

# **GENERAL GUIDELINES FOR THE REVIEW OF THE SCHEME OF SERVICE**

## **General Guidelines for the Review of the Scheme of Service**

- (i) Candidates for appointment to all cadres must possess the basic academic qualifications of five (5) O' Level credits including English Language. However, credit in Mathematics may be required for some cadres indicated against in the reviewed Scheme of Service;
- (ii) Promotion year shall be every three (3) years for positions where salary scale will not be skipped. However, 4 years may be required for promotion in some cadres as indicated against in the reviewed scheme of service.
- (iii) There should be no skipping of level twice.
- (iv) For cadres where a salary scale will be skipped, 4 years must be spent on a position before promotion to the next rank;
- (v) There should be some form(s) of test of skills and/or interactive sessions for promotion of all Non-Academic staff cadres in the University.
- (vi) Administration should put in place periodic trainings to enhance skills and improve the attitude of staff to their duties.
- (vii) The position of Deputy should be applied only to those who are in line of direct succession of principal officer's positions
- (viii) All the positions of Deputy Directors should be changed to Assistant Directors.

## **General Guidelines Deployed for the Review of the Scheme of Service**

- (i) Candidates for appointment to all cadres must possess the basic academic qualifications of five (5) O' Level credits including English Language. However, credit in Mathematics may be required for some cadres as indicated in the reviewed Scheme of Service;
- (ii) Promotion shall be every three (3) years for positions where salary scale will not be skipped.
- (iii) There should be no skipping of level twice in any cadre.
- (iv) For cadres where a salary scale will be skipped, 4 years must be spent on a position before promotion to the next rank;
- (v) From CONTISS 07 for all Cadres, candidates must possess HND/degree in relevant discipline and this is without prejudice to the elongated cadres e.g. Artisan, Drivers Field/Farm, Zoo Supervisors etc.;
- (vi) There should be some form(s) of test of skills and/or interactive sessions for promotion for all Non-Academic staff cadres in the University.
- (vii) Administration should put in place periodic trainings to enhance skills and improve the attitude of staff to their duties;
- (viii) The position of Deputy should be applied only to those who are in succession line to Principal Officer's positions

(ix) All other designations of Deputy Director should be changed to Assistant Director.

## **ACADEMIC PLANNING OFFICER CADRE**

### **POSTS AND SALARIES**

1.1 Academic Planning Officer II CONTISS 07

1.2 Academic Planning Officer I CONTISS 08

1.3 Senior Academic Planning Officer CONTISS 09

1.4 Principal Academic Planning Officer CONTISS 11

1.5 Assistant Chief Academic Planning Officer CONTISS 12

1.6 Chief Academic Planning Officer CONTISS 13

1.7 Assistant Director of Academic Planning CONTISS 14

1.8 Director of Academic Planning CONTISS 15

<b>S/N</b>	<b>POST</b>	<b>BASIC ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT GRADE</b>
1.	Academic Planning Officer II	By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus B.A/B.Sc./B.Ed. degree in Mathematics, Statistics, Economics, and Educational Management with bias in Mathematics/Statistics/Economics.	Assisting in collection, compilation and analysis of data on staff and students and other duties as directed by the Director of Academic Planning.	CONTISS 07	Academic Planning Officer I
2.	Academic Planning Officer I	(1)By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus B.A/B.Sc./B.Ed. degree in Mathematics, Statistics, Economics, and Educational Management with bias in Mathematics/Statistics/Economics with at least three(3) years cognate experience  (2)By promotion of a confirmed	Collection, compilation and analysis of statistical data on staff and students;  Computation of the FTEs for course and non-course systems; collation of statistical data for publications of Digest of Data,	CONTISS 08	Senior Academic Planning Officer

		and suitable Academic Planning Officer II who has spent at least three (3) years on the post, plus a degree in relevant field.	Pocket Statistics and Academic Brief and other duties as directed by the Director of Academic		
3.	Senior Academic Planning Officer	<p>(1)By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus B.A/B.Sc./B.Ed. degree in Mathematics, Statistics, Economics, and Educational Management with bias in Mathematics/Statistics/Economics with at least six(6) years cognate experience</p> <p>(2)By promotion of a confirmed and suitable Academic Planning Officer I who has spent at least three (3) years on the post, plus a degree in relevant field.</p>	<p>Compilation and analysis of statistical data, including the digest of statistics, for use in planning, Budgeting, Sundry management requirement and repository;</p> <p>Preparation of Briefs for Internal and External purpose;</p> <p>Monitoring Resources Allocation and utilization in line with the plans of the University and other duties as directed by the Director of Academic Planning</p>	CONTISS 09	Principal Academic Planning Officer
4.	Principal Academic Planning Officer	<p>(1)By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus B.A/B.Sc./B.Ed. degree in Mathematics, Statistics, Economics, and Educational Management with bias in Mathematics/Statistics/Economics and a postgraduate degree with at least ten (10) years cognate experience in the planning unit of</p>	<p>Compilation and analysis of statistical data for use in planning, Budgeting, Sundry management requirement and repository;</p> <p>Preparation of Academic Brief, Resource allocation and utilization analysis and TetFund grants</p>	CONTISS 11	Assistant Chief Planning Officer

		<p>a university.</p> <p>(2)By promotion of a confirmed and suitable Senior Academic Planning Officer who has spent at least four(4) years on the post, plus degree in relevant field.</p>	<p>allocation;</p> <p>Preparation of self-study forms for program accreditation;</p> <p>Generating information on equipment needs in the Academic departments of the University; and other duties as directed by the Director.</p>		
5.	Assistant Chief Academic Planning Officer	<p>(1)By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus B.A/B.Sc./B.Ed. degree in Mathematics, Statistics, Economics, and Educational Management with bias in Mathematics/Statistics/Economics and a postgraduate degree with at least thirteen (13) years cognate experience in the planning unit of a university.</p> <p>(2)By promotion of a confirmed and suitable Principal Academic Planning Officer who has spent at least three(3) years on the post, plus a degree in relevant field.</p>	<p>Assist in preparation of Academic Brief for the University;</p> <p>Preparation of self-Study forms for institutional accreditation;</p> <p>Development of Resource Allocation parameters.</p> <p>Determination of manpower needs, control and staff development;</p> <p>Training of University System Annual Review (USARM)/Recurrent Budget Estimates for submission to National Universities Commission (NUC);</p> <p>Preparation and publications of pocket statistics and</p>	CONTISS 12	Chief Academic Planning Officer

			other duties as directed by the Director of Academic Planning		
6.	Chief Academic Planning Officer	<p>(1)By appointment of a suitable candidate possessing a good Master degree in Mathematics, Statistics, Economics, and Educational Management with bias in Mathematics/Statistics/ Economics with at least sixteen (16) years cognate experience in the planning unit of a university.</p> <p>(2)By promotion of a confirmed and suitable Assistant Chief Planning Officer who has spent at least three(3) years on the post, plus a degree in relevant field</p>	<p>Compilation of Statistical Digest; Preparation of Academic Brief for the University; Preparation of self-Study forms for programmes and institutional accreditations; Development of Resource Allocation parameters. Determination of manpower needs, control and staff development;</p> <p>Training of Academic Personnel. Compilation of University System Annual Review (USARM)/Recurrent Budget Estimates for onward transmission to National Universities Commission (NUC);</p> <p>Attending to request for information from Federal Government, National and International Organizations and</p>	CONTISS 13	Assistant Director of Academic Planning

			Development parents; and other duties as directed by the Director of Academic Planning.		
7.	Assistant Director of Academic Planning	<p>By appointment of a suitable candidate possessing a good Master degree in any of the following fields: Mathematics, Statistics, Economics, and Educational Management with bias in Mathematics/Statistics/ Economics with a minimum of nineteen (19) years cognate experience in the Planning Unit of a University and must have spent at least three (3) years on the post of Chief Planning Officer.</p> <p>By promotion of a confirmed and suitable Chief Academic Planning Officer who has spent at least three (3) years on the post, plus a higher degree in relevant field (subject to vacancy)</p>	<p>Assisting the Director of Academic Planning in: Creating University-wide awareness on the requirements of the Benchmark minimum Academic Standards (BMAS). Creating a high level of productivity, accurate data base for processing, storage and retrieval; Coordination of accreditation programmes in the University; Ensuring orderly development of Academic programmes and Curriculums in the University; Coordination and analysis of tender documents and recommendation of contractors for bid on teaching and research equipment; Allocation of human and material resources to departments and centres in the</p>	CONTISS 14	Director of Academic Planning

			<p>University. Creating a high level of compliance of the University with enrolment norms, annual growth rates, etc..;</p> <p>Creating efficient and effective resource management in the University and; other duties as may be directed by the Director of Academic Planning. Coordinating the publications of University Annual Reports, Digest of Statistics and Pocket Statistics.</p>		
8.	*Director of Academic Planning	<p>By appointment of a suitable candidate possessing a good Master degree in any of the following fields: Mathematics, Statistics, Economics, and Educational Management with bias in Mathematics/Statistics/Economics with a minimum of twenty-four (24) years cognate experience in the Planning Unit of a University.</p> <p>A doctorate degree would be an advantage. He must have spent five (5) years as Assistant Director of Academic Planning</p>	<p>The Director is to assist the Vice Chancellor in coordinating the academic planning activities of the University and see to the day to day running of the Unit, guiding the University Management in decision making; Liaising with the National Universities Commission (NUC) and relevant bodies</p>	CONTISS 15*	Terminal Point

			<p>on behalf of the University, and preparing the University's Annual Report; Creating awareness and ensuring that academic Departments and Units of the University conform to the Benchmark Minimum Academic Standards (BMAS); Ensuring a high level of productivity, accurate data base for processing, storage and retrieval and developing operating plans for the University; Coordinating accreditation activities in the University and ensuring that departments conform to the demands of accreditation; Ensuring orderly development of Academic programmes in the University; Advising the Vice Chancellor and providing necessary information to guide policy formulation and decision making by management;</p>		
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			Ensuring a high level of compliance of the University with norms and parameters as may be dictated by regulatory bodies; Other duties as may be directed by the Vice Chancellor.		
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· \*By Appointment only.

## **ACCOUNTANT CADRE**

### **POSTS AND SALARIES**

1.1 Accountant II CONTISS 07

1.2 Accountant I CONTISS 08

1.3 Senior Accountant CONTISS 09

1.4 Principal Accountant CONTISS 11

1.5 Assistant Chief Accountant CONTISS 12

1.5 Chief Accountant CONTISS 13

1.6 Deputy Bursar CONTISS 14

1.7 Senior Deputy Bursar CONTISS 15

1.8 Bursar CONSOLIDATED SALARY

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANK</b>
1.	ACCOUNTANT II	(1) By direct appointment of a candidate possessing 5 O 'level credits including English Language and	(1) Being in charge of Pension and Insurance matters.  (2) Keeping of research grants records.	CONTISS 07	ACCOUNTANT I

		Mathematics plus degree in Accounting or in other relevant discipline with a minimum of Second Class Lower Division) and NYSC discharge/exemption/exclusion certificate	<p>(3) Serving as immediate reference officer for Accountant II</p> <p>(4) Any other duties that may be assigned by the Bursar.</p>		
2.	ACCOUNTANT I	<p>(1) By direct appointment of a candidate possessing 5 O 'level credits including English Language and Mathematics and any of the following: (i) Institute of Chartered Accountant of Nigeria (ICAN?ANA N) (ii) Association of Certified and Corporate Accountants (ACCA) (iii) Chartered institute of Public</p>	<p>(1) Being in charge of Pension and Insurance matters.</p> <p>(2) Keeping of research grants records.</p> <p>(3) Serving as immediate reference officer for Accountant II</p> <p>(4) Any other duties that may be assigned by the Bursar.</p>	CONTISS 08	SENIOR ACCOUNTANT

		<p>Finance and Accountancy (CIPFA) (iv) Institute Cost and Management Accountants (ICMA) (v) Institute of Certified Public Accountants (ICPA)</p> <p>(2) By promotion of a confirmed and suitable Accountant II who has spent at least 3 years on the grade.</p>			
3	SENIOR ACCOUNTANT	<p>(1) By direct appointment of a candidate with least six (6) year post qualification experience in higher institution of learning possessing the qualification listed for Accountant I above</p> <p>.</p>	<p>(1) Being in charge of Loans and Advances.</p> <p>(2) Being in charge of Debtor's Ledger.</p> <p>(3) Supervising ITF and NYSC staff that may be posted to the department.</p> <p>(4) Any other duties that may be assigned by the University/Bursa</p>	CONTISS 09	PRINCIPAL ACCOUNTANT

		(2) By promotion of a confirmed and suitable Accountant I who has spent at least 3 years on the grade.	r.		
4.	PRINCIPAL ACCOUNTANT	<p>(1) By direct appointment of a candidate with at least 10 years post qualification cognate experience in higher institution of learning, possessing the qualification listed for Senior Accountant It above</p> <p>(2) By promotion of a confirmed and suitable Senior Accountant who has served for not less than four (4) years on the grade.</p>	<p>(1) Being in charge of payroll.</p> <p>(2) Being in charge of final accounts and reports.</p> <p>(3) Being in charge of part time Programmes and endowments/nominal accounts.</p> <p>(4) Being in charge of students accounts.</p> <p>(5) Any other duties that may be assigned by the Bursar.</p>	CONTISS 11	Assistant Chief ACCOUNTANT

5	ASSISTANT CHIEF ACCOUNTANT	<p>(1) By direct appointment of a candidate with at least 13 years post qualification cognate experience in higher institution of learning, possessing the qualification listed for Senior Accountant I above</p> <p>(2) By promotion of a confirmed and suitable Principal Accountant who has served for not less than three (3) years on the grade.</p>	<p>(1) Being in charge of payroll.</p> <p>(2) Being in charge of final accounts and reports.</p> <p>(3) Being in charge of part time Programmes and endowments/nominal accounts.</p> <p>(4) Being in charge of students accounts.</p> <p>(5) Any other duties that may be assigned by the Bursar.</p>	CONTISS 12	CHIEF ACCOUNTANT
5.	CHIEF ACCOUNTANT	<p>(1) Direct appointment as for Principal Accountant but with at least 16 years cognate experience in higher institution of</p>	<p>(1) In charge of investments.</p> <p>(2) In charge of Treasury/Finance activities.</p> <p>(3) Performs supervisory roles for the officers below him/her.</p>	CONTISS 13	DEPUTY BURSAR

		<p>learning.</p> <p>(2) By promotion of a suitable and confirmed Assistant Chief Accountant who has served for at least three (3) years on the grade.</p>	<p>(4) Any other duties that may be assigned by the Bursar.</p>		
6.	DEPUTY BURSAR	<p>(1) By promotion of a confirmed Chief Accountant with Master's degree plus minimum of nineteen (19) years cognate experience in the university bursary and three (3) years as Chief Accountant as well as evidence of membership of a relevant professional body e.g. ICAN, ACCA, ANAN.</p> <p>(2) The call for promotion</p>	<p>(1) Co-ordinate budget preparation of the University.</p> <p>(2) Responsible to the Bursar through the Deputy Senior Bursar</p> <p>(3) Supervising the sectional heads.</p> <p>(4) Signing official documents as may be directed by the Bursar.</p> <p>(5) Attending committee meeting or others that may be required of him by the University or</p>	CONTISS 14	SENIOR DEPUTY BURSAR

		<p>to the position will be subject to vacancies in the following units of the Bursary</p> <p>1. General Administration &amp; Services</p> <p>v Pension</p> <p>v Gratuity</p> <p>v Salaries</p> <p>2. Treasury</p> <p>v Cash</p> <p>v Reconciliation</p> <p>3. Postgraduate College</p> <p>v General Administration</p> <p>v Treasury</p> <p>4. Final Account &amp; Reporting</p> <p>v Final Account</p> <p>v Reporting</p> <p>5. Distance Learning</p>	<p>Bursar.</p> <p>In fact, all the above mentioned officers may participate in any of the meetings that may be required of them by the Bursar.</p>		
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		<p>Centre</p> <p>v General Administration</p> <p>v Treasury</p> <p>6. Finance</p> <p>v Budgeting</p> <p>v Budgeting Control</p> <p>v Expenditure Control</p> <p>7 College of Medicine</p> <p>v General Administration</p> <p>v Treasury</p>			
7	*SENIOR DEPUTY BURSAR	<p>(1) By appointment of a confirmed Deputy Bursar with Master's degree plus minimum of twenty-two (22) years cognate experience in the university bursary and minimum of five (5) years as Deputy</p>	<p>(1) Providing leadership in the management of the University finances.</p> <p>(2) Advising on general administrative/financial matters.</p> <p>(3) Interpreting and applying financial regulations as may apply to the University finances and other related</p>	CONTISS 15	

		<p>Bursar as well as evidence of membership of a relevant professional body e.g. ICAN, ACCA, ANAN.</p> <p>(2) The call for promotion to the position will be subject to vacancies in the following divisions of the Bursary:</p> <p>1. General Administration &amp; Services</p> <p>2. Treasury</p> <p>3. Final Account &amp; Reporting</p> <p>4. Finance</p> <p>5. College of Medicine</p> <p>3) Avenue for Bursar after a successful completion of his/her tenure</p>	<p>rules regulations and procedures</p> <p>(4) Performing any other duties as may be assigned.</p>		
8.	*BURSAR	By direct appointment	(1) The overseer/coordin	Consolidated	

		<p>only of a candidate possessing a minimum of first degree, a Master's degree plus twenty-four (24) years post qualification cognate experience and at least five (5) years on the post of a Deputy Bursar from a University. Candidate must also be a member of registered professional body. The conditions are subject to Council approval</p>	<p>ator of Bursary department activities.</p> <p>(2) Responsible to the Vice-Chancellor (VC).</p> <p>(3) Attending management meetings and others e.g. Committee meetings that may be required of him.</p> <p>(4) Furnishing the Vice-Chancellor with financial reports and so on. Also, attending to external auditors, NUC and other bodies that have direct bearing with University Administration.</p>	salary	
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\*By Appointment

## ADMINISTRATIVE STAFF CADRE

### POSTS AND SALARIES

1.1 Administrative Assistant CONTISS 07

1.2 Administrative Officer CONTISS 08

1.3 Assistant Registrar CONTISS 09

1.4 Senior Assistant Registrar II CONTISS 11

1.5 Senior Assistant Registrar I CONTISS 12

1.6 Principal Assistant Registrar CONTISS 13

1.7 Deputy Registrar CONTISS 14

1.8 Senior Deputy Registrar CONTISS 15

1.9 Registrar CONSOLIDATED SALARY

S/N	RANK	ENTRY QAULIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Administrative Assistant	By direct appointment of a candidate possessing 5 O 'level credits including English Language plus a degree in the relevant field (with a minimum of Second Class Lower Division) and NYSC discharge/exemption/exclusion certificate	(1) Assisting in Management of matters relating to the general administration of the University.  (2) Carrying out other administrative duties as may be assigned.		
2	Administrative Officer	By direct appointment of a candidate possessing 5 O 'level credits including English Language plus a degree. in the relevant field (with a minimum of Second Class Lower Division) and NYSC discharge/exemption/exclusion certificate	(1) Assisting in Management of matters relating to the general administration of the University.  (2) Carrying out other administrative	CONTISS 08	Assistant Registrar

			duties as may be assigned.		
2.	Assistant Registrar	<p>(1) By direct appointment of a candidate possessing 5 O' level credits including English Language plus a degree in the relevant field (with a minimum of Second Class Lower Division) plus six (6) years cognate experience.</p> <p>(2) By promotion of a confirmed Administrative Officer who has spent at least three (3) years on the post.</p>	Performing similar functions as specified for Administrative Officer above.	CONTISS 09	Senior Assistant Registrar II
3.	Senior Assistant Registrar II	<p>(1) By direct appointment of a candidate possessing 5 O 'level credits including English Language B.A./B.Sc./B.Tech. in the relevant field (with is a minimum of Second Class Lower Division) plus ten (10) years cognate experience and evidence of membership of relevant professional bodies such ANUPA, NIM, IPM AUA etc.</p> <p>(2) By promotion of a confirmed Assistant Registrar who is a member of a relevant professional body, of which ANUPA is compulsory and has spent at least four (4) years on the post</p>	<p>(1) Making submissions and preparing draft letters on specific matters.</p> <p>(2) Participating in the general administration of the University.</p> <p>(3) Performing other administrative duties as may be assigned.</p>	CONTISS 11	Senior Assistant Registrar I
4.	Senior Assistant Registrar I	<p>(1) By direct appointment of a candidate possessing 5 O 'level credits including English Language plus a degree in the relevant field (with a minimum of Second Class Lower Division)</p>	<p>(1) Participating in the general leadership of the general administration of</p>	CONTISS 12	Principal Assistant Registrar

		<p>and thirteen (13) years cognate experience. Evidence of membership of relevant professional bodies such ANUPA, NIM, IPM AUA etc. is required.</p> <p>(2) By promotion of a confirmed Senior Assistant Registrar II who is a member of a relevant professional body of which ANUPA is compulsory NIM, CIPM, IPMA, etc and has spent at least three (3) years on the post.</p>	<p>the University.</p> <p>(2) Supervising and coordinating routine administrative functions of a unit.</p> <p>(3) Carrying out other duties as may be assigned.</p>		
5.	Principal Assistant Registrar	<p>(1) By direct appointment of a candidate possessing 5 O 'level credits including English Language and a degree in the relevant field (with a minimum of Second Class Lower Division) plus sixteen (16) years cognate experience and evidence of membership of relevant professional bodies such ANUPA, NIM, IPM AUA etc.</p> <p>(2) By promotion of a confirmed Senior Assistant Registrar I who is a member of a relevant professional body of which ANUPA is compulsory, NIM, CIPM etc and has spent at least three (3) years on the post.</p>	<p>(1) Assisting in providing leadership in the general administration of the University.</p> <p>(2) Interpret and applying University rules and regulations and other instruments relating to the administration of the University.</p> <p>(3) Supervising and coordinating day-to-day administration of a Division/Section of the University.</p> <p>(4) Carrying out any other duties that may be assigned.</p>	CONTISS 13	Deputy Registrar

6.	Deputy Registrar	<p>(1) By promotion of a confirmed Principal Assistant Registrar with Masters' degree plus minimum of nineteen(19) years cognate experience in the university administration and three (3) years as Principal Assistant Registrar as well as evidence of membership of registered relevant professional body of which ANUPA, is compulsory, NIM, IPMA AUA, etc.</p> <p>(2) The call for promotion to the position will be subject to vacancies in the following units/sections of the division/units of the Registry:</p> <p>1 Council Affairs</p> <p>v Logistics/Welfare</p> <p>v Committee</p> <p>2. Human Resource &amp; Development</p> <p>v Academic</p> <p>v Non-Teaching Staff (Senior)</p> <p>v Non-Teaching Staff (Junior)</p> <p>3. Student Affairs</p> <p>v Career &amp; Development</p> <p>v Welfare/Lodging/NYSC</p> <p>4. General Administration</p> <p>v Development/Publication</p> <p>5. Senate/Admission/Affiliated Institution</p>	<p>(1) Providing leadership in the management of the University.</p> <p>(2) Advising on general administrative matters.</p> <p>(3) Interpreting and applying the University Laws and other related rules regulations and procedures including personnel management.</p> <p>(4) Performing any other duties as may be assigned.</p>	CONTISS 14	Senior Deputy Registrar
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		v Senate v Admission/Affiliated 6. Examinations/Records/ADPU v Undergraduate Student Records v Examinations 7. Postgraduate College v General Administration/Admission v Examinations/Records 8. College of Medicine v Human Resource/Development v Academic 9. Distance Learning Centre v General Administration/Admissions v Examinations/Records 10. LEGAL DIVISION v Title Documentation & MOU 11. U.I. School Of Business 12. Research Foundation 13. Registrar's Office 14. Office of the Vice Chancellor			
7	*Senior Deputy Registrar	(1) By appointment of a confirmed Deputy Registrar with Master's degree plus minimum of five (5) years as Deputy Registrar as well as evidence of membership of registered relevant	(1) Providing leadership in the management of the University. (2) Advising on	CONTISS 15	

		<p>professional body of which. ANUPA is compulsory,, NIM, IPM AUA, etc.</p> <p>(2) The call for promotion to the position will be subject to vacancies in the following divisions of the Registry:</p> <ol style="list-style-type: none"> <li>1. Council Affairs</li> <li>2. Human Resource and Development</li> <li>3. Student Affairs</li> <li>4. General 5. Administration</li> <li>Senate/Admission/</li> <li>Affiliated Institution</li> <li>6. Examinations/Records/ADPU</li> <li>7 Postgraduate College</li> <li>8. College of Medicine</li> <li>9. Distance Learning Centre</li> <li>10. Legal</li> </ol> <p>(3) Avenue for Registrar after a successful completion of his/her tenure</p>	<p>general administrative matters.</p> <p>(3) Interpreting and applying the University Laws and other related rules regulations and procedures including personnel management.</p> <p>(4) Performing any other duties as may be assigned.</p>		
8.	*Registrar	<p>By direct appointment of a candidate possessing the following:</p> <p>(a) Master's degree plus at least twenty-four (24) years post qualification experience.</p> <p>(b) Five (5) years on the position of Deputy Registrar of a</p>	<p>(1) Responsible to the Vice-Chancellor for the efficient administration and management of the University, including staff welfare and</p>	On a consolidated salary.	

		<p>University.</p> <p>(c) Membership of at least two recognized professional bodies of which ANUPA must be one.</p> <p>(d) Evidence of great diligence, efficiency, honesty, loyalty and enthusiasm in the performance of his/her duties over the years. The conditions are subject to Council's approval.</p>	<p>discipline.</p> <p>(2) Serving as secretary to the University Council, Senate, Convocation and Congregation and sitting in attendance at all meetings of administrative committees.</p> <p>(3) Providing leadership to the Registry Department, be the custodian of University Rules and Regulations as well as the seal and records of the University Administrative Procedures and advising on periodic review of staff conditions of service.</p> <p>(4) Carrying out other duties as may be assigned, and providing professional and community service.</p>		

\*By Appointment

## AGRICULTURE/ANIMAL HEALTH/FORESTRY TECHNOLOGIST CADRE

### 1. POSTS AND SALARIES

1.1 Assistant Agriculture/Animal Health/Forestry Technologist CONTISS 06

1.2 Agriculture/Animal Health/Forestry Technologist CONTISS 07

1.3 Higher Agriculture/Animal Health/Forestry Technologist CONTISS 08

1.4 Senior Agriculture/Animal Health/Forestry Technologist CONTISS 09

1.5 Principal Agriculture/Animal Health/Forestry Technologist CONTISS 11

1.6 Assistant Chief Agriculture/Animal Health/Forestry Technologist CONTISS 12

1.7 Chief Agriculture/Animal Health/Forestry Technologist CONTISS 13

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Assistant Agriculture/Animal Health/Forestry Technologist	By appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus Diploma in Agriculture/Animal Health Forestry or its equivalent	i) Supervising extension activities within a defined area. ii) Taking charge of an agricultural project or operation. iii) Assisting in training agricultural personnel in a Farm Institute or other agricultural training institution.	CONTISS 06	Agric./Animal Health/Forestry Technologist II
2.	Agriculture/Animal Health/Forestry Technologist II	(a)By appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and	i) Taking charge of an agricultural project or operations requiring no supervision. ii) Supervising	CONTISS 07	Higher Agric./Animal Health/Forestry Technologist

		<p>Mathematics plus HND/Degree in Agriculture or related discipline</p> <p>(b) By promotion of a confirmed and suitable Assistant Agriculture/Animal Health/Forest Superintendent who has spent at least three (3) years on the rank plus HND/Degree in related discipline.</p>	<p>and training agricultural extension workers.</p> <p>iii) Assisting in training agricultural personnel in a Farm Institute or other agricultural training institution.</p>		
3.	Higher Agriculture/Animal Health/Forestry Technologist	<p>(a) By appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Agriculture or relevant discipline with three (3) years relevant experience</p> <p>(b) By promotion of a confirmed and suitable Agriculture/Animal Health/Forest Superintendent who has spent at least three (3) years on the rank, plus HND/Degree in related discipline.</p>	<p>i) Supervising the activities of a number of junior officers in a project or extension service.</p> <p>ii) Taking charge of a large agricultural project or operation.</p>	CONTISS 08	Senior Agric./Animal Health/Forestry Technologist

4.	Senior Agriculture/Animal Health/Forestry Technologist	<p>(a) By appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Agriculture with 6 years relevant experience</p> <p>(b) By promotion of a confirmed and suitable Higher Agric/Animal Health/Forest Superintendent who has spent at least three (3) years on the rank, plus HND/Degree in related discipline.</p>	<p>i) Managing a large agricultural project or operation.</p> <p>ii) Taking charge of a Farm Institute or other training Institutions for agricultural workers.</p>	CONTISS 09	Principal Agric./Animal Health/Forestry Technologist
5.	Principal Agriculture/Animal Health/Forestry Technologist	<p>(a) By appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Agriculture with ten (10) years relevant experience</p> <p>(b) By promotion of a confirmed and suitable Senior Agric/Animal Health/Forest Superintendent who has spent at least four (4)</p>	<p>i) Coordinating the activities of Agricultural Superintendents on a number of projects.</p> <p>ii) Supervising and coordinating the operations in large extension service areas.</p>	CONTISS 11	Assistant Chief Agric./Animal Health/Forestry Technologist

		years on the rank, plus HND/Degree in related discipline.			
6	Assistant Chief Agriculture/Animal Health/Forestry Technologist	<p>(a) By appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree or Advanced Diploma in Agriculture or relevant discipline with thirteen (13) years relevant experience</p> <p>(b) By promotion of a confirmed and suitable Senior Agric/Animal Health/Forest Superintendent who has spent at least three (3) years on the rank, plus HND/Degree in related discipline.</p>	<p>i) Assisting in the administration of the Section.</p> <p>ii) Organising training programmes for Agricultural Personnel and extension services workers.</p>	CONTISS 12	Chief Agric./Animal Health/Forestry Technologist
7.	Chief Agriculture/Animal Health/Forestry Technologist	<p>(a) By appointment of a suitable candidate possessing a good Masters' Degree in Agriculture and other related discipline with sixteen (16) years cognate experience.</p> <p>(b) By promotion of a confirmed and suitable Assistant Chief</p>	<p>i) Taking charge of the administration of the Section..</p> <p>ii) Directing and Coordinating the activities of a number of Agricultural Superintendents and other extension Service</p>	CONTISS 13	Terminal point

		Agric/Animal Health/Forest Superintendent who has spent at least three (3) years on the rank with an outstanding ability. Subject to vacancy.	workers in a specified area.		
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## **AGRICULTURAL/FISH FARM OFFICER CADRE**

### **POSTS AND SALARIES**

1.1 Assistant Agricultural/Fish Farm Officer CON TISS 06

1.2 Agricultural/Fish Farm Officer CONTISS 07

1.3 Higher Agricultural/Fish Farm Officer CONTISS 08

1.4 Senior Agricultural/Fish Farm Officer CONTISS 09

1.5 Principal Agricultural/Fish Farm Officer CONTISS 11

1.6 Assistant Chief Agricultural/Fish Farm Officer CONTISS 12

1.7 Chief Agricultural/Fish Farm Officer CONTISS 13

<b>S/N</b>	<b>POST</b>	<b>BASIC ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT GRADE</b>
1.	Assistant Agricultural/Fish Farm Officer	By direct appointment of a candidate possessing 5 "O" Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus a Diploma in Agriculture/Animal Health/Forestry/Fishery or its equivalent.	i. Supervising the activities of a number of junior workers within a defined area. ii. Taking charge of an agricultural project or operation. iii. Assisting Senior Officers in carrying out specified assignments.	CONTISS 06	Agricultural/Farm Officer

2.	Agricultural/Fish Farm Officer	<p>(i) By direct appointment of a candidate possessing 5 “O” Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus Higher National Diploma (HND)/Degree in Agriculture/Fisheries management or its equivalent</p> <p>(ii) By promotion of a confirmed and suitable Assistant Agriculture/Fish Farm Officer who has spent at least three (3) years on the grade plus HND/Degree</p>	<p>i. Supervising and training agricultural extension workers.</p> <p>ii. Taking charge of an agricultural project or operations requiring no supervision.</p> <p>iii. Assisting Senior Officers in carrying out specified assignments.</p>	CONTISS 07	Higher Agricultural/Farm Officer
3.	Higher Agricultural/Fish Farm Officer	<p>(i) By direct appointment of a candidate possessing 5 “O” Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus Higher National Diploma (HND)/Degree in Agricultural/ Animal Health/Fisheries management with three (3) years relevant experience.</p> <p>(ii) By promotion of a confirmed and suitable</p>	<p>i. Supervising the activities of a number of junior officers in a project or extension service.</p> <p>ii. Taking charge of a large of agricultural project or operation.</p>	CONTISS 08	Senior Agricultural/Farm Officer

