By promotion of a Field Assistant II after 3 years of satisfactory service.	(1) Performing routine laboratory duties as may be assigned.	Senior Field Assistant
3.	Senior Field Assistant	CONTISS 04	1.) By direct appointment of a candidate with SSC/WASC/GCE plus 3 years experience. 2.) By promotion of a Field Assistant I who holds SSC/WASC/GCE after 3 years of satisfactory service.	(1) Performing routine laboratory duties as may be assigned.	Principal Field Assistant
4.	Principal Field Assistant	CONTISS 05	1.) By direct appointment of a candidate with SSC/WASC/GCE plus 6 years experience. 2.) By promotion of a Senior Field Assistant after 3 years of satisfactory service.	(1) Performing routine laboratory duties as may be assigned. (2) Supervising and Training subordinate staff.	Field Supervisor
5.	Field Supervisor	CONTISS 06	1.) By direct appointment of a candidate with OND/NCE/Diploma in relevant field from recognized Institutions 2.) By promotion of a Principal Field Assistant with OND/NCE/Diploma from recognized Institutions plus 3 years experience	(1) performing the duties specified above at a higher level	

LABORATORY ASSISTANT/ASSISTANT TECHNOLOGIST CADRE

1. POSTS AND SALARIES

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|-----|---|------------|
| 1.1 | Laboratory Assistant II | CONTISS 02 |
| 1.2 | Laboratory Assistant I | CONTISS 03 |
| 1.3 | Senior Laboratory Assistant | CONTISS 04 |
| 1.4 | Principal Laboratory Assistant/Assistant Technologist | CONTISS 05 |
| 1.5 | Laboratory Supervisor/Senior Assistant Technologist | CONTISS 06 |

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Laboratory Assistant II	CONTISS 02	By direct appointment of a candidate with JSS 3 certificate plus 3 years experience.	(1) Performing routine laboratory duties as may be assigned.	Laboratory Assistant I
2.	Laboratory Assistant I	CONTISS 03	1) By direct appointment of a candidate who holds SSC/WASC/GCE with 2 credits in science subjects) 2) By promotion of a Laboratory Assistant II after 3 years of satisfactory service.	(1) Performing routine laboratory duties as may be assigned.	Senior Laboratory Assistant
3.	Senior Laboratory Assistant	CONTISS 04	1) By direct appointment of a candidate with SSC/WASC/GCE including 2 credits in science subjects plus 3 years cognate experience. 2) By promotion of a Laboratory Assistant I who holds SSC/WASC/ GCE after 3 years of satisfactory service.	(1) Performing routine laboratory duties as may be assigned.	Principal Laboratory Assistant/Assistant Technologist
4.	Principal Laboratory Assistant/Assistant Technologist	CONTISS 05	1) By direct appointment of a candidate with OND in Laboratory Technology. 2) By promotion of a Senior Laboratory Assistant with 3 years cognate experience.	(1) Performing routine laboratory duties as may be assigned. (2) Supervising and Training subordinate staff.	Laboratory Supervisor/Senior Assistant Technologist
5.	Laboratory Supervisor/Senior Assistant Technologist	CONTISS 06	1) By direct appointment of a candidate with OND in Laboratory Technology with 3 years cognate experience. 2) By promotion of a Principal Laboratory Assistant/Assistant Technologist with OND in Laboratory Technology with 3 years cognate experience.	(1) performing the duties specified above at a higher level	

AUDIO-VISUAL ASSISTANT/TECHNICAL CADRE

1. POSTS AND SALARIES

- 1.1 Studio Attendant/Arts Attendant/Technical Attendant CONTISS 02
 1.2 Studio Assistant/Arts Assistant/Technical Assistant CONTISS 03
 1.3 Senior Studio Assistant/Senior Arts Assistant/Senior Technical Assistant CONTISS 04
 1.4 Assistant Studio Officer/Assistant Arts Officer/Assistant Technical Officer CONTISS 05
 1.5 Studio Officer/Arts Officer/Technical Officer CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Studio Attendant/Arts Attendant/Technical Attendant	CONTISS 02	By direct appointment of a candidate with JSS 3 plus 3 years experience.	(1) Mainly on training/skills acquisition with respect to the use and maintenance of equipment in the Department such as cameras, projectors and audio and video machines.	Studio Assistant/Arts Assistant/Technical Assistant
2.	Studio Assistant/Arts Assistant/Technical Assistant	CONTISS 03	(1) By direct appointment of a candidate who holds SSC/WASC/GCE. (2) By promotion of a Studio Attendant/Arts Attendant/Technical Assistant after 3 years of satisfactory service.	Same as above.	Senior Studio Assistant/Senior Arts Assistant/Senior Technical Assistant
3.	Senior Studio Assistant/Senior Arts Assistant/Senior Technical Assistant	CONTISS 04	(1) By direct appointment of a candidate who holds SSC/WASC/GCE and Professional Certificate. (2) By promotion of Studio Assistant/Arts Assistant/Technical Assistant who holds SSC/WASC/GCE and a Professional Certificate after 3 years of satisfactory service.	(1) Preparing venue for audio-visual coverage. (2) Installation of audio-visual equipment at venue of public functions. (3) Moving microphone from one speaker to another.	Assistant Studio Officer/Assistant Arts Officer/Assistant Technical Officer
4.	Assistant Studio Officer/Assistant Arts Officer/Assistant Technical Officer	CONTISS 05	(1) By direct appointment of a candidate who possesses OND/ND in relevant field. (2) By promotion of a Senior Studio Assistant/Senior Arts Assistant/Senior Technical Assistant after 3 years of satisfactory service.	(1) Same as above. (2) Training and supervising subordinate staff.	Studio Officer/Arts Officer/Technical Officer
5.	Studio Officer/Arts Officer/Technical Officer	CONTISS 06	(1) By direct appointment of a candidate who possesses OND/ND in relevant field plus 3 years cognate experience. (2) Promotion avenue for Assistant Studio Officer/Assistant Arts Officer/Assistant Technical Officer with OND in relevant field after 3 years of satisfactory service.	Same as for Assistant Studio Officer/Assistant Arts Officer/Assistant Technical Officer	

CLERICAL OFFICER/EXECUTIVE CADRE

1. POSTS AND SALARIES

1.1	Clerical Assistant	CONTISS 02
1.2	Clerical Officer	CONTISS 03
1.3	Senior Clerical Officer	CONTISS 04
1.4	Assistant Chief Clerical Officer/Assistant Executive Officer	CONTISS 05
1.5	Chief Clerical Officer/Executive Officer	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Clerical Assistant	CONTISS 02	By direct appointment of a candidate with JSS 3 certificate plus 3 years cognate experience.	(1) Performing routine clerical duties under supervision	Clerical Officer
2.	Clerical Officer	CONTISS 03	(1) By direct appointment of a candidate who holds GCE/SSC/WAEC and evidence of computer literacy. (2) By promotion of Clerical Assistant after 3 years of satisfactory service.	(1) Performing routine clerical duties as may be assigned.	Senior Clerical Officer
3.	Senior Clerical Officer	CONTISS 04	(1) By direct appointment of a candidate who holds SSC/WASC/ GCE with 3 years experience. (2) By promotion of Clerical Officer with GCE/SSC/WAEC and evidence of computer literacy after 3 years of satisfactory service.	(1) Performing routine clerical duties. (2) Assisting in training subordinate staff. (3) Taking charge of a small Registry (Correspondence or Records).	Assistant Chief Clerical/ Executive Officer
4.	Assistant Chief Clerical/ Assistant Executive Officer	CONTISS 05	(1) By direct appointment of a candidate with OND Certificate. (2) By promotion of a Senior Clerical Officer after 3 years of satisfactory service.	(1) Training subordinate staff. (2) Supervising subordinate staff. (3) Taking charge of a small Registry (Correspondence or Records).	Chief Clerical Officer/ Executive Officer
5.	Chief Clerical Officer/ Executive Officer	CONTISS 06	(1) By direct appointment of a candidate with OND certificate. With 3 years experience. (2) By promotion of an Assistant Chief Clerical/ Assistant Executive Officer after 3 years of satisfactory service. Plus OND in relevant field.	Same as for ACCO/AEO	

CLERICAL OFFICER CADRE (BURSARY/AUDIT)

1. POSTS AND SALARIES

1.1	Clerical Assistant (Accounts)	CONTISS 02
1.2	Clerical Officer (Accounts)	CONTISS 03
1.3	Senior Clerical Officer (Accounts)	CONTISS 04
1.4	Asst. Chief Clerical Officer (Accounts)/Asst. Executive Officer	CONTISS 05
1.5	Chief Clerical Officer (Accounts)/Executive Officer	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Clerical Assistant (Accounts)	CONTISS 02	By direct appointment of a candidate with JSS 3 certificate plus 3 years experience.	(1) Preparing of Vouchers under supervision (2) Raising P.V.S under supervision	Clerical Officer (Accounts)
2.	Clerical Officer (Accounts)	CONTISS 03	(1) By direct appointment of a candidate with SSC/WASC/GCE and evidence of Computer literacy. (2) By promotion of a Clerical Assistant (Accounts) after 3 years of satisfactory service.	(1) Preparing of Vouchers (2) Raising P.V.S.	Senior Clerical Officer (Accounts)
3.	Senior Clerical Officer (Accounts)	CONTISS 04	(1) By direct appointment of a candidate with SSC/WASC/GCE plus 3 years of relevant experience and a recognized certificate of computer training. (2) By promotion of a Clerical Officer (Accounts) with SSC/WASC/GCE after 3 years of satisfactory service with evidence of Computer Literacy.	(1) Issuing of Cheques (2) Receiving of money	Chief Clerical Officer (Accounts)/ Asst. Executive Officer
4.	Asst. Chief Clerical/Asst. Executive Officer (Accounts)	CONTISS 05	(1) By direct appointment of a candidate with OND in relevant discipline from a recognized institution and a certificate in Computer Training. (2) By promotion of Senior Clerical Officer (Accounts) after 3 years of satisfactory service.	(1) Reconciling of Bank Statement (2) Receiving money	Chief Clerical Officer (Accounts)/ Executive Officer
5.	Chief Clerical Officer (Accounts)/ Executive Officer	CONTISS 06	(1) By direct appointment of a candidate with OND in relevant discipline from a recognized institution and a certificate in Computer Training with 3 years experience. (2) By promotion of Assistant Chief Clerical/Assistant Executive Officer. Plus OND in Accountancy or its equivalents plus 3 years of satisfactory service.	(1) Performing the duties about at a higher level. (2) Performing any other duties that may be assigned	

STORE ASSISTANT CADRE

1. POSTS AND SALARIES

1.1	Store Assistant	CONTISS 02
1.2	Store Keeper	CONTISS 03
1.3	Senior Store Keeper	CONTISS 04
1.4	Assistant Store Officer	CONTISS 05
1.5	Store Officer	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Store Assistant	CONTISS 02	By direct appointment of a candidate with JSS 3 certificate plus 3 years experience.	(1) Assisting with routine work in a store. (2) Keeping simple store records under supervision.	Store Keeper
2.	Store Keeper	CONTISS 03	(1) By direct appointment of a candidate who holds SSC/WASC/GCE and evidence of computer literacy. (2) By promotion of a Store Assistant after 3 years of satisfactory service.	(1) Taking charge, under supervision of a store. (2) Making local purchase of small items of stores approved by the appropriate authority. (3) Keeping stores records.	Senior Store Keeper
3.	Senior Store Keeper	CONTISS 04	(1) By direct appointment of a candidate who holds SSC/WASC/GCE and evidence of Computer Literacy. Plus 3 years experience. (2) By promotion of a Store Keeper who holds SSC/WAEC/GCE with evidence of Computer Literacy after 3 years of satisfactory service.	(1) Issuing and receiving materials and equipment. (2) Keeping relevant records. (3) Making local purchase of approved materials and equipment. (4) Checking stock under supervision.	Assistant Store Officer
4.	Assistant Store Officer	CONTISS 05	(1) By direct appointment of a candidate with ND/OND in relevant discipline (Purchasing & Supply) and evidence of computer literacy. (2) By promotion of a Senior Store Keeper after 3 years of satisfactory service.	(1) Taking charge of a large store. (2) Supervising a number of small stores within a Department. (3) Assisting in training subordinate staff. (4) Making local purchase of approved materials and equipment. (5) Checking stock in stores.	Store Officer
5.	Store Officer	CONTISS 06	(1) By direct appointment of a candidate with ND/OND in relevant discipline (Purchasing & Supply) and evidence of computer literacy. With 3 years experience (2) By promotion of an Assistant Store Officer after 3 years of satisfactory service. Plus OND in relevant field.	Same as for Assistant Store Officer	

CULTURAL STAFF CADRE

1. POSTS AND SALARIES

1.1	Cultural Attendant	CONTISS 02
1.2	Cultural Assistant	CONTISS 03
1.3	Senior Cultural Assistant	CONTISS 04
1.4	Assistant Cultural Officer	CONTISS 05
1.5	Cultural Officer	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Cultural Attendant	CONTISS 02	By direct appointment of a candidate with JSS 3 certificate plus 3 years experience.	(1) Performing routine Cultural Staff duties under supervision	Cultural Assistant
2.	Cultural Assistant	CONTISS 03	(1) By direct appointment of a candidate who holds SSC/WASC/GCE (2) By promotion of a Cultural Attendant after 3 years of satisfactory service.	(1) Performing routine Cultural Staff duties as may be assigned.	Senior Cultural Assistant
3.	Senior Cultural Assistant	CONTISS 04	(1) By direct appointment of a candidate who holds SSC/WASC/GCE. Plus 3 years experience. (2) By promotion of a Cultural Assistant with SSC/WASC/GCE after 3 years of satisfactory service.	(1) Performing routine Cultural Staff duties as may be assigned.	Assistant Cultural Officer
4.	Assistant Cultural Officer	CONTISS 05	(1) By direct appointment of a candidate with Diploma or OND in relevant field. (2) By promotion of a Senior Cultural Assistant after 3 years of satisfactory service.	(1) Training subordinate staff. (2) Supervising subordinate staff.	Cultural Officer
5.	Cultural Officer	CONTISS 06	(1) By direct appointment of a candidate with Diploma or OND in relevant field plus 3 years cognate experience. (2) By promotion of an Assistant Cultural Officer after 3 years of satisfactory service. Plus OND in relevant field.	(1) Training subordinate staff. (2) Supervising subordinate staff.	

MUSEUM STAFF CADRE

1. POSTS AND SALARIES

1.1	Museum Attendant	CONTISS 02
1.2	Museum Assistant	CONTISS 03
1.3	Senior Museum Assistant	CONTISS 04
1.4	Chief Museum Assistant	CONTISS 05
1.5	Museum Officer	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Museum Attendant	CONTISS 02	By direct appointment of a candidate with JSS 3 certificate plus 3 years experience.	(1) Performing routine Museum Staff duties under supervision	Museum Assistant
2.	Museum Assistant	CONTISS 03	(1) By direct appointment of a candidate who holds SSC/WASC/GCE. (2) By promotion of Museum Attendant after 3 years of satisfactory service.	(1) Performing routine Museum Staff duties as may be assigned.	Senior Museum Assistant
3.	Senior	CONTISS 04	(1) By direct appointment of a	(1) Performing routine	Chief

	Museum Assistant		candidate who holds SSC/WASC/GCE. Plus 3 years experience. (2) By promotion of a Museum Assistant who holds SSC/WASC/GCE after 3 years of satisfactory service.	Museum Staff duties as may be assigned.	Museum Assistant
4.	Chief Museum Assistant	CONTISS 05	(1) By direct appointment of a candidate with Diploma or OND in relevant field. (2) By promotion of a Senior Museum Assistant after 3 years of satisfactory service.	(1) Training subordinate staff. (2) Supervising subordinate staff.	Museum Officer
5.	Museum Officer	CONTISS 06	(1) By direct appointment of a candidate with Diploma or OND in relevant field. Plus 3 years experience. (2) By promotion of Chief Museum Assistant after 3 years of satisfactory service. Plus OND in relevant field.	(1) Training subordinate staff. (2) Supervising subordinate staff.	

LIVESTOCK/DIARY STAFF CADRE

1. POSTS AND SALARIES

1.1	Livestock/Diary Attendant	CONTISS 02
1.2	Livestock/Diary Assistant	CONTISS 03
1.3	Senior Livestock/Senior Diary Assistant	CONTISS 04
1.4	Chief Livestock/Chief Diary Assistant	CONTISS 05
1.5	Livestock/Diary Officer	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Livestock Attendant/ Diary Attendant	CONTISS 02	By direct appointment of a candidate with JSS 3 with relevant training plus 3 years experience.	(1) Performing routine Cultural Staff duties under supervision	Livestock /Diary Assistant
2.	Livestock/Diary Assistant	CONTISS 03	(1) By direct appointment of a candidate who holds SSC/WASC/GCE. (2) By promotion of Livestock Attendant after 3 years of satisfactory service.	(1) Performing routine Livestock Staff duties as may be assigned.	Senior Livestock/ Senior Diary Assistant
3.	Senior Livestock/Senior Diary Assistant	CONTISS 04	(1) By direct appointment of a candidate who holds SSC/WASC/GCE. Plus 3 years experience. (2) By promotion of a Livestock Assistant who holds SSC/WASC/GCE. after 3 years of satisfactory service.	(1) Performing routine Livestock Staff duties as may be assigned.	Chief Livestock/ Chief Diary Assistant
4.	Chief Livestock/ Chief Diary Assistant	CONTISS 05	1) By direct appointment of a candidate who holds SSC/WASC/GCE. Plus 6 years experience. 2) By promotion of a Senior Livestock Assistant after 3 years of satisfactory service.	(1) Training subordinate staff. (2) Supervising subordinate staff.	Livestock /Diary Officer
5.	Livestock / Dairy Officer	CONTISS 06	(1) By direct appointment of a candidate with Diploma or OND in relevant field. (2) By promotion of Chief Livestock Assistant after 3 years of satisfactory	(1) Training subordinate staff. (2) Supervising subordinate staff.	

			service. Plus OND in relevant field.		
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EXPERIMENTAL ANIMAL STAFF CADRE

1. POSTS AND SALARIES

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|-----|---------------------------------------|------------|
| 1.1 | Experimental Animal Attendant | CONTISS 02 |
| 1.2 | Experimental Animal Assistant | CONTISS 03 |
| 1.3 | Senior Experimental Assistant | CONTISS 04 |
| 1.4 | Experimental Animal Supervisor | CONTISS 05 |
| 1.5 | Senior Experimental Animal Supervisor | CONTISS 06 |

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Experimental Animal Attendant	CONTISS 02	By direct appointment of a candidate with JSS 3 certificate plus 3 years experience.	(1) Performing routine Experimental Animal Staff duties under supervision	Experimental Animal Assistant
2.	Experimental Animal Assistant	CONTISS 03	1) By direct appointment of a candidate who holds SSC/WASC/GCE with credit in two (2) Science subjects. 2) By promotion of an Experimental Animal Attendant after 3 years of satisfactory service.	(1) Performing routine Experimental Animal Staff duties as may be assigned.	Senior Experimental Assistant
3.	Senior Experimental Assistant	CONTISS 04	1) By direct appointment of a candidate who holds SSC/WASC/GCE with credit in two (2) Science subjects. Plus 3 years experience. 2) By promotion of an Experimental Animal Assistant who holds SSC/WASC/GCE with credit in two (2) Science subjects. after 3 years of satisfactory service.	(1) Performing routine Experimental Animal Staff duties as may be assigned.	Experimental Animal Supervisor
4.	Experimental Animal Supervisor	CONTISS 05	1) By direct appointment of a candidate who holds SSC/WASC/GCE with credit in two (2) Science subjects. Plus 6 years experience. 2) By promotion of a Senior Experimental Assistant with 3 years experience	(1) Training subordinate staff. (2) Supervising subordinate staff.	Senior Experimental Animal Supervisor
5.	Senior Experimental Animal Supervisor	CONTISS 06	1.) By direct appointment of a candidate with Diploma or OND in relevant field 2.) By promotion of an Experimental Animal Supervisor with OND in relevant field after 3 years of satisfactory service.	(1) Training subordinate staff. (2) Supervising subordinate staff.	