		Agricultural/Fish Farm Officer who has spent at least three (3) years on the grade plus HND/Degree			
4.	Senior Agricultural/Fish Farm Officer	<p>(i) By direct appointment of a candidate possessing 5 “O” Level credits pass plus Higher National Diploma (HND)/Degree in Agriculture/Fisheries Management with six (6) years relevant experience.</p> <p>(ii) By promotion of a confirmed and suitable Higher Agricultural/Fish Farm Officer who has spent at least three (3) years on the grade plus HND</p>	<p>i. Managing a large agricultural project.</p> <p>ii. Any other work that may assigned to him.</p>	CONTISS 09	Principal Agricultural Officer/Farm Manager
5.	Principal Agricultural Officer/Fish Farm Manager	<p>(i) By direct appointment of a candidate possessing 5 “O” Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus Higher National Diploma (HND) in Agriculture/Fisheries Management with ten (10) years relevant experience</p> <p>(ii) By promotion of a</p>	<p>i. Coordinating the activities of Agricultural Superintendents on a number of projects.</p> <p>ii. Supervising and Coordinating the operations in large extension service areas.</p>	CONTISS 11	Assistant Chief Agricultural/ Senior Farm Manager

		confirmed and suitable Senior Agricultural/Fish Farm Officer who has spent at least four (4) years on the grade plus HND			
6.	Assistant Chief Agricultural Officer/Fish Farm Officer	<p>(i) By direct appointment of a candidate possessing 5 “O” Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus Higher National Diploma (HND) in Agriculture/Fishery Management with thirteen (13) years relevant experience.</p> <p>(ii) By promotion of a confirmed and suitable Assistant Agricultural/Fish Farm Officer who has spent at least three (3) year on the grade plus HND, and three (3) years on the post.</p>	<p>i. Assisting in the administration of the section.</p> <p>ii. Organising training programmes for Agricultural Personnel and extension services workers.</p>	CONTISS 12	Chief Agricultural Officer/ Principal Farm Manager
7.	Chief Agricultural Officer/Fish Farm	Promotion avenue for Assistant Chief Agricultural/Fish Farm Officer with outstanding ability plus HND/Degree and must have spent minimum of three years as Assistant Chief. Subject to	<p>i. Taking charge of the administration of the section.</p> <p>ii. Directing and Coordinating the activities of a number of Agricultural</p>	CONTISS 13	Terminal Point

		vacancy	Superintendents and other extension service workers in a specified area.		
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## **ARCHITECT CADRE**

### **POSTS AND SALARIES**

1.1 Architect - - - - CONTISS 08

1.2 Senior Architect - - - - CONTISS 09

1.3 Principal Architect - - - - CONTISS 11

1.4 Assistant Chief Architect - - - - CONTISS 12

1.5 Chief Architect - - - - CONTISS 13

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANK</b>
1.	Architect	<p>(1) By direct appointment of a candidate possessing any qualifications registrable with ARCON:-</p> <p>(2) Possessing a Bachelor of Science (B.Sc.) degree in Architecture or Bachelor of Architecture obtained from an Institution recognized by ARCON plus NYSC. with three(3) years cognate experience</p>	<p>(1) Carrying out basic architectural designs for small scale projects undergoing maintenance;</p> <p>(2) Assessing architectural design briefs of projects of small scale nature meant for maintenance and supervise Draughtsman I producing working architectural drawings for such</p>	CONTISS 08	Senior Architect

		(3) Possessing a pass in the Final II Examination of the Nigerian Institute of Architects or Royal Institute of British Architects.	<p>purposes;</p> <p>(3) Carrying out other duties as may be assigned and provide professional and community services.</p>		
2.	Senior Architect	<p>(1) By direct appointment of a candidate who has been provisionally registered by ARCON and possesses any of the qualification specified in S/N 1 above plus at least six (6) years' post-qualification cognate experience.</p> <p>(2) By promotion of a confirmed Architect Grade I who has spent at least three (3) years on the grade and who has been provisionally registered by ARCON, plus B. Sc degree in Architecture.</p>	<p>(1) Participating in architectural designs for major projects for the purpose of maintenance;</p> <p>(2) Serve as project Architect on projects earmarked for maintenance;</p> <p>(3) Participating in assessment of architectural design briefs for such maintenance projects;</p> <p>(4) Supervising draughtsman in producing working architectural drawings for such projects;</p> <p>(5) Carrying out other duties as may be assigned and provide professional and community</p>	CONTISS 09	Principal Architect

			services.		
3.	Principal Architect	<p>(1) By direct appointment of a candidate possessing any of the qualifications above with ten (10) years cognate experience who has passed the Nigerian Institute of Architects examination of professional competence and fully registered by ARCON.</p> <p>(2) By promotion of a confirmed and suitable Senior Architect who has passed the registered by ARCON and spent at least four (4) years on the grade, plus B. Sc.</p>	<p>(1) Carrying out architectural designs for major projects to be rehabilitated and service as Project Architect on major projects earmarked for maintenance;</p> <p>(2) Assessing architectural designs briefs for major projects which will undergo maintenance works and supervising draughtsman in producing working architectural drawings applying computer program to architectural designs for such projects;</p> <p>(3) Carrying out other duties as may be assigned and provide professional and community service.</p>	CONTISS 11	Assistant Chief Architect

4.	Assistant Chief Architect	<p>(1) By direct appointment of a candidate possessing any of the qualifications above with thirteen (13) years cognate experience who has passed the Nigerian Institute of Architects examination of professional competence and fully registered by ARCON.</p> <p>(2) By promotion of a confirmed and suitable Principal Architect who has spent at least three years on the grade, plus required academic Qualifications for appointment.</p>	<p>(1) Same duties as stated for Principal Architect;</p> <p>(2) Assisting in the preparation of annual capital estimates, cost effective fiscal allocation to projects and updating the inventory of building spaces as well as applying computer programs to architectural designs;</p>	CONTISS 12	Chief Architect
6.	Chief Architect	<p>(1) By direct appointment of a candidate possessing any of the qualifications above with sixteen (16) years cognate experience who has passed the Nigerian Institute of Architects examination of professional competence and</p>	<p>(1) Preparation, checking and collation of briefs in liaison with user departments, architectural designs/drawings, plans and specifications for all building projects under maintenance works;</p> <p>(2) Supervision</p>	CONTSS 13	Terminal Point

		<p>fully registered by ARCON.</p> <p>(2) By promotion of a confirmed and suitable Assistant Chief Architect who has spent at least three years on the grade, plus required academic Qualification for appointment.</p>	<p>of buildings works and collation of progress reports on buildings under maintenance;</p> <p>(3) Interpretation of technical drawings and documents connected with projects for maintenance purposes;</p> <p>(4) Liaising regularly with Architects and other relevant professionals within and outside the department as may be necessary;</p> <p>(5) Participating in the preparation of departmental budgets for projects to undergo maintenance works;</p> <p>(6) Providing full technical reports on tenders and contractors for such projects under</p>		
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			<p>maintenance;</p> <p>(7) Training of Architectural technicians on-the-jobs;</p> <p>(8) Providing professional and community services;</p> <p>(9) Carrying out other duties as may be assigned.</p>		
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**ARTISAN WORKSHOP CADRE (MASON, CRAFTSMAN, ELECTRICIAN, PLUMBER, MECHANIC, CARPENTER/JOINER, PLANT OPERATOR)**

**POSTS AND SALARIES**

1.1 Workshop Supervisor - CONTISS 06

1.2 Senior Workshop Supervisor - CONTISS 07

1.3 Principal Workshop Supervisor - CONTISS 08

1.4 Chief Workshop Supervisor - CONTISS 09

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANK</b>
1.	Workshop Supervisor/ Senior Foreman	(a) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) with Trade Test I, plus at least 5 years' experience after obtaining Test III OR National Craft Technical Certificate plus eight (8) years' experience.	<p>i. Preparing estimate of simple installation cost.</p> <p>ii. Training of junior staff attached to him/ her</p>	CONTISS 06	Senior Workshop Supervisor

2.	Senior Workshop Supervisor	<p>(a) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) with Trade Test I, plus at least eight ( 8) years' experience after obtaining Trade III OR National Craft Technical Certificate plus eleven( 11) years' experience.</p> <p>(b) By promotion of a confirmed and suitable workshop supervisor/ Senior Foreman who has spent three (3) years on the post plus Trade Test III or National Craft Technical Certificate</p>	<p>i. Preparing elementary bill of quantity.</p> <p>ii. Preparing estimate of simple installation cost.</p> <p>iii. Supervising the activities of number of junior staff.</p>	CONTISS 07	Principal Workshop Supervisor
3.	Principal Workshop Supervisor	By Promotion of a confirmed and suitable Senior workshop supervisor who has spent three (3) years on the post, plus Trade Test III or National Craft Technical Certificate	<p>i. Coordinating the activities of staff under him.</p> <p>ii. Assisting the Chief Workshop Supervisor in coordinating the activities</p>	CONTISS 08	Chief Workshop Supervisor
4.	Chief Workshop Supervisor	By Promotion of a confirmed and suitable Principal Workshop Supervisor who might have spent at least three years, plus Trade Test I		CONTISS 09	Terminal Point

		or National Craft Technical Certificate			
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## **CATERING OFFICER CADRE**

### **1 POSTS AND SALARIES**

1.1 Catering Officer II CONTISS 06

1.2 Catering Officer I CONTISS 07

1.3 Higher Catering Officer CONTISS 08

1.4 Senior Catering Officer CONTISS 09

1.5 Principal Catering Officer CONTISS 11

1.6 Assistant Chief Catering Officer CONTISS 12

1.7 Chief Catering Officer CONTISS 13

<b>S/N</b>	<b>POST</b>	<b>BASIC ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT GRADE</b>
1.	Catering Officer II	By appointment of a suitable candidate possessing 5 “O” Level credits pass (WASSCE/NECO/GCE) including English Language and Mathematics plus ND in Hotel and Catering Management or Food and Nutrition or Food Science and Tech.	i. Planning daily menus ii. Supervising the preparation and serving of food iii. Ensuring cleanliness and orderliness	CONTISS 06	Catering Officer I
2.	Catering Officer I	(i) By appointment of a suitable candidate possessing 5 “O” Level credits pass (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Hotel	i. Planning menus ii. Making purchases of foodstuff iii. Supervising	CONTISS 07	Senior Catering Officer

		<p>and Catering Management or Food and Nutrition or Food Science and Tech with cognate experience.</p> <p>(ii) By promotion of a confirmed and suitable Catering Officer II who must have possesses HND/Degree in Hotel Catering Management and must have spent at least three (3) years on the grade.</p>	<p>kitchen staff</p> <p>iv. Ensuring cleanliness and orderliness.</p>		
3.	Higher Catering Officer	<p>(i) By appointment of a suitable candidate possessing 5 “O” Level credits pass (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Hotel &amp; Catering Management or Food &amp; Nutrition or Food Science &amp; Tech plus three (3) years’ experience or A good degree in Hotel Management plus three(3) years’ experience.</p> <p>(ii) By promotion of a confirmed and suitable Catering Officer I who must have possess HND/Degree in Hotel Catering Management and must have spent at least three (3) years on</p>	<p>i. Taking charge of V.I.P Guest Houses</p> <p>ii. Taking charge of the Catering Department</p> <p>iii. Ensuring cleanliness and orderliness</p>	CONTISS 08	Senior Catering Officer

		the grade.			
4.	Senior Catering Officer	<p>(i) By appointment of a suitable candidate possessing 5 “O” Level credits pass (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Hotel &amp; Catering Management or Food &amp; Nutrition or Food Science &amp; Tech or A good degree in Hotel Management plus six (6) years’ experience.</p> <p>(ii) By promotion of a confirmed and suitable Higher Catering Officer who must have possesses HND/Degree in Hotel Catering Management and must have spent at least three (3) years on the grade.</p>	<p>i. Taking charge of foodstuffs and ensuring proper storage</p> <p>ii. Co-ordinating the activities of a number of Catering/Guest House Staff</p> <p>iii. Taking charge of the Catering Department</p>	CONTISS 09	Principal Catering Officer
5.	Principal Catering Officer	<p>(i) By appointment of a suitable candidate possessing 5 “O” Level credits pass (WASSCE/NECO/GCE) including English Language and Mathematics plus Degree/ HND in Hotel &amp; Catering Management or Food &amp; Nutrition or Food Science &amp; Tech plus ten (10) years’ experience or A good</p>	<p>i. Taking charge of the training programmes of staff</p> <p>ii. Supervising and coordinating the activities of a number of subordinates.</p>	CONTISS 11	Assistant Chief Catering Officer

		<p>degree in Hotel Management plus ten (10) years' experience</p> <p>(ii) By promotion of a confirmed and suitable Senior Catering Officer who must have spent at least four (4) years on the grade</p>			
6.	Assistant Chief Catering Officer	<p>(i) By appointment of a suitable candidate possessing HND/Degree in Hotel &amp; Catering Management or Food &amp; Nutrition or Food Science &amp; Tech plus thirteen (13) years' experience or a good Master degree in Hotel Management plus eighteen (18) years' experience</p> <p>By promotion of a confirmed and suitable Principal Catering Officer who must have spent at least three (3) years on the grade</p>	<p>i. Inspecting Catering Department to ensure high standards</p> <p>ii. Assisting the Chief Catering Officer</p>	CONTISS 12	Chief Catering Officer
7.	Chief Catering Officer	<p>(i) By appointment of a suitable candidate possessing Master degree in Hotel &amp; Catering Management or Food &amp; Nutrition or Food Science &amp; Tech plus sixteen (16) years' experience or A good Master degree in Hotel</p>	<p>i. Coordinating and Supervising the activities of Catering Unit.</p>	CONTISS 13	Terminal Point

		<p>Management plus sixteen (16) years' experience</p> <p>(2)By promotion of a confirmed and suitable Assistant Chief Catering Officer who must have spent at least three (3) years on the grade Subject to vacancy.</p>			
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## **COMPUTER OPERATOR CADRE**

### **POSTS AND SALARIES**

1.1 Assistant Chief Computer Operator CONTISS 06

1.2 Chief Computer Operator CONTISS 07

1.3 Computer Operator Officer II CONTISS 08

1.4 Computer Operator Officer I CONTISS 09

1.5 Senior Computer Operator Officer CONTISS 11

1.6 Principal Computer Operator Officer CONTISS 12

1.7 Chief Computer Operation Officer CONTISS 13

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANK</b>
1.	Assistant Chief Computer Operator	<p>(1) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus ND in relevant discipline with Certificates in Computer Operation (Desktop Publishing or related fields)</p>	<p>(1) Co-coordinating the computer operations of subordinate Assistants in the Unit.</p> <p>(2) Maintaining schedules for data processing work and collection of DP data from user</p>	CONTISS 06	Chief Computer Operator

			<p>department.</p> <p>(3) Keeping inventory of stationery to ensure that prescribed levels are maintained.</p>		
2.	Chief Computer Operator	<p>(1) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in relevant discipline with cognate experience.</p> <p>(2) By promotion of a confirmed Assistant Chief Computer Operator with HND/Degree in related discipline.</p>	<p>(1) Supervising the different sections of computer related works in the Unit.</p> <p>Maintaining schedules for data processing work and collection of DP data from user department.</p> <p>(3) Taking of Inventory of Computer Operations in the Department/Unit.</p>	CONTISS 07	Computer Operator Officer II
3.	Computer Operator II	<p>(1). By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/ Degree in relevant discipline with three (3) years cognate experience.</p>	<p>(1) Day-to-day management of the operations of the equipment and personnel.</p> <p>(2) Supervision and coordination of supplies, Data preparation and computer operations.</p>	CONTISS 08	Computer Operator Officer I

		(2)By promotion of a confirmed Chief Computer Operation who have spent at least 3 years on the post with HND/ Degree in relevant discipline	(3) Maintaining schedules for data processing work.  (4) Training subordinate staff		
4.	Computer Operator I	(1). By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/ Degree in relevant discipline with six (6) years cognate experience.  (2)By promotion of a confirmed Computer Operation II who have spent at least 3 years on the post with HND/ Degree in relevant discipline	(1) Responsibility of day to day operation of equipment and personnel.  (2) Supervising and coordinate supplies data preparation and computer operations.  (3) Maintain schedule of data processing work.	CONTISS 09	Senior Computer Operator Officer
5.	Senior Computer Operator	(1) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/ Degree in relevant discipline with ten (10) years cognate experience in operations	(1) Liaising with users on job submission for computer runs.  (2) Liaising with vendor in the logistics of supplies.  (3) Planning schedules of distribution of	CONTISS 11	Principal Computer Operator Officer

		<p>management/data processing.</p> <p>(2) By promotion of a confirmed Computer Operation Officer I who have spent at least 4 years on the post with HND/ Degree in relevant discipline</p>	<p>job loads and types for different computer systems.</p> <p>(4) Analyze usage patterns and make projections for future planning.</p>		
6.	Principal Computer Operator	<p>1) By appointment of a suitable candidate possessing Masters' Degree in relevant discipline with thirteen (13 years cognate experience in operations management/data processing.</p> <p>(2) By promotion of a confirmed Senior Computer Operation Officer who have spent at least 3 years on the post with recognized professional qualification</p>	<p>(1) Planning schedules of distribution of job loads and types for different computer systems.</p> <p>(2) Assisting the Director in the maintenance of DP equipment, supplies and provide the Director with information and request for the purchase of equipment.</p> <p>(3) Consulting with the Director on the use and commitment of equipment and operational resources.</p>	CONTISS 12	Chief Computer Operator Officer
7.	Chief	1) By appointment of a suitable candidate	(1) Assisting the Director in the	CONTISS	Terminal

	Computer Operator	possessing Masters' Degree in relevant discipline with sixteen (16) years cognate experience in operations management/data processing.  (2) By promotion of a confirmed Principal Computer Operator who has spent at least 3 years on the post with recognized professional qualification	maintenance of DP equipment, supplies and provide the Director with information and request for the purchase of equipment.	13	Point
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## **COUNSELLING PSYCHOLOGIST CADRE**

### **1. POSTS AND SALARIES**

1.1. Counselling Psychologist II - - - CONTISS 07

1.2. Counselling Psychologist I - - - CONTISS 08

1.3. Senior Counselling Psychologist - - - CONTISS 09

1.4. Principal Counselling Psychologist II - - - CONTISS 11

1.5. Principal Counselling Psychologist I - - - CONTISS 12

1.6. Assistant Chief Counselling Psychologist - - - CONTISS 13

1.7. Chief Counselling Psychologist - - - CONTISS 14

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANK</b>
1.	Counselling Psychologist II	(1) By appointment of a suitable candidate possessing 5 "O" Level credits pass (WASSCE/NECO/GCE) and a good Degree in Guidance and Counselling, Psychology	Giving orientation to new and transferred students.	CONTISS 07	Counselling Psychologist I

		or related discipline			
2.	Counselling Psychologist I	<p>(1) By appointment of a suitable candidate possessing 5 “O” Level credits pass (WASSCE/NECO/GCE) and a good Degree in Guidance and Counselling, Psychology or related discipline with three (3) years’ experience.</p> <p>(2) By promotion of confirmed and suitable Counseling Psychologist who must have served satisfactorily for 3 years on the post, plus a good degree in G&amp;C</p>	Providing students with skills for adjustment to school environment, teaching and self-management academically, socially and economically.	CONTISS 08	Senior Counselling Psychologist
3.	Senior Counselling Psychologist	<p>(1)By appointment of a suitable candidate who must possess a Master’s Degree in Guidance and Counselling and must have satisfactorily served as a Counseling Psychologist in a School setting or related field for a minimum period of six (6) years. In addition, candidate must be of good conduct.</p> <p>(2) By promotion of confirmed and suitable Higher Counselling Psychologist who must have satisfactorily served for 3 years on the post, in</p>	Providing students with skills for adjustment to school environment, teaching and self-management academically, socially and economically.	CONTISS 09	Principal Counselling Psychologist II

		addition to the academic requirement for the post and must be capable of developing and supervising junior staff and student characters and needs.			
4.	Principal Counselling Psychologist II	<p>(1) By appointment of a suitable candidate who must possess a Master's Degree in Guidance and Counselling and must have satisfactorily served as a Counseling Psychologist in a School setting or related field for a minimum period of ten (10) years. In addition, candidate must be of good conduct.</p> <p>(2) By promotion of confirmed and suitable Senior counseling Psychologist who must have served for four (4) years on the post in addition to the academic requirement for the post and must be capable of supervising junior staff and student characters and needs.</p>	<p>(i) Providing career and vocational counseling by arranging career talks, workshops and vocational trips.</p> <p>(ii) Promoting vocational clubs and updating students in various vocation/occupations.</p> <p>(iii) Guiding parents/students on choice of subjects and courses.</p>	CONTISS 11	Principal Counselling Psychologist I
5.	Principal Counselling Psychologist I	(1) By appointment of a suitable candidate who possess Degree in Guidance and Counselling and has satisfactorily served as a Counsellor in a school	<p>(i) Providing personal-social, psychological counseling.</p> <p>(ii) Handling cases of truancy, reproductive</p>	CONTISS 12	Assistant Chief Counselling Psychologist

		<p>setting or related field for thirteen (13) years.</p> <p>(2) By promotion of a Principal Counselling Psychologist II who must have satisfactorily served for three (3) years. In addition to the academic requirement for the post, the candidate must have the ability to direct the academic, professional and philosophy of Counselling services operation in the Centre. Must be able to co-ordinate recruitment, training, supervision and development of professional and supportive staff members and to provide Counselling information to the management, student's faculties and general public, conduct assessment and evaluation of Counselling programmes.</p>	<p>health counseling, personal social matters, parental problems, cases of stress, academic problems, placement and vocational skills.</p> <p>(iii)Assisting job seekers i.e. Industrial Training jobs.</p> <p>(iv) Referring students to other professionals for best services</p>		
6.	Assistant Chief Counselling Psychologist	<p>(1a) By appointment of a suitable candidate who possess a Master's Degree in Guidance and Counselling or related discipline</p> <p>(b) Must have satisfactorily served as a Counsellor in a School setting or related field for</p>	<p>(i) Co-coordinating orientation of new and transferred students</p> <p>(ii) Providing academic/educational counseling</p> <p>(iii)Providing career/ Vocational</p>	CONTISS 13	Chief Counselling Psychologist

		<p>at least sixteen 16 years</p> <p>(c) Must demonstrate competence in planning projects and carrying out research to address student's problems.</p> <p>(d) Must also have leadership qualities and be good conduct.</p> <p>(2) By promotion of a confirmed and suitable Principal Counseling Psychologist I who must have satisfactorily served for three (3) years in addition to the academic requirement on the post. Must be able to co-ordinate and supervise the activities of the Centre. Must also be able to conduct assessment and evaluation of programmes of the Centre. Be involved in University policy formation of programme development particularly when understanding of reactions to stress situation and personal problems is needed. Must have ability to develop programmes to meet students need and to make linkage by networking with the management, faculties, parent, religious bodies, governmental organization and Non-</p>	<p>counseling</p> <p>(iv) Providing personal – social and psychological counseling using tests.</p> <p>(v)Referring students to other professionals as the situation demands.</p> <p>(vi) Giving vocational skills, streaming into classes/ departments.</p> <p>(vii)Overseeing self-help literacy projects of computer literacy in and outside school.</p> <p>(viii) Fellowshiping with students by arranging alumni association and encouraging them to contribute to progress and growth of the Alma Mater.</p>		
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		governmental organizations as need be and to render consultancy services, subject to vacancy.			
7.	*Chief Counselling Psychologist	<p>(1a) By appointment of a suitable candidate who possess a Master's Degree in Guidance and Counselling or related discipline.</p> <p>(b) Must have satisfactorily served as a Counsellor in a School setting or related field for at least nineteen (19) years of experience.</p> <p>(c) Must demonstrate competence in planning projects and carrying out research to address student's problems.</p> <p>(d) Must also have leadership qualities and be good conduct.</p> <p>(e) Appointment is subject to vacancy.</p> <p>(2) By promotion of a confirmed and suitable Assistant Chief Counseling Psychologist who has spent three (3) years in addition to the academic requirement on the post. Must be able to co-ordinate and supervise the activities of the Centre. Must also be</p>	<p>(i) Coordinating orientation of new and transferred students</p> <p>(ii) Providing academic/educational counseling</p> <p>(iii) Providing career/ Vocational counseling</p> <p>(iv) Providing personal – social and psychological counseling using tests.</p> <p>(v) Referring students to other professionals as the situation demands.</p> <p>(vi) Giving vocational skills, streaming into classes/ departments.</p> <p>(vii) Overseeing self-help literacy projects of computer literacy in and outside school.</p> <p>(viii) Fellowshipping with students by arranging alumni association and encouraging them to</p>	CONTISS 14	Terminal Point

		able to conduct assessment and evaluation of programmes of the Centre. Be involved in University policy formation of programme development particularly when understanding of reactions to stress situation and personal problems is needed. Must have ability to develop programmes to meet students need and to make linkage by networking with the management, faculties, parent, religious bodies, governmental organization and Non-governmental organizations as need be and to render consultancy services, subject to vacancy.	contribute to progress and growth of the Alma Mater.		
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## **DATA PROCESSING OFFICER CADRE**

### **1. POSTS AND SALARIES**

1.1 Data Processing Officer CONTISS 06

1.2 Higher Data Processing Officer CONTISS 07

1.3 Senior Data Processing Officer CONTISS 08

1.4 Principal Data Processing Officer II CONTISS 09

1.5 Principal Data Processing Officer I CONTISS 11

1.6 Assistant Chief Data Processing Officer CONTISS 12

1.7 Chief Data Processing Officer CONTISS 13

<b>S/N</b>	<b>RANK</b>	<b>ENTRY</b>	<b>DUTIES</b>	<b>SALARY</b>	<b>NEXT</b>
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		<b>QUALIFICATION</b>		<b>SCALE</b>	<b>RANK</b>
1.	Data Processing Officer	(1) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics with ND in relevant discipline with professional training in Data Processing.	(1) Co-ordinating the activities of a number of subordinate Assistants in the Unit.  (2) Checking all tabulated data and machines to ensure the accuracy of end-production.  (3) Keeping inventory of stationery to ensure that prescribed levels are maintained.	CONTISS 06	Higher Data Processing Officer
2.	Higher Data Processing Officer	(1) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in relevant discipline with professional training in Data Processing.  (2) By promotion of a confirmed and suitable Data Processing Officer who had spent at least three years on the grade with HND/Degree in	(1) Supervising the different sections in the Data Processing Unit.  (2) Providing Data Processing Officer with working materials.  (3) Taking of Inventory of Data Processing Materials in the Department/Unit.	CONTISS 07	Senior Data Processing Officer

		related field..			
3.	Senior Data Processing Officer	<p>(1) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in relevant discipline with professional training in Data Processing with at least three (3) years cognate experience.</p> <p>(1) By promotion of a confirmed and suitable Higher Data Processing Officer who has spent at least three(3) years on the grade with HND/Degree in related field.</p>	<p>(1) Keeping records of equipment and hardware.</p> <p>(2) Enforcing production schedule.</p> <p>(3) Training subordinate staff</p>	CONTISS 08	Principal Data Processing Officer II
4.	Principal Data Processing Officer II	<p>(1) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in relevant discipline with professional training in Data Processing plus at least six (6) years cognate experience.</p> <p>(2) By promotion of a</p>	<p>(1) Supervising and coordinating the activities of the Data Processing Unit/Dept.</p> <p>(2) Reviewing performance of equipment and subordinate staff.</p> <p>(3) Preparing Data Processing equipment budget.</p>	CONTISS 09	Principal Data Processing Officer I

		confirmed and suitable Senior Data Processing Officer who has spent at least three (3) years on the post with HND/Degree in related field, plus professional training in Data Processing.			
5.	Principal Data Processing Officer I	<p>(1) By Appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in relevant discipline with professional training in Data Processing with at least ten (10) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Data Processing Officer II who has spent at least four (4) years on the post with HND/Degree in related field, plus professional training in Data Processing.</p>	<p>(1) Supervising and coordinating the activities of the Data Processing Unit/Dept.</p> <p>(2) Reviewing performance of equipment and subordinate staff.</p> <p>(3) Preparing Data Processing equipment budget.</p>	CONTISS 11	Assistant Chief Data Processing Officer
6.	Assistant Chief Data Processing Officer	<p>(1) By Appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English</p>	<p>(1) Coordinating computer and data control and data preparation operations.</p>	CONTISS 12	Chief Data Processing Officer

		<p>Language and Mathematics plus HND/Degree in relevant discipline with professional training in Data Processing with at least thirteen (13) years cognate experience.</p> <p>By promotion of a confirmed and suitable Principal Data Processing Officer I who has spent at least three (3) years on the post, plus HND Degree in related field. Training in Data processing</p>	<p>(2) Initiating development of job procedures and scheduling.</p> <p>(3) Training operational staff.</p>		
7.	Chief Data Processing Officer	<p>1) By appointment of a suitable candidate possessing Master's Degree in relevant discipline with professional training in Data Processing with at least sixteen (16) years cognate experience.</p> <p>1) By promotion of a suitable Assistant Chief Data Processing Officer who has spent at least three (3) years on the post, plus professional training in Data Processing, plus HND/Degree in related field.</p>	<p>(1) Coordinating development of operating methods, standards for computer operation and data preparation.</p> <p>(2) Specifying equipment and personnel time recording procedures.</p> <p>(3) Investigating re-curing operating problems.</p>	CONTISS 13	Terminal Point

#### **DENTAL OFFICER CADRE**

## POSTS AND SALARIES

1.1 Dental Officer CONMESS 02

1.2 Senior Dental Officer II CONMESS 03

1.3 Senior Dental Officer I CONMESS 04

1.4 Principal Dental Officer CONMESS 05

1.5 Assistant Chief Dental Officer CONMESS 06

1.6 Chief Dental Officer CONMESS 07

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	N R
1.	Dental Officer	(1) By direct appointment of a candidate possessing 5 O' level credits pass (WAEC/NECO/ GCE) including English Language and Mathematics plus (i) Bachelor of Dental Surgery registrable with the Medical and Dental Council of Nigeria and at least three (3) years cognate experience.	<p>(1) Carrying out minor Surgeries including Dental extractions of erupted and impacted teeth.</p> <p>(2) Correcting mal-position of teeth by orthodontic procedure.</p> <p>(3) Replacing lost teeth by bridge work and dentures.</p> <p>(4) Providing root canal treatment.</p> <p>(5) Replacing portion of tooth crown by inlay or artificial crown.</p> <p>(6) Giving surgical, medical and other forms of treatment for dental disorders.</p> <p>(7) Performing diagnostic, preventive and curative service for dental and oral diseases and disorders.</p> <p>(8) Removing pathological portions of disordered teeth restoring them to normal forms and functions.</p> <p>(9) Performing other duties as may be assigned including professional and community services.</p> <p>The duties should be under supervision.</p>	CONMESS 02	S D O
2.	Senior Dental Officer II	(1) By direct appointment of a candidate possessing the qualification specified above plus	<p>(1) Managing facial injuries resulting from trauma.</p> <p>(2) Managing congenital and developmental facial anomalies.</p>	CONMESS 03	P D O

		<p>at least six years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Dental Officer who has spent at least three years on the Grade.</p>	<p>(3) Diagnosing and managing systemic disease manifest in the oral cavity.</p> <p>(4) Advising on the suitability of various dental equipment and maintaining a reasonable store for essential dental services.</p> <p>(5) Carrying out health education to the public.</p> <p>(6) Performing other duties as may be assigned including professional and community services.</p>		
3.	Senior Dental Officer I	<p>(1) By direct appointment of a candidate possessing above qualification of Dental Officer and a minimum of ten (10) years post-registration cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Dental Officer II who has spent at least four (4) years on the grade.</p>	<p>(1) Organizing refresher courses</p> <p>(2) Assisting in organizing and supervising the school dental services.</p> <p>(3) Supervising the training of staff.</p> <p>(4) Performing other duties as may be assigned including professional and community services.</p>	CONMESS 04	P D O
4.	Principal Dental Officer	<p>(1) By direct appointment of a candidate possessing above qualification of Dental Officer and a minimum of thirteen (13) years post-registration cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Senior</p>	<p>(1) Assisting in the administration of the dental services.</p> <p>(2) Coordinating the training programme of staff.</p> <p>(3) Organizing and supervision of school dental services.</p> <p>(4) Performing other duties as may be assigned including professional and community services.</p>	CONMESS 05	A C D O