ANIMAL HEALTH CADRE

1. POSTS AND SALARIES

- 1.1 Animal Health Assistant
1.2 Animal Health Superintendent

CONTISS 05
CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Animal Health Assistant	CONTISS 05	By direct appointment of a candidate who holds SSC/WASC/GCE plus Animal Health Certificate from recognized Institution	(1) Performing routine Animal Health Staff duties as may be assigned.	Animal Health Superintendent
2.	Animal Health Superintendent	CONTISS 06	1.) By direct appointment of a candidate with Diploma in Animal Health from a recognized Institution. 2.) By promotion of Animal Health Assistant after 3 years of satisfactory service. Plus Diploma in Animal Health from a recognized Institution.	(1) Training subordinate staff. (2) Supervising subordinate staff.	

SEWAGE STAFF CADRE

1. POSTS AND SALARIES

- 1.1 Sewage Attendant
1.2 Sewage Assistant
1.3 Senior Sewage Assistant
1.4 Sewage Supervisor
1.5 Senior Sewage Supervisor

CONTISS 02
CONTISS 03
CONTISS 04
CONTISS 05
CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Sewage Attendant	CONTISS 02	By direct appointment of a candidate with JSS 3 certificate plus 3 years experience.	(1) Performing routine Sewage Staff duties under supervision	Sewage Assistant
2.	Sewage Assistant	CONTISS 03	1) By direct appointment of a candidate who holds SSC/WASC/GCE with credits in two (2) Science subjects. 2) By promotion of a Sewage Attendant after 3 years of satisfactory service.	(1) Performing routine Sewage Staff duties as may be assigned.	Senior Sewage Assistant
3.	Senior Sewage Assistant	CONTISS 04	1) By direct appointment of a candidate who holds SSC/WASC/GCE with credits in two (2) Science subjects. Plus 3 years experience. 2) By promotion of a Sewage Assistant who holds SSC/WASC/GCE with credit in two (2) Science subjects. after 3 years of satisfactory service.	(1) Performing routine Sewage Staff duties as may be assigned.	Sewage Supervisor
4.	Sewage Supervisor	CONTISS 05	1) By direct appointment of a candidate who holds SSC/WASC/GCE with credits in two (2) Science subjects. Plus 6 years experience.	(1) Training subordinate staff. (2) Supervising subordinate staff.	Senior Sewage Supervisor

			2) By promotion of a Senior Sewage Assistant who holds SSC/WASC/GCE with credit in two (2) Science subjects. after 3 years of satisfactory service.		
5.	Senior Sewage Supervisor	CONTISS 06	(1) By direct appointment of a candidate with Diploma or OND in relevant field with 3 years of experience. (2) By promotion of Sewage Supervisor with Diploma or OND in relevant field after 3 years of satisfactory service.	(1) Training subordinate staff. (2) Supervising subordinate staff.	

FORESTRY STAFF CADRE

1. POSTS AND SALARIES

1.1 Forestry Assistant

CONTISS 05

1.2 Forestry Superintendent

CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Forestry Assistant	CONTISS 05	By direct appointment of a candidate with SSC/WASC/GCE plus Forestry Certificate from recognized Institution	(1) Performing routine Forestry Staff duties as may be assigned.	Forestry Superintendent
2.	Forestry Superintendent	CONTISS 06	1. By direct appointment of a candidate with Diploma or OND in relevant field. With 3 years of experience. 2. By promotion of a Forestry Assistant with Diploma in Forestry from a recognized Institution after 3 years of satisfactory service. .	(1) Training subordinate staff. (2) Supervising subordinate staff.	

FIELD HEALTH WORKER CADRE

1. POSTS AND SALARIES

1.1 Field Health Attendant

CONTISS 02

1.2 Field Health Assistant

CONTISS 03

1.3 Senior Field Health Assistant

CONTISS 04

1.4 Field Health Supervisor

CONTISS 05

1.5 Senior Field Health Supervisor

CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Field Health Attendant	CONTISS 02	By direct appointment of a candidate with JSS 3 certificate plus 3 years experience.	(1) Performing routine Field Health Worker Staff duties under supervision	Field Health Assistant
2.	Field Health Assistant	CONTISS 03	1) By direct appointment of a candidate who holds SSC/WASC/GCE with credit in two (2) Science subjects. 2) By promotion of a Field Health Attendant after 3 years of satisfactory	(1) Performing routine Field Health Worker Staff duties as may be assigned.	Senior Field Health Assistant

			service.		
3.	Senior Field Health Assistant	CONTISS 04	1) By direct appointment of a candidate who holds SSC/WASC/GCE with credit in two (2) Science subjects. Plus 3 years experience. 2) By promotion of a Field Health Assistant who holds SSC/WASC/GCE with credit in two (2) Science subjects. after 3 years of satisfactory service.	(1) Performing routine Field Health Worker Staff duties as may be assigned.	Field Health Supervisor
4.	Field Health Supervisor	CONTISS 05	1) By direct appointment of a candidate who holds SSC/WASC/GCE with credit in two (2) Science subjects. Plus 6 years experience. 2) By promotion of a Senior Field Health Assistant after 3 years of satisfactory service.	(1) Training subordinate staff. (2) Supervising subordinate staff.	Senior Field Health Supervisor
5.	Senior Field Health Supervisor	CONTISS 06	1.) By direct appointment of a candidate with Diploma or OND in relevant field 2.) By promotion of a Field Health Supervisor with OND in relevant field after 3 years of satisfactory service.	(1) Training subordinate staff. (2) Supervising subordinate staff.	

HEALTH ASSISTANT CADRE

Health Assistant Cadre in the following Units of the Health Centre:

Nursing Health Assistant
 Medical Laboratory Assistant
 Pharmacy Assistant
 Medical Records Assistant
 X-Ray Assistant and Environmental Health Assistant

1. POSTS AND SALARIES

1.1	Health Assistant II	CONTISS 02
1.2	Health Assistant I	CONTISS 03
1.3	Senior Health Assistant	CONTISS 04
1.4	Principal Health Assistant	CONTISS 05
1.5	Chief Health Assistant	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Health Assistant II	CONTISS 02	By direct appointment of a candidate with JSS 3 certificate plus 3 years experience.	(1) Assisting in the preparation of handicraft materials for therapeutic use. (2) Carrying out general cleaning of the surrounding and equipment (3) Attending to the toilet and other minor needs of patients like assisting in the movement of patients undergoing occupational therapy. (4) Helping in the transportation of patients.	Health Assistant I

				(5) Sorting, drying and distributing X-Ray films. (6) Performing under supervision, routine dark – room duties.	
2.	Health Assistant I	CONTISS 03	(1) By direct appointment of a candidate with SSC/WASC/GCE plus a Health Assistant certificate. (2) By promotion of Health Assistant II after 3 years of satisfactory service.	(1) Carrying prescribed drugs and food to patients. (2) Dressing and treating wounds under supervision. (3) Assisting in keeping patients in check to ensure their safety. (4) Shaving the relevant parts of patients' bodies in preparation for treatment/dressing. (5) Assisting in the registration and issuance of card to patients in the General Out Patient and Emergency wards. (6) Assisting in the processing of X-Ray films.	Senior Health Assistant
3.	Senior Health Assistant	CONTISS 04	(1) By direct appointment of candidate with SSC/WASC/GCE, a Health Assistant Certificate and 3 years working experience. (2) By promotion of a Health Assistant I with SSC/WASC/GCE plus Health Assistant certificate after 3 years satisfactory service.	<u>Laboratory Duties</u> (1) Preparing smears, simple reagents etc. (2) Procuring insects for laboratory test. (3) Assisting Laboratory Technicians in carrying out simple routine tests. (4) Loading cassettes and films in the dark-room. <u>Public-Health Duties</u> (1) Carrying out routine inspection of exposed food items intended for public consumption. (2) Spraying chemicals to kill and control the menace of harmful insects.	Principal Health Assistant
4.	Principal Health Assistant	CONTISS 05	(1) By direct appointment of a candidate with SSC/WASC/GCE who has completed the two-year training programme in a School of Health Technology or any other approved health institution and obtained the National Certificate for Health Assistant. (2) By promotion of a Senior Health Assistant who has obtained the two years training programme indicated above after 3 years of satisfactory service.	(1) Assisting in on-the-job training of newly recruited staff. (2) Assisting in preparing walking calipers, P.O.P and other therapeutic supports. (3) Assisting in refurbishing hospital instruments and appliances. (4) Supervising the removal of appliances e.g. P.O.O (5) Supervising subordinate staff. <u>Laboratory Services</u> (6) Assisting Laboratory Technologists in carrying out routine Laboratory tests. (7) Taking care of experimental animals. <u>Public Health Services</u> (8) Identifying and reporting on contraventions of Public Health regulations. <u>Laboratory Duties</u> (9) Assisting in storing issued chemicals and keeping laboratory supplies and equipment in good condition. <u>Public Health Duties</u>	Chief Health Assistant

				(10) Identifying and reporting on contraventions of public health regulations. (11) Assisting in the supervision and deployment of the activities of subordinate staff.	
5.	Chief Health Assistant	CONTISS 06	(1) By direct appointment of a candidate with OND who has completed the two-year training programme in a School of Health Technology or any other approved health institution and obtained the National Certificate for Health Assistant. (2) Promotion avenue for Principal Health Assistant with OND in relevant field after 3 years of satisfactory service..	Same as above.	

STATISTICIAN/DATA ANALYST CADRE

1. POSTS AND SALARIES

1.1	Statistician/Data Analyst Assistant	CONTISS 03
1.2	Senior Statistician/Senior Data Analyst Assistant	CONTISS 04
1.3	Assistant Statistician/Assistant Data Analyst Officer	CONTISS 05
1.4	Statistician/Data Analyst Officer	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Statistician/Data Analyst Assistant	CONTISS 03	By direct appointment of a candidate with SSC/WASC/GCE with 2 credits in science subject plus Proficiency in Computer Literacy	Carrying out other routine office duties as may be assigned.	Senior Statistician/Senior Data Analyst Assistant
2.	Senior Statistician/Senior Data Analyst Assistant	CONTISS 04	(1) By direct appointment of a candidate who holds SSC/WASC/GCE with 2 credits in science subjects plus 3 years relevant working experience. (2) By promotion of a Statistician/Data Analyst Assistant after 3 years of satisfactory service.	Carrying out routine and other Data Analysis.	Assistant Statistician/Assistant Data Analyst Officer
3.	Assistant Statistician/Assistant Data Analyst Officer	CONTISS 05	(1) By direct appointment of a candidate who holds OND in Statistics from a recognized	Carrying out routine and other Data Analysis.	Statistician/Data Analyst Officer

			Institute (2) By promotion of a Senior Statistician/ Senior Data Analyst Assistant after 3 years of satisfactory service.		
4.	Statistician/Data Analyst Officer	CONTISS 06	(1) By direct appointment of a candidate who holds OND in Statistics from a recognized Institution with 3 years of relevant working experience. (2) By promotion of a Assistant Statistician/ Assistant Data Analyst Officer with OND in relevant field after 3 years of satisfactory service.	(1) Carrying out routine and other Data Analysis. (2) Providing supervision and training of subordinate staff.	

COMPUTER HARDWARE CADRE

1. POSTS AND SALARIES

1.1	Computer Maintenance Trainee	CONTISS 03
1.2	Computer Maintenance Assistant II	CONTISS 04
1.3	Computer Maintenance Assistant I	CONTISS 05
1.4	Senior Computer Maintenance Assistant	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Computer Maintenance Trainee	CONTISS 03	By direct appointment of a candidate with SSC/WASC/GCE including 2 credits in science subject and Computer Literacy Certificate.	(1) Maintaining cleanliness and orderliness of the computer centre. (2) Carrying out other routine office duties as may be assigned.	Computer Maintenance Assistant II
2.	Computer Maintenance Assistant II	CONTISS 04	(1) By direct appointment of a candidate who holds SSC/WASC/GCE with 2 credits in science subjects plus 3 years relevant working experience. (2) By promotion of a Computer Maintenance Trainee who holds SSC/WASC/GCE including 2 credits in science subjects after 3	(1) Carrying out routine and other computer maintenance and repair duties.	Computer Maintenance Assistant I

			years of satisfactory service.		
3.	Computer Maintenance Assistant I	CONTISS 05	(1) By direct appointment of a candidate who holds ND in Computer Science. (2) By promotion of a Computer Maintenance Assistant II with three years of satisfactory service.	(1) Carrying out routine and other computer maintenance duties.	Senior Computer Maintenance Assistant I
4.	Senior Computer Maintenance Assistant	CONTISS 06	(1) By direct appointment of a candidate who holds ND in Computer Science plus 3 years experience. (2) By promotion of a Computer Maintenance Assistant I with OND in Computer Science after 3 years of satisfactory service.	(1) Carrying out routine and other computer maintenance duties. (2) Providing supervision and training of subordinate staff.	

COMPUTER OPERATOR CADRE

1. POSTS AND SALARIES

1.1	Assistant Computer Operator	CONTISS 03
1.2	Computer Operator	CONTISS 04
1.3	Senior Computer Operator	CONTISS 05
1.4	Asst. Chief Computer Operator	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Assistant Computer Operator	CONTISS 03	By direct appointment of a candidate with SSC/WASC/GCE including credit passes in English and Mathematics and Computer Literacy Certificate.	(1) The Officer will be on-the-job training during which practical applications of the job will be organized. (2) Assist in maintaining cleanliness and orderliness of the computer centre.	Computer Operator
2.	Computer Operator	CONTISS 04	(1) By direct appointment of a candidate with SSC/WASC/GCE including credit passes in English and Mathematics plus Computer Literacy certificate with 3 years experience. (2) By promotion of Assistant Computer Operator with SSC/WASC/GCE including credit	(1) Electronically processing original documents and checking accuracy of the end products. (2) Undertaking data analysis as may be required. (3) Guiding internet users. (4) Carrying out other routine computer operating duties.	Senior Computer Operator

			passes in English and Mathematics plus Computer Literacy certificate after 3 years of satisfactory service.		
3.	Senior Computer Operator	CONTISS 05	(1) By direct appointment of a candidate who holds ND in Computer Operation (2) By promotion of a Computer Operator after 3 years satisfactory service.	(1) Undertaking the duties specified above. (2) Assisting in supervising subordinate staff. (3) Preparing operating instruction.	Assistant Chief Computer Operator
4.	Assistant Chief Computer Operator	CONTISS 06	(1) By direct appointment of a candidate with OND/ND in Computer Operation or its equivalent with 3 years experience. (2) By promotion of Senior Computer Operator with OND/ND in Computer Operation or its equivalent after 3 years satisfactory service.	(1) Undertaking the duties specified in above. (2) Supervising and training subordinate staff. (3) Assisting in writing computer programmes	

NIGHT WATCHMAN CADRE

1. POSTS AND SALARIES

1.1 Watchman	CONTISS 02
1.2 Senior Watchman	CONTISS 03
1.3 Head Watchman	CONTISS 04
1.4 Chief Watchman	CONTISS 05

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Watchman	CONTISS 02	Any able bodied men/women with 3 years experience.	(1) Watching office buildings and Government properties. (2) Opening and locking gates of a government institution.	Senior Watchman
2.	Senior Watchman	CONTISS 03	(1) By direct appointment of a candidate with SSC/WASC/GCE (2) By promotion of a Watchman after 3 years satisfactory service.	(1) Watching office buildings and Government properties. (2) Opening and locking gates of Government Institution.	Head Watchman
3.	Head Watchman	CONTISS 04	(1) By direct appointment of a candidate with SSC/WASC/GCE plus 3 years experience. (2) By promotion of a Senior Watchman after 3 years satisfactory service	(1) Supervising the activities of a number of Watchmen. (2) Watching office buildings and government properties.	Chief Watchman
4.	Chief Watchman	CONTISS 05	(1) By direct appointment of a candidate with	(1) Co-ordinating the activities of subordinate Watchmen.	

			SSC/WASC/GCE plus 6 years experience. (2) By promotion of a Head Watchman with SSC/WASC/GCE after 3 years satisfactory service.	(2) Watching office buildings and government properties. (3) Keeping simple records.	
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SECURITY/FIRE ASSISTANT CADRE

1. POSTS AND SALARIES

1.1	Patrolman	CONTISS 02
1.2	Senior Patrolman	CONTISS 03
1.3	Assistant Patrol Supervisor	CONTISS 04
1.4	Patrol Supervisor	CONTISS 05
1.5	Assistant Security Officer	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Patrolman	CONTISS 02	By direct appointment of a candidate with JSS 3 certificate plus 3 years experience.	(1) Keeping records of movement of persons and vehicles under supervision. (2) Searching vehicles and suspected visitors or employees under supervision.	Senior Patrolman
2.	Senior Patrolman	CONTISS 03	(1) By direct appointment of an able-bodied candidate with SSC/WASC/GCE. (2) By promotion of a Patrolman after 3 years of satisfactory service.	(1) Keeping records of movement of persons and vehicles. (2) Searching vehicles and suspected visitors or employees.	Assistant Patrol Supervisor
3.	Assistant Patrol Supervisor	CONTISS 04	(1) By direct appointment of an able-bodied candidate with SSC/WASC/GCE. Plus 3 years experience. (2) By promotion of a Senior Patrolman with SSC/WASC/GCE after 3 years of satisfactory service..	(1) Keeping records of movement of persons and vehicles. (2) Searching vehicles and suspected visitors or employees.	Patrol Supervisor
4.	Patrol Supervisor	CONTISS 05	(1) By direct appointment of an able-bodied candidate with SSC/WASC/GCE. Plus 6 years experience. (2) By promotion of a Assistant Patrol Supervisor after 3 years of satisfactory service.	(1) Keeping records and searching suspected vehicles and employees. (2) Overseeing the activities of subordinate staff.	Assistant Security Officer
5.	Assistant Security Officer	CONTISS 06	(1) By direct appointment of an able-bodied candidate with SSC/WASC/GCE. Plus OND in relevant field. (2) By promotion of a Patrol Supervisor with OND in relevant field after 3 years of satisfactory service.	(1) Advising on security matters. (2) Coordinating and supervising the activities of subordinate staff.	

PHARMACY TECHNICIAN CADRE

1. POSTS AND SALARIES

1.1	Pharmacy Attendant	CONTISS 02
1.2	Pharmacy Assistant	CONTISS 03
1.3	Senior Pharmacy Assistant	CONTISS 04
1.4	Pharmacy Technician	CONTISS 05
1.5	Pharmacy Superintendent	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Pharmacy Attendant	CONTISS 02	By direct appointment of a candidate with JSS 3 certificate plus 3 years experience.	(1) Performing routine duties under supervision	Pharmacy Assistant
2.	Pharmacy Assistant	CONTISS 03	1) By direct appointment of a candidate with SSC/WASC/GCE including credits in 2 science subjects. 2) By promotion of a Pharmacy Attendant after 3 years of satisfactory service.	(1) Performing routine duties as may be assigned.	Senior Pharmacy Assistant
3.	Senior Pharmacy Assistant	CONTISS 04	1. By direct appointment of a candidate with SSC/WASC/GCE including credits in 2 science subjects. Plus 3 years experience. 2. By promotion of a Pharmacy Assistant with SSC/WASC/GCE after 3 years of satisfactory service.	(1) Performing routine duties as may be assigned.	Pharmacy Technician
4.	Pharmacy Technician	CONTISS 05	1. By direct appointment of a candidate with OND/Diploma in relevant field 2. By promotion of a Senior Pharmacy Assistant after 3 years of satisfactory service.	(1) Training subordinate staff. (2) Supervising subordinate staff.	Pharmacy Superintendent
5.	Pharmacy Superintendent	CONTISS 06	1. By direct appointment of a candidate with OND/Diploma in relevant field 2. By promotion of a Pharmacy Technician with OND/Diploma in relevant field after 3 years of satisfactory service.	Same as for Pharmacy Technician	

LANGUAGE LABORATORY/FIELD STAFF CADRE

1. POSTS AND SALARIES

1.1	Language Laboratory Assistant	CONTISS 03
1.2	Senior Language Laboratory Assistant	CONTISS 04
1.3	Language Laboratory Supervisor	CONTISS 05
1.4	Senior Language Laboratory Supervisor	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Language Laboratory Assistant	CONTISS 03	By direct appointment of a candidate with SSC/WASC/GCE with 3 years experience.	(1) Performing routine duties as may be assigned.	Senior Language Laboratory Assistant
2.	Senior Language Laboratory Assistant	CONTISS 04	1. By direct appointment of a candidate with SSC/WASC/GCE plus 3 years experience. 2. By promotion of a Language Laboratory Assistant with	(1) Performing routine duties as may be assigned.	Language Laboratory Supervisor