		Dental Officer I who has spent at least three (3) years on the grade.			
5.	Assistant Chief Dental Officer	<p>(1) By direct appointment of a candidate possessing above qualification of Dental Officer and a minimum of sixteen (16) years post-registration cognate experience.</p> <p>By promotion of a confirmed and suitable Principal Dental Officer II who has spent at least three (3) years on the Grade.</p>	<p>(1) Planning, executing and supervising programme in his Unit.</p> <p>(2) Supervising and coordinating preventive and curative dental service.</p> <p>(3) Assisting in the administration of the Department.</p> <p>(4) Performing other duties as may be assigned including professional and community services.</p>	CONMESS 06	C D O
6.	Chief Dental Officer	<p>(1) By direct appointment of a candidate possessing above qualification of Dental Officer and a minimum of nineteen (19) years post-registration cognate experience.</p> <p>By promotion of a confirmed and suitable Assistant Chief Dental Officer Grade who has spent at least four years on the grade, subject to vacancy.</p>	<p>(1) Taking Charge of the Unit.</p> <p>(2) Advising on dental Matters.</p> <p>(3) Coordinating preventive and curative dental services.</p> <p>(4) Performing other duties as may be assigned including professional and community services.</p>	CONMESS 07	T P

#### DIETITIAN CADRE

## POST AND SALARY

1. 1 Dietitian II CONHESS 07

1. 2 Dietitian I CONHESS 08

1. 3 Senior Dietitian CONHESS 09

1. 4 Principal Dietitian II CONHESS 11

1. 5 Principal Dietitian I CONHESS 12

1. 6 Assistant Chief Dietitian CONHESS 13

1. 7 Chief Dietitian CONHESS 14

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Dietitian II	<p>By direct appointment of a suitable candidate processing</p> <p>1) 5 OL Credits (WAEC/ NECO/GCE) including English and Mathematics plus</p> <p>2) B.Sc. degree in Nutrition and Dietetics or equivalent qualification registrable with the Institute of Dietetics of Nigeria</p>	<p>1) Undergoing a one year programme and performing the following.</p> <p>2) Participating in patient dietary counseling.</p> <p>3) Providing dietary counseling for in patients and monitoring compliance with nutrition counseling.</p> <p>4) Participating in modification of therapeutics diet and writing of diet label.</p> <p>5) Participating in health team clinical rounds.</p> <p>6) Supervising the</p>	CONHESS 07	Dietitian I

			diet kitchen for sanitation safety, hygiene and certification.		
2.	Dietitian I	<p>By direct appointment of a suitable candidate possessing</p> <p>1) 5 OL Credits (WAEC/NECO /GCE) including English and Mathematics</p> <p>2) B.Sc. degree in Nutrition and Dietetics or equivalent qualification registrable with the Institute of Dietetics of Nigeria</p> <p>3) Registered as a Dietitian with valid practicing license.</p> <p>By promotion of Dietitian II who has spent three (3) on the post</p>	<p>1) Giving dietary counseling to patients referred from various wards and out-patients clinics.</p> <p>2) Providing metabolic diets when prescribed.</p> <p>3) Developing menu patterns for patients on therapeutic diet.</p> <p>4) Checking ward trolleys and ensuring that dietary prescriptions are administered to the appropriate patients.</p> <p>5) Compiling weekly/monthly costing of food and sanitary items consumed in the therapeutic diet kitchen or unit head</p>	CONHESS 08	Senior Dietitian
3.	Senior Dietitian	1) By appointment of a suitable candidate possessing 5 O'L Credits (WAEC/NECO/GCE)	1) Giving dietary counseling to patients referred from various	CONHESS 09	Principal Dietitian

		<p>including English and Mathematics</p> <p>ii) B. Sc. degree in Nutrition and Dietetics or equivalent qualification registrable with the Institute of Dietetics of Nigeria plus 3 years</p> <p>iii) Must have licensed to practice as a registered Dietitian.</p> <p>2) By promotion of confirmed and suitable Dietitian I and must have registered as a Dietitian with a practicing license who has spent at least 3 years on the post</p>	<p>wards and out-patients clinic.</p> <p>2) Coordinating the activities of sub-ordinate dietitians.</p> <p>3) Supervising store orders.</p> <p>4) Teaching dietetics interns</p> <p>5) Compiling weekly/monthly costing of food and sanitary items consumed in the therapeutic diet kitchen.</p>		
4.	Principal Dietitian II	<p>1) By appointment of a suitable candidate possessing</p> <p>i) 5 OL Credits (WAEC /NECO /GCE) including English and Mathematics</p> <p>ii) B.Sc. degree in Nutrition and Dietetics or equivalent qualification registrable with the Institute of Dietetics of Nigeria</p> <p>iii) Valid practicing license Plus 10 years post B.Sc. qualification and 7years post licensed</p>	<p>1) Giving dietary counseling to patients referred from various wards and out-patients clinic.</p> <p>2) Liaising with other departments in the health care team for optimum nutritional care of patients.</p> <p>3) Preparing tutorials and teaching nutrition and dietetic principles to dietetic interns,</p>	CONHESS 11	Principal Dietitian I

		<p>as a Registered Dietitian.</p> <p>2) By promotion of confirmed and suitable Senior Dietitian who has spent at least four (4) years on the grade.</p>	<p>Students Nurses, Medical Students, etc.</p> <p>4) Compiling and keeping records of menu as served therapeutic diet list, rosters, number of meals served, purchased and food cost records; and</p> <p>5) Developing and evaluating educational materials related to services provided.</p>		
5.	Principal Dietitian I	<p>1) By appointment of a suitable candidate possessing</p> <p>i) 5 OL Credits (WAEC/NECO/ GCE) including English and Mathematics</p> <p>ii) B. Sc. degree in Nutrition and Dietetics or equivalent qualification registrable with the Institute of Dietetics of Nigeria</p> <p>iii) Valid practicing license Plus 13 years post B.Sc. qualification and 10 years (minimum) post licensed Registered Dietitian.</p>	<p>1) Giving dietary counseling to patients referred from various wards and out-patients clinic.</p> <p>2) Assisting in formulating dietary policies and programmes.</p> <p>3) Supervising staff and preparing training programmes.</p> <p>4) Lecturing students nurses, Medical Students and other Students in related fields on medical nutrition</p>	CONHESS 12	Assistant Chief Dietitians

		2) By promotion of confirmed and suitable Principal Dietitian who has spent at least 3 years on the grade.	therapy.  5) Participating in National Committees relevant to the profession		
6.	Assistant Chief Dietitian	<p>1) By appointment of a suitable candidate possessing</p> <p>i) 5 OL Credits (WAEC/NECO/GCE) including English and Mathematics</p> <p>ii) B. Sc. degree in Nutrition and Dietetics or equivalent qualification registrable with the Nigeria Institution of Dietetics</p> <p>iii) Valid practicing license Plus 16 years post B. Sc. qualification and 13 years (minimum) post licensed Registered Dietitian. Plus minimum of 12 years POST B. Sc. qualification and minimum of 5 years post licensed Registered Dietitian.</p> <p>2) By promotion of a confirmed and suitable Assistant Chief Dietitian who has spent at least 3 years on the grade.</p>	<p>1) Taking charge of a section/specialized unit of the Department.</p> <p>2) Assisting in formulating dietary policies and programmes.</p> <p>3) Maintaining effective verbal and written communications and public relations, intra and inter-departmental.</p> <p>4) Lecturing student Nurses, Medical Students and other students in related fields on medical nutrition therapy.</p> <p>5) Supervising and coordinating work scheduled of subordinate dietitians and kitchen staff.</p> <p>6) Participating in</p>	CONHESS 13	Chief Dietitians

			<p>the preparation of Budget proposals.</p> <p>7) Participating in research in nutrition and dietetics will other members of the health care team.</p>		
7.	Chief Dietitian	<p>1) By appointment of a suitable candidate possessing</p> <p>i) 5 OL Credits (WAEC/NECO/GCE) including English and Mathematics</p> <p>ii) B. Sc. degree in Nutrition and Dietetics or Equivalent Qualification Registrable with the Nigeria Institution of Dietetics</p> <p>iii) Valid practicing license Plus 19 years post B. Sc. qualification and 16 Years Post licensed Registered Dietitian.</p> <p>2) By promotion of a Confirmed and Suitable Chief Dietitian who has spent at least 3 years on the grade with a higher degree, subject to vacancy.</p>	<p>1) Taking charge of a branch.</p> <p>2) Planning, developing, controlling and evaluating food service systems.</p> <p>3) Establishing standards for food production and service: sanitation, safety and security.</p> <p>4) Interpreting, evaluating and utilizing current research relating to Nutritional Care.</p> <p>5) Participating in the preparation of Budget proposals.</p> <p>6) Lecturing students Nurses, Medical and other students in related fields on medical nutrition therapy.</p> <p>7) Collating and</p>	CONHESS 14	Terminal Point

			integrating clinical and administrative aspects of nutrition and dietetics to provide quality nutritional Care.		
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## **EDITORIAL STAFF CADRE**

## **UNIVERSITY PUBLISHING HOUSE**

## **POSTS AND SALARIES**

1.1 Assistant Editor CONTISS 07

1.2 Editor Grade II CONTISS 08

1.3 Editor Grade I CONTISS 09

1.4 Senior Editor CONTISS 11

1.5 Principal Editor CONTISS 12

1.6 Chief Editor CONTISS 13

1.7 Assistant Director CONTISS 14

1.8 Director CONTISS 15

<b>S/N</b>	<b>POST</b>	<b>BASIC ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT GRADE</b>
1.	Assistant Editor	By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/BA. in Mass Communication, English Lang., Arts, and other relevant discipline.	Substantive editing;  Copy editing; proof-reading;  Manuscript supervision;  Indexing; liaising with authors  and production unit.	CONTISS 07	Editor Grade II

2.	Editor Grade II	<p>(1) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/BA in Mass Comm., English Lang., Arts, and other relevant discipline with a minimum of three (3) years cognate experience in Editorial work.</p> <p>(2) By promotion of a confirmed and suitable Assistant Editor who has spent at least three (3) years on the post.</p>	<p>Substantive editing;</p> <p>Copy editing; proof-reading;</p> <p>Manuscript supervision;</p> <p>Indexing; liaising with authors</p> <p>and production unit.</p>	CONTISS 08	Editor Grade I
3.	Editor Grade I	<p>(1) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/BA. in Mass Comm., English Lang., Arts, and other relevant discipline with a minimum of six (6) years cognate experience in Editorial work.</p> <p>(2) By promotion of a confirmed and suitable Editor II who has spent</p>	<p>Substantive editing;</p> <p>Copy editing; proof-reading;</p> <p>Manuscript supervision;</p> <p>Indexing; liaising with authors</p> <p>and production unit.</p>	CONTISS 09	Senior Editor

		at least three (3) years on the post.			
4.	Senior Editor	<p>(1) By appointment of a suitable candidate possessing HND/BA. in Mass Comm., English Lang., Arts, and other relevant discipline with a minimum of ten (10) years cognate experience in Editorial work with professional qualification.</p> <p>(2) By promotion of a confirmed and suitable Editor I who has spent at least four(4) years on the post</p>	<p>Substantive editing;</p> <p>Copy editing; proof-reading;</p> <p>Manuscript supervision;</p> <p>Indexing; liaising with authors</p> <p>and production unit.</p>	CONTISS 11	Principal Editor
5.	Principal Editor	<p>(1) By appointment of a suitable candidate possessing HND/BA. in Mass Comm., English Lang., Communication and Language Arts, and other relevant discipline with a minimum of thirteen (13) years cognate experience in Editorial work with professional qualification.</p> <p>(2) By promotion of a confirmed and suitable Senior Editor who has spent at least three (3) years on the post</p>	<p>Substantive editing;</p> <p>Copy editing; proof-reading;</p> <p>Manuscript supervision;</p> <p>Indexing; liaising with authors</p> <p>and production unit.</p>	CONTISS 12	Chief Editor

6.	Chief Editor	<p>(1)By appointment of a suitable candidate possessing a good Master's degree in Mass Comm., English Lang., Arts, Marketing and Business Admin. with a minimum of eighteen (16) years cognate experience in Editorial work with professional qualification.</p> <p>(2)By promotion of a confirmed and suitable Principal Editor who has spent at least with three (3) years on the post with professional qualification, subject to vacancy.</p>	<p>Substantive editing;</p> <p>Copy editing; proof-reading;</p> <p>Manuscript supervision;</p> <p>Indexing; liaising with authors</p> <p>and production unit.</p> <p>Coordinating the activities of the Editorial Unit.</p>	CONTISS 13	Assistant Director
7.	Assistant Director	<p>By promotion of a suitable candidate possessing a good Master degree in Journalism, Mass Comm., English Lang., Arts, Marketing and Business Admin. with a minimum of nineteen (19) years cognate experience in publishing and must have spent at least three (3) years on the post of Chief Editor with professional qualification, subject to vacancy.</p>	<p>Substantive editing;</p> <p>Copy editing; proof-reading;</p> <p>Manuscript supervision;</p> <p>Indexing; liaising with authors</p> <p>and production unit.</p> <p>Assisting the Director in the day-to-day operations of the Press.</p>	CONTISS 14	Director

8.	*Director	By appointment of a suitable candidate possessing a good Master degree in Journalism, Mass Comm., English Lang., Arts, Marketing and Business Admin. with a minimum of twenty-four (24) years cognate experience in publishing and must have spent at least five (5) years on the post of Assistant Director, subject to vacancy.	Substantive editing;  Copy editing; proof-reading;  Manuscript supervision;  Indexing; liaising with authors and production unit.  Management of the Press.	CONTISS 15	Terminal Point
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\*By appointment

## **EDUCATION OFFICER CADRE**

### **1 POSTS AND SALARIES**

1.1 Senior Teacher Grade IV CONTISS 06

1.2 Senior Teacher Grade III CONTISS 07

1.3 Senior Teacher Grade II CONTISS 08

1.4 Senior Teacher Grade I CONTISS 09

1.5 Principal Teacher III CONTISS 11

1.6 Principal Teacher II CONTISS 12

1.7 Principal Teacher I CONTISS 13

1.8 Head Teacher CONTISS 14

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANK</b>
1.	Senior Teacher Grade IV	By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE)	(1)Teaching and Supervising.  (2)Conducting	CONTISS 06	Senior Teacher Grade III

		including English Language and Mathematics plus NCE Teacher Certificate and registration with TRCN	<p>Examination.</p> <p>(3)Setting and Marking examination paper.</p> <p>(4)Assisting the headmaster in implementing the government policies on education.</p> <p>(5)Any other duties as may be assigned.</p>		
2.	Senior Teacher Grade III	<p>(1) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus B.Ed. or BA/B.Sc. with PGDE in Education with a subject appropriate for primary school teaching OR NCE with three (3) years cognate experience</p> <p>(2)By promotion of a confirmed and suitable Senior Teacher Grade IV who has spent at least three (3) years' experience on the post, plus a NCE and registration with TRCN</p>	<p>(1)Teaching and Supervising.</p> <p>(2)Conducting Examination.</p> <p>(3)Setting and Marking examination paper.</p> <p>(4)Assisting the headmaster in implementing the government policies on education.</p> <p>(5)Any other duties as may be assigned.</p>	CONTISS 07	Senior Teacher Grade II

3.	Senior Teacher Grade II	<p>(!) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus B.Ed. or BA/B.Sc. with PGDE in Education with a subject appropriate for primary school teaching plus three(3) years cognate experience OR NCE with six (6) years cognate experience.</p> <p>(2)By promotion of a confirmed and suitable Senior Teacher Grade III who has spent at least three (3) years' experience on the post, plus a degree and registration with TRCN</p>	<p>(1)Teaching and Supervising.</p> <p>(2)Conducting Examination.</p> <p>(3)Setting and Marking examination paper.</p> <p>(4)Assisting the headmaster in implementing the government policies on education.</p> <p>(5)Any other duties as may be assigned.</p>	CONTISS 08	Senior Teacher Grade I
4.	Senior Teacher Grade I	<p>(1)By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus B.Ed. or BA/B.Sc. with PGDE in Education with a subject appropriate for primary school teaching plus six (6) years cognate experience OR NCE with (9) years cognate experience.</p>	<p>(1)Teaching and Supervising.</p> <p>(2)Conducting Examination.</p> <p>(3)Setting and Marking examination paper.</p> <p>(4)Assisting the headmaster in implementing the</p>	CONTISS 09	Principal Teacher Grade I

		(2)By promotion of a confirmed and suitable Senior Teacher Grade II who has spent at least three (3) years' experience on the post, plus NCE and registration with TRCN	government policies on education.  (5)Any other duties as may be assigned.		
5	Principal Teacher III	<p>(1) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus B.Ed. or BA/B.Sc. with PGDE in Education with a subject appropriate for primary school teaching plus ten (10) years cognate experience, plus registration with TRCN.</p> <p>(2) By promotion of a confirmed and suitable Senior Teacher Grade I who has spent at least four (4) years' experience on the post plus registration with TRCN.</p>	<p>(1)Teaching and Supervising.</p> <p>(2)Conducting Examination.</p> <p>(3)Setting and Marking examination paper.</p> <p>(4)Assisting the headmaster in implementing the government policies on education.</p> <p>(5)Any other duties as may be assigned.</p>	CONTISS II	Principal Teacher II
6	Principal Teacher II	<p>(1)By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus B.Ed.</p>	<p>(1)Teaching and Supervising.</p> <p>(2)Conducting Examination.</p> <p>(3)Setting and Marking</p>	CONTISS 12	Principal Teacher I

		<p>or BA/B.Sc. with PGDE in Education with a subject appropriate for primary school teaching plus thirteen (13) years cognate experience plus registration with TRCN.</p> <p>(2)By promotion of a confirmed and suitable Principal Teacher Grade III who has spent at least three (3) years' experience on the post plus registration with TRCN.</p>	<p>examination paper.</p> <p>(4)Assisting the headmaster in implementing the government policies on education.</p> <p>(5)Any other duties as may be assigned.</p>		
7	Principal Teacher I	<p>By appointment of a suitable candidate possessing a good Master's degree in Education with sixteen (16) years cognate experience plus registration with TRCN.</p> <p>By promotion of Principal Teacher II who has spent three (3) years on the post.</p>	<p>(1)Teaching and Supervising.</p> <p>(2)Conducting Examination.</p> <p>(3)Setting and Marking examination paper.</p> <p>(4)Assisting the headmaster in implementing the government policies on education.</p> <p>(5)Any other duties as may be assigned.</p>	CONTISS 13	Head Teacher
8	Head	By appointment of a	Coordinating	CONTISS	Terminal

	Teacher  By Tenure appointment of five non- renewable years.	suitable candidate possessing a good Master degree in Education relevant to primary school management and administration with at least nineteen (19) years cognate experience plus registration with TRCN and must have spent five (5) years as Principal Teacher Grade I	and general overseer of the school.	14	Point
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## **ENGINEER CADRE**

### **POSTS AND SALARIES**

1.1 Engineer II CONTISS 07

1.2 Engineer I CONTISS 08

1.3 Senior Engineer ` CONTISS 09

1.4 Principal Engineer CONTISS 11

1.5 Assistant Chief Engineer CONTISS 12

1.6 Chief Engineer CONTISS 13

1.7 Assistant Director CONTISS 14

1.8 Director of Works CONTISS 15

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANK</b>
1.	Engineer	(1) By direct appointment of a candidate possessing 5 O' level credits (WASC/NECO/GCE/) including English Language and Mathematics, First Degree in a related	(1) Providing basic engineering designs.  (2) Serving as Project Engineering and	CONTISS 07	Engineer I

		field with a minimum of Second Class Lower Division and membership of Nigeria Society of Engineers or COREN.	<p>supervising all engineering services and elements on projects.</p> <p>(3) Carrying out other duties as may be assigned, and providing professional and community services.</p>		
2.	Engineer I	<p>(1) By direct appointment of a candidate possessing 5 O'level credits (WASC/NECO/GCE/) including English Language and Mathematics and (a) First Degree plus three (3) year post qualification cognate experience or Masters' Degree and membership of relevant professional bodies (NSE or COREN)</p> <p>(2) By promotion of a confirmed and suitable Pupil Engineer who has spent at least three years on the grade, plus a degree in related field and</p>	(1) Same duties as specified above	CONTISS 08	Senior Engineer

		relevant Professional Membership.			
3.	Senior Engineer	<p>(1) By direct appointment of a candidate possessing 5 O' level credits (WASC/NECO/GCE/) including English Language and Mathematics with either a First Degree plus six (6) years post qualification cognate experience, or a Masters' degree plus three years post qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Engineer who has spent at least three years on the grade, plus a degree and Professional Membership.</p>	<p>(1) Performing basic engineering designs, serve as project engineer and supervising all engineering services and elements on projects.</p> <p>(2) Assessing engineering designs for adequacy and standards as well as monitoring and controlling execution of engineering projects.</p> <p>(3) Carrying out other duties as may be assigned, and providing professional and community service.</p>	CONTISS 09	Principal Engineer
4.	Principal Engineer	(1) By direct appointment of a	(1) Carrying out	CONTISS 11	Assistant Chief

		<p>candidate possessing 5 O' level credits (WASC/NECO/GCE/) including English Language and Mathematics with either First Degree plus ten (10) years post qualification cognate experience, or Masters' Degree plus six (6) years post qualification cognate experience.</p> <p>By promotion of a confirmed and suitable Senior Engineer who has spent at least four (4) years on the grade, plus a degree and Professional Membership.</p>	<p>engineering and project planning, basic engineering designs and serving as Project Engineer.</p> <p>(2) Supervising all engineering services and elements on projects and assessing engineering design for adequacy and standards; monitoring and controlling execution of engineering projects in a cost-effective manner.</p> <p>(3) Carries out other duties as may be assigned, and provide professional and community services.</p>		Engineer
5.	Assistant Chief	(1) By direct appointment of a	(1) Performing	CONTISS	Chief

	Engineer	<p>candidate possessing 5 O' level credits (WASC/NECO/GCE/) including English Language and Mathematics with either First Degree plus thirteen (13) years post qualification cognate experience,</p> <p>By promotion of a confirmed and suitable Principal Engineer who has spent at least three years on the grade, plus a degree and Professional Membership.</p>	<p>same duties as specified in sub – paragraph 2.4.2 above.</p> <p>(2) Participating in the preparation of annual capital estimates and budgetary allocation for all engineering projects and services.</p> <p>(3) Carrying out other duties as be assigned, and providing professional and community services.</p>	12	Engineer
6.	Chief Engineer	<p>(1) By direct appointment of a candidate possessing 5 O' level credits (WASC/NECO/GCE/) including English Language and Mathematics with either First Degree plus sixteen(16) years post qualification cognate experience, or Masters' Degree.</p>	<p>(1) Performing same duties as specified in sub – paragraph 2.4.2 above.</p> <p>(2) Participating in the preparation of annual capital estimates and</p>	CONTISS 13	Assistant Director

		By promotion of a confirmed and suitable Principal Engineer who has spent at least three years on the grade, plus a degree and Professional Membership.	<p>budgetary allocation for all engineering projects and services.</p> <p>(3) Carrying out other duties as be assigned, and providing professional and community services.</p>		
7	Assistant Director of Works and Maintenance	<p>By direct appointment of a confirmed and suitable Chief Engineer with the following:</p> <p>(a) Master's degree</p> <p>(b) three (3) years on the post of Chief Engineer</p> <p>(c) Membership of relevant professional bodies</p> <p>(d) subject to vacancies and satisfactory service record</p> <p>Minimum of 19 years cognate experience</p> <p>(ii) By promotion of a Chief Engineer who has spent three (3) years on the post</p>	<p>(1) Providing professional advice and participating on the rehabilitation, maintenance and care of the existing and other infrastructural facilities ensuring cost effectiveness.</p> <p>(2) Providing effective supervision of other professionals in the Division.</p> <p>(3) Responsible for planning,</p>	CONTISS 14	Director

		<p>subject to vacancy, in the following Units of Works and Maintenance:</p> <p>(i) Physical Development and Construction.</p> <p>(ii) Operation and Maintenance.</p>	<p>design, construction, monitoring and supervision of new facilities, ensuring cost effectiveness.</p> <p>(4) Participating in the preparation and updating of the University Master plan and environmental policy.</p> <p>(5) Carrying out other duties as may be assigned and providing professional and community service.</p>		
7.	*Director	<p>(1) By direct appointment only of a candidate possessing a Masters' degree in the relevant field plus 24 years cognate experience and registered with COREN. He must have been an Assistant Director for five (5) years plus</p>	<p>(1) Responsible for the physical development, maintenance and care of the University estate, rehabilitation of existing facilities and</p>	CONTISS 15)	Terminal Point

		<p>twenty-four years cognate experience</p>	<p>development of new ones, including roads, water, electricity, vehicles equipment and Furniture in academic and residential areas ensuring cost effectiveness.</p> <p>(2) Preparing and maintaining University fixed assets register and making periodic reports to Senate Council on physical state of the University.</p> <p>(3) Responsible for coordination and control of the Works Department activities.</p> <p>(4) Carrying out other duties as may be assigned,</p>		
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			and providing professional and Community service.		
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\*By appointment only.

## **ENGINEERING TECHNOLOGIST CADRE**

### **POSTS AND SALARIES**

1.1 Assistant Engineering Technologist CONTISS 06

1.2 Engineering Technologist II CONTISS 07

1.3 Engineering Technologist I CONTISS 08

1.4 Senior Engineering Technologist CONTISS 09

1.5 Principal Engineering Technologist CONTISS 11

1.6 Assistant Chief Engineering Technologist CONTISS 12

1.7 Chief Engineering Technologist CONTISS 13

S/N	RANK	ENTRY QAULIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Assistant Engineering Technologist	By direct appointment of a candidate possessing 5 O/Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus a National Diploma in Engineering discipline	(i) To undergo on-the-job training in various aspects of specialized technical duties of the profession for a period of two years	CONTISS 06	Engineering Technologist Grade II
2.	Engineering Technologist Grade II	By direct appoint of a candidate possessing 5 O/Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics and a	(i) To undergo on-the-job training in various aspects of specialized technical duties necessary for	CONTISS 07	Engineering Technologist Grade I

		<p>good HND/Degree in relevant discipline not below lower credit level, plus registration with National Association of Engineering Technologists,</p> <p>By promotion of a confirmed and suitable Assistant Engineering Technologist with Higher National Diploma (HND)/Degree who has spent at least three (3) years on the grade, plus registration with Professional body.</p>	<p>training of students of engineering and the profession involving preparation of experimental set ups and calibration of instruments, equipment and machines models. workshop equipment, arrangement of tools, circuit boards, machine models chemical, reagents and sample specimens, for research, practical and demonstration purposes as applicable.</p> <p>(ii) To undergo on-the-job training in servicing and maintenance of scientific instruments and engineering equipment used in teaching and research programmes in the laboratories</p>		
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			<p>and WORKSHOPS.</p> <p>(iii) Assisting in the proper maintenance of equipment used in various aspects of specialized training, projects and practical classes.</p> <p>(iv) To assist in the setting up of the necessary equipment, tools and models required for training during Students Industrial Work Experience Scheme in the workshops as well as field visits.</p> <p>(v) Assisting in the preparation of orders for the supply of equipment, techno-materials and consumables required for teaching and research.</p> <p>(vi) Assisting in maintenance of</p>		
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			<p>proper inventory of techno-materials, equipment, chemical consumables etc. required for teaching and research.</p> <p>(vii) Assisting in order technical and administrative duties as may be assigned.</p> <p>(viii) Providing relevant professional and community services.</p>		
3.	Engineering Technologist Grade I	<p>(i) By direct appointment of a candidate possessing qualification specified in Technologist II above plus three (3) years post-qualification experience</p> <p>OR a holder of HND/Degree plus Postgraduate Diploma in relevant engineering discipline</p> <p><i>Registration with National Association of Engineering</i></p>	<p>(i) To assist in training on various aspects of specialized technical duties necessary for training of students of engineering and the profession involving preparation of experimental set ups and calibration of instruments, equipment and machine models,</p>	CONTISS 08	Senior Engineering Technologist

		<p><i>Technologists or relevant Professional bodies is a requirement</i></p> <p>(ii) By promotion of a confirmed and suitable Technologist II who has spent at least three (3) years on the post, plus HND/Degree and evidence of registration with Professional body.</p>	<p>workshop equipment, arrangement of tools, circuit boards, machine models chemical, reagents and sample specimens, for research, practical and demonstration purposes as applicable.</p> <p>(ii) To assist on the on-the-job training in servicing and maintenance of scientific instruments and engineering equipment used in teaching and research programmes in the laboratories and workshops.</p> <p>(iii) To assist in the coordination and supervision of the proper maintenance of equipment used in various aspects of specialized training,</p>		
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			<p>research projects and practical classes.</p> <p>(iv) To supervise and coordinate the setting up of the necessary equipment, tools and models required for training during Students Industrial Work Experience Scheme in the workshops as well as field visits.</p> <p>(v) Assisting final year students in their experimental research projects and experimental aspects of Departmental and Postgraduate research programmes.</p> <p>(vi) Ensuring proper maintenance and servicing of utilities services, building, furnishing and</p>		
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			<p>other facilities connected with teaching, research programmes and in various professional duties.</p> <p>(vii) Maintenance of proper record of jobs done, inventory of equipment, orders and supplies of technical materials, equipment and consumables used in various professional duties.</p> <p>(viii) Assisting in the training of junior technical staff and lower level technologist.</p> <p>(ix) Carrying out other technical and administrative duties as may be assigned.</p> <p>(x) Providing relevant professional and community</p>		
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			services		
4.	Senior Engineering Technologist	<p>(ii) By direct appointment of a candidate possessing any of the following qualifications:</p> <p>(a) A good HND (or other recognized equivalent qualifications) plus a minimum of six (6) years post qualification experience OR</p> <p>(b) Or other recognized equivalent professional qualifications, plus a minimum of nine (9) years post qualification experience OR</p> <p>(c) HND plus M. Sc (Engineering) or M. Tech in the same Engineering discipline with a minimum of three (3) years post qualification experience.</p> <p><i>Candidate must be registered with the Council of Regulation of Engineering in Nigeria (COREN) as an Engineering Technologist and National Association</i></p>	<p>(i) To coordinate and supervise training of lower cadre staff on various aspects of specialized technical duties necessary for training of students of engineering and the profession involving preparation of experimental set ups and calibration of instruments, equipment and machine models, workshops equipment of tools, circuit boards, machine models chemicals, reagents and sample specimens, for research, practical and demonstration purposes as applicable.</p> <p>(ii) To carry out</p>	CONTISS 09	Principal Engineering Technologist

		<p><i>of Engineering Technologists (NATE)</i></p> <p>(I) By promotion of a confirmed and suitable Engineering Technologist I who has spent at least three (3) years on the post, plus HND and registration with Professional body.</p>	<p>on the on-the-job training for junior technical staff and lower level technologist in servicing and maintenance of scientific instruments and engineering equipment used in teaching and research programmes in the laboratories and workshops.</p> <p>(iii) To coordinate and supervise proper maintenance of equipment used in various aspects of specialized training, research projects and practical classes.</p> <p>(iv) To coordinate and supervise the setting up of the necessary equipment, tools and models required for training Students</p>		
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			<p>Industrial Work Experience Scheme in the workshops as well as field visits</p> <p>(v) Provide technical support for final year students in their experimental research projects and experimental aspects of Departmental and postgraduate research programmes.</p> <p>(vi) Ensuring proper maintenance and servicing of utilities services, building, furnishing and other facilities connected with teaching, research programmes and in various professional duties</p> <p>(vii) Maintenance of proper record of jobs done,</p>		
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			<p>inventory of equipment, orders and supplies of technical materials, equipment and consumables used in various professional duties.</p> <p>(viii) Carrying out other technical and administrative duties as may be assigned.</p> <p>(ix) Providing relevant professional and community services</p>		
5.	Principal Engineering Technologist	<p>(ii) By direct appointment of a candidate possessing any of the following qualifications</p> <p>(a) a good HND/B. Sc (or equivalent degrees) with minimum of ten (10) years post qualification experience plus professional registration OR</p> <p>(b) a good HND/B. Sc with M. Tech in same</p>	<p>(i) Training and supervising Junior Technical Staff level and Technologists on the job.</p> <p>(ii) Taking charge of the Workshops, laboratories and other Technical Section (or Unit) of an Academic Department;</p>	CONTISS 11	Assistant Chief Engineering Technologist

		<p>discipline plus a minimum of ten (10) years post qualification cognate experience.</p> <p><i>Candidates must be registered with the Council of Regulation of Engineering in Nigeria (COREN) as an Engineering Technologist and National Association of Engineering Technologists (NATE)</i></p> <p>(i) By promotion of a confirmed and suitable Senior Engineering Technologist who has spent at least four (4) years on the post, plus HND and registration with Professional body.</p>	<p>(iii) Preparation of Technical materials, necessary equipment tools and models required for training during Students Industrial Work Experience Scheme in the workshops as well as field visits and preparation of specimens, chemical reagents, equipment, etc. for student for practical classes and research projects.</p> <p>(iv) Organization and supervision of student workshop, practical classes and field visits.</p> <p>(v) Taking part in experimental research projects for both postgraduate and departmental research.</p> <p>(vi) Preparation</p>		
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			<p>of orders for supply of technical materials, equipment, consumables, etc. for teaching and research.</p> <p>(vii) Development of new experimental methods and techniques for use in practical classes and research projects.</p> <p>(viii) Periodic maintenance, servicing and calibration of instrument and equipment for teaching and research.</p> <p>(ix) Maintenance of proper inventory of technical material, equipment and consumables required for teaching and research.</p> <p>(x) Carrying out other technical and</p>		
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			<p>administrative duties as may be assigned.</p> <p>(xi) Provide relevant professional and community services</p>		
6	Assistant Chief Engineering Technologist	<p>(i) By direct appointment of a candidate possessing any of the following qualifications</p> <p>(a) a good HND/B. Sc (or equivalent degrees) with minimum of thirteen (13) years post qualification experience plus professional registration OR</p> <p>(b) a good HND/B. Sc with M. Tech in same discipline plus a minimum of thirteen (13) years post qualification cognate experience.</p> <p><i>Candidates must be registered with the Council of Regulation of Engineering in Nigeria (COREN) as an Engineering Technologist and National Association of Engineering</i></p>	<p>(i) Providing on-the-job training and supervision of Junior Technical Staff level and other lower level Technologists.</p> <p>(ii) Taking charge of the Workshops, laboratories and other Technical Section (or Unit) of an Academic Department;</p> <p>(iii) Preparation of Technical materials, necessary equipment tools and models required for training during Students Industrial Work Experience Scheme in the workshops as</p>	CONTISS 12	Chief Engineering Technologist

		<p><i>Technologists (NATE)</i></p> <p>(i) By promotion of a confirmed and suitable Principal Engineering Technologist who has spent three (3) years on the post plus professional registration.</p>	<p>well as field visits and preparation of specimens, chemical reagents, equipment, etc. for student for practical classes and research projects.</p> <p>(iv) Organize and supervise students Workshops and practical classes.</p> <p>(v) Developing new experimental methods and technique for use in students workshop, practical classes and field visits.</p> <p>(vi) Preparation of orders for supply of technical materials, equipment, consumables, etc. for teaching and research.</p> <p>(vii) Periodic maintenance, servicing and calibration of instrument and</p>		
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			<p>equipment for teaching and research.</p> <p>(viii) Providing specialized technological leadership in a small to medium size academic department.</p> <p>(ix) Carrying out other technical and administrative duties as may be assigned.</p> <p>(x) Performing relevant professional and community services</p>		
7.	Chief Engineering Technologist	<p>By appointment 16years</p> <p>By promotion of a confirmed and suitable Assistant Chief Engineering Technologist with HND/B. Sc. (or other recognized equivalent professional qualification) with a minimum of three years' experience as Assistant Chief Engineering Technologist plus</p>	<p>(i) Providing technical leadership in a medium-to-large size academic department.</p> <p>(ii) Organizing and supervise student practical classes.</p> <p>(iii) Developing new experimental methods and</p>	CONTISS 13	Terminal Point

		<p>professional registration, subject to vacancy.</p>	<p>techniques for use in student practical classes.</p> <p>(iv) Preparation and processing of orders for supply of technical materials, equipment, chemicals, consumables, etc. for research and training programmes.</p> <p>(v) Planning and organizing periodic maintenance, servicing and calibration of teaching and research equipment and instruments.</p> <p>(vi) Maintenance of proper inventory of technical materials, instruments, equipment and consumables for teaching and research programmes.</p> <p>Carrying out other technical</p>		
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			<p>and administrative duties as may be assigned.</p> <p>(x) Performing relevant professional and community services</p>		
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## **ENVIRONMENTAL/ PUBLIC HEALTH OFFICER /COMMUNITY HEALTH EDUCATION WORKER CADRE**

### **POSTS AND SALARIES**

1.1 Environmental/Public Health Officer/Community Health Education Worker CONTISS 07

1.2 Higher Environmental/Public Health Officer/Community Health Education Worker CONTISS 08

1.3 Senior Environmental /Public Health Officer/Community Health Education Worker CONTISS 09

1.4 Principal Environmental/Public Health Officer/Community Health Education Worker CONTISS 11

1.5 Assistant Chief Environmental/Public Officer/Community Health Education Worker CONTISS 12

1.6 Chief Environmental/Public Officer /Community Health Education Worker CONTISS 13

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANK</b>
1.	Environmental/ Public Health Officer/Community Health Worker	By Appointment of a suitable candidate possessing 5 “O” Level credits pass (WAEC/NECO/GCE) including	<p>(1)Inspecting factories for industrial health and food hygiene under supervision.</p> <p>(2)Collecting food and water samples for bacteriological</p>	CONTISS 07	Higher Environmental/Public Health Officer I /Community Health Education Worker

		English Language and Mathematics plus a Degree in Environmental Health Science, Health Education and other relevant course registrable with recognized similar regulatory Agencies.	<p>examination to ensure compliance with food hygiene regulation.</p> <p>(3) Participating in carrying out health education programme both in the public and training institutions.</p> <p>(4) Performing other duties as may be assigned including professional and community services.</p>		
2.	Higher Environmental/ Public Health Officer/Community Health Worker	(1) By Appointment of a suitable candidate possessing the qualification of Environmental/ Public Health Officer plus at	<p>(1) Participating in carrying out health education in the community.</p> <p>(2) Ensuring that the public complies with the public health</p>	CONTISS 08	<p>Senior Environmental/ Public Health Officer/</p> <p>Community Health Education Worker</p>

		<p>three (3) years post qualification on cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Environmental/Public Health Officer who has spent at least three (3) years on the post, plus a degree in relevant field.</p>	<p>laws on environmental health and offensive trade, disposal of toxic waste and other pollutants.</p> <p>(3) Designing and managing appropriate sewage and refuse disposal system at a cost which the community could afford and maintain for sanitary disposal of their solid, gaseous and liquid waste.</p> <p>(4) Carrying out meat, milk and other food inspection where they are handled, processed, prepared or preserved to ensure that handlers either by</p>		
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			<p>their omission or commission do not introduce physical, bacteriological and chemical contamination to food meant for human consumption .</p> <p>(a) Maintaining statistical records for planning and research purposes.</p> <p>(b) Conducting investigations into infectious and contagious diseases during epidemic disease and outbreak.</p> <p>(c) Ensuring compliance with all laws relating to public health in his area of</p>		
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			<p>jurisdiction.</p> <p>(d) Performing other duties as may be assigned including professional and community services.</p>		
3.	Senior Environmental/ Public Health Officer	<p>(1) By Appointment of a suitable candidate possessing the qualification of Environmental/Public Health Officer II plus at least six (6) years post qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Higher</p>	<p>(1) Carrying out pollution control activities within his area of jurisdiction.</p> <p>(2) Carrying out field investigations with a view to controlling epidemic diseases such as Cholera, Cerebra-spinal meningitis, yellow fever, etc.</p> <p>(3) Supervising subordinate officers.</p> <p>(4) Participating</p>	CONTISS 09	Principal Environmental/Public Health Officer /Community Health Education Worker

		<p>Environmental/Public Health Officer who has spent at least three (3) years on the post, plus a degree in relevant field.</p>	<p>in organizing health education programme.</p> <p>(5) Initiating policy formulation on environmental health issues.</p> <p>(6) Collecting and processing health data.</p> <p>(7) Performing other duties as may be assigned including professional and community services.</p>		
5.	Principal Environmental/Public Health Officer/Community Health Worker	<p>(1) By Appointment of a suitable candidate possessing the qualification of Environmental/Public Health</p>	<p>(1) Collecting, analyzing and synthesizing epidemiological data relevant to the measurement and evaluation of the healthy</p>	CONTISS 11	Assistant Chief Environmental/Public Health Officer

		<p>Officer II plus at least ten (10) years post qualification on cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Environmental Health Officer who has spent at least four (4) years on the post, plus a degree in relevant field.</p>	<p>status of the community under his jurisdiction.</p> <p>(2) Participating in carrying out health education programme.</p> <p>(3) Assisting in the conduct of research in the field of environmental health.</p> <p>(4) Vetting and collating the submission of a number of subordinates on data gathered on environmental health activities.</p> <p>(5) Performing other duties as may be assigned including professional and community services.</p>		
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6.	Assistant Chief Environment/ Public Health Officer	<p>(1)By Appointment of a suitable candidate possessing Master's degree in related disciplines plus at least thirteen (13) years post qualification on cognate experience.</p> <p>By promotion of a confirmed and suitable Principal Environmental/ Public Health Officer who has spent at least three (3) years on the post, plus a degree in relevant</p>	<p>(1)Supervising and coordinating the activities of a number of subordinates.</p> <p>(2)Assisting in planning the activities of the Department.</p> <p>(3)Initiating policy formulation in the field of environmental health.</p> <p>(4)Assisting in executing environmental health program of the Department.</p> <p>(5)Coordinating cold rooms activities in compliance with the rules and regulation.</p> <p>(6)Assisting in carrying out research in the Department.</p>	CONTISS 12	Chief Environmental Health Officer
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		field.	(7)Performin g other duties as may be assigned including professional and community services.		
7.	Chief Environmental/ Public Health Officer/Community Health Worker	(1)By Appointm ent of a suitable candidate possessin g Master's degree in related discipline s plus at least sixteen (16) years post qualificati on cognate experien ce.  (2)By promotio n of a confirmed and suitable Assistant Chief Environm	(1) Taking charge of the Unit.  (2) Coordinating all the environmen tal activities of the Department.  (3) Participating in planning the activities of the Department.  (4) Assisting in preparing the budget/estim ate for environmen tal health services.  (5) Examining environmen tal health	CONTISS 13	Terminal Point

		<p>ental/Public Health Officer who has spent at least four (4) years on the Grade, plus a degree in relevant field subject to vacancy.</p>	<p>matters and making recommendations.</p> <p>(6) Initiating policies on environmental health matters.</p> <p>(7) Participating in organizing training for environmental health staff.</p> <p>(8) Performing other duties as may be assigned including professional and community services.</p>		
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## ESTATE OFFICER CADRE

### 1. POSTS AND SALARIES

1.1 Estate Officer - CONTISS 06

1.2 Higher Estate Officer - CONTISS 07

1.3 Senior Estate Officer - CONTISS 08

1.4 Principal Estate Officer II - CONTISS 09

1.5 Principal Estate Officer I - CONTISS 11

1.6 Assistant Chief Estate Officer - CONTISS 12

1.7 Chief Estate Officer - CONTISS 13

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Estate Officer	By Appointment of a suitable candidate who has 5 “O” Level Credit Pass (WASSCE/NECO/GCE) including English Language and Mathematics plus ND in Estate Management, Urban & Regional Planning, Town Planner or Building Technology.	i. Monitoring Cleaning and sanitation contractors.  ii. Inspection of assets  iii. Preparing preliminary data on University property.  iv. Determine the state of University assets.  v. Assisting in the preparation of regular reports on inspection.  vi. Performing	CONTISS 06	Higher Estate Officer

			other duties as may be assigned.		
2.	Higher Estate Officer	<p>(1)By Appointment of a suitable candidate who has 5 “O” level Credit Pass (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Estate Management, Urban &amp; Regional Planning, Town Planner or Building Technology.</p> <p>(2)By promotion of a confirmed and suitable Estate Officer who has spent at least three (3) years on the post and possesses HND/Degree in Urban &amp; Regional Planning, Estate Management or other relevant fields.</p>	Same duties as specified above.	CONTISS 07	Senior Estate Officer
3.	Senior Estate Officer	<p>(1)By Appointment of a suitable candidate who has 5 “O” level Credit Pass (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Estate Management, Urban &amp; Regional Planning, Town Planner or Building Technology</p>	<p>Same as stated for Estate Officer 1</p> <p>ii. Assisting the regulation of commercial activities within University Property</p>	CONTISS 08	Principal Estate Officer II

		<p>and other relevant fields with at least three (3) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Higher Estate Officer who has spent at least three (3) years on the post, plus a HND/Degree in relevant field.</p>	<p>within and outside the campus.</p> <p>iii. Assisting in preparation of reports for improvements and dilapidations.</p> <p>iv. Advice in taxation planning regarding property Estate Ownership.</p> <p>v. Performing other duties as may be assigned.</p>		
4.	Principal Estate Officer II	<p>(1)By Appointment of a suitable candidate who has 5 “O” level Credit Pass (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Estate Management, Urban &amp; Regional Planning, Town Planner or Building Technology and other relevant fields with at least six (6) years cognate experience.</p> <p>(2) By promotion of a</p>	Same as stated for Senior Estate Officer	CONTISS 09	Principal Estate Officer I

		confirmed and suitable Senior Estate Officer who has spent at least three (3) years on the post, plus a HND/Degree in relevant field.			
5.	Principal Estate Officer I	<p>(1)By Appointment of a suitable candidate who has 5 “O” level Credit Pass (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Estate Management, Urban &amp; Regional Planning, Town Planner or Building Technology and other relevant fields with at least ten(10) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Estate Officer II who has spent at least four (4) years on the post, plus a HND/Degree in relevant field.</p>	Same as stated for Principal Estate Officer II	CONTISS 11	Assistant Chief Estate Officer
6.	Assistant Chief Estate Officer	(1)By Appointment of a suitable candidate who possess Degree in Estate Management, Urban & Regional Planning, Town Planner or Building Technology	<p>i. Assisting in negotiation of sales, purchase and lettings.</p> <p>ii. Assisting</p>	CONTISS 12	Chief Estate Officer

		<p>and other relevant fields with at least thirteen(13) years cognate experience</p> <p>(2) By promotion of a confirmed and suitable Principal Estate Officer I who has spent at least three (3) years on the post, plus a HND/Degree in relevant field.</p>	<p>in the management of University property.</p> <p>iii. Control and supervision of maintenance, including ordering and pricing of works.</p> <p>iv. Management of ancillary property including shops.</p> <p>v. Assisting in preparation of valuation.</p> <p>vi. Performing other duties as may be assigned and providing professional and community services.</p>		
7.	Chief Estate Officer	<p>By Appointment of a suitable candidate who possess a good Master's degree in Urban &amp; Regional Planning, Estate Management from a recognized</p>	<p>i. Performing at higher level, similar duties specified above.</p> <p>ii.</p>	CONTISS 13	Terminal Point

		<p>Institution with at least sixteen (16) years relevant cognate post-qualification experience and must have spent at least four(4) years on the post of Assistant Chief Estate Officer.</p> <p>(2) By promotion of a confirmed and suitable Assistant Chief Estate Officer who has spent at least three (3) years on the post, plus a HND/Degree in relevant field.</p>	<p>Management of University buildings and environment.</p> <p>iii. Valuation of land and building and other assets in relation to capital and rental value.</p> <p>iv. The acquisition management and disposal of lands and buildings.</p> <p>v. Mortgage valuations and building society.</p> <p>vi. Performing other duties as may be assigned and providing professional and community services.</p>		
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## **EXECUTIVE OFFICER CADRE**

### **POSTS AND SALARIES**

1.1 Executive Officer CONTISS 06

1.2 Higher Executive Officer CONTISS 07

1.3 Senior Executive Officer II CONTISS 08

1.4 Senior Executive Officer I CONTISS 09

1.5 Principal Executive Officer II CONTISS 11

1.6 Principal Executive Officer I CONTISS 12

1.7 Asst. Chief Executive Officer CONTISS 13

1.8 Chief Executive Officer CONTISS 14

S/N	RANK	ENTRY QAULIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Executive Officer	(1) By direct appointment of a candidate possessing 5 credits in O' level (WASC/GCE/NECO) plus HND/Degree with a minimum of lower credit	(1) Supervising subordinate staff.  (2) Taking charge of a small Registry (Correspondence or Records).  (3) Training subordinate staff.	CONTISS 06	Higher Executive Officer
2.	Higher Executive Officer	(1) By appointment of a candidate possessing 5 credits in O' level (WASC/GCE/NECO) plus HND/Degree  (2) By promotion of a confirmed Executive Officer who has spent at least three (3) years on the post, plus a HND/Degree	(1) Taking charge of supervision of specified assignment within a Section of the University and applying rules and regulations.  (2) Carrying out other administrative duties as may be assigned.  (3) Maintaining discipline among	CONTISS 07	Senior Executive Officer II

			subordinate staff among other duties as may be assigned.		
3.	Senior Executive Officer II	<p>(1) By appointment of a candidate possessing 5 credits in O' level (WASC/GCE/NECO) plus HND/Degree with three (3) years working experience.</p> <p>(2) By promotion of a confirmed Higher Executive Officer who has spent at least three (3) years on the post.</p>	<p>(1) Coordinating specified assignments within a Unit of the University.</p> <p>(2) Carrying out other duties as may be assigned.</p>	CONTISS 08	Senior Executive Officer I
4	Senior Executive Officer I	<p>(1) By appointment of a candidate possessing 5 credits in O' level (WASC/GCE/NECO) plus HND/Degree with six (6) years cognate experience.</p> <p>(2) By promotion of a confirmed Senior Executive Officer II who has spent at least three (3) years on the post, plus a HND/Degree</p>	<p>(1) Carrying out administrative duties as may be assigned.</p> <p>(2) Supervision the work of a number of officers in a Unit.</p>	CONTISS 09	Principal Executive Officer II
5.	Principal Executive Officer II	(1) By appointment of a candidate possessing 5 credits in O' level	(1) Assisting in Management on matters relating to the general	CONTISS 11	Principal Executive Officer I

		<p>(WASC/GCE/NECO) plus HND/Degree with ten (10) years working experience.</p> <p>(2) By promotion of a confirmed Senior Executive Officer I who has spent at least three (4) years on the post, plus a HND/Degree</p>	<p>administration of the University.</p> <p>(2) Carrying out other administrative duties as may be assigned from time-time.</p>		
6.	Principal Executive Officer I	<p>(1) By appointment of a candidate possessing 5 credits in O' level (WASC/GCE/NECO) plus HND/Degree with thirteen (13) years working experience.</p> <p>(2) By promotion of a confirmed Principal Executive Officer II who has spent at least three (3) years on the post, plus HND/degree</p>	<p>(1)Assisting in Management on matters relating to the general administration of the University.</p> <p>(2) Coordinating of specified subject(s) or assignment with little or no supervision in a Unit.</p> <p>(3) Carrying out any other administrative duties as may be assigned.</p>	CONTISS 12	Asst. Chief Executive Officer
7.	Assistant Chief Executive Officer	<p>1) By appointment of a candidate possessing 5 credits in O' level (WASC/GCE/NECO) plus HND/Degree with sixteen (16) years working</p>	<p>(1) Assisting in the preparation of manpower budget.</p> <p>(2) Coordination, supervision and</p>	CONTISS 13	Chief Executive Officer

		<p>experience.</p> <p>(2) By promotion of a confirmed Principal Executive Officer I who has spent at least 3 years on the post, plus HND/Degree</p>	<p>execution of specific programs.</p> <p>(3) Assisting in the establishment and maintenance of accurate staff information system.</p> <p>(4) Carrying out administrative and other duties as may be assigned.</p>		
8.	Chief Executive Officer	<p>1) By appointment of a candidate possessing 5 credits in O' level (WASC/GCE/NECO) plus HND/Degree with nineteen</p> <p>(19) years working experience.</p> <p>(2) By promotion of a confirmed Assistant Chief Executive Officer who has spent at least three (3) years on the post, an HND/Degree and possession of a higher qualification, subject to vacancy.</p>	<p>(1) Assisting the Management in interpreting and applying the University's rules and other related rules and regulations and procedures (2) Coordinating the activities of subordinate staff.</p> <p>(3) Assisting in the preparation and coordination of annual manpower budgets.</p> <p>(4) Carrying out administrative and other duties as may be</p>	CONTISS 14	Terminal Point

			assigned.		
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## **EXECUTIVE OFFICER CADRE (ACCOUNTS)**

### **POSTS AND SALARIES**

1.1 Executive Officer CONTISS 06

1.2 Higher Executive Officer CONTISS 07

1.3 Senior Executive Officer II CONTISS 08

1.4 Senior Executive Officer I CONTISS 09

1.5 Principal Executive Officer II CONTISS 11

1.6 Principal Executive Officer I CONTISS 12

1.7 Asst. Chief Executive Officer CONTISS 13

1.8 Chief Executive Officer CONTISS 14

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANK</b>
1.	Executive Officer	(1) By direct appointment of a candidate who possesses 5 O' level credits (WASC/NECO/GCE) including English Language and Mathematics and holds a minimum of OND in Accounts, Financial Studies or any other relevant discipline	(1) Reconciling of Statement  (2) Entering of transactions into Cashbooks  (3) Preparing of Vouchers for loans and advances	CONTISS 06	Higher Executive Officer (Accounts)
2.	Higher Executive Officer II (Accounts)	(1) By direct appointment of a candidate who possesses 5 O' level credits (WASC/NECO/GCE) including English	(1) Making record in receipt and payment cash books.  (2) Raising/Preparing	CONTISS 07	Senior Executive Officer (Accounts)

		<p>Language and Mathematics with HND/Degree from a University of Ibadan recognized higher institution.</p> <p>(2)) By promotion of a confirmed Executive Officer (Accounts) who must have spent at least 3 years on the grade and possess HND/Degree</p>	<p>transfer vouchers (TV's) for various accounts for posting into the computer.</p> <p>(3) Posting of transfer Vouchers into the computer, extraction of trial balances and production of draft accounts.</p>		
3.	Higher Executive Officer I (Accounts)	<p>(1) By direct appointment of a candidate who possesses 5 O' level credits (WASC/NECO/GCE) including English Language and Mathematics with HND/Degree plus three (3) years cognate experience or University degree in relevant disciplines from a recognized higher institution</p> <p>(2) By promotion of a confirmed Higher Executive Officer (Accounts) who has spent at least 3 years on the grade satisfactorily, plus a HND/Degree</p>	<p>(1) Supervising the recording of receipts and payments in cash books.</p> <p>(2)Preparation of relevant transfer vouchers (TV's)</p> <p>(3) Keeping and updating the following registers – investment register, subvention register and other incomes endowment registers and CPES Account.</p> <p>(4) Any other duties that may be assigned by the Bursar.</p>	CONTISS 08	Senior Executive Officer I (Accounts)

4	Senior Executive Officer (Accounts)	<p>(1) By direct appointment of a candidate who possesses 5 O' level credits (WASC/NECO/GCE) including English Language and Mathematics with HND/Degree plus six (6) years cognate experience or University degree in relevant disciplines from a recognized higher institution</p> <p>(2) By promotion of a confirmed Senior Executive Officer II (Accounts) who has spent at least 3 years on the grade satisfactorily, plus HND/Degree</p>	<p>(1) Supervising the recording of receipts and payments in cash books.</p> <p>(2) Preparation of relevant transfer vouchers (TV's)</p> <p>(3) Keeping and updating the following registers – investment register, subvention register and other incomes endowment registers and CPES Account.</p> <p>(4) Any other duties that may be directed by the Bursar.</p>	CONTISS 09	Principal Executive Officer II (Accounts)
5.	Principal Executive Officer II (Accounts)	<p>1) By direct appointment of a candidate who possesses 5 O' level credits (WASC/NECO/GCE) including English Language and Mathematics with HND/Degree plus ten (10) years cognate experience</p> <p>(2) By promotion of a confirmed Senior</p>	Same as above.	CONTISS 11	Principal Executive Officer II (Accounts)

		Executive Officer (Accounts) I who has spent at least 4 years on the grade satisfactorily, plus HND/Degree			
6.	Principal Executive Officer I (Accounts)	<p>(1) By direct appointment of a candidate possessing 5 O' level credits (WASC/NECO/GCE) including English Language and Mathematics with HND/Degree plus teen (13) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Executive Officer II (Accounts) who has spent at least 3 years on the grade, plus (HND/Degree.</p>	<p>(1) Supervising Principal Executive Officer II</p> <p>(2) Checking the Tax Schedules raised.</p> <p>(3) Takes care of Staff Claims.</p> <p>(4) Any other duties that may be assigned by the University/Bursar.</p>	CONTISS 12	Assistant Chief Executive Officer (Accounts)
7.	Assistant Chief Executive Officer (Accounts)	<p>(1) By direct appointment of a candidate possessing 5 O' level credits (WASC/NECO/GCE/) including English Language and Mathematics plus HND in Finance, Accountancy or Business Administration with sixteen (16) years post-qualification</p>	<p>(1) Supervising the financial clerks and makes sure that receipt and lodgments are properly recorded as well as disbursements.</p> <p>(2) Obtaining proper authorization for disbursement of petty cash.</p>	CONTISS 13	Chief Executive Officer (Accounts)

		<p>cognate experience</p> <p>(2) By promotion of a confirmed Principal Executive Officer I (Accounts) who has additional qualifications and has spent not less than 3 years on the grade, i.e. HND/Degree subject to vacancy.</p>	<p>(3) Any other duties that may be assigned by the University/Bursar.</p>		
7.	Chief Executive Officer (Accounts)	<p>(1) By direct appointment of a candidate possessing 5 O' level credits (WASC/NECO/GCE/) including English Language and Mathematics plus HND/Degree in Finance, Accountancy or Business Administration with nineteen (19) years post-qualification cognate experience</p> <p>(2) By promotion of a confirmed and suitable Assistant Chief Executive Officer (Accounts) who has spent not less than 3 years on the grade, HND/Degree, plus possession of a higher degree, subject to vacancy</p>	<p>(1) Handling the petty cash.</p> <p>(2) Checking the works of all others under him/her.</p> <p>(3) Any other duties that may be assigned by University/Bursar.</p>	CONTISS 14	Terminal Point

**EXECUTIVE OFFICER CADRE (AUDIT)**

## POSTS AND SALARIES

1.1 Executive Officer CONTISS 06

1.2 Higher Executive Officer II CONTISS 07

1.3 Higher Executive Officer I CONTISS 08

1.4 Senior Executive Officer CONTISS 09

1.5 Principal Executive Officer II CONTISS 11

1.6 Principal Executive Officer I CONTISS 12

1.7 Asst. Chief Executive Officer CONTISS 13

1.8 Chief Executive Officer CONTISS 14

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NE XT RA NK
1.	Executive Officer	(1) By appointment of a suitable candidate possessing 5 O' level credits (WASC/NECO/GCE/) including English Language and Mathematics and Ordinary National Diploma (OND) in Finance/Accountancy or Business Administration.	(1) Checking payment Vouchers (PV) assigned. (2) Participating in investigation duties. (3) Serving as a training officer for the subordinates.	CONTISS 06	High er Exec utive Offi cer II (Au dit)
2.	Higher Executive Officer II (Audit)	(1) By direct appointment of a candidate possessing 5 O' level credits (WASC/NECO/GCE/) including English Language and Mathematics plus HND/Degree in Finance, Accountancy	(1) Checking payment Vouchers (PV) assigned. (2) Serving as a training officer for the subordinates. (3) Participating in investigation duties. (4) Performing any duties	CONTISS 07	High er Exec utive Offi cer I (Au dit)

		<p>or Business Administration</p> <p>(2) By promotion of a confirmed Executive Officer (Audit) who has spent not less than 3 years on the grade and has obtained HND/Degree in relevant accounting subjects.</p>	that may be assigned by the Director, Internal Audit or the University.		
3.	Higher Executive Officer I (Audit)	<p>(1) By direct appointment of a candidate possessing 5 O' level credits (WASC/NECO/GCE/) including English Language and Mathematics plus HND/Degree in Finance, Accountancy or Business Administration with three(3) years post-qualification cognate experience</p> <p>(2) By promotion of a confirmed Higher Executive Officer (Audit) who has spent not less than 3 years on the grade, plus HND/Degree</p>	<p>(1) Assisting in writing reports as may be required by the Senior Officers.</p> <p>(2) Supervising some subordinate staff.</p> <p>(3) Assisting in investigation duties.</p> <p>(4) Taking charge of stock verification of some sections, units or departments.</p>	CONTISS 08	Senior Executive Officer (Audit)
4	Senior Executive Officer (Audit)	<p>(1) By direct appointment of a candidate possessing 5 O' level credits (WASC/NECO/GCE/)</p>	<p>(1) Assisting in writing reports as may be required by the Senior Officers.</p> <p>(2) Supervising some</p>	CONTISS 09	Principal Executive Officer

		<p>including English Language and Mathematics plus HND/Degree in Finance, Accountancy or Business Administration with six (6) years post-qualification cognate experience</p> <p>(2) By promotion of a confirmed Senior Executive Officer II (Audit) who has spent not less than 3 years on the grade, plus HND/Degree</p>	<p>subordinate staff.</p> <p>(3) Assisting in investigation duties.</p> <p>(4) Taking charge of stock verification of some sections, units or departments.</p>		cer II (Audit)
5.	Principal Executive Officer II (Audit)	<p>(1) By direct appointment of a candidate possessing 5 O' level credits (WASC/NECO/GCE/) including English Language and Mathematics plus HND/Degree in Finance, Accountancy or Business Administration with ten (10) years post-qualification cognate experience</p> <p>(2) By promotion of a confirmed Senior Executive Officer I (Audit) who has spent not less than four (4) years on the grade, plus HND/Degree</p>	Same as above.	CONTISS 11	Principal Executive Officer I (Audit)

6.	Principal Executive Officer I (Audit)	<p>(1) By direct appointment of a candidate possessing 5 O' level credits (WASC/NECO/GCE/) including English Language and Mathematics plus HND/Degree in Finance, Accountancy or Business Administration with thirteen (13) years post-qualification cognate experience</p> <p>(2) By promotion of a confirmed Principal Executive Officer II (Audit) who has spent not less than 3 years on the grade, plus HND/Degree</p>	<p>(1) Assisting in organizing training programmes for the staff.</p> <p>(2) Participating in investigation duties.</p> <p>(3) Takes charge of audit activities of the units/sections/departments that may be assigned.</p> <p>(4) Performing any other duties that may be assigned.</p>	CONTISS 12	Assistant Chief Executive Officer (Audit)
7.	Assistant Chief Executive Officer (Audit)	<p>(1) By direct appointment of a candidate possessing 5 O' level credits (WASC/NECO/GCE/) including English Language and Mathematics plus HND/Degree in Finance, Accountancy or Business Administration with sixteen (16) years post-qualification cognate experience</p> <p>(2) By promotion of a Principal Executive Officer I (Audit) who</p>	<p>(1) Assisting in conducting high level audits &amp; enquiries.</p> <p>(2) Assisting in coordinating training programmes for Junior/subordinate staff.</p> <p>(3) Assisting in compiling reports from various areas of charge.</p> <p>(4) Assisting in supervising audit teams formed for various units etc.</p> <p>(5) Performing any other duty that may be assigned</p>	CONTISS 13	Chief Executive Officer (Audit)

		has spent not less than 3 years on the grade, plus a HND/Degree	by the University/Director, Internal Audit.		
8.	Chief Executive Officer (Audit)	<p>(1) By direct appointment of a candidate possessing 5 O' level credits (WASC/NECO/GCE/) including English Language and Mathematics plus HND/Degree in Finance, Accountancy or Business Administration with nineteen (19) years post-qualification cognate experience</p> <p>(2) By promotion of a confirmed Assistant Chief Executive Officer (Audit) who has spent not less than 3 years on the grade HND/Degree and possession of a higher degree subject to vacancy</p>	<p>(1) Responsible to the Director, Internal Audit.</p> <p>(2) Assisting in preparing audit guide.</p> <p>(3) Assisting in issuing audit inspection reports.</p> <p>(4) Performing other duties that may be assigned by the Director, Internal Audit.</p>	CONTISS 14	Terminal Point

## **FARM OFFICER CADRE**

### **POSTS AND SALARIES**

1.1 Farm Officer II CONTISS 07

1.2 Farm Officer I CONTISS 08

1.3 Senior Farm Officer CONTISS 09

1.4 Farm Manager CONTISS 11

1.5 Senior Farm Manager CONTISS 12

1.6 Principal Farm Manager CONTISS 13

<b>S/N</b>	<b>POST</b>	<b>ENTRY QUALIFICATION</b>	<b>SALARY SCALE</b>	<b>NEXT GRADE</b>
1.	Farm Officer Grade II	By direct appointment of a candidate possessing 5 “O” Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus a recognized Higher National Diploma (HND) in agriculture or related discipline.	CONTISS 07	Farm Officer Grade I
2.	Farm Officer Grade I	By direct appointment of a candidate possessing 5 “O” Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus HND/degree or equivalent in agriculture or related discipline with three	CONTISS 08	Senior Farm Officer

		<p>(3) years relevant experience.</p> <p>By promotion of a confirmed and suitable Farm Officer II who has spent at least three (3) years on the grade, plus HND/Degree in Agriculture.</p>		
3.	Senior Farm Officer	<p>(1) By direct appointment of a candidate possessing 5 “O” Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus HND/ degree or equivalent in agriculture or related discipline with six (6) years relevant experience.</p> <p>(2) By promotion of a confirmed and suitable Farm Officer I who has spent at least three (3) years on the grade, plus HND/Degree in Agriculture.</p>	CONTISS 09	Farm Manager
4.	Farm Manager	<p>By direct appointment of a candidate possessing 5 “O” Level credits pass</p>	CONTISS 11	Senior Farm Manager

		<p>(WAEC/NECO/GCE) including English Language and Mathematics plus HND/ degree or equivalent in agriculture or related discipline with 10 (10) years relevant experience.</p> <p>By promotion of a confirmed and suitable Senior Farm Officer who has spent at least four (4) years on the grade, plus HND/Degree in Agriculture.</p>		
5.	Senior Farm Manager	<p>By direct appointment of a candidate possessing 5 “O” Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics with HND/ degree or its equivalent in agriculture or related discipline plus thirteen (13) years relevant experience.</p> <p>By promotion of a confirmed and suitable Farm Manager who has spent at least three (3) years on the grade with HND/degree in</p>	CONTISS 12	Principal Farm Manager

		Agriculture or related discipline.		
6.	Principal Farm Manager*	<p>By direct appointment of a candidate possessing 5 “O” Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus HND/ degree or equivalent in agriculture or related discipline with sixteen (16) years cognate experience.</p> <p>A postgraduate degree or diploma in Agriculture will be an added advantage.</p> <p>By promotion of a confirmed and suitable Senior Farm Manager who has spent at least three (3) years on the grade with HND/degree in Agriculture or related discipline</p>	CONTISS 13*	Terminal Point

· By appointment only.