			SSC/WASC/GCE after 3 years of satisfactory service.		
3.	Language Laboratory Supervisor	CONTISS 05	1. By direct appointment of a candidate with OND/Diploma in Laboratory Technology with Electronic Option plus Proficiency in Computer Literacy. 2. By promotion of a Senior Language Laboratory Assistant after 3 years of satisfactory service.	(1) Training subordinate staff. (2) Supervising subordinate staff.	Senior Language Laboratory Supervisor
4.	Senior Language Laboratory Supervisor	CONTISS 06	1. By direct appointment of a candidate with OND/ Diploma in Laboratory Technology with Electronic Option plus Proficiency in Computer Literacy. Plus 3 years experience. 2. By promotion of a Language Laboratory Supervisor with OND/ Diploma in Laboratory Technology with Electronic Option and Proficiency in Computer Literacy after 3 years of satisfactory service..	Same as above	

ZOOLOGICAL GARDEN STAFF CADRE

1. POSTS AND SALARIES

1.1	Zookeeper	CONTISS 02
1.2	Senior Zookeeper	CONTISS 03
1.3	Head Zookeeper	CONTISS 04
1.4	Chief Zookeeper	CONTISS 05
1.5	Zoo Supervisor	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Zookeeper	CONTISS 02	By direct appointment of a candidate with JSS 3 certificate plus 3 years experience.	(1) Performing routine duties under supervision	Senior Zookeeper
2.	Senior Zookeeper	CONTISS 03	1. By direct appointment of a candidate with SSC/ WASC/GCE including 2 credits in science subjects. 2. By promotion of a Zookeeper after 3 years of satisfactory service.	(1) Performing routine duties as may be assigned.	Head Zookeeper
3.	Head Zookeeper	CONTISS 04	1. By direct appointment of a candidate with SSC/ WASC/GCE including 2 credits in science subjects. Plus Proficiency Certificate in Wild Life Management. 2. By promotion of a Senior Zookeeper with SSC/WASC/GCE including 2 credit in science subjects after 3 years of satisfactory	(1) Performing routine duties as may be assigned.	Chief Zookeeper

4.	Chief Zookeeper	CONTISS 05	<p>service.</p> <p>1. By direct appointment of a candidate with SSC/WASC/GCE including 2 credits in science subjects. Plus Proficiency Certificate in Wild Life Management. Plus 6 years experience.</p> <p>2. By promotion of a Head Zookeeper with Proficiency Certificate in Wildlife Management after 3 years of satisfactory service.</p>	<p>(1) Training subordinate staff.</p> <p>(2) Supervising subordinate staff.</p>	Zoo Supervisor
5.	Zoo Supervisor	CONTISS 06	<p>1. By direct appointment of a candidate with SSC/WASC/GCE including 2 credits in science subjects plus OND in relevant field. Plus Proficiency Certificate in Wild Life Management.</p> <p>2. By promotion of a Chief Zookeeper with OND in relevant field after 3 years of satisfactory service.</p>	Same as above	

SECRETARIAL ASSISTANT CADRE

1. POSTS AND SALARIES

1.1	Secretarial Assistant III	CONTISS 03
1.2	Secretarial Assistant II	CONTISS 04
1.3	Secretarial Assistant I	CONTISS 05
1.4	Principal Secretarial Assistant	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Secretarial Assistant III	CONTISS 03	By direct appointment of a candidate with SSC/WASC/GCE in addition to 25 WPM and a recognized certificate of computer training.	<p>(1) Typing and printing manuscripts and other materials that may be assigned.</p> <p>(2) Filing typed scripts/letters and making necessary cross reference.</p>	Secretarial Assistant II
2.	Secretarial Assistant II	CONTISS 04	<p>(1) By direct appointment of a candidate who holds SSC/WASC/GCE in addition to 35 WPM, and a recognized certificate of computer training.</p> <p>(2) By promotion of Secretarial Assistant III with 35 WPM after 3 years of satisfactory service.</p>	Same as above.	Secretarial Assistant I
3.	Secretarial Assistant I	CONTISS 05	<p>(1) By direct appointment of a candidate who holds SSC/WASC/GCE Plus 50 WPM, and a recognized certificate of computer training.</p> <p>(2) By promotion of Secretarial Assistant II with 50 WPM after 3 years of satisfactory service.</p>	<p>(1) Same as above.</p> <p>(2) Assisting in supervising subordinate staff.</p>	Senior Secretarial Asst. II
4.	Principal Secretarial Asst.	CONTISS 06	(1) By direct appointment of a candidate who holds SSC/WASC/GCE with OND in relevant field. Plus 50 WPM, and a recognized	Same as for Secretarial Asst. II above.	

DRAUGHTSMEN CADRE (INCLUDING CARTOGRAPHERS)

1. POSTS AND SALARIES

- | | | |
|-----|--------------------------|-------------------|
| 1.1 | Draughtsman in Training | CONTISS 02 |
| 1.2 | Draughtsman Assistant II | CONTISS 03 |
| 1.3 | Draughtsman Assistant I | CONTISS 04 |
| 1.4 | Senior Draughtsman | CONTISS 05 |
| 1.5 | Chief Draughtsman | CONTISS 06 |

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Draughtsman in training	CONTISS 02	By direct appointment of a candidate with JSS 3 certificate plus 3 years experience.	(1) Performing routine duties under supervision	Draughtsman Assistant II
2.	Draughtsman Assistant II	CONTISS 03	1) By direct appointment of a candidate who holds SSC/WASC/ GCE. 2) By promotion of a Draughtsman in Training after 3 years of satisfactory service.	(1) Performing routine duties under supervision	Draughtsman Assistant I
3.	Draughtsman Assistant I	CONTISS 04	1) By direct appointment of a candidate who holds SSCE/WASC/ GCE. Plus Proficiency in Computer Literacy plus 3 years experience. 2) By promotion of a Draughtsman Assistant II with SSC/WASC/GCE after 3 years of satisfactory service.	(1) Performing routine duties as may be assigned.	Senior Draughtsman
4.	Senior Draughtsman	CONTISS 05	1) By direct appointment of a candidate who holds Diploma in Draughtsmanship from a recognized Trade Centre/ Technical College Plus Proficiency in Computer Literacy. 2) By promotion of a Draughtsman Assistant I after 3 years of satisfactory service.	(1) Performing routine duties as may be assigned.	Chief Draughtsman
5.	Chief Draughtsman	CONTISS 06	1) By direct appointment of a candidate who holds OND in relevant field plus Proficiency in Computer Literacy. 2) By promotion of a Senior Draughtsman with OND in relevant field obtained from a recognized Institution after 3 years of satisfactory service.	(1) Training subordinate staff. (2) Supervising subordinate staff.	

SURVEY STAFF CADRE

1. POSTS AND SALARIES

1.1	Survey Assistant in Training	CONTISS 02
1.2	Survey Assistant II	CONTISS 03
1.3	Survey Assistant I	CONTISS 04
1.4	Senior Survey Assistant	CONTISS 05
1.5	Chief Survey Assistant	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Survey Assistant in Training	CONTISS 02	By direct appointment of a candidate with JSS 3 certificate plus 3 years experience.	(1) Performing routine duties under supervision	Survey Assistant II
2.	Survey Assistant II	CONTISS 03	<ol style="list-style-type: none"> 1. By direct appointment of a candidate who holds SSC/WASC/GCE. 2. By promotion of a Survey Assistant in Training after 3 years of satisfactory service. 	(1) Performing routine duties under supervision	Survey Assistant I
3.	Survey Assistant I	CONTISS 04	<ol style="list-style-type: none"> 1) By direct appointment of a candidate who holds SSC/WASC/GCE. Plus Proficiency in Computer Literacy. 2) By promotion of a Survey Assistant II with SSC/WASC/GCE after 3 years of satisfactory service. 	(1) Performing routine duties as may be assigned.	Senior Survey Assistant
4.	Senior Survey Assistant	CONTISS 05	<ol style="list-style-type: none"> 1) By direct appointment of a candidate who holds a Diploma in Survey from a recognized Technical College plus Proficiency in Computer Literacy 2) By promotion of a Survey Assistant I after 3 years of satisfactory service. 	(1) Performing routine duties as may be assigned.	Chief Survey Assistant
5.	Chief Survey Assistant	CONTISS 06	<ol style="list-style-type: none"> 1) By direct appointment of a candidate who holds OND in a relevant Subject from a recognized Institution with 3 years experience plus Certificate in Computer Operation 2) By promotion of a Senior Survey Assistant who hold OND in relevant field after 3 years of satisfactory service. 	<ol style="list-style-type: none"> (1) Training subordinate staff. (2) Supervising subordinate staff. 	

GROUNDSMEN CADRE

1. POSTS AND SALARIES

1.1	Groundsman Attendant	CONTISS 02
1.2	Groundsman Assistant	CONTISS 03
1.3	Senior Groundsman	CONTISS 04
1.4	Head Groundsman	CONTISS 05
1.5	Chief Groundsman	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Groundsman Attendant	CONTISS 02	By direct appointment of a candidate with JSS 3 certificate plus 3 years experience.	Performing routine duties under supervision	Groundsman Assistant
2.	Groundsman Assistant	CONTISS 03	<ol style="list-style-type: none"> 1. By direct appointment of a candidate who holds SSC/WASC/ GCE. 2. By promotion of a Groundsman Attendant after 3 years of satisfactory service. 	Performing routine duties under supervision	Senior Groundsman
3.	Senior Groundsman	CONTISS 04	<ol style="list-style-type: none"> 1. By direct appointment of a candidate who holds SSC/WASC/GCE plus 3 years experience. 2. By promotion of a Groundsman Assistant with SSC/WASC/GCE after 3 years of satisfactory service. 	Performing routine duties as may be assigned.	Head Groundsman
4.	Head Groundsman	CONTISS 05	<ol style="list-style-type: none"> 1. By direct appointment of a candidate who holds OND in a relevant field from a recognized Institution 2. By promotion of a Senior Groundsman after 3 years of satisfactory service. 	Performing routine duties as may be assigned.	Chief Groundsman
5.	Chief Groundsman	CONTISS 06	<ol style="list-style-type: none"> 1. By direct appointment of a candidate who holds OND in a relevant field from a recognized Institution plus 3 years experience. 2. By promotion of a Head Groundsman with OND in relevant field after 3 years of satisfactory service. 	Training subordinate staff. (2) Supervising subordinate staff.	