## **FIELD SUPERVISOR CADRE (CROP MECHANISATION)**

### **POST AND SALARY**

1.1 Field Supervisor CONTISS 06

1.2 Senior Field Supervisor CONTISS 07

1.3 Principal Field Supervisor CONTISS 08

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANK</b>
1.	Field Supervisor	i) By direct appointment of a candidate with OND/NCE/ Diploma in relevant field from a recognized institutions plus 3 years' experience. ii) By promotion of a Principal Field Assistant with OND/NCE from the University of Ibadan recognized Institutions plus 3 years satisfactory service.	i) Supervising the activities of a number of junior workers within a defined area. ii) Taking charge of an agricultural project or operation. iii) Assisting Senior Officers in carrying out specified assignments.	CONTISS 06	Senior Field Supervisor
2.	Senior Field Supervisor	i) By direct appointment of a candidate with HN/Degree in relevant field from a recognized institutions plus ii) By promotion of a Field Supervisor with HND/Degree from recognized Institutions after 3 years satisfactory service.	i) Supervising and training agricultural extension workers. ii) Taking charge of an agricultural project or operations requiring no supervision. iii) Assisting Senior Officers in carrying out specified assignments.	CONTISS 07	Principal Field Supervisor

3.	Principal Field Supervisor	<p>i) By direct appointment of a candidate with HN/Degree in relevant field from recognized institutions plus 3 years' experience.</p> <p>ii) By promotion of a Senior Field Supervisor with HN/Degree from recognized Institutions after 3 years satisfactory service.</p>	<p>i) Supervising and training agricultural extension workers.</p> <p>ii) Taking charge of an agricultural project or operations requiring no supervision.</p> <p>iii) Assisting Senior Officers in carrying out specified assignments.</p>	CONTISS 08	Terminal Point
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#### **GARDENER/FIELD OVERSEER CADRE**

#### **POST AND SALARY**

1. 1 SENIOR FOREMAN (FIELD/GROUND MAINTENANCE) CONTISS 06

1. 2 SUPERVISOR (FIELD/GROUND MAINTENANCE) CONTISS 07

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANK</b>
1.	Senior Foreman (Field/Ground Maintenance)	<p>1) By appointment of a suitable candidate possessing 5 credits (Junior Secondary School Certificate) including English Language plus 15 years' experience and Trade Test I, II, III</p> <p>2) By promotion of a confirmed and suitable Foreman</p>	<p>(i) Regular inventory of tools and equipment.</p> <p>(ii) Laying of kerbs.</p> <p>(iii) Supervision of landscaping.</p> <p>(iv) Laying of asphalt.</p> <p>(v) Supervision</p>	CONTISS 06	Supervisor (Field/Ground Maintenance)

		(Gardening) who has spent at least three (3) years on the post.	of road repairs.		
2.	Supervisor (Field/Ground Maintenance)	<p>1) By appointment of a suitable candidate possessing 50' Level Credit (WASSCE/NECO/ GCE) with Trade Test I, plus 18 years' experience.</p> <p>2) By promotion of a suitable and confirmed Senior Foreman (Field/Ground Maintenance) who has spent three (3) years on the post, plus Trade Test I in relevant trade</p>	<p>(i) Coordinating the activities of the section.</p> <p>(ii) Supervision of road repairs and landscaping</p> <p>(iii) Supervision of subordinate staff</p>	CONTISS 07	Terminal Grade

## **GRAPHIC ARTIST CADRE**

### **POSTS AND SALARIES**

1.1 Graphic Artist CONTISS 06

1.2 Higher Graphic Artist CONTISS 07

1.3 Senior Graphic Artist CONTISS 08

1.4 Principal Graphic Artist II CONTISS 09

1.5 Principal Graphic Artist I CONTISS 11

1.6 Assistant Chief Graphic Artist CONTISS 12

1.7 Chief Graphic Artist CONTISS 13

S/N	RANK	ENTRY QAULIFICATION	DUTIES	SALARY SCALE	NEXT RANK
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1.	Graphic Artist	By Appointment of a suitable candidate possessing 5 “O” Level credits pass (WASSCE/NECO/GCE) including English Language and Mathematics with National Diploma Fine Arts (ND)/NCE	i. Assisting in the teaching of graphic arts and crafts to junior staff  ii. Assisting in the planning and supervision of artistic exhibition.  iii. Taking care and maintaining Graphic Arts equipment and materials  iv. Taking charge of organization of Arts Units in the field  v. Taking responsibility for dark-room and offset work to finished stage	CONTISS 06	Higher Graphic Artist
2.	Higher Graphic Artist	(1)By Appointment of a suitable candidate possessing 5 “O” Level credits pass (WASSCE/NECO/GCE) including English Language and Mathematics with Higher National Diploma Fine Arts (HND)/Degree qualification  (2)By promotion of a confirmed and suitable Graphic Artist who has spent at least three (3)	i. Planning and supervising artistic exhibitions  ii. Designing publicity posters, advertisements, symbols, emblems and crests.  iii. Training junior staff  iv. Making typography, book and magazine	CONTISS 07	Senior Graphic Artist

		years on the grade with HND/Degree.	designs.  v. Taking charge of dark-room and offset work to furnished stage.		
3.	Senior Graphic Artist	<p>(1)By Appointment of a suitable candidate possessing 5 “O” Level credits pass (WASSCE/NECO/GCE) including English Language and Mathematics with Higher National Diploma Fine Arts (HND)/Degree qualification plus at least three (3) years post-qualification experience.</p> <p>(2)By promotion of a confirmed and suitable Higher Graphic Artist who has spent at least three (3) years on the grade with HND/Degree.</p>	<p>i. Visualising and originating ideas for artistic work</p> <p>ii. Taking charge of the organization of Arts Unit</p> <p>iii. Organising training programmes for junior staff</p>	CONTISS 08	Principal Graphic Artist II
4.	Principal Graphic Artist II	<p>(1)By Appointment of a suitable candidate possessing 5 “O” Level credits pass (WASSCE/NECO/GCE) including English Language and Mathematics with Higher National Diploma Fine Arts (HND)/degree</p>	<p>i. Designing and laying out security and classified work</p> <p>ii. Preparing general designs and layout typography</p> <p>iii. Supervising the activities of a number of junior</p>	CONTISS 09	Principal Graphic Artist I

		<p>qualification plus at least six (6) years post-qualification experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Graphic Artist who has spent at least three (3) years on the grade with HND/Degree.</p>	staff		
5.	Principal Graphic Artist I	<p>(1)By Appointment of a suitable candidate possessing 5 “O” Level credits pass (WASSCE/NECO/GCE) including English Language and Mathematics with Higher National Diploma Fine Arts (HND)/Degree qualification plus at least Ten (10) years post-qualification experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Graphic Artist II who has spent at least four (4) years on the grade with HND.</p>	<p>i. Coordinating the activities of Graphic Arts Staff</p> <p>ii. Supervising the activities of a number of junior staff</p>	CONTISS 11	Deputy Graphic Artist
6.	Assistant Chief Graphic Artist	<p>(1)By Appointment of a suitable candidate possessing 5 “O” Level credits pass (WASSCE/NECO/GCE) including English Language and</p>	i. Assisting in the administration of the Graphic Arts Section.	CONTISS 12	Chief Graphic Artist

		<p>Mathematics with Higher National Diploma Fine Arts (HND)/Degree qualification plus at least thirteen (13) years post-qualification experience.</p> <p>By promotion of a confirmed and suitable Principal Graphic Artist I who has spent at least four (4) years on the grade with HND. .</p>			
7.	Chief Graphic Artist	<p>1) By Appointment of a suitable candidate possessing a good Master's degree in related discipline with at least sixteen (16) years post-qualification experience.</p> <p>By promotion of a confirmed and suitable Assistant Chief Graphic Artist who has spent at least three (3) years on the grade. Subject to Vacancy.</p>	<p>i. Taking charge of the organization, planning and execution of artistic work in the different arms of the Unit</p>	CONTISS 13	Terminal Point

## GROUNDSMAN (SPORTS) CADRE

### POSTS AND SALARIES

1.1 Chief Groundsman CONTISS 06

1.2 Senior Groundsman CONTISS 07

1.3 Principal Groundsman CONTISS 08

S/NO	RANK	ENTRY QUALIFICATION	DUTIES	SALARY	NEXT RANK
1	Chief Groundsman	(i) By Appointment of a suitable candidate possessing Diploma in Human Kinetics or in relevant discipline  (ii) By promotion of a confirmed candidate who has spent 3 years on the post of Principal Groundsman plus Diploma in Human Kinetics or in relevant discipline	(i) To undergo on-the-job training in various aspects of specialized Groundsmanship duties of the Profession for a period of two years.  (ii) Assisting in the proper maintenance of equipment used in various aspect of specialized Groundsman duties of the profession	CONTISS 06	Senior Groundsman
2	Senior Groundsman	(1) By Appointment of a suitable candidate possessing HND/B.Ed. in Human Kinetics or relevant discipline  (2) By promotion of a confirmed and suitable Chief Groundsman with a minimum of three	(i) Assisting in the proper maintenance of equipment used in various aspect of specialized Groundsman duties of the profession  (ii) Assisting in other Groundsman	CONTISS 07	Principal Groundsman

		(3) years satisfactory service on the post plus HND/B.Ed. in Human Kinetics or relevant discipline	and administrative duties as may be assigned  (iii) Providing relevant professional and community services		
3.	Principal Groundsman	(1) By Appointment of a suitable candidate possessing HND/B.Ed. in Human Kinetics or relevant discipline plus three (3) years cognate experience  (ii) By promotion of a confirmed and suitable Senior Groundsman with a minimum of three (3) years satisfactory service on the post, plus HND/B. Ed in Human Kinetics or relevant Discipline.	(i) Assisting in various aspects of specialized Groundsmanship duties  (ii) Assisting in other Groundsman and Administrative duties as may be assigned.  (iii) Providing relevant professional and community services  (iv) Assisting in the maintenance of proper record of jobs done inventory of equipment orders and supplies of technical equipment and consumables used in various professional duties	CONTISS 08	Terminal Point

#### **HARDWARE ENGINEER CADRE**

#### **POSTS AND SALARIES**

- 1.1. Hardware Engineer II CONTISS 07
- 1.2. Hardware Engineer I CONTISS 08
- 1.3. Senior Hardware Engineer CONTISS 09
- 1.4. Principal Hardware Engineer CONTISS 11
- 1.5. Assistant Chief Hardware Engineer CONTISS 12
- 1.6. Chief Computer Hardware Engineer CONTISS 13
- 1.7. Assistant Director CONTISS 14
- 1.8. Director ITeMS CONTISS 15

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Hardware Engineer II	(1) By Direct Appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Computer Science /Computer Engineering/Information Technology or any other related discipline.	(1) Trouble shooting and Basic principle of operation. (2) Keeping the hardware in a functional mode. (3) Preventive and corrective maintenance.	CONTISS 07	Hardware Engineer I
2.	Hardware Engineer I	(1) By Appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Computer Science /Computer Engineering/Information Technology or any other related discipline with three (3) years cognate	(1) Create and implement system designs relating to hardware and software. (2) Identify root causes of complex technical and non-technical problems. (3) Record	CONTISS 08	Senior Hardware Engineer

		<p>experience.</p> <p>(2) By promotion of a confirmed and suitable Hardware Engineer II who has spent at least three (3) years on the grade, plus HND/Degree in Computer Science/etc.</p>	<p>keeping for Trouble shooting and Computer Hardware.</p>		
3.	Senior Hardware Engineer	<p>(1) By Appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Computer Science /Computer Engineering/Information Technology or any other related discipline with six (6) years cognate experience plus membership of a relevant professional body e.g. CPN, COMPTIA, IEEE.</p> <p>(2) By promotion of a confirmed and suitable Hardware Engineer I who has spent at least three (3) years on the post plus membership of a relevant professional body e.g. CPN, COMPTIA, IEEE, plus a HND/Degree</p>	<p>(1) Having idea of Networking and Trouble shooting.</p> <p>(2) Define test and assembly processes.</p> <p>(3) Create test plans and run tests</p> <p>(3) Identify root causes of complex technical and non-technical problems</p> <p>(3) Stock taking of Hardware.</p>	CONTISS 09	Principal Hardware Engineer
4.	Principal Hardware Engineer	<p>(1) By Appointment of a suitable candidate possessing 5 O' level credits</p>	<p>(1) Debug hardware for the integration of products phase.</p>	CONTISS 11	Assistant Chief Hardware Engineer

		<p>(WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Computer Science /Computer Engineering/Information Technology or any other related discipline plus ten (10) years post qualification cognate experience plus membership of a relevant professional body e.g. CPN, COMPTIA, IEEE or other related professional body.</p> <p>(2) By promotion of a confirmed and suitable Senior Hardware Engineer who has spent at least four (4) years on the post plus membership of a relevant professional body e.g. CPN, COMPTIA, IEEE or other related professional body, plus a HND/Degree</p>	<p>(2) Maintain and update complete design documentation.</p> <p>(3) Manage technical aspects and monitor efficient deployment of new technologies and systems.</p> <p>(4) Analyze and evaluate alternate approaches to solve technical and non-technical problems.</p> <p>(5) Determine and identify requirements for electronics design tasks.</p>		
5.	Assistant Chief Hardware Engineer	<p>(1) By Appointment of a suitable candidate possessing 5 O' level credits</p> <p>(WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Computer Science /Computer Engineering/Information Technology or any other related discipline plus thirteen (13) years post qualification cognate</p>	<p>(1) Debug hardware for the integration of products phase.</p> <p>(2) Maintain and update complete design documentation.</p> <p>(3) Manage technical aspects and monitor efficient deployment of</p>	CONTISS 12	Chief Hardware Engineer

		<p>experience plus membership of a relevant professional body e.g. CPN, COMPTIA, IEEE or other related professional body.</p> <p>.</p> <p>(2) By promotion of a confirmed and suitable Principal Hardware Engineer who has spent at least three (3) years on the post plus membership of a relevant professional body e.g. CPN, COMPTIA, IEEE or other related professional body, plus a HND/Degree</p>	<p>new technologies and systems.</p> <p>(4)Analyze and evaluate alternate approaches to solve technical and non-technical problems.</p> <p>(5)Determine and identify requirements for electronics design tasks.</p>		
6.	Chief Hardware Engineer	<p>(1) By Appointment of a suitable candidate possessing a good Master degree in Computer Science /Computer Engineering/Information Technology or related discipline plus sixteen (16) cognate experience plus membership of a relevant professional body e.g. CPN, COMPTIA, IEEE or other related professional body.</p> <p>(2) By promotion of a confirmed and suitable Assistant Chief Hardware Engineer who has served at least three (3) years on the post plus membership of a relevant professional body e.g. CPN, COMPTIA, IEEE or other related professional</p>	<p>(1)Prepare statistical reports for product deployment schedules and provide recommendation to management for review and approval</p> <p>(2)Collaborate with outsourced Validation and Manufacturing partners to ensure timely supply of systems and devices as per specification</p> <p>(3)Evaluate new software and</p>	CONTISS 13	Assistant Director

		body, plus a HND/Degree	<p>hardware during deployment to ensure smooth functioning of system.</p> <p>(4)Coordinate with client's engineering team and management to ensure efficiency.</p> <p>.</p>		
7.	Assistant Director (Hardware Engineer)	<p>(1) By Appointment of a suitable candidate possessing a good Master degree in Computer Science /Computer Engineering/Information Technology or any related discipline plus nineteen years (19) cognate experience plus membership of a relevant professional body e.g. CPN, COMPTIA, IEEE or other related professional body.</p> <p>(2) By promotion of a suitable Chief Hardware Engineer who has spent three (3) years on the post with a higher qualification and subject to vacancy.</p>	<p>(1) Plan, implement and monitor changes in hardware infrastructure configurations.</p> <p>(2) Supervise the Installation and configuration of new server hardware.</p> <p>(3) Develop and monitor the maintenance of system standards</p> <p>(4) Develop best practices and written documentation for all server maintenance; and</p> <p>(5) Any other duties that may</p>	CONTISS 14	Director

			be assigned.		
8.	* Director ITeMS (By appointment only).	<p>(1) By Appointment of a suitable candidate possessing a good plus twenty-four years (24) cognate experience plus membership of a relevant professional body e.g. CPN, COMPTIA, IEEE or other related professional body.</p> <p>He must have spent five (5) years as Assistant Director</p>	<p>(1) Oversees the administration of the Directorate.</p> <p>(2) Develops and implements Strategic Development Plans (SDPs) for the Directorate.</p> <p>(3) Coordinates the budgeting and financial planning activities of the Directorate.</p> <p>(4) Determines sources of support funding and prosecute aggressive fund generation for the Directorate.</p> <p>(5) Performs any other duties assigned by the Vice - Chancellor.</p>	CONTISS 15	Terminal Point

## HOUSE KEEPER CADRE

### 1. POSTS AND SALARIES

1.1 House Keeper Grade II - CONTISS 06

1.2 House Keeper Grade I - CONTISS 07

1.3 Higher House Keeper - CONTISS 08

1.4 Senior House Keeper - CONTISS 09

1.5 Principal House Keeper - CONTISS 11

1.6 Assistant Chief House Keeper - CONTISS 12

1.7 Chief House Keeper - CONTISS 13

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	House Keeper II	By Appointment of a suitable candidate who has 5 “O” level Credit Pass (WASSCE/NECO) including English Language and Mathematics plus ND in Institutional Management, Hotel & Catering Management, Food Science and Technology.	<p>I. Providing accommodation (Lodging) for University guests.</p> <p>ii. Must ensure that guests are well cared for and comfortable.</p> <p>iii. Supervises the cleaning and conditions of the house in the area of bedding, toilet, Bathroom, staircase, Corridor, public areas and administrative area as well as requisite store for cleaning (Laundry).</p> <p>iv. Keeping of record books and inventories (House keeping items)</p> <p>v. Reports any faulty things in the Unit to the designated authority.</p> <p>vi. Engaging Staff for daily work.</p> <p>vii. Developing a good working relationship between staff and</p>	CONTISS 06	House Keeper Grade I

			<p>other unit.</p> <p>viii. Inspecting all rooms booked for VIP arrival.</p> <p>ix. Lost and found properties must be kept properly.</p> <p>x. Carrying out administrative duties as may be assigned.</p>		
2.	House Keeper Grade I	<p>(1) By Appointment of a suitable candidate who has 5 “O” level Credit Pass (WASSCE/NECO) including English Language and Mathematics plus HND/Degree in Hotel &amp; Catering Management.</p> <p>(2) By promotion of a confirmed and suitable House Keeper Grade II who has spent at least three (3) years on the post, with the required academic qualification for appointment.</p>	<p>i. Providing accommodation (Lodging) for University guests.</p> <p>ii. Must ensure that guests are well cared for and comfortable.</p> <p>iii. Supervises the cleaning and conditions of the house in the area of bedding, toilet, Bathroom, staircase, Corridor, public areas and administrative area as well as requisite store for cleaning (Laundry).</p> <p>iv. Keeping of record books and inventories (House keeping items)</p> <p>v. Reports any faulty things in the Unit to the designated authority.</p> <p>vi. Engaging Staff for daily work.</p> <p>vii. Developing a good working relationship between staff and other unit.</p> <p>viii. Inspecting all rooms booked for VIP arrival.</p> <p>ix. Lost and found properties must be kept properly.</p>	CONTISS 07	Higher House Keeper

			x. Carrying out administrative duties as may be assigned.		
3.	Higher House Keeper	<p>(1) By Appointment of a suitable candidate who has 5 “O” level Credit Pass (WASSCE/NECO) including English Language and Mathematics plus HND/Degree in Home Economics, Hotel &amp; Catering Management or related discipline with three (3) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable House Keeper Grade I who has spent at least three (3) years on the post, with the required academic qualification for appointment.</p> <p>.</p>	<p>i. Providing accommodation (Lodging) for University guests.</p> <p>ii. Must ensure that guests are well cared for and comfortable.</p> <p>iii. Supervises the cleaning and conditions of the house in the area of bedding, toilet, Bathroom, staircase, Corridor, public areas and administrative area as well as requisite store for cleaning (Laundry).</p> <p>iv. Keeping of record books and inventories (House keeping items)</p> <p>v. Reports any faulty things in the Unit to the designated authority.</p> <p>vi. Engaging Staff for daily work.</p> <p>vii. Developing a good working relationship between staff and other unit.</p> <p>viii. Inspecting all rooms booked for VIP arrival.</p> <p>ix. Lost and found properties must be kept properly.</p> <p>x. Carrying out administrative duties as may be assigned.</p>	CONTISS 08	Senior House Keeper
4.	Senior House Keeper	<p>(1) By Appointment of a suitable candidate who has 5 “O”</p>	<p>i. Providing accommodation (Lodging) for University guests.</p> <p>ii. Must ensure that guests are</p>	CONTISS 09	Principal House Keeper

	Keeper	<p>level Credit Pass (WASSCE/NECO) including English Language and Mathematics plus a HND/Degree in Home Economics, Hotel &amp; Catering Management or related discipline with six (6) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Higher House Keeper who has spent at least three (3) years on the post with the required academic qualification for appointment.</p>	<p>well cared for and comfortable.</p> <p>iii. Supervises the cleaning and conditions of the house in the area of bedding, toilet, Bathroom, staircase, Corridor, public areas and administrative area as well as requisite store for cleaning (Laundry).</p> <p>iv. Keeping of record books and inventories (House keeping items)</p> <p>v. Reports any faulty things in the Unit to the designated authority.</p> <p>vi. Engaging Staff for daily work.</p> <p>vii. Developing a good working relationship between staff and other unit.</p> <p>viii. Inspecting all rooms booked for VIP arrival.</p> <p>ix. Lost and found properties must be kept properly.</p> <p>x. Carrying out administrative duties as may be assigned.</p>		
5.	Principal House Keeper	<p>(1) By Appointment of a suitable candidate who has HND/Degree in Home Economics, Hotel &amp; Catering Management or related discipline with ten (10)</p>	<p>i. Providing accommodation (Lodging)for University guests.</p> <p>ii. Must ensure that guests are well cared for and comfortable.</p> <p>iii. Supervises the cleaning and conditions of the house in the area of bedding, toilet, Bathroom, staircase, Corridor, public areas and administrative area as well as requisite store for</p>	CONTISS 11	Assistant Chief House Keeper

		<p>years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Senior House Keeper who has spent at least four (4) years on the post, plus the required qualification for appointment.</p>	<p>cleaning (Laundry).</p> <p>iv. Keeping of record books and inventories (House keeping items)</p> <p>v. Reports any faulty things in the Unit to the designated authority.</p> <p>vi. Engaging Staff for daily work.</p> <p>vii. Developing a good working relationship between staff and other unit.</p> <p>viii. Inspecting all rooms booked for VIP arrival.</p> <p>ix. Lost and found properties must be kept properly.</p> <p>x. Carrying out administrative duties as may be assigned.</p>		
6.	Assistant Chief House Keeper	<p>(1) By Appointment of a suitable candidate who has HND/Degree in Home Economics, Hotel &amp; Catering Management or related discipline with thirteen (13) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Principal House Keeper who has</p>	<p>i. Providing accommodation (Lodging) for University guests.</p> <p>ii. Must ensure that guests are well cared for and comfortable.</p> <p>iii. Supervises the cleaning and conditions of the house in the area of bedding, toilet, Bathroom, staircase, Corridor, public areas and administrative area as well as requisite store for cleaning (Laundry).</p> <p>iv. Keeping of record books and inventories (House keeping items)</p> <p>v. Reports any faulty things in the Unit to the designated</p>	CONTISS 12	Chief House Keeper

		spent at least three (3) years on the post.	<p>authority.</p> <p>vi. Engaging Staff for daily work.</p> <p>vii. Developing a good working relationship between staff and other unit.</p> <p>viii. Inspecting all rooms booked for VIP arrival.</p> <p>ix. Lost and found properties must be kept properly.</p> <p>x. Carrying out administrative duties as may be assigned.</p>		
7.	Chief House Keeper	<p>(1)By Appointment of a suitable candidate possessing a good Master degree in Home Economics/Management and other related discipline plus sixteen (16) years cognate experience and must have spent at least four (4) years on the post of Assistant Chief House Keeper. Subject to vacancy</p> <p>(2)By promotion of a confirmed and suitable Assistant Chief House Keeper who has spent at</p>	<p>i. Providing accommodation (Lodging) for University guests.</p> <p>ii. Must ensure that guests are well cared for and comfortable.</p> <p>iii. Supervises the cleaning and conditions of the house in the area of bedding, toilet, Bathroom, staircase, Corridor, public areas and administrative area as well as requisite store for cleaning (Laundry).</p> <p>iv. Keeping of record books and inventories (House keeping items)</p> <p>v. Reports any faulty things in the Unit to the designated authority.</p> <p>vi. Engaging Staff for daily work.</p> <p>vii. Developing a good working relationship between staff and</p>	CONTISS 13	Terminal Point

		least three (3) years on the post, plus the required academic qualification for appointment	<p>other unit.</p> <p>viii. Inspecting all rooms booked for VIP arrival.</p> <p>ix. Lost and found properties must be kept properly.</p> <p>x. Carrying out administrative duties as may be assigned.</p>		
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## **INDUSTRIAL COORDINATORS CADRE**

### **1.1 Industrial Coordinators II CONTISS 07**

### **1.2 Industrial Coordinator I CONTISS 08**

### **1.3 Senior Industrial Coordinator CONTISS 09**

### **1.4 Principal Industrial Coordinator CONTISS 11**

### **1.5 Assistant Chief Industrial Coordinator CONTISS 12**

### **1.6 Chief Industrial Coordinator CONTISS 13**

### **1.7 Assistant Director Industrial Coordinator CONTISS 14**

### **1.8 Director CONTISS 15**

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QAULIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANK</b>
1.	Industrial Coordinator II	By Appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus B.Sc./B. Techn Engineering, Technology or other relevant disciplines.	<p>i. In-charge of Work Report library</p> <p>ii. Sourcing of suitable industrial training jobs for students.</p> <p>iii. Supervising students on SIWES</p> <p>iv. Assessment of components of SIWES</p> <p>v. Issuance of</p>	CONTISS 07	Industrial Coordinator I

			<p>necessary documents to students embarking on SIWES</p> <p>vi. Other duties as may be directed by the Director</p>		
2.	Industrial Coordinator I	<p>(1) By Appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus B.Sc./B.Tech in Engineering, Technology or other relevant disciplines plus three (3) years cognate experience.</p> <p>(2) By Promotion of a confirmed and suitable Industrial Coordinator II who have spent three (3) years' experience, plus a degree in relevant field.</p>	<p>i. Master List Preparation for NUC &amp; ITF</p> <p>ii. Preparation of Placement List for NUC, ITF and Departments</p> <p>iii. Sourcing of suitable industrial training jobs for students</p> <p>iv. Supervising students on SIWES</p> <p>v. Assessment of components of SIWES</p> <p>vi. Issuance of necessary documents to students embarking on SIWES</p> <p>vii. Other duties as may be directed by the Director</p>	CONTISS 08	Senior Industrial Coordinator
3.	Senior Industrial Coordinator	<p>(1) By Appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE)</p>	<p>i. Handling of all SWEP activities</p> <p>ii. Coordination of</p>		Principal Industrial Coordinator

		<p>including English Language and Mathematics plus B.Sc./B.Tech in Engineering, Technology or other relevant disciplines plus six (6) years cognate experience.</p> <p>(2) By Promotion of a confirmed and suitable Industrial Coordinator I who have spent three (3) years' experience, plus a degree in relevant field.</p>	<p>all activities involved in maintaining cordial relationship with employers</p> <p>iii. Ensuring of availability of training documents as at when needed</p> <p>iv. Sourcing of suitable industrial training jobs for students</p> <p>v. Supervising students on SIWES</p> <p>vi. Assessment of components of SIWES</p> <p>v. Issuance of necessary documents to students embarking on SIWES</p> <p>vi. Other duties as may be directed by the Director.</p>		
4.	Principal Industrial Coordinator	<p>(1)By Appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus B.Sc./B.Tech in Engineering, Technology or other plus ten (10) years cognate experience and experience in student industrial training will be an</p>	<p>i. Handling of Deferred Students' Problems</p> <p>ii. Coordination of SIWES Orientation seminars for students</p> <p>iii. Coordination of Industrial Training Seminars for</p>	CONTISS 11	Assistant Chief Industrial Coordinator

		<p>advantage plus professional qualification.</p> <p>(2) By Promotion of a confirmed and suitable Senior Industrial Coordinator who have spent four (4) years' experience, plus a degree in relevant field.</p>	<p>students</p> <p>iv. Regular review of job specification formats</p> <p>v. Handling of ITF matters assigned by the Director</p> <p>vi. Sourcing of suitable industrial training jobs for students</p> <p>vii. Supervising students on SIWES</p> <p>viii. Assessment of components of SIWES</p> <p>ix. Issuance of necessary documents to students embarking on SIWES</p> <p>x. Other duties as may be directed by the Director</p>		
5.	Assistant Chief Industrial Coordinator	<p>(1)By Appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus B.Sc./B.Tech in Engineering, Technology or other relevant disciplines plus thirteen (13) years cognate experience and experience in student industrial training will be an advantage plus professional</p>	<p>i. Handling of all NUC matters assigned by Director.</p> <p>ii. Planning for job sourcing by the Coordinators</p> <p>iii. Planning for Supervision of students by the Centre and</p>	CONTISS 12	Chief Industrial Coordinator

		<p>qualification.</p> <p>(2) By promotion of a confirmed and suitable Principal Industrial Coordinator who has spent at least three (3) years on the post, plus a degree in relevant field.</p>	<p>participating Departments.</p> <p>iv. Planning of Departmental Representative meetings and linkage with departments.</p> <p>v. Coordination of Supervision reports from the Centre and Departments</p> <p>vi. Sourcing of suitable industrial training jobs for students</p> <p>vii. Supervising students on SIWES</p> <p>viii. Assessment of components of SIWES</p> <p>ix. Issuance of necessary documents to students embarking on SIWES</p> <p>Other duties as may be directed by the Director</p>		
6.	Chief Industrial Coordinator	<p>(1)By Appointment of a suitable candidate possessing a good Master's degree in Engineering, Technology or other relevant disciplines plus sixteen (16) years cognate experience and experience in student industrial training will</p>	<p>i. Examination Officer</p> <p>ii. Preparation and Mailing of Job Request letters, Appreciation Letters and</p>	CONTISS 13	Assistant Director, Industrial Coordinator

		<p>be an advantage plus professional qualification.</p> <p>(2)By promotion of a confirmed and suitable Assistant Chief Industrial Coordinator who has spent at least three (3) years on the post, plus a degree in relevant field.</p>	<p>Seasons' Greeting Cards to Employers</p> <p>iii. Preparation of Centre's activities calendar</p> <p>iv. Review of Supervision Reports</p> <p>v. Weekly Review of Centre's activities</p> <p>vi. Leave arrangement for staff</p> <p>vii. Oversees the activities of other coordinators and other administrative staff</p> <p>viii. Preparation of Centre's annual budgets</p> <p>ix. Planning and coordination of all management meetings</p> <p>x. Other duties as may be directed by the Director</p>		
7	Assistant Director, ITCC	By direct appointment of a suitable candidate who possess a good Master's degree in Engineering Technology or other relevant disciplines plus nineteen (19) years post-qualification experience.	<p>i. Employers' review</p> <p>ii. Ensuring successful job sourcing for training</p>	CONTISS 14	Director

		<p>Postgraduate degree and experience in student industrial training will be required. a</p> <p>2) By promotion of a suitable Chief Industrial Coordinator who must have spent at least three (3) years on the post and a postgraduate qualification.</p> <p>Subject to vacancy</p> <p>.</p>	<p>programmes</p> <p>iii. Assessment of training jobs' quality</p> <p>iv. Ensuring thorough supervision of all students by the Centre and participating Departments during training</p> <p>v. Ensuring successful placement exercises</p> <p>vi. Preparation of Itinerary of Coordinators</p> <p>vii. Sourcing of suitable industrial training jobs for students</p> <p>viii. Supervising students on SIWES</p> <p>ix. Assessment of components of SIWES</p> <p>x. Other duties as may be directed by the Director.</p>		
8.	*Director, ITCC	<p>By Appointment of a suitable candidate with a good Master's degree in relevant disciplines plus twenty-four (24) years post-qualification</p>	<p>i. The Director is to assist the Vice Chancellor in coordinating SIWES activities of</p>	CONTISS 15	Terminal Point

		<p>experience. Postgraduate degree and experience in student industrial training will be required and must have spent at least five (5) years on the post of Assistant Director.</p>	<p>the University and see to the day to day running of the Centre</p> <p>ii. Liaising with the National Universities Commission (NUC), Industrial Training Fund (ITF), and other organizations on matters relating to SIWES on behalf of the University.</p> <p>iii. Ensuring a high level of compliance of the University with the norms and parameters as may be dictated by regulatory bodies.</p> <p>iv. Chief Placement Officer in regards to SIWES</p> <p>v. Allocating resources (human and material) for smooth SIWES Programme</p> <p>vi. Other duties as may be directed by the Vice Chancellor.</p>		
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\*By appointment only

## INFORMATION/PROTOCOLS/COMMUNICATIONS /PASSAGES OFFICER CADRE

### 1. POSTS AND SALARIES

1.1 Information /Protocol/ Communications/Passages Officer II CONTISS 07

1.2 Information /Protocol/ Communications/Passages Officer I CONTISS 08

1.3 Senior Information / Protocol/Communications/Passages Officer CONTISS 09

1.4 Principal Information /Protocol/Communications/Passages Officer CONTISS 11

1.5 Asst. Chief Information/Protocol/Communications/Passage Officer CONTISS 12

1.6 Chief Information/Protocol /Communications/Passages Officer CONTISS 13

S/N	RANK	ENTRY QAULIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Information /Protocol/ Communications/Passages Officer II	(1) By Appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Mass Comm. Arts, Journalism and other relevant discipline.	(i) Assisting in editing, monitoring, evaluating and documenting publication/current affairs relating to the University.  (ii) Linking the University with the mass media and other similar organizations and agencies.  (iii) Carrying out other duties as may be assigned, and provide professional and community service.	CONTISS 07	Informat ion /Protoco l/ Commu nication s/Passag es Officer I
2.	Information /Protocol/ Communications/Passages Officer I	(1) By Appointment of a suitable candidate possessing 5 O' Level credits	(i) Assisting in editing, monitoring, evaluating and	CONTISS 08	Senior Informat ion /Protoco

		<p>(WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Mass Comm. Arts, Journalism etc. with three (3) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Information /Protocol/ Communications Officer II who has spent at least three (3) years on the grade, plus a HND/Degree in relevant field.</p>	<p>documenting publication/current affairs relating to the University.</p> <p>(ii) Linking the University with the mass media and other similar organizations and agencies.</p> <p>(iii) Carrying out other duties as may be assigned, and provide professional and community service.</p>		<p>I/ Commu nication s/Passag es Officer</p>
3.	<p>Senior Information /Protocol/ Communications/Passages Officer</p>	<p>(1) By Appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Mass Comm. Arts, Journalism etc. with six(6) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Information /Protocol/ Communications Officer I who has spent at least three (3) years on the grade, plus a HND/Degree in relevant field.</p>	<p>(i) Assisting in editing, monitoring, evaluating and documenting publication/current affairs relating to the University.</p> <p>(ii) Linking the University with the mass media and other similar organizations and agencies.</p> <p>(iii) Carrying out other duties as may be assigned, and provide professional and community service.</p>	<p>CONTISS 09</p>	<p>Principa l Informat ion /Protoco l/ Commu nication s/Passag es Officer</p>

4.	Principal Information /Protocol/ Communications/Passages Officer	<p>(1) By Appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Mass Comm. Arts, Journalism etc. with ten (10) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Information /Protocol/ Communications Officer who has spent at least four (4) years on the grade, plus a HND/Degree in relevant field.</p>	<p>(1) Participating in providing leadership in editing, monitoring, evaluating and documenting University publication.</p> <p>(2) Undertaking publicity, advertisement and press liaison duties for University and participating in organizing and managing publications.</p> <p>(3) Carrying out other duties as may be assigned and providing professional and community service.</p>	CONTISS 11	Asst. Chief Information /Protocol/ Communications/Passages Officer
5.	Asst. Chief Information /Protocol/ Communications/Passages Officer	<p>(1) By Appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Mass Comm. Arts, Journalism etc. with thirteen (13) years cognate experience.</p> <p>(2) By promotion of a</p>	<p>(1) Playing a major role in providing leadership in editing, monitoring, evaluating, and documenting of University publications.</p> <p>(2) Undertaking publicity, advertisement and press liaison duties</p>	CONTISS 12	Chief Information /Protocol/ Communications/Passages Officer

		confirmed and suitable Principal Information /Protocol/ Communications Officer who has spent at least three (3) years on the grade, plus a HND/Degree in relevant field.	for University and participating in organizing and managing publications.  (3)Carrying out other duties as may be assigned and providing professional and community service.		
6.	Chief Information /Protocol/ Communications/Passages Officer	<p>(1) By Appointment of a suitable candidate possessing a good Master's degree in Mass Comm. Arts, Journalism etc. with sixteen (16) years cognate experience and must have spent at least three (3) years on the post of Assistant Chief Information /Protocol/ Communications Officer .</p> <p>(2) By promotion of a confirmed and suitable Assistant Chief Information /Protocol/ Communications Officer who has spent at least three (3) years on the grade and subject to vacancy, plus a HND/Degree in relevant field.</p>	<p>(1) Providing leadership in organizing and managing documents and publications, publicity, advertisement and press liaison for University.</p> <p>(2)Serving as Secretary to Editorial Board and providing leadership in the training of editorial staff and other activities.</p> <p>(3)Carrying out other duties as may be assigned and providing professional and community service.</p>	CONTISS 13	Terminal point

## INTERNAL AUDITOR CADRE

### POSTS AND SALARIES CONTISS

1.1 Internal Auditor II 07

1.2 Internal Auditor I 08

1.3 Senior Internal Auditor 09

1.4 Principal Internal Auditor 11

1.5 Assistant Chief Internal Auditor 12

1.6 Chief Internal Auditor 13

1.7 Assistant Director, Internal Audit 14

1.8 Director of Internal Audit 15

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Internal Auditor II	(1) By direct appointment of a candidate possessing 5 O' level credits (WASC/NECO/GCE/) including English Language and Mathematics and at least second class lower (2:2) degree	(1) Inspection of materials purchased/supplied.  (2) Checking retirement papers of the advances taken and the certification (from the stores) of the items supplied.  (3) Checking the advances ledger to ensure that records are properly made.  (4) Performing any duties that may be assigned by the University	CONTISS 07	Internal Auditor I
2.	Internal Auditor I	(1) By direct appointment of a candidate possessing 5 O' level credits	(1) Inspection of materials purchased/supplied.	CONTISS 08	Senior Internal Auditor

		<p>(WASC/NECO/GCE/) including English Language and Mathematics and at least second class lower (2:2) degree plus 3 years cognate experience</p> <p>(2) By promotion of a confirmed Internal Auditor II who has spent at least three (3) years on the post with second class lower (2:2) degree</p>	<p>(2) Checking retirement papers of the advances taken and the certification (from the stores) of the items supplied.</p> <p>(3) Checking the advances ledger to ensure that records are properly made.</p> <p>(4) Performing any duties that may be assigned by the University</p>		
3.	Senior Internal Auditor	<p>(1a) By direct appointment of a candidate with the necessary pre-requisites as above with at least six (6) years post qualification cognate experience.</p> <p>(1b) By direct appointment of a candidate possessing qualification as above with at least six (6) years post qualification cognate experience plus a final part certificate of a recognized accounting body.</p> <p>(2) By promotion of a confirmed Internal Auditor who has spent not less than 3 years</p>	<p>(1) In charge of checking the pay slips and other papers that have to do with pay rolling.</p> <p>(2) Checking the staff claims papers.</p> <p>(3) Checking the payment &amp; receipts cash books making sure that records are properly made and are up to date.</p> <p>(4) Performing any other duties that may be assigned.</p>	CONTISS 09	Principal Internal Auditor

		on the grade satisfactorily with membership of relevant professional bodies, plus a degree			
4.	Principal Internal Auditor	<p>(1) By direct appointment of a candidate possessing the qualification as above with the final part of any recognized accounting body plus at least ten(10) years post qualification cognate experience.</p> <p>(2) By promotion of a confirmed Senior Internal Auditor who has spent at least 4 years on the grade, plus a degree/</p>	<p>(1) Checking sites of physical development.</p> <p>(2) Processing contract papers for payment.</p> <p>(3) Carrying out periodic verification of prices of items purchased in various places.</p> <p>(4) Performing other any duties that may be assigned.</p>	CONTISS 11	<p>Assistant Chief</p> <p>Internal Auditor</p>
5	Assistant Chief Internal Auditor	<p>(1) By direct appointment of a candidate possessing the qualification as above with the final part of any recognized accounting body plus at least thirteen (13) years post qualification cognate experience.</p> <p>(2) By promotion of a confirmed Principal Internal Auditor II who has spent at least 3 years on the grade, plus a degree</p>	<p>(1) Checking sites of physical development.</p> <p>(2) Processing contract papers for payment.</p> <p>(3) Carrying out periodic verification of prices of items purchased in various places.</p> <p>(4) Performing other any duties that may be assigned.</p>	CONTISS 12	<p>Chief</p> <p>Internal Auditor</p>

6.	Chief Internal Auditor	<p>(1) By direct appointment of a candidate possessing the qualification as above with the final part of any recognized accounting body plus at least sixteen (16) years post qualification cognate experience.</p> <p>(2) By promotion of a confirmed Assistant Chief Internal Auditor who has spent at least 3 years on the grade, plus a degree</p>	<p>(1) Doing comprehensive checks on the books of accounts.</p> <p>(2) Writing periodic reports on the findings and present to the Deputy Director, Internal Audit.</p> <p>(3) Preparing Audit guides.</p> <p>(4) Carrying out high level investigations and audit enquiries, monitoring and evaluation of contract performance.</p> <p>(5) Performing any other duties that may be assigned.</p>	CONTISS 13	Assistant Director, Internal Audit
7.	Assistant Director, Internal Audit	<p>By appointment of a confirmed and suitable Chief Internal Auditor with the following:</p> <p>(a) Master's degree plus at least 19 years cognate experience</p> <p>(b) three (3) years on the post of Chief Internal Auditor</p> <p>(c) Membership of relevant professional</p>	<p>(1) Supervision of the subordinate staff.</p> <p>(2) Preparing reference sheets and performing other duties connected with the writing of annual reports.</p> <p>(3) Carrying out periodic checks on the pay-rolls by insisting on table payment of any</p>	CONTISS 14	Director of Internal Audit

		<p>bodies</p> <p>(d) subject to vacancies and satisfactory service record</p> <p>By promotion of a confirmed and suitable staff who has been on a position of Chief Internal Auditor for three (3) years, subject to vacancies in the two existing positions of Assistant Director in the Internal Audit.</p>	<p>month that may be chosen.</p> <p>(4) Responsible to the Director, Internal Audit.</p> <p>2.6.5 Performing any other duties that may be assigned.</p>		
8.	*Director Internal Audit	<p>By direct appointment of a suitable candidate with B.Sc. Degree in Accounting with minimum of Second Class Lower plus any of the following:</p> <p>(i) Institute of Chartered Accountant of Nigeria (ICAN/ANAN);</p> <p>(ii) Association of Certified and Corporate Accountants (ACCA);</p> <p>(iii) Chartered Institute of Public Finance and Accountancy (CIPFA);</p> <p>(iv) Institute of Cost</p>	(1)	CONTISS 15	*By appointment only

		and Management Accountants (ICMA);  (v) Institute of Certified Public Accountants (ICMA) with at least 24 years post qualification cognate experience in higher institution of learning. The candidate must have spent five years as Assistant Director of Audit			
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## **LAW CLINIC ADMINISTRATOR**

### **POST AND SALARY**

1. 1 Assistant Law Clinic Administrator CONTISS 08

1. 2 Law Clinic Administrator CONTISS 09

1. 3 Senior Law Clinic Administrator CONTISS 11

1. 4 Principal Law Clinic Administrator CONTISS 12

1. 5 Chief Law Clinic Administrator CONTISS 13

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANK</b>
1.	Assistant Law Clinic Administrator	By appointment of a suitable candidate who possesses 5'Olevel credits including English Language and Literature, a good LL.B degree with a minimum of Second Class Lower, Candidate must have been a student clinician at	1) Assisting in Management of matters relating to the general administration of the Law Clinic.  2) Carrying out other administrative duties as may be assigned	CONTISS 08	Law Clinic Administrator

		undergraduate level, be computer literate, plus three (3) years post qualification cognate experience.			
2.	Law Clinic Administrator	<p>1) By appointment of a suitable candidate who possesses 5'Olevel credits in English Language and Literature, an LL.B degree with a minimum of Second Class Lower, and LL.M Degree Candidate must have been a student clinician at undergraduate level, be computer literate, plus six (6) years post qualification cognate experience.</p> <p>2) By promotion of a confirmed and suitable Law Clinic Administrator who has spent at least three (3) years on the post, plus LL. B degree</p>	<p>1) Assisting in Management of matters relating to the general administration of the Law Clinic.</p> <p>2) Carrying out other administrative duties as may be assigned</p>	CONTISS 09	Senior Clinic Administrator
3.	Senior Law Clinic Administrator	<p>1) By appointment of a suitable candidate who possesses 5'Olevel credits in English Language and Literature, an LL.B</p>	<p>1) Making submissions and prepare draft letters on specific matters.</p> <p>2) Participating in the general administration</p>	CONTISS 11	Principal Law Clinic Administrator

		<p>degree with a minimum of Second Class Lower, and LL.M Degree. Candidate must be computer literate, plus ten (10) years post qualification cognate experience</p> <p>2) By promotion of a confirmed and suitable Law Clinic Administrator who has spent at least four (4) years on the post, plus LL. B degree</p>	<p>of the University.</p> <p>3) Performing other administrative duties as may be assigned.</p>		
4.	Principal Law Clinic Administrator	<p>By appointment of a suitable candidate who possesses 5'Olevel credits including English Language and Literature, a good LL.B degree with a minimum of Second Class Lower, Candidate must have been a student clinician at undergraduate level, be computer literate, plus thirteen (13) years post qualification cognate experience.</p>	<p>1) Assisting in providing leadership in the general administration of the Clinic.</p> <p>2) Interpret and apply rules and regulations and other instruments relating to the administration of the Law Clinic.</p> <p>3) Supervising and coordinating day-to-day administration of the clinic.</p> <p>4) Carrying out any other duties that may be assigned.</p>	CONTISS 12	Chief Law Clinic Administration
5.	Chief Law Clinic	By promotion of a suitable candidate		CONTISS	Terminal Point

	Administration	<p>who possesses 5'Olevel credits including English Language and Literature, a good LL.B degree with a minimum of Second Class Lower, an LL.M and a Ph.D with an emphasis on Clinical Legal Education or relevant field. Candidate must also be computer literate, plus sixteen (16) years post qualification cognate experience, who has spent three years on the post of Principal Law Clinic Administrator. Subject to vacancy.</p>		13	
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## LEGAL OFFICER CADRE

### POSTS AND SALARIES

1.1 Legal Officer II CONTISS 07

1.2 Legal Officer I CONTISS 08

1.3 Senior Legal Officer CONTISS 09

1.4 Principal Legal Officer CONTISS 11

1.5 Assistant Chief Legal Officer CONTISS 12

1.6 Chief Legal Officer CONTISS 13

1.7 Assistant Director CONTISS 14

1.8 Director, Legal Service CONTISS 15

S/ N	RANK	ENTRY QAULIFICATION	DUTIES	SALA RY SCAL E	NEXT RANK
1.	Legal Officer II	By direct appointment of a candidate possessing 5 O 'level credits including English Language plus LL.B/B.L and NYSC discharge/exemption/exclusion certificate	1. Collecting information/data/documents on legal issues; 2. Supporting preparation of legal documents. 3 Assisting in rendering legal service 4. Collating and analysing data on legal matters; 4. Other Ad-hoc duties referred to the Legal Unit from time to time	CONTISS 07	Legal Officer I
2	Legal Officer I	(1) By direct appointment of a candidate possessing 5 O 'level credits including English Language plus	1. Drafting of legal documents 2. Vetting of legal documents	CONTISS 08	Senior Legal Officer

		LL.B/B.L plus three (3) years cognate experience  (2) By promotion of a confirmed Legal Officer II who has spent at least three (3) years on the post.	3. Representing the University in the Law Courts  4. Other Ad-hoc duties referred to the Legal Unit from time to time		
2.	Senior Legal Officer	(1) By direct appointment of a candidate possessing 5 O' level credits including English Language plus LL.B/B.L plus six (6) years cognate experience.  (2) By promotion of a confirmed Legal Officer I who has spent at least three (3) years on the post.	1. Providing oversight checks on the responsibilities of subordinate legal officers 2. Vetting all drafted of legal documents 3. Participating in writing reports 4. Representing the University in the Law Courts 4. Other Ad-hoc duties referred to the Legal Unit from time to time	CONT ISS 09	Principal Legal Officer
3.	Principal Legal Officer	(1) By direct appointment of a candidate possessing 5 O' level credits including English Language plus LL.B/B.L plus ten (10) years cognate experience  (2) By promotion of a confirmed Senior Legal Officer who has spent at least four (4) years on the post	1. Provision of legal advice to the University 2. Drafting of legal documents 3. Representing the University in the Law Courts 4. Other Ad-hoc duties referred to the Legal Unit from time to time	CONT ISS 11	Assistant Chief Legal Officer
4.	Assistant Chief Legal	(1) By direct appointment of a	1. Provision of legal	CONT	Chief Legal

	Officer	<p>candidate possessing 5 O 'level credits including English Language plus LL.B/B.L plus thirteen (13) years cognate experience</p> <p>(2) By promotion of a confirmed Principal Legal Officer who has spent at least three (3) years on the post.</p>	<p>advice to the University</p> <p>2. Vetting/drafting of legal documents</p> <p>3. Representing the University in the Law Courts</p> <p>4. Leading the preparation of reports</p> <p>5. Other Ad-hoc duties referred to the Legal Unit from time to time</p>		ISS 12	Officer
5.	Chief Legal Officer	<p>(1) By direct appointment of a candidate possessing 5 O 'level credits including English Language plus LL.B/B.L plus sixteen (16) years cognate experience</p> <p>(2) By promotion of a confirmed Assistant Chief Legal Officer who has spent at least three (3) years on the post.</p>	<p>1. Provision of legal advice to the University</p> <p>2.Vetting/drafting of legal documents</p> <p>3. Representing the University in the Law Courts</p> <p>4. Assisting in the coordination of litigation activities</p> <p>4. Coordinating the activities of the subordinates</p> <p>5. Other Ad-hoc duties referred to the Legal Unit from time to time</p>		CONT ISS 13	Assistant Director
6.	Assistant Director	<p>(1) By direct appointment of a candidate possessing 5 O 'level credits including English Language plus Master's degree plus nineteen (19) years cognate experience</p>	<p>1. Provision of legal advice to the University</p> <p>2. Providing on the job practical training to and</p>		CONTI SS 14	Director

		<p>(2) By promotion of a confirmed Chief Legal Officer who has spent at least three (3) years on the post . Possession of a higher degree is compulsory</p>	<p>supervising subordinates officers</p> <p>3. Coordinating all report preparations and review</p> <p>4. Representing the University in the Law Courts</p> <p>5. Other Ad-hoc duties referred to the Legal Unit from time to time</p>		
7	Director, Legal Service	<p>(1) By promotion of a confirmed Assistant Director with Masters’ degree plus minimum of twenty-two (22) years cognate experience in the university legal service and three (3) years as Assistant Director</p> <p>(2) The call for promotion to the position will be subject to vacancy</p>	<p>1. Taking charge of the general administration of the unit</p> <p>2. Providing leadership to staff of the Unit;</p> <p>3. Providing regular update to the University on relevant legal developments</p> <p>4. Coordinating litigation activities of the University</p> <p>5. Provisions of legal advice on matters referred to the Legal Unit</p> <p>6. Liaison with the University on behalf of the</p>	CONTI SS 15	

			University		
			7. Representing the University in the Law Courts		
			8, Other Ad-hoc duties as directed by the Vice-Chancellor or Registrar from time to time		

### **LIBRARY OFFICER CADRE**

### **POSTS AND SALARIES**

1.1 Library Officer CONTISS 06

1.2 Higher Library Officer CONTISS 07

1.3 Senior Library Officer II CONTISS 08

1.4 Senior Library Officer I CONTISS 09

1.5 Principal Library Officer II CONTISS 11

1.6 Principal Library Officer I CONTISS 12

1.7 Asst. Chief Library Officer CONTISS 13

1.8 Chief Library Officer CONTISS 14

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANK</b>
1.	Library Officer	(1) By direct appointment of a candidate possessing five (5) O'L credits including English and Mathematics plus Diploma in Library Studies	(1) Accessioning of New books in the Register (2) Recording of over-night loans (3) Charging and discharging of books to students and staff	CONTISS06	Higher Library Officer

			(4) Perform any other duties assigned.		
2.	Higher Library Officer	<p>(1) By direct appointment of a candidate possessing 5 O' level credits (WASC/NECO/ GCE) including English Language and Mathematics plus BLS (Bachelor of Library Science) Higher National Diploma (HND)/Degree in Library Science</p> <p>(2) By promotion of a confirmed Library Officer who possesses HND/Degree in relevant course and has spent at least three (3) years on the grade.</p>	<p>(1) Accessioning of New books in the Register</p> <p>(2) Recording of over-night loans</p> <p>(3) Charging and discharging of books to students and staff</p> <p>(4) Perform any other duties assigned.</p>	CONTISS 07	Senior Library Officer II
3.	Senior Library Officer II	<p>(1) By direct appointment of a candidate possessing 5 O' level credits (WASC/NECO/ GCE) including English Language and Mathematics, HND/Degree in Library Science plus three (3) years post qualification cognate experience</p>	<p>(1) Receiving of New books from suppliers</p> <p>(2) Supervision of photocopying services to students and staff</p> <p>(3) Shelving and Shelf Reading</p>	CONTISS 08	Senior Library Officer I

		<p>as Higher Library Officer.</p> <p>(2) By promotion of a confirmed Higher Library Officer who has spent three (3) years on the grade with BLS or HND in Library Science</p>			
4	Senior Library Officer I	<p>(1) By direct appointment of a candidate possessing 5 O' level credits (WASC/NECO/ GCE) including English Language and Mathematics, HND in Library Science plus six (6) years post qualification cognate experience as Higher Library Officer.</p> <p>(2) By promotion of a confirmed Senior Library Officer II who has spent three (3) years on the grade, plus BLS/HND</p>	<p>(1) Receiving of New books from suppliers</p> <p>(2) Supervision of photocopying services to students and staff</p> <p>(3) Shelving and Shelf Reading</p>	CONTISS 09	Principal Library Officer II
5.	Principal Library Officer II	<p>(1) By direct appointment of a candidate possessing 5 O' level credits (WASSC/NECO/ GCE) including English Language,</p>	<p>(1) Writing of over-due notices to students and staff</p> <p>(2) Maintenance of 'New Arrival' shelves</p>	CONTISS 11	Principal Library Officer I

		<p>BLS HND in Library Studies plus ten (10) years post qualification cognate experience as Higher Library Officer.</p> <p>(2) By promotion of a confirmed Senior Library Officer I who has spent four (4) years on the grade with BLS or HND in Library Science</p>	(3) Catalogue maintenance		
6.	Principal Library Officer I	<p>(1) By direct appointment of a suitable candidate possessing 5 O' level credits (WASC/NECO/ GCE) including English Language, HND certificate in Library Science plus thirteen (13) years post qualification experience as Library Officer.</p> <p>(2) By promotion of a confirmed Principal Library Officer II who has spent at least three (3) years on the post in the University with BLS or HND in Library Science</p>	<p>(1) Shift Head and reporting on all members of the shift</p> <p>(2) Cataloguing of books</p> <p>(3) Recording of new journals into the Kadex</p>	CONTISS 12	Assistant Chief Library Officer

7.	Assistant Chief Library Officer	<p>(1) By direct appointment of a suitable candidate possessing 5 O' level credits (WASC/NECO/ GCE) including English Language, University HND/Degree certificate in Library Science plus six (16) years post qualification experience as Library Officer.</p> <p>(2) By promotion of a confirmed Principal Library Officer I who has spent at least three (3) years on the grade in the University with BLS or HND</p>	<p>(1) Shift Heads and reporting on all members of the shift</p> <p>(2) Book selection from publishers' catalogues</p> <p>(3) Cataloguing of books</p> <p>(4) Classification of books</p>	CONTISS 13	Chief Library Officer
7.	Chief Library Officer	<p>(1) By direct appointment of a suitable candidate possessing 5 O' level credits (WASC/NECO/ GCE) including English Language, University degree/BLS, HND certificate in Library Science plus nineteen (19) years post qualification experience as</p>	<p>(1) Cataloguing of books</p> <p>(2) Answering Reference questions</p> <p>(3) Classification of books</p> <p>(4) Supervision of the unit in the absence of the Unit Head</p>	CONTISS 14	Terminal Point

		<p>Library Officer.</p> <p>(2) By promotion of a confirmed Assistant Chief Library Officer who has spent at least three (3) years on the grade in the University with BLS or HND certificate in Library science, subject to vacancy and possession of a higher degree.</p>			
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### **LIFE GUARD (SPORTS) CADRE**

#### **POST AND SALARY**

1.1 Chief Life Guard CONTISS 06

1.2 Senior Life Guard CONTISS 07

1.3 Principal Life Guard CONTISS 08

<b>S/NO</b>	<b>RANK</b>	<b>ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY</b>	<b>NEXT RANK</b>
1	Chief Life Guard	(i) By Direct Appointment of a suitable candidate possessing Diploma in Human Kinetics/OND in relevant discipline	<p>(i) To undergo on-the-job training in various aspects of specialized safety duties of the Profession (Saving Life) for a period of one year.</p> <p>(ii) Assisting in the proper maintenance of equipment used in various</p>	CONTISS 06	Senior Life Guard

			<p>aspects of specialized safety duties of the profession.</p> <p>(iii) Assisting in the maintenance of proper record of jobs done, supplies and orders of water treatment chemicals etc.</p> <p>(iv) Providing relevant professional and community services</p>		
2	Senior Life Guard	<p>(1) By Appointment of a suitable candidate possessing B.Ed. in Human Kinetics or relevant discipline/HND in Human Kinetics or relevant discipline</p> <p>(2) By promotion of a confirmed and suitable Chief Life Guards with a minimum of three (3) years satisfactory service on the post plus B.Ed. in Human Kinetics or relevant discipline/HND in Human Kinetics or</p>	<p>(i) Assisting in the proper maintenance of equipment used in various aspect of specialized safety duties of the profession</p> <p>(ii) Assisting in maintenance of period record of job done, supplies and orders etc.</p>	CONTISS 07	Principal Life Guard

		relevant discipline			
3	Principal Life Guard	<p>(1) By Appointment of a suitable candidate possessing B.Ed. in Human Kinetics or relevant discipline/HND in Human Kinetics or relevant discipline plus 3 years post-qualification experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Life Guards with a minimum of three (3) years satisfactory service on the post, plus B. Ed in Human Kinetics or relevant discipline/HND in Human Kinetics</p>	<p>(i) Assisting in various aspects of specialized safety duties related to the Profession</p> <p>(ii) Assisting in coordinating the activities of zonal offices and sports council.</p> <p>(iii) Assisting in the organisation of workshops, seminars and courses.</p> <p>(iv) Assisting in sports development at the grassroots</p>	CONTISS 08	Terminal Point

## **LIVESTOCK/DAIRY STAFF CADRE**

### **1. POSTS AND SALARIES**

1.1 Livestock/Dairy Officer CONTISS 06

1.2 Higher Livestock/Dairy Officer CONTISS 07

1.3 Senior Livestock/Dairy Officer CONTISS 08

1.4 Principal Livestock/Dairy Officer II CONTISS 09

1.5 Principal Livestock/Dairy Officer I CONTISS 11

1.6 Assistant Chief Livestock/Dairy Officer CONTISS 12

1.7 Chief Livestock/Dairy Officer CONTISS 13

<b>S/N</b>	<b>RANK</b>	<b>ENTRY</b>	<b>DUTIES</b>	<b>SALARY</b>	<b>NEXT RANK</b>
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		<b>QAULIFICATION</b>		<b>SCALE</b>	
<b>1.</b>	Livestock/Dairy Officer	By Appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus ND in Agricultural Science, Livestock, Animal Husbandry, Animal Health husbandry and Animal production and other relevant discipline.	i) Coordinating livestock extension activities within a defined area.  ii) Coordinating the activities of junior staff.  iii) Taking charge of livestock project.  iv) Assisting in supervising the duties of a number of junior staff.	CONTISS 06	Higher Livestock/Dairy Officer
<b>2.</b>	Higher Livestock/Dairy Officer	(a) By Appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Agricultural Science, Livestock, Animal Husbandry, Animal Health husbandry and Animal production and other relevant discipline.  (b) By promotion of a	i) Coordinating livestock extension activities within a defined area.  ii) Coordinating the activities of junior staff.  iii) Taking	CONTISS 07	Senior Livestock/Dairy Officer

		confirmed and suitable Livestock/Dairy Officer who has spent at least three (3) years on the rank, plus a HND/Degree	charge of livestock project.  iv) Assisting in supervising the duties of a number of junior staff.		
<b>3.</b>	Senior Livestock/Dairy Officer	<p>(a) By Appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Agricultural Science, Livestock, Animal Husbandry, Animal Health husbandry and Animal production and other relevant discipline plus three (3) years cognate experience.</p> <p>(b) By promotion of a confirmed and suitable Higher Livestock/Dairy Officer who has spent at least three (3) years on the rank, plus a HND/Degree</p>	<p>i) Coordinating livestock extension activities within a defined area.</p> <p>ii) Coordinating the activities of junior staff.</p> <p>iii) Taking charge of livestock project.</p> <p>iv) Assisting in supervising the duties of a number of junior staff.</p>	CONTISS 08	Principal Livestock/Dairy Officer II
<b>4.</b>	Principal Livestock/Dairy Officer II	<p>(a) By Appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language</p>	<p>i) Coordinating livestock extension activities within a</p>	CONTISS 09	Principal Livestock/Dairy Officer I

		<p>and Mathematics plus HND/Degree in Agricultural Science, Livestock, Animal Husbandry, Animal Health husbandry and Animal production and other relevant discipline plus six(6) years cognate experience.</p> <p>(b) By promotion of a confirmed and suitable Senior Livestock/Dairy Officer who has spent at least three (3) years on the rank, plus a HND/Degree</p>	<p>defined area.</p> <p>ii) Coordinating the activities of junior staff.</p> <p>iii) Taking charge of livestock project.</p> <p>iv) Assisting in supervising the duties of a number of junior staff.</p>		
5.	Principal Livestock/Dairy Officer I	<p>(a)By Appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Agricultural Science, Livestock, Animal Husbandry, Animal Health husbandry and Animal production and other relevant discipline plus ten (10) years cognate experience.</p> <p>(b) By promotion of a confirmed and suitable Principal Livestock/Dairy Officer II who has spent at least four (4) years on the rank, plus a HND/Degree</p>	<p>i) Coordinating livestock extension activities within a defined area.</p> <p>ii) Coordinating the activities of junior staff.</p> <p>iii) Taking charge of livestock project.</p> <p>iv) Assisting in supervising the duties of a number of</p>	CONTISS 11	Assistant Chief Livestock/Dairy Officer

			junior staff.		
<b>6</b>	Assistant Chief Livestock/Dairy Officer	<p>(a) By Appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Agricultural Science, Livestock, Animal Husbandry, Animal Health husbandry and Animal production and other relevant discipline plus thirteen (13) years cognate experience.</p> <p>(b) By promotion of a confirmed and suitable Principal Livestock/Dairy Officer I who has spent at least three (3) years on the rank, plus a HND/Degree</p>		CONTISS 12	Chief Livestock/Dairy Officer
<b>7.</b>	Chief Livestock/Dairy Officer	<p>(a) By Appointment of a suitable candidate possessing a good Master's degree in Agricultural Science, Livestock, Animal Husbandry, Animal Health husbandry and Animal production and other relevant discipline plus sixteen (16) years cognate experience.</p> <p>(b) By promotion of a confirmed and suitable Assistant Chief Livestock/Dairy Officer who has spent at least four</p>	<p>i) Coordinating livestock extension activities within a defined area.</p> <p>ii) Coordinating the activities of junior staff.</p> <p>iii) Taking charge of livestock</p>	CONTISS 13	<b>Terminal point</b>