CRAFTSMAN CADRE

1. POSTS AND SALARIES

1.1	Craftsman III	CONTISS 02
1.2	Craftsman II	CONTISS 03
1.3	Craftsman I	CONTISS 04
1.4	Foreman	CONTISS 05
1.5	Senior Foreman (Crafts)	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Craftsman III	CONTISS 02	By direct appointment of a candidate with JSS 3 certificate plus 3 years experience.	Performing routine duties under supervision	Craftsman II
2.	Craftsman II	CONTISS 03	1. By direct appointment of a candidate who holds SSC/WASC/ GCE. plus Trade Test Grade III in relevant field 2. By promotion of a Craftsman III after 3 years of satisfactory service	Performing routine duties under supervision	Craftsman I
3.	Craftsman I	CONTISS 04	1. By direct appointment of a candidate who holds SSC/WASC/ GCE. plus Trade Test I,II,III in relevant field 2. By promotion of a Craftsman II with SSC/WASC/GCE after 3 years of satisfactory service	Performing routine duties as may be assigned.	Foreman
4.	Foreman	CONTISS 05	1. By direct appointment of a candidate who holds SSC/WASC/ GCE. plus Trade Test I,II,III in relevant field plus 3 years experience. 2. By promotion of a Craftsman I with Trade Test I,II,III after 3 years of satisfactory service	Performing routine duties as may be assigned.	Senior Foreman (Crafts)
5.	Senior Foreman (Crafts)	CONTISS 06	1. By direct appointment of a candidate who holds OND in relevant field. Plus Trade Test I,II,III in relevant field 2. By promotion of a Foreman with OND in relevant field after 3 years of satisfactory service.	Training subordinate staff. (2) Supervising subordinate staff.	

MOTOR DRIVER/MECHANIC CADRE

1. POSTS AND SALARIES

1.1	Driver/Tractor Mechanic	CONTISS 03
1.2	Senior Driver/Senior Tractor Mechanic	CONTISS 04
1.3	Asst. Chief Motor Driver/Asst. Chief Tractor Mechanic	CONTISS 05
1.4	Chief Driver/Chief Tractor Mechanic	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Driver/Tractor Mechanic	CONTISS 03	(1) By direct appointment of a candidate possessing SSC/WASC/ GCE, a valid Group "E" Driving License plus Trade Test Grade I,II,III plus 3 years driving experience.	(1) As in the duties of Motor Driver II above. (2) Undertaking minor maintenance and repairs of motor vehicles.	Senior Driver/Tractor Mechanic
2.	Senior Driver/Tractor	CONTISS 04	(1) By direct appointment of a candidate possessing SSC/	(1) Driving with care and caution any vehicle assigned to	Asst. Chief Motor Driver/Tractor

	Mechanic		WASC/ GCE, a valid Group "E" Driving License plus Trade Test Grade I,II,III plus 6 years experience. (2) By promotion of a Driver/Tractor Mechanic after 3 years of satisfactory Service.	him. (2) Maintaining records of fuel and lubrication consumptions by vehicle.	Mechanic
3.	Asst. Chief Motor Driver/ Tractor Mechanic	CONTISS 05	1. By direct appointment of a candidate possessing SSC/ WASC/GCE, a valid Group "E" Driving License plus Trade Test Grade I,II,III plus 9 years experience. 2. By promotion of a Senior Driver/ Tractor Mechanic after 3 years of satisfactory Service.	(1) As in the duties of Motor Driver I above. (2) Undertaking minor maintenance and repairs of vehicle.	Chief Driver/ Tractor Mechanic
4.	Chief Driver/ Tractor Mechanic	CONTISS 06	1. By direct appointment of a candidate possessing SSC/ WASC/GCE, a valid Group "E" Driving License with Trade Test Grade I,II,III Plus OND in relevant field. 2. By promotion of an Assistant Chief Motor Driver/ Tractor Mechanic with OND in relevant field after 3 years of satisfactory Service.	(1) As in the duties of Motor Driver/ Mechanic I above. (2) Working out vehicle performance figures and applying knowledge of inventory and purchase procedure. (3) Assisting in the supervision and disposition of the staff and vehicles in the transport unit. (4) Assisting Chief Motor Driver/Technical Officer in maintaining the security of vehicles in the University.	

HEAVY DUTY/ARTICULATED VEHICLE DRIVER/MECHANIC CADRE

1. POSTS AND SALARIES

1.1	Heavy/Duty Articulated Vehicle Driver	CONTISS 03
1.2	Senior Heavy Duty/Articulated Vehicle Driver	CONTISS 04
1.3	Head Heavy Duty/Articulated Vehicle	CONTISS 05
1.4	Chief Heavy Duty/Articulated Vehicle Driver	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Heavy/Duty Articulated Vehicle Driver	CONTISS 03	By direct appointment of a candidate with SSC/WASC/GCE, with Driving License Class 'E' (Professional) proficiency in handling heavy vehicle plus Trade Test Grade I,II,III	(1) As in the duties of Motor Driver II above. (2) Undertaking minor maintenance and repairs of motor vehicles.	Senior Heavy Duty/ Articulated Vehicle Driver
2.	Senior Heavy Duty/ Articulated Vehicle	CONTISS 04	1. By direct appointment of a candidate possessing SSC/ WASC/GCE with	(1) Driving with care and caution any vehicle assigned to him.	Head Heavy Duty/ Articulated Vehicle

	Driver		<p>Driving License Class 'E' (Professional) proficiency in handling heavy vehicle plus Trade Test Grade I,II,III plus 6 years experience.</p> <p>2. By promotion of a Heavy/ Duty Articulated Vehicle driver after 3 years of satisfactory service</p>	<p>(2) Maintaining records of fuel and lubrication consumptions by vehicle.</p>	
3.	Head Heavy Duty/ Articulated Vehicle	CONTISS 05	<p>1. By direct appointment of a candidate possessing SSC/ WASC/GCE with Driving License Class 'E' (Professional) proficiency in handling heavy vehicle plus Trade Test Grade I,II,III plus 9 years experience.</p> <p>2. By promotion of a Senior Heavy Duty/Articulated Vehicle Driver after 3 years of satisfactory service</p>	<p>(1) As in the duties of Motor Driver I above.</p> <p>(2) Undertaking minor maintenance and repairs of vehicle.</p>	Chief Heavy Duty/ Articulated Vehicle Driver
4.	Chief Heavy Duty/ Articulated Vehicle Driver	CONTISS 06	<p>1. By direct appointment of a candidate possessing SSC/ WASC/ GCE with Driving License Class 'E' (Professional) proficiency in handling heavy vehicle with Trade Test Grade I,II,III Plus OND in relevant field.</p> <p>2. By promotion of a Head Heavy Duty/ Articulated Vehicle with OND in relevant field after 3 years of satisfactory service.</p>	<p>(1) As in the duties of Motor Driver/Mechanic I above.</p> <p>(2) Working out vehicle performance figures and applying knowledge of inventory and purchase procedure.</p> <p>(3) Assisting in the supervision and disposition of the staff and vehicles in the transport unit.</p> <p>(4) Assisting Chief Motor Driver/Technical Officer in maintaining the security of vehicles in the University.</p>	

PLANT OPERATOR CADRE

1. POSTS AND SALARIES

1.1	Plant Operator	CONTISS 03
1.2	Senior Plant Operator	CONTISS 04
1.3	Head Plant Operator	CONTISS 05
1.4	Chief Plant Operator	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Plant Operator	CONTISS 03	By direct appointment of a candidate with SSC/WASC/GCE, with proficiency certificate in handling heavy plant equipment.	Performing routine duties under supervision	Senior Plant Operator
2.	Senior Plant Operator	CONTISS 04	1.By direct appointment of a candidate possessing SSC/WASC/GCE with proficiency certificate in handling heavy plant equipment plus 3 years experience. 2.By promotion of a Plant Operator with SSC/WASC/GCE after 3 years of satisfactory service	Performing routine duties under supervision	Head Plant Operator
3.	Head Plant Operator	CONTISS 05	1.By direct appointment of a candidate possessing SSC/WASC/GCE with proficiency certificate in handling heavy plant equipment plus 6 years experience. 2.By promotion of a Senior Plant Operator after 3 years of satisfactory service	(1) Performing routine duties as may be assigned. (2) Training subordinate staff.	Chief Plant Operator
4.	Chief Plant Operator	CONTISS 06	1.By direct appointment of a candidate possessing OND in relevant field. 2.By promotion of a Head Plant Operator with OND in relevant field after 3 years of satisfactory service.	(1) Training subordinate staff. (2) Supervising subordinate staff.	

LIFE GUARD CADRE

1. POSTS AND SALARIES

1.1	Life Guard	CONTISS 02
1.2	Life Guard Assistant	CONTISS 03
1.3	Head Life Guard	CONTISS 04
1.4	Senior Life Guard	CONTISS 05
1.5	Chief Life Guard	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Life Guard	CONTISS 02	By direct appointment of a candidate with JSS 3 plus 3 years experience.	Performing routine duties under supervision	Life Guard Assistant
2.	Life Guard Assistant	CONTISS 03	(1) By direct appointment of a candidate who holds SSC/WASC/GCE. (2) By promotion of Life Guard after 3 years of satisfactory service.	Performing routine duties under supervision	Head Life Guard

3.	Head Life Guard	CONTISS 04	(1) By direct appointment of a candidate who holds SSC/WASC/ GCE plus 3 years experience. (2) By promotion of a Life Guard Assistant who holds SSC/WASC/ GCE. after 3 years of satisfactory service.	Performing routine duties as may be assigned.	Senior Life Guard
4.	Senior Life Guard	CONTISS 05	1. By direct appointment of a candidate who holds SSC/WASC/ GCE plus 6 years experience. 2. By promotion of a Head Life Guard after 3 years of satisfactory service.	(1) Performing routine duties as may be assigned. (2) Training subordinate staff.	Chief Life Guard
5.	Chief Life Guard	CONTISS 06	(1) By direct appointment of a candidate with Diploma or OND in relevant field. (2) By promotion of Senior Life Guard after 3 years of satisfactory service. Plus OND in relevant field.	(1) Training subordinate staff. (2) Supervising subordinate staff.	