		(4) years on the rank, plus a HND/Degree	project.  iv) Supervising and monitoring.		
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## **LIVESTOCK/DAIRY SUPERVISOR CADRE**

### **POSTS AND SALARIES**

1.1 Livestock/Dairy Supervisor CONTISS 06

1.2 Senior Livestock/Dairy Supervisor CONTISS 07

1.3 Principal Livestock/Dairy Supervisor CONTISS 08

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANK</b>
1.	Livestock/Dairy Supervisor	i) By direct appointment of a candidate possessing SSCE/WAEC/GCE	i) Performing routine laboratory duties specified as may be assigned.  ii) Training and supervising subordinate staff	CONTISS 06	Senior Livestock/Dairy Supervisor
2.	Senior Livestock/Dairy Supervisor	i) By direct appointment of a candidate possessing SSCE/WAEC/GCE plus HND in relevant discipline with 3 years' experience	i) Supervising the activities of a number of junior workers within a define area.  ii)	CONTISS 07	Principal Livestock/Dairy Supervisor

		<p>ii) By promotion of a confirmed Livestock/Dairy Supervisor who has spent at least three (3) years satisfactory experience on the job, plus HND in relevant field.</p>	<p>Coordinating agricultural project or operation</p> <p>iii) Assisting senior officers in carrying out specified assignment</p>		
3.	Principal Livestock/Dairy Supervisor	<p>i) By direct appointment of a candidate possessing SSCE/WAEC/GCE plus HND in relevant field</p> <p>ii) By promotion of a confirmed Senior Livestock/Dairy Supervisor who has spent at least three (3) years satisfactory experience on the job, plus HND in relevant field</p>	<p>i) Coordinating the activities of a number of junior officers in a project or extension service.</p> <p>ii) Handling a large agricultural project or operation.</p>	CONTISS 08	Terminal Point

## MARKETING OFFICER CADRE

### POSTS AND SALARIES

1.1 Assistant Marketing Officer CON TISS 07

1.2 Marketing Officer II CONTISS 08

1.3 Marketing Officer I CONTISS 09

1.4 Senior Marketing Officer CONTISS 11

1.5 Principal Marketing Officer CONTISS 12

1.6 Chief Marketing Officer CONTISS 13

S/N	POST	BASIC ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT GRADE
1.	Assistant Marketing Officer	By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Marketing or relevant discipline plus a Professional qualification in marketing or bookselling	i. Travelling to promote and sell IUP books  ii. Mounting Book Exhibitions at book-fairs and Conferences  iii. Supply of IUP books to Bookshops on Sale-or-Return basis  iv. Stocktaking of IUP books supplied to Bookshops  v. Distribution of Catalogues and flyers to promote IUP books  vi. Liaison	CONTISS 07	Marketing Officer II

			<p>with distributors and customers</p> <p>vii. Collection of debts</p> <p>viii. Visiting tertiary Institutions for adoption of our publications</p>		
2.	Marketing Officer II	<p>(1) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Marketing or relevant discipline plus a professional qualification in marketing or bookselling with a minimum of three years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Assistant Editor (Marketing) who has spent at least three (3) years on the post, plus a HND/Degree in relevant field.</p>	<p>i. Travelling to promote and sell IUP books</p> <p>ii. Mounting Book Exhibitions at book-fairs and Conferences</p> <p>iii. Supply of IUP books to Bookshops on Sale-or-Return basis</p> <p>iv. Stocktaking of IUP books supplied to Bookshops</p> <p>v. Distribution of Catalogues and flyers to promote IUP books</p> <p>vi. Liaison with distributors</p>	CONTISS 08	Marketing Officer I

			<p>and customers</p> <p>vii. Collection of debts</p> <p>viii. Visiting tertiary Institutions for adoption of our publications</p>		
3.	Marketing Officer I	<p>(1) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Marketing or relevant discipline plus a professional qualification in marketing or bookselling with a minimum of six years cognate experience.</p> <p>with a minimum of six (6) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Editor II (Marketing) who has spent at least three (3) years on the post, plus a HND/Degree in relevant field.</p>	<p>i. Travelling to promote and sell IUP books</p> <p>ii. Mounting Book Exhibitions at book-fairs and Conferences</p> <p>iii. Supply of IUP books to Bookshops on Sale-or-Return basis</p> <p>iv. Stocktaking of IUP books supplied to Bookshops</p> <p>v. Distribution of Catalogues and flyers to promote IUP books</p> <p>vi. Liaison with distributors and customers</p>	CONTISS 09	Senior Marketing Officer

			<p>vii. Collection of debts</p> <p>viii. Visiting tertiary Institutions for adoption of our publications</p>		
4.	Senior Marketing Officer	<p>(1) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Marketing or relevant discipline plus a professional qualification in marketing or bookselling with a minimum of ten years cognate experience</p> <p>(2) By promotion of a confirmed and suitable Editor I (Marketing) who has spent at least four (4) years on the post, plus a HND/Degree in relevant field.</p>	<p>i. Travelling to promote and sell IUP books</p> <p>ii. Mounting Book Exhibitions at book-fairs and Conferences</p> <p>iii. Supply of IUP books to Bookshops on Sale-or-Return basis</p> <p>iv. Stocktaking of IUP books supplied to Bookshops</p> <p>v. Distribution of Catalogues and flyers to promote IUP books</p> <p>vi. Liaison with distributors and customers</p> <p>vii. Collection</p>	CONTISS 11	Principal Marketing Officer

			<p>of debts</p> <p>viii. Visiting tertiary Institutions for adoption of our publications</p>		
5.	Principal Marketing Officer	<p>(1) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Marketing or relevant discipline plus a professional qualification in marketing or selling with a minimum thirteen years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Senior (Marketing) Officer who has spent at least three (3) years on the post, plus a HND/Degree in relevant field.</p>	<p>i. Travelling to promote and sell IUP books</p> <p>ii. Mounting Book Exhibitions at book-fairs and Conferences</p> <p>iii. Supply of IUP books to Bookshops on Sale-or-Return basis</p> <p>iv. Stocktaking of IUP books supplied to Bookshops</p> <p>v. Distribution of Catalogues and flyers to promote IUP books</p> <p>vi. Liaison with distributors and customers</p> <p>vii. Collection of debts</p>	CONTISS 12	Chief Marketing Officer

			viii. Visiting tertiary Institutions for adoption of our publications		
6.	Chief Marketing Officer	<p>(1)By appointment of a suitable candidate possessing a good Master's degree in English Lang., Arts, Marketing and any other relevant discipline with a minimum of sixteen (16) years cognate experience plus Professional qualifications.</p> <p>(2)By promotion of a confirmed and suitable Principal (Marketing) Officer who has spent at least with three (3) years on the post plus Professional qualifications, subject to vacancy, plus a HND/Degree in relevant field.</p>	<p>i. Travelling to promote and sell IUP books</p> <p>ii. Mounting Book Exhibitions at book-fairs and Conferences</p> <p>iii. Supply of IUP books to Bookshops on Sale-or-Return basis</p> <p>iv. Stocktaking of IUP books supplied to Bookshops</p> <p>v. Distribution of Catalogues and flyers to promote IUP books</p> <p>vi. Liaison with distributors and customers</p> <p>vii. Collection of debts</p> <p>viii. Visiting tertiary</p>	CONTISS 13	Terminal Point

			Institutions for adoption of our publications		
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## **MEDICAL LABORATORY SCIENTIST CADRE**

### **POSTS AND SALARIES**

1.1 Medical Laboratory Scientist CONHESS 08

1.2 Senior Medical Laboratory Scientist CONHESS 09

1.2 Principal Medical Laboratory Scientist CONHESS 11

1.3 Assistant Chief Medical Laboratory Scientist CONHESS 12

1.4 Chief Medical Laboratory Scientist CONHESS 13

1.5 Assistant Director Medical Laboratory Scientist CONHESS 14

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANK</b>
1.	Medical Laboratory Scientist	By direct appointment of a candidate possessing the Fellowship Certificate of the Institute of Medical Laboratory Technologist (FIMLT) of Nigeria plus at least five (5) years post qualification relevant experience.	<p>(1) Producing and testing Vaccines.</p> <p>(2)Producing special media for vaccines and diagnostic work.</p> <p>(1) Maintaining stains and cultures.</p> <p>(2) Caring and breeding Laboratory animals.</p> <p>(3) Taking charge of a number of</p>	CONHESS 08	Senior Medical Laboratory Scientist

			<p>Sub-Units of a Laboratory.</p> <p>(4) Indenting and Supplying Stores and equipment.</p> <p>(5) Organizing training for Junior Staff.</p> <p>(6) Supervising and coordinating the activities of a number of Laboratory Technologist and other Junior Staff.</p>		
2	Senior Medical Laboratory Scientist	<p>(1) By direct appointment of a candidate possessing the Fellowship Certificate of the Institute of Medical Laboratory Technologist (FIMLT) of Nigeria plus at least eight (8) years post qualification relevant experience.</p> <p>(2) By promotion of a confirmed and suitable Medical Laboratory Scientist who has spent at least three (3) years</p>	<p>(2) Producing and testing Vaccines.</p> <p>(2)Producing special media for vaccines and diagnostic work.</p> <p>(7) Maintaining stains and cultures.</p> <p>(8) Caring and breeding Laboratory animals.</p> <p>(9) Taking charge of a</p>	CONHESS 09	Principal Medical Laboratory Scientist

		on the grade.	<p>number of Sub-Units of a Laboratory.</p> <p>(10) Indenting and Supplying Stores and equipment.</p> <p>(11) Organizing training for Junior Staff.</p> <p>(12) Supervising and coordinating the activities of a number of Laboratory Technologist and other Junior Staff.</p>		
3	Principal Medical Laboratory Scientist	<p>(1) By direct appointment of a candidate possessing any of the qualification specified in serial number (1) above plus at least twelve (12) years post qualification cognate experience.</p> <p>(2) By direct appointment of a candidate possessing the Fellowship Certificate of the Institute of Medical</p>	<p>(1) Assisting in supervision and coordinating the activities of Junior Officers in the various Units.</p> <p>(2) Taking charge of a specialized aspect of a research project.</p>	CONHESS 11	Assistant Chief Medical Laboratory Scientist

		<p>Laboratory Technologist (FIMLT) of Nigeria plus at least five (5) years post qualification relevant experience.</p> <p>(3) By promotion of a confirmed and suitable Senior Medical Laboratory Scientist I who has spent at least four (4) years on the grade.</p>			
4	Assistant Chief Medical Laboratory Scientist	<p>(2) By direct appointment of a candidate possessing any of the qualification specified in serial number (1) above plus at least fifteen (15) years post qualification cognate experience.</p> <p>By promotion of a confirmed and suitable Principal Medical Laboratory Scientist who has spent at least three (3) years on the grade.</p>	<p>(1) Assisting in the administration of laboratory in the Section.</p> <p>(2) Assisting in rendering appropriate reports in the activities of the laboratories.</p> <p>(3) Assisting in coordinating the training programs for Laboratory staff.</p> <p>(4) Performing any other duties assigned.</p>	CONHESS 12	Chief Medical Laboratory Scientist

4.	Chief Medical Laboratory Scientist	<p>(2) By direct appointment of a candidate possessing any of the qualification specified in serial number (1) above plus at least eighteen (18) years post qualification cognate experience.</p> <p>(3) By direct appointment of a candidate possessing the Fellowship Certificate of the Institute of Medical Laboratory Technologist (FIMLT) of Nigeria plus at least five (5) years post qualification relevant experience.</p> <p>By promotion of a confirmed and suitable Assistant Chief Medical Laboratory Scientist who has spent at least three (3) years on the grade, subject to vacancy.</p>	<p>(1) Taking charge of the general administration of the laboratory.</p> <p>(2) Organizing, planning and ensuring the execution of training program for laboratory staff.</p> <p>(3) Advising on policy matters relating to the Medical Laboratory technology.</p> <p>(4) Rendering appropriate report on the activities of the laboratory.</p> <p>(5) Maintaining technical data and records in the laboratory.</p> <p>(6) Budgeting and ordering for laboratory equipment and chemical reagents.</p>	CONHESS 13	
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5.	Assistant Director Medical Laboratory Scientist	<p>(1) By appointment of a confirmed candidate possessing a good Master's degree in relevant discipline with twenty one (21) years cognate experience plus the Fellowship Certificate of the Institute of Medical Laboratory Scientist (FIMLS) of Nigeria</p> <p>(2) By promotion of a confirmed Assistant Chief Medical Laboratory Scientist who has spent at least three (3) years on the grade and possession of a higher qualification (Subject to vacancy i. e. One Position)</p>	<p>(1) Taking charge of the general administration of the laboratory.</p> <p>(2) Organizing, planning and ensuring the execution of training program for laboratory staff.</p> <p>(3) Advising on policy matters relating to the Medical Laboratory technology.</p> <p>(4) Rendering appropriate report on the activities of the laboratory.</p> <p>(5) Maintaining technical data and records in the laboratory.</p> <p>(6) Budgeting and ordering for laboratory equipment and chemical reagents.</p>	CONHESS 14	Terminal Point

## MEDICAL OFFICER CADRE

### POSTS AND SALARIES

1.1 Medical Officer CONMESS 02

1.2 Senior Medical Officer II CONMESS 03

1.3 Senior Medical Officer I CONMESS 04

1.4 Principal Medical Officer II CONMESS 05

1.5 Principal Medical Officer I CONMESS 06

1.6 Chief Medical Officer CONMESS 07

1.7 Director of Health Services CONMESS 07

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Medical Officer	By direct appointment of a candidate possessing 5 “O” Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus a Degree in Medicine registrable with the Medical and Dental Council of Nigeria from a recognized institution and a minimum of three (3) years post registration experience.	Responsible to the Chief Medical Officer/Director of Health Services for:  (1) Carrying out General Medical duties in the University Health Centre.  (2) Giving Health Education and Counselling.  (3) Taking Calls i.e. work outside normal working hours and during weekends.  (4) Conducting Medical registration for new Staff and new Students.  (5) Carrying out other responsibilities that may be assigned by the Director of University	CONMESS 02	Medical Officer

			Health Services.		
2.	Senior Medical Officer II	<p>(1) By direct appointment of a candidate possessing above qualification of Medical Officer and a minimum of six (6) years post registration cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Medical Officer Grade who has spent at least three (3) years on the grade with evidence of current registration with MDCN.</p>	<p>Responsible to the Chief Medical Officer/Director of University Health Services for:</p> <p>(1) Carrying out General Medical duties in the University Health Centre.</p> <p>(2) Giving Health Education and Counselling.</p> <p>(3) Taking Calls i.e. work outside normal working hours and during weekends.</p> <p>(4) Conducting Medical registration for new Staff and new Students.</p> <p>(5) Visiting and counselling patients referred to other Hospitals.</p> <p>(6) Supervision of junior Doctors in the Department.</p> <p>(7) Carrying out other responsibilities that may be assigned by the Director of University Health Services.</p>	CONMESS 03	Senior Medical Officer I
3.	Senior Medical	(1) By direct appointment of a	The same as in Senior	CONMESS 04	Principal Medical

	Officer I	<p>candidate possessing above qualification of Medical Officer and a minimum of nine (10) years post registration cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Medical Officer II who has spent at least four (4) years on the grade with evidence of current registration with MDCN.</p>	Medical Officer		Officer II
4.	Principal Medical Officer II	<p>(1) By direct appointment of a candidate possessing the above qualification of Medical Officer and a minimum of thirteen (13) years post registration cognate experience;</p> <p>(2) By promotion of a confirmed and suitable Senior Medical Officer I who has spent at least three (3) years on the grade with evidence of current registration with MDCN.</p>	The same as in Senior Medical Officer	CONMESS 05	Principal Medical Officer I
5.	Principal Medical Officer I	<p>(1) By direct appointment of a candidate possessing the above qualification of Medical Officer and a minimum of sixteen</p>	<p>Responsible to the Chief Medical Officer/Director of University Health Services for:</p> <p>(1) Carrying out</p>	CONMESS 06	Chief Medical Officer

		<p>(16) years post-registration cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Medical Officer II who has spent at least three (3) years on the grade with evidence of current registration with MDCN..</p>	<p>General Medical duties in the University Health Centre.</p> <p>(2) Giving Health Education and Counselling.</p> <p>(3) Taking Calls i.e. work outside normal working hours and during weekends.</p> <p>(4) Conducting Medical Examination for new Staff and new Students.</p> <p>(5) Visiting and Counselling patients referred to other Hospitals.</p> <p>(6) Supervision of junior Doctors in the Department.</p> <p>(7) Carrying out other responsibilities that may be assigned by the Chief Medical Officer/Director of University Health Services.</p>		
6.	Chief Medical Officer	<p>(1) By direct appointment of a Principal Medical Officer, who has additional qualification preferably a Masters' degree in relevant field to Medicine or a candidate possessing</p>	<p>(9) The same as in (1-6) of Principal Medical Officer I.</p> <p>(10) Carrying out other responsibilities as may be assigned by the Director of University Health Services.</p>	CONMESS 07	

		<p>the Fellowship of Nigerian Postgraduate Medical College or its equivalent plus at least nineteen (19) years post-qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Medical Officer I who has spent at least four (4) years on the Grade subject to vacancy</p>			
7.	<p>*Director of University Health Services</p> <p>(By appointment only)</p>	<p>By appointment of a suitable Principal Medical Officer 1 who has additional qualification preferably a Master's degree in relevant field of medicine or a candidate possessing the Fellowship of Nigerian Postgraduate Medical College or its equivalent plus at least Twenty-two (22) years post-qualification cognate experience.</p>	<p>Responsible to the Vice-Chancellor for:</p> <p>(1) General supervision of all activities in the University Health Services Department i.e. supervision of Doctors and supervision of activities in the Nursing, Pharmacy, Medical Laboratory, Maternal and Child Health, Public Health, Medical Records and X-Ray Sub-Units.</p> <p>(2) Acting as the link between the Health Services Department and University Administration.</p> <p>(3) Involved in the Appointments, Promotions and</p>	CONMESS 07	

			<p>Discipline of Staff.</p> <p>(4) Involved in policy making and in the implementation of laid down policies for the University Health Services.</p> <p>(5) Representing the interest of the University Health Services on University Board and Committees.</p> <p>(6) Liaising with Ministry of Health (State and Federal), Non-Government Organizations and other University Health Centre.</p> <p>(7) Advising the University Administration on Health related matters.</p> <p>(8) Supervising the conduct of medical registration for new staff and new students.</p> <p>(9) Chairman of the Departmental Appointments and Promotions Committee.</p> <p>(10) Member, Health Services Management Board.</p> <p>(11) Visiting/Counselling of</p>		
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			patients referred to other Hospitals.		
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\*By Appointment only.

## **MEDICAL RECORDS OFFICER CADRE**

### **POSTS AND SALARIES**

1.1 Medical Records Officer CONTISS 07

1.2 Higher Medical Records Officer CONTISS 08

1.3 Senior Medical Records Officer CONTISS 09

1.4 Principal Medical Records Officer II CONTISS 11

1.5 Principal Medical Records Officer I ` CONTISS 12

1.6 Assistant Chief Medical Records Officer CONTISS 13

1.7 Chief Medical Records Officer CONTISS 14

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANK</b>
1.	Medical Records Officer	By direct appointment of a candidate possessing 5 "O" Level Credits Pass (WAEC/NECO/GCE) including English Language and Mathematics plus HND in Medical Information Management from a recognized Institution or its equivalent.	(i) Assisting in the arrangement of the Medical Records.  (ii) Organizing, classifying and taking custody of Medical Records.  (iii) Collecting and compiling Medical Records.  (iv) Assisting in the creation, storage and retrieval of patient's records.	CONTISS 07	Higher Medical Records Officer
2.	Higher Medical Records	(1) By direct appointment of a candidate with the	Same as above.	CONTISS 08	Senior Medical Records

	Officer	<p>qualifications specified in Medical Records Officer I plus at least three (3) years post qualification cognate experience or Degree in Medical Information Management.</p> <p>(2) By promotion of a confirmed and suitable Medical Records Officer who has spent at least three (3) years on the grade, plus a degree or HND</p>			Officer
3.	Senior Medical Records Officer	<p>(1) By direct appointment of a candidate possessing the qualification specified in Higher Medical Records Officer plus at least six (6) years post qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Higher Medical Records Officer who has spent at least three (3) years on the grade, plus a degree or HND</p>	<p>(1) Arranging and managing Medical Records.</p> <p>(2) Producing an enlarged record of all the social, demographic, occupational, and other medically related factors concerning the patient's normal environment and past medical problems.</p> <p>(3) Assisting in the training of Junior Staff.</p>	CONTISS 09	Principal Medical Records Officer
4.	Principal	(1) By direct	(i) Initiating	CONTISS	Principal

	Medical Records Officer II	<p>appointment of a candidate possessing the qualification specified in Higher Medical Records Officer plus at least ten (10) years post qualification cognate experiences. Plus evidence of professional registration.</p> <p>(2) By promotion of a confirmed and suitable Senior Medical Records Officer I who has spent at least four (4) years on the grade.</p>	<p>Medical Records System and Selecting best procedure applicable to Medical Records, Statistics, Diseases, Coding and Classification.</p> <p>(ii) Training of Junior Staff.</p>	11	Medical Records Officer I
5.	Principal Medical Records Officer I	<p>By direct appointment of a candidate possessing the qualification specified in Higher Medical Records Officer plus at least thirteen (13) years post qualification cognate experiences. Plus evidence of professional registration.</p> <p>(2) By promotion of a confirmed and suitable Principal Medical Records Officer II who has spent at least three (3) years on the</p>	<p>(iii) Initiating Medical Records System and Selecting best procedure applicable to Medical Records, Statistics, Diseases, Coding and Classification.</p> <p>(iv) Training of Junior Staff.</p>	CONTISS 12	Assistant Chief Medical Records Officer

		grade, plus required a HND/Degree			
6	Assistant Chief Medical Records Officer	<p>(1) By direct appointment of a candidate possessing the qualification specified in Higher Medical Records Officer plus at least sixteen (16) years post qualification cognate experiences. Plus evidence of professional registration</p> <p>(2) By promotion of a confirmed and suitable Principal Medical Records Officer I who has spent at least three (3) years on the grade, plus a HND/Degree</p>	<p>(i) Assisting the Chief Medical Records Officer in the administration of the Unit.</p> <p>(ii) Assisting in coordinating the training programmes for Medical Records Staff.</p> <p>(iii) Performing any other duties assigned.</p>	CONTISS 13	Chief Medical Records Officer
7	Chief Medical Records Officer	<p>(1) By direct appointment of a candidate possessing the qualification specified in Higher Medical Records Officer plus at least nineteen (19) years post qualification cognate experiences. Plus evidence of professional registration</p> <p>(2) By promotion of</p>	<p>(i) Coordinating the activities of Junior Officers under his charge.</p> <p>(ii) Assisting in formulating of policies on Medical Records/Statistics.</p>	CONTISS 14	Terminal Point

		a confirmed and suitable Assistant Chief Medical Records Officer who has spent at least three (3) years on the grade. HND/Degree plus a higher degree. Subject to vacancy			

## **NEWS REPORTER/EDITOR CADRE**

### **POSTS AND SALARIES**

1.1 Reporter/Editor II CONTISS 07

1.2 Reporter/Editor I CONTISS 08

1.3 Senior Reporter/Editor CONTISS 09

1.4 Head of Programmes CONTISS 11

1.5 Controller, News CONTISS 12

1.6 Station Manager CONTISS 13

1.7 Assistant Director CONTISS 14

1.8 Director, Information Technology and Media Services CONTISS 15

<b>S/N</b>	<b>GRADE</b>	<b>QUALIFICATION</b>	<b>SCHEDULE OF DUTY</b>	<b>SALARY SCALE</b>	<b>NEXT GRADE</b>
1.	Reporter/Editor II	By direct appointment of a candidate with HND/Degree in Mass Communication, Journalism, or related discipline	He/she is to report events, stories and conduct interviews & report for the news editor	CONTISS 07	Reporter/Editor I
2.	Reporter/Editor I	(1)By direct Appointment of a candidate who	He/she is to report events, stories and	CONTISS 08	Senior Reporter/

		<p>possesses Degree in Mass Communication or relevant field plus three years post qualification experience.</p> <p>(2) By promotion of a confirmed and suitable Reporter/Editor II who must have spent at least three (3) years on the grade, plus a degree in relevant field.</p>	conduct interviews & report for the news editor		Editor
3.	Senior Reporter/Editor	<p>(1)By appointment of a candidate who possesses Degree in relevant field plus 6 years post qualification experience.</p> <p>(2) By promotion of a confirmed and suitable Reporter/Editor I who has spent at least three (3) years on the grade, plus a degree in relevant field.</p>	He/she is to report event, stories and conduct interviews & report for the news editor. write feature stories	CONTISS 09	Principal Editor
4.	Principal Reporter/Editor	(1)By appointment of a candidate who possesses Degree in relevant	He/she is the is to edit news reports, features for broadcast. coordinates	CONTISS 11	Controller News

		<p>field plus 10 years post qualification experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Reporter/Editor who has spent at least four (4) years on the grade, plus a degree in relevant field</p>	reporters		
5.	Controller News	<p>(1)By appointment of a candidate who possesses Degree in relevant field plus 13 years post qualification experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Reporter/Editor who has spent at least three (3) years on the grade, plus a degree in relevant field</p>	Co-ordinates reporter corps. reports to manager news	CONTISS 12	Manager News
6.	<p>Station Manager News</p> <p>Subject to vacancy</p>	<p>(1)By appointment of a candidate who possesses Degree in relevant field plus 16 years post qualification experience.</p> <p>(2) By promotion of a confirmed and</p>	Directs and supervises all news rooms, reports & news personnel	CONTISS 13	Station Manager (By appointment)

		<p>suitable Controller News</p> <p>who has spent at least three (3) years on the grade, plus a degree in relevant field.</p>			
7.	*Assistant Director	<p>By appointment of a candidate who has Degree in relevant field</p> <p>with a minimum of 19 years post qualification experience of which 6 years must be from a Community Radio Broadcast Station</p> <p>subject to vacancy.</p>	<p>He/she is to assist the director, information technology and media services to oversee the day to day running of the station, co-ordinates the station staff, represent the station at media functions, report to the board of director</p>	CONTISS 14	

## **NURSING OFFICER CADRE**

### **POST AND SALARY**

1.1 Nursing Officer CONHESS 08

1.2 Senior Nursing Officer CONHESS 09

1.3 Principal Nursing Officer CONHESS 11

1.4 Assistant Chief Nursing Officer CONHESS 12

1.5 Chief Nursing Officer CONHESS 13

1.6 Assistant Director of Nursing CONHESS 14

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANK</b>
1	Nursing	(1) By direct appointment of a	(1) Collection and distribution	CONHESS	Senior Nursing

	Officer	<p>candidate possessing five (5) O' level credits pass (WAEC/NECO/GCE) including English Language and Mathematics, plus possession of NRN/SRN certificate plus registration with Nursing and Midwifery Council of Nigeria and two (2) years post-qualification experience OR B.Sc Nursing plus registration with Nursing and Midwifery Council of Nigeria and two (2) years post-qualification</p>	<p>of database of physiological, emotional, sociological, cultural, psychological and spiritual needs from available resources</p> <p>(2) Identification of and documentation of changes in health status which interfere with the client's ability to meet his basic needs.</p> <p>(3) Establishment of nursing diagnosis based on client's needs</p> <p>(4) Development of individual nursing care plans based upon nursing diagnosis</p> <p>(5) Identification of needs and establishing priorities for</p>	08	Officer
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			<p>nursing</p> <p>(6) Carrying out individualized plans of care in conjunction with other nursing staff.</p> <p>(7) Monitoring and evaluation of nursing care delivery within a specialty i.e. Midwifery, Public Health Nursing, Theater.</p> <p>(8) Identification of alternative methods of meeting clients' needs, modifying plans of care if necessary and documenting changes</p> <p>(9) Providing assistance in research activities in the Unit</p>		
2	Senior Nursing Officer	(1) By direct appointment of a candidate with the qualification specified in serial	<p>(1) Diagnosing and treatment of minor ailment.</p> <p>(2) Setting up</p>	CONTISS 09	Principal Nursing Officer

		<p>number (1) plus at least five years post qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Nursing Officer I who has spent at least three years on the grade.</p>	<p>intravenous infusion, suturing of lacerations and wounds, incision of superficial abscesses.</p> <p>(3) Serving as communicator.</p> <p>(4) Education of patients/clients on promotion and maintenance of good health.</p> <p>(5) Management of patients/clients care.</p> <p>(6) Counseling and giving of psychotherapy care to patients/clients and relatives</p> <p>(7) Supervision of the activities of subordinates and student nurses.</p> <p>(8) Managing a ward.</p> <p>(9) Assessment and setting nursing care priorities for</p>		
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			<p>individuals and group of clients by: (a) Providing clients care utilizing resource</p> <p>I Using nursing theory in making decision on nursing practice.</p> <p>(b) Using nursing practice in getting data for refining and extending that practice.</p> <p>(10) Synthesizing theoretical and empirical knowledge of physical behavioral sciences with nursing theory and practice.</p> <p>(11) Assessing health status and potentials and evaluating nursing care of individuals, families and communities.</p> <p>(12) Evaluating</p>		
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			<p>the effectiveness of nursing intervention and revising it accordingly.</p> <p>(13) Taking responsibility for the choice of nursing action.</p> <p>(14) Evaluation of research findings for applicability to nursing action.</p> <p>(15) Carrying out routine nursing activities.</p>		
3	Principal Nursing Officer	<p>(1) (1)By direct appointment of a candidate with the qualification specified in serial number (1) plus at least nine years post qualification cognate experience.</p> <p>By promotion of a confirmed Senior Nursing Officer who has spent at least four years on the grade.</p>	Same as above.	CONHESS 11	Assistant Chief Nursing Officer
4	Assistant Chief Nursing	(1)By direct appointment of a candidate with the	(1) Supervising general nursing	CONHESS 12	Chief Nursing

	Officer	<p>qualification specified in serial number (1) plus at least twelve years post qualification cognate experience.</p> <p>(1) By promotion of a confirmed and suitable Principal Nursing Officer who has spent at least three years.</p>	<p>activities.</p> <p>(2) Assisting in the administration of the total health care.</p> <p>(3) Assisting in the administration of the nursing services.</p> <p>(4) Liaising with and assisting in coordinating the activities of the health care Institutions.</p> <p>(5) Advising on purchase of hospital equipment and appliances.</p> <p>(6) Assisting in the inspection of hospital, health centre, maternity homes and training schools for standard of practice and submitting reports.</p> <p>(7) Appraising the activities of subordinates.</p> <p>(8) Assisting in</p>		Officer
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			<p>organizing the training programmes of staff.</p> <p>(9) Ensuring report and even distributing programmes of staff</p> <p>(10) Collecting the estimates of the Units.</p> <p>(11) Assisting in research duties.</p> <p>(12) Collating and assisting in writing reports.</p>		
5	Chief Nursing Officer	<p>(1) By direct appointment of a candidate with the qualification specified in serial number (1) plus at least fifteen years post qualification cognate experience.</p> <p>(2) 2. By promotion of a confirmed and suitable Assistant Chief Nursing Officer who has spent at least three years on the grade, subject to vacancy.</p>	<p>(1) Taking charge of a Section (e.g. Emergency, Sick Bay, OPD, Public Health, maternity Ward, and Ante Natal etc.)</p> <p>(2) Co-coordinating the activities of a number of units.</p> <p>(3) Advising on general nursing matters.</p> <p>(4)</p>	CONHESS 13	Assistant Director of Nursing

			<p>Participating in the formulation of general nursing policies.</p> <p>(5) Relating with appropriate authorities in nursing service aspect of primary health care.</p> <p>(6) Participating in the preparation of standard procedure patterns for health Institutions.</p> <p>(7) Motivating staff through counseling and promotion of continuing education programmes.</p> <p>(8) Evaluating performance for promotion or transfer purposes.</p> <p>(9) Assisting in organizing workshops, seminars etc.</p> <p>(10) Participating in</p>		
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			reviewing departments' functions and activities to achieve goals.		
6	Assistant Director of Nursing	By promotion of a suitable Chief Nursing Officer who spent at least three years on the grade with at least seventeen (17) years cognate experience. Subject to vacancy of one position	<p>Taking charge of various Health posts in the University.</p> <p>Relating with appropriate authorities in nursing service aspect of primary health care.</p> <p>Coordinating the organization of workshops and seminars.</p>	CONHESS 14	Terminal Point