ARTIST CADRE

1. POSTS AND SALARIES

1.1	Arts Assistant	CONTISS 03
1.2	Senior Arts Assistant	CONTISS 04
1.3	Chief Arts Assistant	CONTISS 05
1.4	Arts Officer	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Arts Assistant	CONTISS 03	By direct appointment of a candidate with SSC/ WASC/GCE with credit in Fine Arts/Technical Drawing	Performing routine duties under supervision	Senior Arts Assistant
2.	Senior Arts Assistant	CONTISS 04	(1) By direct appointment of a candidate who holds SSC/WASC/ GCE with credit in Fine Arts/ Technical Drawing plus proficiency in computer operation and 3 years experience. (2) By promotion of Arts Assistant who holds SSC/WASC/ GCE with credit in Fine Arts/ Technical Drawing plus proficiency in computer operation after 3 years of satisfactory service.	Performing routine duties under supervision	Chief Arts Assistant
3.	Chief Arts Assistant	CONTISS 05	(1) By direct appointment of a candidate who holds SSC/WASC/ GCE. with credit in Fine Arts/Technical Drawing plus proficiency in Computer Operation	Performing routine duties as may be assigned.	Arts Officer

			with 6 years experience. (2) By promotion of Senior Arts Assistant after 3 years of satisfactory service.		
4.	Arts Officer	CONTISS 06	(1) By direct appointment of a candidate with Diploma/OND in Fine Arts or related subject plus Certificate in Computer Operation. (2) By promotion of Chief Art Assistant with OND in relevant field after 3 years of satisfactory service.	(1) Training subordinate staff. (2) Supervising subordinate staff.	

NURSERY ASSISTANT/TEACHER CADRE

1. POSTS AND SALARIES

1.1	Nursery Assistant	CONTISS 03
1.2	Teacher Grade II	CONTISS 04
1.3	Teacher Grade I	CONTISS 05
1.4	Senior Teacher Grade IV	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Nursery Assistant	CONTISS 03	By direct appointment of a candidate with SSC/WASC/GCE with credit in relevant subject plus proficiency in Computer Literacy	Performing routine duties under supervision	Teacher Grade II
2.	Teacher Grade II	CONTISS 04	1. By direct appointment of a candidate who holds SSC/WASC/GCE with Teacher's Grade II Certificate plus Proficiency in Computer Literacy 2. By promotion of Nursery Assistant who holds SSC/WASC/GCE after 3 years of satisfactory service.	Performing routine duties under supervision	Teacher Grade I
3.	Teacher Grade I	CONTISS 05	1. By direct appointment of a candidate with SSC/WASC/GCE with Teacher's Grade II Certificate plus Certificate in Computer Literacy 2. By promotion of Teacher Grade II after 3 years of satisfactory service.	Performing routine duties as may be assigned.	Senior Teacher Grade IV
4.	Senior Teacher Grade IV	CONTISS 06	1. By direct appointment of a candidate with SSC/WASC/GCE, Teacher's Grade II Certificate plus NCE with Proficiency in Computer Literacy. 2. By promotion of Teacher Grade I with NCE after 3 years of satisfactory service.	(1) Training subordinate staff. (2) Supervising subordinate staff.	

MEDICAL PHOTOGRAPHER CADRE

1. POSTS AND SALARIES

1.1	Medical Studio Attendant	CONTISS 02
1.2	Medical Studio Assistant	CONTISS 03
1.3	Senior Medical Studio Assistant	CONTISS 04
1.4	Assistant Medical Photographer	CONTISS 05
1.5	Senior Assistant Medical Photographer	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Medical Studio Attendant	CONTISS 02	By direct appointment of a candidate with JSS 3 plus 3 years experience	Performing routine duties under supervision	Medical Studio Assistant
2.	Medical Studio Assistant	CONTISS 03	(1) By direct appointment of a candidate who holds SSCE/WASC/ GCE plus proficiency certificate in Photography (2) By promotion of Medical Studio Attendant after 3 years of satisfactory service.	Performing routine duties under supervision	Senior Medical Studio Assistant
3.	Senior Medical Studio Assistant	CONTISS 04	(1) By direct appointment of a candidate who holds SSC/WASC/ GCE plus proficiency certificate in Photography plus 3 years experience (2) By promotion of Medical Studio Assistant with Proficiency in Computer Literacy plus SSC/WASC/GCE after 3 years of satisfactory service.	Performing routine duties as may be assigned.	Assistant Medical Photographer
4.	Assistant Medical Photographer	CONTISS 05	(1) By direct appointment of a candidate who possesses OND/ND in Photography. plus Certificate in Computer Operation (2) By promotion of a Senior Medical Studio Assistant after 3 years of satisfactory service.	(1) Training subordinate staff. (2) Supervising subordinate staff.	Senior Assistant Medical Photographer
5.	Senior Assistant Medical Photographer	CONTISS 06	(1) By direct appointment of a candidate who possesses OND/ND in Photography plus Certificate in Computer Operation plus 6 years experience. (2) By promotion of a Assistant Medical Photographer with OND/ND in Photography after 3 years of satisfactory service.	(1) Training subordinate staff. (2) Supervising subordinate staff.	

THEATRE ARTS ASSISTANT CADRE

1. POSTS AND SALARIES

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|-----|---------------------------------------|------------|
| 1.1 | Theatre Arts Assistant | CONTISS 03 |
| 1.2 | Senior Theatre Arts Assistant | CONTISS 04 |
| 1.3 | Assistant Theatre Arts Superintendent | CONTISS 05 |
| 1.4 | Theatre Arts Superintendent | CONTISS 06 |

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Theatre Arts Assistant	CONTISS 03	By direct appointment of a candidate with SSC/WASC/GCE with Credit in Literature in English and other relevant subjects.	Performing routine duties under supervision	Senior Theatre Arts Assistant
2.	Senior Theatre Arts Assistant	CONTISS 04	1. By direct appointment of a candidate who holds SSC/WASC/GCE with Credit in Literature in English and other relevant subjects plus 3 year experience. 2. By promotion of a Theatre Arts Assistant after 3 years of satisfactory service.	Performing routine duties under supervision	Assistant Theatre Arts Superintendent
3.	Assistant Theatre Arts Superintendent	CONTISS 05	(1) By direct appointment of a candidate who possesses Diploma/OND in Theatre Arts plus proficiency in Computer Literacy Computer Operation (2) By promotion of a Senior Theatre Arts Assistant after 3 years of satisfactory service.	Performing routine duties as may be assigned.	Theatre Arts Superintendent
4.	Theatre Arts Superintendent	CONTISS 06	(1) By direct appointment of a candidate who possesses Diploma/OND in Theatre Arts plus proficiency in Computer Operation with 3 years experience. (2) By promotion of an Assistant Theatre Arts Superintendent with OND in relevant field after 3 years of satisfactory service.	(1) Training subordinate staff. (2) Supervising subordinate staff.	

DENTAL ASSISTANT CADRE

1. POSTS AND SALARIES

1.1	Dental Technician in Training	CONTISS 03
1.2	Dental Technician	CONTISS 04
1.3	Senior Dental Technician	CONTISS 05
1.4	Chief Dental Technician	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Dental Technician in Training	CONTISS 03	By direct appointment of a candidate with SSC/WASC/GCE including 2 Credits in relevant science subjects.	(1) Carrying out routine duties as may be assigned under supervision. (2) Maintaining cleanliness and orderliness of the dental clinic.	Dental Technician
2.	Dental Technician	CONTISS 04	(1) By direct appointment of a candidate possessing SSC/WASC/GCE with Health Technology Certificate in Dental Hygiene and 3 years relevant post qualification experience. (2) By promotion of a Dental Technician in Training after 3 years of satisfactory service.	(1) Performing routine clinical duties as may be assigned.	Senior Dental Technician
3.	Senior Dental Technician	CONTISS 05	(1) By direct appointment of a candidate possessing OND in relevant field plus Health Technology Certificate in Dental Hygiene plus 3 years post qualification experience. (2) By promotion of Dental Technician with 3 years of satisfactory service with Dental Hygiene or Health Technology Certificate.	(1) Performing routine clinical duties as may be assigned. (2) Assisting in supervising and training subordinate staff.	Chief Dental Technician
4.	Chief Dental Technician	CONTISS 06	(1) By direct appointment of a candidate possessing OND in relevant field. Plus Health Technology Certificate in Dental Hygiene plus 6 years post qualification experience. (2) By promotion of Senior Dental Technician with OND in relevant field after 3 year of satisfactory service.	(1) Performing routine clinical duties as may be assigned. (2) Supervising and training subordinate staff.	

ARTISAN CADRE/CARPENTER/ELECTRICIAN/PLUMBER

1. POSTS AND SALARIES

1.1	Artisan III	CONTISS 02
1.2	Artisan II	CONTISS 03
1.3	Artisan I	CONTISS 04
1.4	Senior Artisan/Foreman	CONTISS 05
1.5	Chief Artisan/Workshop Supervisor	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Artisan III	CONTISS 02	By direct appointment of a candidate with JSS 3 Certificate with Trade Test Grade II & III in relevant field and 3 years practical experience.	(1) Maintaining the cleanliness and orderliness of the workshop. (2) Closing and locking workshop/offices. (3) Carrying out other duties as may be assigned.	Artisan II
2.	Artisan II	CONTISS 03	(1) By direct appointment of a candidate possessing WASC/SSC/GCE with Trade Test Grade II & III and 3 years practical experience. (2) By promotion of an Artisan III after 3 years of satisfactory service.	(1) Carrying out routine duties as may be assigned.	Artisan I
3.	Artisan I	CONTISS 04	(1) By direct appointment of a candidate possessing WASC/SSC/GCE with Trade Test Grade II & III and 6 years practical experience. (2) By promotion of an Artisan II with WASC/SSC/GCE and Trade Test Grade II & III after 3 years of satisfactory service.	(1) Carrying out regular duties as may be assigned.	Senior Artisan
4.	Senior Artisan/ Foreman	CONTISS 05	(1) By direct appointment of a candidate with OND in relevant field with Trade Test Grade I, II & III and 6 years practical experience. (2) By promotion of an Artisan I with 3 years of satisfactory service	Carrying out regular duties including supervision of subordinate staff.	Chief Artisan/ Workshop Supervisor
5.	Chief Artisan/ Workshop Supervisor	CONTISS 06	(1) By direct appointment of a candidate with OND in relevant field with Trade Test Grade I, II & III and 9 years practical experience. (2) By promotion of a Senior Artisan/Foreman with OND in relevant field after 3 years of satisfactory service..	Carrying out regular duties and provide supervision and training of subordinate staff.	

VALUATION ASSISTANT CADRE

POST AND SALARIES

- 1.1 Valuation Assistant CONTISS 03
 1.2 Senior Valuation Assistant Grade II CONTISS 04
 1.3 Senior Valuation Assistant Grade I CONTISS 05

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Valuation Assistant	CONTISS 03	By direct appointment of a candidate with WASC/SSCE/GCE in relevant subjects.	(1) Assisting in taking measurements of lands and buildings. (2) Assisting in carrying out market surveys and other enquiries. (3) Collecting data for valuation purposes.	Senior Valuation Assistant Grade II
2.	Senior Valuation Assistant Grade II	CONTISS 04	(1) By direct appointment of a candidate possessing WASC/SSC/GCE plus 3 years experience. (2) By promotion of a Valuation Assistant after 3 years of satisfactory service.	(1) Compiling data for valuation purposes. (2) Taking measurements of Lands and buildings. (3) Carrying out market surveys and other enquiries.	Senior Valuation Assistant Grade I
3.	Senior Valuation Assistant Grade I	CONTISS 05	1. By direct appointment of a candidate possessing Diploma/OND in relevant field. 2. By promotion of a Senior Valuation Assistant Grade II after 3 years of satisfactory service.	(1) Calculating and computing valuation data. (2) Surveying and reporting on locational and structural conditions of buildings. (3) Assisting in supervising and training junior officers.	

ADVANCEMENT BEYOND THE CADRE

Any officer in the Valuation Assistant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

SPORTS CADRE

1. POSTS AND SALARIES

- 1.1 Coaching Assistant II CONTISS 04
 1.2 Coaching Assistant I/Asst. Coach II CONTISS 05
 1.3 Asst. Coach CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Coaching Assistant II	CONTISS 04	By direct appointment of a candidate with SSC/NECO/GCE with NIS Basic Coaching Certificate.	(1) Duties as its may be assigned.	Coaching Assistant I/ Assistant Coach II
2.	Coaching Assistant I/ Assistant Coach II	CONTISS 05	1. By direct appointment of a candidate possessing NIS Basic Coaching Certificate. Plus Diploma in Health Education or NCE in relevant discipline from a recognized institution with 3 years of experience. 2. By promotion of a Coaching Assistant II after 3 years of satisfactory service.	(1) Assisting in organizing training programmes. (2) Assisting in organizing workshops, seminars and courses. (3) Assisting in collating progress reports on national Teams. (4) Assisting in Supervision of Sportsmen. (5) Assisting in co-ordinating coach Seminars and courses	Assistant Coach
3.	Asst. Coach/ Assistant Coach I	CONTISS 06	1. By direct appointment of a candidate possessing NIS Basic Coaching Certificate.	(1) Assisting in the implementation of coaching schedules.	

			and Diploma/OND in Health Education plus 6 years working experience 2. By promotion of a Coaching Assistant I/ Assistant Coach II with OND in relevant field after 3 years of satisfactory service.	(2) Assisting in organizing workshops, seminars and courses. (3) Assisting in organizing and co-ordinating coaching programmes. (4) Assisting in rendering regular reports on performance of teams.	
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MEDICAL LABORATORY TECHNICIAN CADRE

1. POSTS AND SALARIES

1.1	Medical Laboratory Assistant	CONTISS 03
1.2	Assistant Medical Laboratory Supervisor	CONTISS 04
1.3	Medical Laboratory Technician	CONTISS 05
1.4	Medical Laboratory Supervisor	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Medical Laboratory Assistant	CONTISS 03	By direct appointment of a candidate with SSC/NECO/GCE including 2 credits in Science Subjects plus Proficiency in Computer Literacy.	(1) Performing routine duties under supervision	Assistant Medical Laboratory Supervisor
2.	Assistant Medical Laboratory Supervisor	CONTISS 04	1. By direct appointment of a candidate possessing SSC/NECO/GCE including credits in 2 science subjects plus Proficiency in Computer Literacy. 2. By promotion of a Medical Laboratory Assistant after 3 years of satisfactory service.	(1) Performing routine duties as may be assigned.	Medical Laboratory Technician
3.	Medical Laboratory Technician	CONTISS 05	1. By direct appointment of a candidate possessing Diploma/OND in Health Technology or a related field plus Certificate in Computer Operation. 2. By promotion of a Assistant Medical Laboratory Supervisor after 3 years of satisfactory service.	Carrying out regular duties and provide supervision and training of subordinate staff.	Medical Laboratory Supervisor
4.	Medical Laboratory Supervisor	CONTISS 06	1. By direct appointment of a candidate possessing Diploma/OND in Health Technology or a related field plus Certificate in Computer Operation. 2. By promotion of a Medical Laboratory Technician with OND in relevant field after 3 years of satisfactory service.	Carrying out regular duties and provide supervision and training of subordinate staff.	

X ? RAY TECHNICIAN CADRE

1. POSTS AND SALARIES

1.1	X – Ray Assistant	CONTISS 03
1.2	Assistant X – Ray Superintendent	CONTISS 04
1.3	X – Ray Technician	CONTISS 05
1.4	X – Ray Superintendent	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	X – Ray Assistant	CONTISS 03	By direct appointment of a candidate with SSC/NECO/GCE including Credits in 2 science subjects plus Proficiency in Computer Literacy.	(1) Performing routine duties under supervision	Assistant X – Ray Superintendent
2.	Assistant X – Ray Superintendent	CONTISS 04	<ol style="list-style-type: none"> 1. By direct appointment of a candidate possessing SSC/NECO/GCE including Credits in 2 science subjects plus Proficiency in Computer Literacy. 2. By promotion of an X – Ray Assistant who holds SSC/NECO/GCE including Credits in 2 science subjects after 3 years of satisfactory service. 	(1) Performing routine duties as may be assigned.	X – Ray Technician
3.	X – Ray Technician	CONTISS 05	<ol style="list-style-type: none"> 1. By direct appointment of a candidate possessing OND/Diploma in relevant field plus Proficiency in Computer Literacy. 2. By promotion of an Assistant X – Ray Superintendent after 3 years of satisfactory service. 	Carrying out regular duties and provide supervision and training of subordinate staff.	X – Ray Superintendent
4.	X – Ray Superintendent	CONTISS 06	<ol style="list-style-type: none"> 1. By direct appointment of a candidate possessing OND/Diploma in relevant field plus Proficiency in Computer Literacy. 2. By promotion of an X – Ray Technician with OND in relevant field after 3 years of satisfactory service.. 	Carrying out regular duties and provide supervision and training of subordinate staff.	

MEDICAL ARTIST CADRE

1. POSTS AND SALARIES

1.1	Studio Assistant (Medical Art)	CONTISS 03
1.2	Senior Studio Assistant (Medical Arts)	CONTISS 04
1.3	Assistant Medical Artist	CONTISS 05
1.4	Senior Assistant Medical Artist	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Studio Assistant (Medical Art)	CONTISS 03	By direct appointment of a candidate with SSC/WASC/GCE including credits in 2 science	Performing routine duties under supervision	Senior Studio Assistant (Medical Arts)

			subjects.		
2.	Senior Studio Assistant (Medical Arts)	CONTISS 04	<ol style="list-style-type: none"> By direct appointment of a candidate possessing SSC/NECO/GCE including Credits in 2 science subjects plus Proficiency in Computer Literacy. By promotion of a Studio Assistant (Medical Art) after 3 years of satisfactory service. 	Performing routine duties under supervision	Assistant Medical Artist
3.	Assistant Medical Artist	CONTISS 05	<ol style="list-style-type: none"> By direct appointment of a candidate possessing OND in relevant discipline plus Certificate in Computer Operation. By promotion of a Senior Studio Assistant (Medical Arts) after 3 years of satisfactory service. 	Performing routine duties as may be assigned.	Senior Assistant Medical Artist
4.	Senior Assistant Medical Artist	CONTISS 06	<ol style="list-style-type: none"> By direct appointment of a candidate possessing OND in relevant discipline with Certificate in Computer Operation plus 3 years experience. By promotion of an Assistant Medical Artist with OND in relevant field after 3 years of satisfactory service. 	<ol style="list-style-type: none"> Training subordinate staff. Supervising subordinate staff. 	

GARDENERS CADRE

1. POSTS AND SALARIES

1.1 Gardener	CONTISS 02
1.2 Head Gardener	CONTISS 03
1.3 Field Overseer (Gardening)	CONTISS 04
1.4 Foreman (Gardening)	CONTISS 05
1.5 Supervisor (Gardening)	CONTISS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Gardener	CONTISS 02	By direct appointment of a candidate with JSS 3 with 3 years experience or Vocational Certificate in Gardening Horticulture or similar field.	(1) Performing routine Gardening duties as may be assigned.	Head Gardener
2.	Head Gardener	CONTISS 03	<ol style="list-style-type: none"> By direct appointment of a candidate possessing SSC/NECO/GCE with Vocational Certificate in Gardening Horticulture or similar field. By promotion of a Gardener after 3 years of satisfactory service. 	(1) Performing routine Gardening duties as may be assigned.	Field Overseer (Gardening)
3.	Field Overseer	CONTISS 04	1. By direct appointment of a candidate	(1) Performing routine Gardening	Foreman (Gardening)

	(Gardening)		<p>possessing SSC/NECO/GCE with Vocational Certificate in Gardening Horticulture or similar field plus 3 years experience.</p> <p>2. By promotion of a Head Gardener who holds SSC/NECO/GCE with Vocational Certificate in Gardening Horticulture or similar field after 3 years of satisfactory service.</p>	duties as may be assigned.	
4.	Foreman (Gardening)	CONTISS 05	<p>1. By direct appointment of a candidate possessing Diploma/OND in relevant discipline with Vocational Certificate in Gardening Horticulture or similar field.</p> <p>2. By promotion of a Field Overseer (Gardening) after 3 years of satisfactory service.</p>	<p>(1) Performing routine Gardening duties as may be assigned.</p> <p>(2) Supervising and Training subordinate staff.</p>	Supervisor (Gardening)
5.	Supervisor (Gardening)	CONTISS 06	<p>1. By direct appointment of a candidate possessing OND in Horticulture or related discipline plus 6 years experience.</p> <p>2. By promotion of a Foreman (Gardening) with OND in relevant field after 3 years of satisfactory service.</p>	(1) performing the duties specified above at a higher level	