## **OFFICE ASSISTANT CADRE**

### **POSTS AND SALARIES**

1.1 Supervisor Office Assistant CONTISS 06

1.2 Higher Supervisor (Office Assistant) CONTISS 07

1.3 Senior Supervisor (Office Assistant) CONTISS 08

S/N	RANK	ENTRY QAULIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Supervisor (Office Assistant)	(1) By direct appointment of a candidate possessing 5 O 'level credits including English Language plus	<p>(i) Performing routine of Office Assistant duties</p> <p>(ii) Dispatch of</p>	CONTISS 06	Higher Supervisor Office Assistant

		OND/NCE/Diploma from Recognized institution or promotion of Assistant Supervisor (Office Assistant) with three (3) years cognate experience	<p>mails</p> <p>(iii) Recording of incoming and outgoing mails/ correspondences</p> <p>(iv) Other duties as assigned by superior officer</p>		
2.	Higher Supervisor (Office Assistant)	By promotion of Supervisor (Office Assistant) who has spent three (3) years on the post, plus HND/B. Sc. from a Recognized institution.	<p>(i) Mails are sorted out and filled up where necessary.</p> <p>(ii) Profiling of records and distributes accordingly</p> <p>(iii) Opening and locking up office doors</p> <p>(iv) Recording correspondences both incoming and outgoing.</p> <p>(iv) Dispatch of mails to necessary destinations.</p> <p>(v) Act in capacity as may be directed by unit head</p>	CONTISS 07	Senior Supervisor Office Assistant
3	Senior Supervisor Office	By promotion of Higher Supervisor Office Assistant (Office Assistant)	(i) Assist in collating papers for meeting and	CONTISS 08	Terminal Point

	Assistant	who has spent three (3) years on the post, plus HND/B. SC from a Recognized institution.	reports.  (ii) Assist the Secretary of a committee.  (iii) General duties as assigned by the Head of Department.		
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## **OPTOMETRIST CADRE**

### **1. POSTS AND SALARIES**

1.1 Optometrist II - CONTISS 08

1.2 Optometrist I - CONTISS 09

1.2 Senior Optometrist - CONTISS 11

1.3 Assistant Chief Optometrist - CONTISS 12

1.4 Chief Optometrist - CONTISS 13

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Optometrist II	By appointment of a suitable candidate possessing Doctor of Optometry (OD) degree or equivalent qualification registrable with the Optometrist and Dispensing Opticians Board of Nigeria	i. Supervising junior staff.  ii. Administering ocular first aid.  iii. Assisting in educating the public on ocular first aid/vision problem.  iv. Assisting in counseling patients on good health conditions and health habits.  v. Carrying out	CONTISS 08	Optometrist I

			refraction exercise on patient.  vi. Carrying out ocular infection exercise.		
2	Optometrist I	By appointment of a suitable candidate possessing Doctor of Optometry (OD) degree or equivalent qualification registrable with the Optometrist and Dispensing Opticians Board of Nigeria plus 3 years cognate experience	i. Supervising junior staff.  ii. Administering ocular first aid.  iii. Assisting in educating the public on ocular first aid/vision problem.  iv. Assisting in counseling patients on good health conditions and health habits.  v. Carrying out refraction exercise on patient.  vi. Carrying out ocular infection exercise.	CONTISS 09	Senior Optometrist
3.	Senior Optometrist	(1)By appointment of a suitable candidate possessing Doctor of Optometry (OD) degree or equivalent qualification registrable with the Optometrist and Dispensing Opticians	i. Undertaking general eye examination to determine departures from the optimally healthy and visually efficient	CONTISS 11	Assistant Chief Optometrist

		<p>Board of Nigeria with seven (7) years cognate experience</p> <p>(2) By promotion of a confirmed and suitable Optometrist I who has spent at least four (4) years on the post.</p>	<p>eye.</p> <p>ii. Assisting in correcting errors of binocularity by means of visions training.</p> <p>iii. Carrying out comprehensive optometry services.</p> <p>iv. Assisting in supervising the training programmes of staff.</p>		
3.	Assistant Chief Optometrist	<p>(1) By appointment of a suitable candidate possessing Doctor of Optometry (OD) degree or equivalent qualification registrable with the Optometrist and Dispensing Opticians Board of Nigeria with seven (10) years cognate experience</p> <p>(2) By promotion of a confirmed and suitable Senior Optometrist who has spent at least three (3) years on the grade.</p>	<p>i. Initiating action on the review of Optometry policies and programmes.</p> <p>ii. Assisting in coordinating the training programmes for the staff.</p> <p>iii. Assisting in the general administration of Optometry Department.</p> <p>iv. Coordinating Optometry services in eye clinic.</p> <p>v. Participating in community/public health</p>	CONTISS 12	Chief Optometrist

			programmes.		
4.	Chief Optometrist Subject to vacancy	<p>By Appointment of a suitable candidate possessing Doctor of Optometry (OD) degree or equivalent qualification registrable with the Optometrist and Dispensing Opticians Board of Nigeria with thirteen (13) years cognate experience and must be an Assistant Chief Optometrist who has spent at least four (4) years on the post, subject to vacancy.</p> <p>(2)By promotion of a confirmed and suitable Assistant Chief Optometrist who has spent at least three (3) years on the grade.</p>	<p>i. Taking charge of the general administration of a Unit.</p> <p>ii. Having responsibility for diagnosis and management of ocular infections.</p> <p>iv. Taking responsibility for general binocular planning.</p> <p>v. Assisting in the general administration of the Unit.</p> <p>vi. Coordinating the training programmes for the staff.</p> <p>v. Participating in community/public health programmes.</p>	CONTISS 13	Terminal Point

## PHARMACIST CADRE

### POSTS AND SALARIES

1.1 Pharmacist II CONHESS 08

1.1 Pharmacist I CONHESS 09

1.2 Senior Pharmacist CONHESS 11

1.3 Principal Pharmacist CONHESS 12

1.4 Chief Pharmacist CONHESS 13

1.5 Assistant Director Pharmaceutical Services CONHESS 14

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Pharmacist II	(1) By direct appointment of a suitable candidate possessing the qualifications specified in serial number 1 plus at least three (3) years post qualification cognate experience.	(i) Responsible to the Chief Pharmacist.  (ii) Performing inspection duties as provided under the Poison and Pharmacy Act, the Dangerous Drugs Act and the Food and Drugs Decree.  (iii) Making sample drug analysis and making the result available to the Police for prosecution purposes.	CONHESS 08	Pharmacist I
2.	Pharmacist I	(1 )By direct appointment of a suitable candidate possessing the	(iv) Responsible to the Chief	CONHESS 09	Senior Pharmacist

		<p>qualifications specified in serial number 1 plus at least six (6) years post qualification cognate experience.</p> <p>(2) By promotion of a confirmed Pharmacist II who has spent at least three (3) years on the grade</p>	<p>Pharmacist.</p> <p>(v) Performing inspection duties as provided under the Poison and Pharmacy Act, the Dangerous Drugs Act and the Food and Drugs Decree.</p> <p>(vi) Making sample drug analysis and making the result available to the Police for prosecution purposes.</p>		
3	Senior Pharmacist	<p>(1) By direct appointment of a suitable candidate possessing the qualifications specified in serial number 1 plus at least ten (10) years post qualification cognate experience.</p> <p>(2) By promotion of a confirmed Pharmacist I who has spent at least four (4) years on the grade</p>	<p>(vii) Responsible to the Chief Pharmacist.</p> <p>(viii) Performing inspection duties as provided under the Poison and Pharmacy Act, the Dangerous Drugs Act and the Food and Drugs Decree.</p> <p>(ix) Making sample drug analysis and making the</p>	CONHESS 11	Principal Pharmacist

			result available to the Police for prosecution purposes.		
4.	Principal Pharmacist	<p>(1) By direct appointment of a suitable candidate possessing additional qualification plus thirteen (13) years post-graduation cognate experience</p> <p>(2) By promotion of a confirmed Senior Pharmacist who has spent at least three (3) years on the grade.</p>	<p>(i) Responsible to the Chief Pharmacist.</p> <p>(ii) Taking charge of indents and controlling the Health Centre, Medical Stores and ensuring proper maintenance of Stock of all medical stores required by the Health Centre.</p> <p>(iii) Controlling the activities of the Central Drug Store.</p>	CONHESS 12	Chief Pharmacist
5.	Chief Pharmacist	<p>(1) By direct appointment of a suitable candidate possessing additional qualification plus sixteen (16) years post-graduation cognate experience, plus holders of M.Sc. degree.</p> <p>(2) By promotion of a confirmed</p>	<p>Responsible to the Deputy Director, Pharmaceutical Services:</p> <p>(i) Performing all the duties of the Assistant Director, Pharmaceutical Services whenever he/she is not</p>	CONHESS 13	Assistant Director (Pharmaceutical Services)

		Principal Pharmacist who has spent at least three (3) years on the grade.	around.  (ii) Performing any role assigned by the Assistant Director, Pharmaceutical Services.		
6.	Assistant Director Pharmaceutical Services	<p>(1) By direct appointment of a suitable candidate possessing the qualification in 5 above plus a minimum of 19 years post-graduation cognate experience or holders of M.Sc. Degree</p> <p>(2) By promotion of a confirmed Chief Pharmacist who has spent at least three (3) years on the grade subject to vacancy.</p>	<p>Responsible to the Director, University Health Services in</p> <p>(i) Coordinating day-to-day activities of Pharmacy Unit.</p>	CONHESS 14	

## PHOTOGRAPHER CADRE

### 1. POSTS AND SALARIES

1.1 Assistant Photographer CONTISS 06

1.2 Photographer CONTISS 07

1.3 Higher Photographer CONTISS 08

1.4 Senior Photographer CONTISS 09

1.5 Principal Photographer CONTISS 11

1.6 Assistant Chief Photographer CONTISS 12

1.7 Chief Photographer CONTISS 13

S/N	RANK	ENTRY QAULIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Assistant Photographer	By appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus ND in Photography and other relevant discipline.	i) Supervising the training of junior staff and advising on their deployment. ii) Coordinating the activities of junior staff. iii) Maintaining photographic equipment. iv) Keeping photographic record and material.	CONTISS 06	Photographer
2.	Photographer	(a)By appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE)	i) Supervising the training of junior staff and advising on their	CONTISS 07	Higher Photographer

		<p>including English Language and Mathematics plus HND/Degree in Fine Arts, Photography and other relevant discipline</p> <p>(b) By promotion of a confirmed and suitable Assistant Photographer who has spent at least three (3) years on the rank, plus HND/Degree</p>	<p>deployment.</p> <p>ii) Coordinating the activities of junior staff.</p> <p>iii) Maintaining photographic equipment.</p> <p>iv) Keeping photographic record and material.</p> <p>v) Covering important assignment such as arrivals, departures and other activities of VIPs.</p>		
3.	Higher Photographer	<p>(a) By appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Fine Arts, Photography and other relevant discipline plus three (3) years cognate experience.</p> <p>(b) By promotion of a confirmed and suitable Photographer who has spent at least three (3)</p>	<p>i) Assisting in training junior staff.</p> <p>ii) Supervising the Film Negatives Library.</p> <p>iii) Maintaining and running a photographic studio.</p> <p>iv) Undertaking colour photograph</p>	CONTISS 08	Senior Photographer

		years on the rank, plus HND/Degree	and any other duties assigned.		
4.	Senior Photographer	<p>(a) By Appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Fine Arts, Photography and other relevant discipline plus six (6) years cognate experience.</p> <p>(b) By promotion of a confirmed and suitable Higher Photographer who has spent at least three (3) years on the rank, HND/Degree</p>	<p>i) Supervising photographic production.</p> <p>ii) Taking general portrait and passport of VIPs.</p> <p>iii) Training junior staff and any other duties assigned.</p>	CONTISS 09	Principal Photographer
5.	Principal Photographer	<p>(a) By appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Fine Arts, Photography and other relevant discipline plus ten (10) years cognate experience.</p> <p>(b) By promotion of a confirmed and suitable Senior Photographer</p>	<p>i) Taking and processing top quality colour photography.</p> <p>ii) Requisitioning and supervising photographic stores and equipment.</p> <p>iii) Coordinating the activities of a number of subordinate</p>	CONTISS 11	Assistant Chief Photographer

		who has spent at least four (4) years on the rank, plus HND/Degree	staff.		
6	Assistant Chief Photographer	<p>(a) By appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Fine Arts, Photography and other relevant discipline plus thirteen (13) years cognate experience.</p> <p>(b) By promotion of a confirmed and suitable Principal Photographer who has spent at least three (3) years on the rank, plus HND/Degree</p>	<p>i) Indenting and ordering photographic equipment and materials.</p> <p>ii) Taking charge of photographic stores.</p>	CONTISS 12	Chief Photographer
7.	Chief Photographer	<p>a) By appointment of a suitable candidate possessing a good Master degree in Fine Arts, Photography and other relevant discipline plus sixteen (16) years cognate experience.</p> <p>(b) By promotion of a confirmed and suitable Assistant Chief Photographer who has spent at least three (3) years on the rank, plus HND/Degree subject to vacancy</p>	<p>i) Taking charge of the administration of the Section.</p> <p>ii) Taking charge of photographic Section.</p> <p>iii) Advising on photographic matters.</p>	CONTISS 13	Terminal point

## PHYSICAL PLANNING UNIT

### 1. POSTS AND SALARIES

1.1 Physical Planning Officer II CONTISS 07

1.2 Physical Planning Officer i CONTISS 08

1.3 Senior Physical Planning Officer CONTISS 09

1.4 Principal Planning Officer CONTISS 11

1.4 Assistant Chief Planning Officer CONTISS 12

1.5 Chief Physical Planning Officer CONTISS 13

1.6 Assistant Director, Physical Planning CONTISS 14

1.7 Director, Physical Planning CONTISS 15

S/N	RANK	ENTRY QAULIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Physical Planning Officer II	By appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Urban & Regional Planning or a related field registrable with TOPREC.	i) Providing relevant preliminary works on new physical development projects.  ii) Facilitating the development of design briefs in liaison with user departments..  iii) Participating in the implementation of the physical development master plan.  iv) Performing other duties as may be assigned and providing professional and community services.	CONTISS 07	Planning Officer I
2.	Physical Planning Officer I	By appointment of a suitable candidate possessing 5 O' Level credits	i) Providing relevant preliminary works on new physical	CONTISS 08	Senior Planning Officer

		<p>(WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Urban &amp; Regional Planning or a related field registrable with TOPREC with three (3) years cognate experience.</p> <p>ii) By promotion of a confirmed and suitable Planning Officer II who has spent at least three (3) years on the grade, plus HND/Degree</p>	<p>development projects.</p> <p>ii) Facilitating the development of design briefs in liaison with user departments..</p> <p>iii) Participating in the implementation of the physical development master plan.</p> <p>iv) Performing other duties as may be assigned and providing professional and community services.</p>		
3.	Senior Physical Planning Officer	<p>By appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Urban &amp; Regional Planning or a related field registrable with TOPREC with six (6) years cognate experience.</p> <p>ii) By promotion of a confirmed and suitable Planning Officer I who has spent at least three (3) years on the grade, plus HND/Degree</p>	<p>i) Providing relevant preliminary works on new physical development projects.</p> <p>ii) Facilitating the development of design briefs in liaison with user departments..</p> <p>iii) Participating in the implementation of the physical development master plan.</p> <p>iv) Performing other duties as may be assigned and providing professional and community services.</p>	CONTISS 09	Principal Planning Officer
4.	Principal Planning	By appointment of a suitable candidate	i) Providing relevant preliminary works on	CONTISS 11	Assistant Chief

	Officer	<p>possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Urban &amp; Regional Planning or a related field registrable with TOPREC with ten (10) years cognate experience.</p> <p>ii) By promotion of a confirmed and suitable Senior Planning Officer who has spent at least four (4) years on the grade, plus HND/Degree</p>	<p>new physical development projects.</p> <p>ii) Facilitating the development of design briefs in liaison with user departments..</p> <p>iii) Participating in the implementation of the physical development master plan.</p> <p>iv) Performing other duties as may be assigned and providing professional and community services.</p>		Planning Officer
5.	Assistant Chief Planning Officer	<p>By Appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Urban &amp; Regional Planning or a related field registrable with TOPREC with thirteen (13) years cognate experience.</p> <p>ii) By promotion of a confirmed and suitable Principal Planning Officer who has spent at least three (3) years on the grade, plus HND/Degree</p>	<p>i) Providing relevant preliminary works on new physical development projects.</p> <p>ii) Facilitating the development of design briefs in liaison with user departments..</p> <p>iii) Participating in the implementation of the physical development master plan.</p> <p>iv) Performing other duties as may be assigned and providing professional and community services.</p>	CONTISS 12	Chief Physical Planning Officer

6.	Chief Physical Planning Officer	<p>By appointment of a suitable candidate possessing a good Master degree in Urban &amp; Regional Planning or a related field registrable with TOPREC with sixteen (16) years cognate experience.</p> <p>ii) By promotion of a confirmed and suitable Assistant Chief Planning Officer who has spent at least four (4) years on the grade.</p>	<p>i) Coordinating development control measures in a timely, effective and efficient manner.</p> <p>ii) Coordinating the activities of all Consultants o University physical development projects.</p> <p>iii) Scrutinizing project designs conformity with original briefs to satisfy users' requirements.</p> <p>iv) Participating in the preparation of capital estimates and budgetary allocation for physical development projects.</p> <p>v) Performing other duties as may be assigned and providing professional community services.</p>	CONTISS 13	Assistant Director
7	Assistant Director	<p>(1) By appointment of a suitable candidate possessing a good Master degree in Urban &amp; Regional Planning or a related field registrable with TOPREC with nineteen (19) years cognate experience.</p> <p>(2) By promotion of a Chief Physical Planning Officer who has spent</p>	<p>By assisting the Director in:</p> <p>i) Coordinating development control measures in a timely, effective and efficient manner.</p> <p>ii) Coordinating the activities of all Consultants o University physical</p>	CONTISS 14	Director

		<p>three (3) years on the post, plus HND/Degree, a higher degree and registration with relevant Professional body. Subject to vacancy</p>	<p>development projects.</p> <p>iii) Scrutinizing project designs conformity with original briefs to satisfy users' requirements.</p> <p>iv) Participating in the preparation of capital estimates and budgetary allocation for physical development projects.</p> <p>v) Performing other duties as may be assigned and providing professional community services.</p>		
7.	*Director	<p>By appointment of a suitable candidate possessing a good Master degree in Urban &amp; Regional Planning or a related field registrable with TOPREC with twenty-four (24) years cognate experience, who must have been on the position of Assistant Director for at least five (5) years. He must have spent at least Five (5) years on the post of Assistant Director</p>	<p>i) Responsible for the overall physical development and aesthetic state of existing campus facilities and development of new ones.</p> <p>ii) Responsible as Chief adviser on all project activities, including planning, sitting, estimates, designs/drawings execution, scheduling, supervision and commissioning.</p> <p>iii) Responsible as Chief liaison officer with the National Universities</p>	CONTISS 15	Terminal Point

			<p>Commission (NUC) on all University physical development projects submissions and budgets in consonance with NUC minimum requirements.</p> <p>iv) Responsible for overall superintendence over physical planning activities and staff development for effective and efficient service delivery.</p> <p>v) Performing other duties as may be assigned and providing professional community services.</p>		
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\* By appointment

## PHYSIOTHERAPIST CADRE

### 1. POSTS AND SALARIES

1.1 Physiotherapist II - CONHESS 08

1.1 Physiotherapist I - CONHESS 09

1.2 Principal Physiotherapist - CONHESS 11

1.3 Assistant Chief Physiotherapist - CONHESS 12

1.4 Chief Physiotherapist - CONHESS 13

1.5 Assistant Director Physiotherapist - CONHESS 14

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Physiotherapist II	(1)By appointment of a suitable candidate who possess B.Sc. in Physiotherapy registrable with the Physiotherapy Board of Nigeria plus three (2) years cognate experience.	Taking charge of physiotherapist unit and coordinating the activities of clinical staff within the unit.	CONHESS 08	Physiotherapist I
2	Physiotherapist I	(1)By appointment of a suitable candidate who possess B.Sc. in Physiotherapy registrable with the Physiotherapy Board of Nigeria plus five (5) years cognate experience.  (2)By promotion of a confirmed and suitable Physiotherapist II who has spent at	Taking charge of physiotherapist unit and coordinating the activities of clinical staff within the unit.	CONHESS 09	Principal Physiotherapist

		least three (3) years on the post, plus a degree			
3	Principal Physiotherapist	<p>(1)By appointment of a suitable candidate who possess B.Sc. in Physiotherapy registrable with the Physiotherapy Board of Nigeria plus nine (9) years cognate experience.</p> <p>(2)By promotion of a confirmed and suitable Physiotherapist I who has spent at least four (4) years on the post, plus a degree</p>	Taking charge of physiotherapist unit and coordinating the activities of clinical staff within the unit.	CONHESS 11	Assistant Chief Physiotherapist
3.	Chief Physiotherapist	<p>(1)By appointment of a suitable candidate who possess B.Sc. in Physiotherapy registrable with the Physiotherapy Board of Nigeria plus eleven (12)years cognate experience</p> <p>(2)By promotion of a confirmed and suitable Principal Physiotherapist who has spent at least three (3) years</p>	<p>i. Supervising the activities of a number of staff.</p> <p>ii. Assisting in organizing the training programme of staff.</p> <p>iii. Assisting in providing guideline necessary for implementing appropriate programmes.</p>	CONHESS 12	Chief Physiotherapist

		on the post.			
4.	Chief Physiotherapist	<p>(1)By appointment of a suitable candidate who possess a good Master's degree in Physiotherapy registrable with the Physiotherapy Board of Nigeria plus fifteen (15) years cognate experience.</p> <p>(2)By promotion of a confirmed and suitable Assistant Chief Physiotherapist who has spent at least three (3) years on the post.</p>	<p>i. Assisting in coordinating some aspects of the activities of the physiotherapist.</p> <p>ii. Providing guidelines necessary for the implementation of appropriate programmes.</p> <p>iii. Assisting in taking charge of the general administration of the section.</p>	CONHESS 13	Assistant Director Physiotherapist
5.	Assistant Director Physiotherapist	<p>By promotion of a confirmed and suitable Assistant Chief Physiotherapist who has spent at least three (3) years on the grade and a higher qualification, subject to vacancy.</p> <p>By promotion of a confirmed Chief Physiotherapist who has spent at least three (3) years post.</p>		CONHESS 14	Terminal Point

## PORTER CADRE

### POSTS AND SALARY

1.1 Supervisor (Porter) - CONTISS 06

1.2 Senior Supervisor (Porter) - CONTISS 07

1.3 Principal Supervisor (Porter) - CONTISS 08

1.4 Welfare Officer (Porter) - CONTISS 09

1.5 Assistant Chief Welfare Officer II - CONTISS 11

1.6 Assistant Chief Welfare Officer I - CONTISS 12

1.7 Chief Welfare Officer (Porter) - CONTISS 13

S/N	RANKS	REQUIRED QUALIFICATIONS	SCHEDULE OF DUTIES	CONTISS	NEXT RANK
1.	Supervisor (Porter)	1. By direct appointment of a suitable candidate who has 5 “O” level Credit Pass (WASSCE/NECO/GCE including English Language and Mathematics plus NCE/National Diploma.	1. Distribution of hall ethics to students and ensuring adherence.  2. Monitoring people entering and exiting the premises.  3. Reporting cases of violation of rules and regulations.  4. Checking students in and out of their rooms when necessary.  5. Preparing duty roster for staff	CONTISS 06	Senior Supervisor (Porter)
2.	Senior Supervisor (Porter)	1. (1) By appointment of a suitable candidate who has 5 “O” level Credit Pass (WASSCE/NECO/ GCE including English Language	1. Carrying out fire safety checks.  2. Monitoring facility usage.  3. Ensuring the premises is kept safe	CONTISS 07	Principal Supervisor (Porter)

		<p>and Mathematics plus HND/Degree in relevant discipline..</p> <p>2.</p> <p>3. (2) By promotion of a confirmed and suitable Supervisor (Porter) who possesses HND/Degree</p> <p>4.</p>	<p>and clean.</p> <p>4. In charge of all keys (offices' keys, students' room keys, gates' keys, common rooms' keys, reading room's key and so on)</p>		
3.	Principal Supervisor (Porter)	<p>1. By appointment of a suitable candidate who has 5 "O" level Credit Pass (WASSCE/NECO/GCE including English Language and Mathematics plus HND/Degree in relevant discipline with three (3) cognate experience.</p> <p>2. By promotion of a confirmed and suitable Senior Supervisor (Porter) who has HND/Degree and has spent three (3) years on the post.</p>	<p>1. Carrying out routine maintenance checks.</p> <p>2. Supervising the activities of the cleaners within the premises.</p> <p>3. Overseeing repair of electrical, carpentry and plumbing work within the premises</p> <p>4. Attending to students' complaints on a daily basis.</p>	CONTISS 08	Welfare Officer (Porter)
4.	Welfare Officer (Porter)	<p>1. By appointment of a suitable candidate who has 5 "O" level Credit Pass (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in relevant discipline with six (6) years cognate experience.</p>	<p>1. Ensuring that all the equipment and other facilities within the premises are functioning well.</p> <p>2. Developing schedule for regular evaluation of facilities.</p> <p>3. Overseeing renovation projects</p>	CONTISS 09	Assistant Chief Welfare Officer II (Porter)

		<p>2. By promotion of a confirmed and suitable Principal Supervisor (Porter) who has spent three (3) years on the post and must have HND/Degree.</p>	<p>within the premises.</p> <p>4. Taking students who are sick to health centre for medical treatment.</p> <p>5. Vetting duty roster and ensuring that there is an appropriate number of staff on every shift.</p>		
5.	Assistant Chief Welfare Officer II (Porter)	<p>1. By appointment of a suitable candidate who has 5 “O” level Credit Pass (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in relevant discipline with ten (10) years cognate experience.</p> <p>2. By promotion of a confirmed and suitable Welfare Officer (Porter) who has spent four (4) years on the post and must have HND/Degree.</p>	<p>3. Maintaining internal security.</p> <p>4. To be charge of fire extinguishers</p> <p>5. Carrying out routine maintenance checks, taking note and reporting any facility needing attention for repairs.</p> <p>6. Seeing to the welfare of students in the premises.</p>	CONTISS 11	Assistant Chief Welfare Officer I (Porter)
6.	Assistant Chief Welfare Officer I (Porter)	<p>1. By appointment of a suitable candidate who has 5 “O” level Credit Pass (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in relevant discipline with thirteen (13) years cognate experience.</p> <p>2. By promotion of a</p>	<p>3. Assisting the chief welfare officer in the day to day administration of the hall.</p> <p>4. Playing an advisory and counseling role to students.</p> <p>5. In charge of final hall clearance for</p>	CONTISS 12	Chief Welfare Officer (Porter)

		confirmed and suitable Assistant Chief Welfare Officer II (Porter) with HND/Degree and three (3) years cognate experience.	<p>graduating students.</p> <p>6. Coordinating allocation of hostel accommodation process.</p>		
7.	Chief Welfare Officer (Porter)	<p>1. By appointment of a suitable candidate who has 5 “O” level Credit Pass (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in relevant discipline with sixteen (16) years cognate experience.</p> <p>2. By promotion of a confirmed and suitable Assistant Chief Welfare Officer I (Porter) with HND/Degree and three (3) years cognate experience.</p> <p>The Promotion is subject to vacancy in each Hall of residence of the University.</p>	<p>1. Assisting the hall warden in the day to day administration of the hall.</p> <p>2. Supervising the subordinate staff.</p> <p>3. Ensuring harmonious working relationship among staff.</p> <p>4. Assisting and advising the hall warden in the day to day management of finance.</p> <p>5. Serving as in loco parentis to students in the hall.</p>	CONTISS 13	Terminal Point

## **PROCUREMENT OFFICER CADRE**

### **POSTS AND SALARIES**

1.1 Procurement Assistant - CONTISS 06

1.2 Procurement Officer II - CONTISS 07

1.3 Procurement Officer I - CONTISS 08

1.4 Senior Procurement Officer - CONTISS 09

1.5 Principal Procurement Officer - CONTISS 11

1.6 Assistant Chief Procurement Officer - CONTISS 12

1.7 Chief Procurement Officer - CONTISS 13

1.8 Assistant Director (Procurement) - CONTISS 14

1.9 Director (Procurement) - CONTISS 15

<b>GRADE</b>	<b>BASIC ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT GRADE</b>
Procurement Assistant	By appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus any of the following qualifications; ND in Purchasing and Supply / Business Administration / Statistics/ Financial Studies/ Law/Computer Sciences/ Accounting/Economics./Engineering/ Technology/ Marketing/Insurance/ Quantity Survey and	a. Collection of bid /tender documents from would-be suppliers and contractors.  b. Creating a record of bid/tender document submitted in respect of each contract or supplies.  c. Assist in stacking, arrangement and safekeeping of OPENED/ANALYSED bid /tender	CONTISS 6	Procurement Officer II

	<p>other relevant discipline.</p>	<p>documents for future references.</p> <p>d. Generating a database of all contractors and suppliers.</p> <p>e. Carrying out any other duties as may be directed by a superior officer.</p>		
Procurement Officer II	<p>(1)By appointment of a suitable candidate possessing Degree/ HND in Purchasing and Supply / Business Administration / Statistics/ Financial Studies/ Law/Computer Sciences/ Accounting/Economics./Engineering/ Technology/ Marketing/Insurance/ Quantity Survey and other relevant discipline.</p> <p>(2)By promotion of a confirmed and suitable Procurement Assistant who has spent three (3) years on the grade and possessing HND/ B.Sc. in Purchasing</p>	<p>a. Implementing existing Procurement procedures and making recommendations.</p> <p>b. Implementing indenting procedures.</p> <p>a. Preparing questionnaires for market survey.</p> <p>b. Undertaking constant market research.</p> <p>c. Rendering monthly returns.</p> <p>d. Performing</p>	CONTISS 7	Procurement Officer I

	and Supply etc.	any other duties as may be assigned by the superior Officer from time to time.		
Procurement Officer I	<p>(1)By appointment of a suitable candidate possessing Degree/ HND in Purchasing and Supply / Business Administration / Statistics/ Financial Studies/ Law/Computer Sciences/ Accounting/Economics./Engineering/ Technology/ Marketing/Insurance/ Quantity Survey and other relevant discipline</p> <p>Plus three (3)years cognate experience.</p> <p>(2)By promotion of a confirmed and suitable Procurement Officer II who has spent at least three (3) years on the grade.</p>	<p>a. Performing the duties of Procurement Officer II at a higher level of responsibility.</p> <p>b. Supervising new officers on the job.</p> <p>c. Implementing all procurement policies.</p> <p>d. Interpreting and analyzing all buying policies.</p> <p>e. Updating market research and pricing policies.</p> <p>f. Rendering monthly and regular reports and returns.</p>	CONTISS 8	Senior Procurement Officer
Senior Procurement Officer	(1)By appointment of a suitable candidate possessing Degree/	a. Maintains and keeps procurement	CONTISS 9	Principal Procurement Officer

	<p>HND in Purchasing and Supply / Business Administration / Statistics/ Financial Studies/ Law/Computer Sciences/ Accounting/Economics./Engineering/ Technology/ Marketing/Insurance/ Quantity Survey and other relevant discipline</p> <p>plus six (6) years cognate experience.</p> <p>(2)By promotion of a confirmed and suitable Procurement Officer I who has spent at least three (3) years on the grade, plus a degree or HND in relevant field.</p>	<p>records.</p> <p>b. Reviews the Market Survey Questionnaires</p> <p>.</p> <p>a. Collects materials requirements from the user departments.</p> <p>b. Carrying out vendor expediting duties.</p> <p>c. Ensuring effective and careful examination of products pricing data for efficiency and cost savings.</p> <p>d. Updating procurement data.</p>		
Principal Procurement Officer	<p>(1)By appointment of a suitable candidate possessing Degree/ HND in Purchasing and Supply / Business Administration /</p>	<p>Duties</p> <p>a. Preparing monthly Procurement Statements.</p> <p>b. Analyzing</p>	<p>CONTISS 11</p>	<p>Assistant Chief Procurement Officer</p>

	<p>Statistics/ Financial Studies/ Law/Computer Sciences/ Accounting/Economics./Engineering/ Technology/ Marketing/Insurance/ Quantity Survey and other relevant discipline</p> <p>plus at least ten (10) years post-qualification cognate experience.</p> <p>(2)By promotion of a confirmed and suitable Senior Procurement Officer who has spent at least four (4) years on the grade, plus a HND/Degree in relevant field.</p>	<p>top management decisions on procurement for easy implementations by junior officers.</p> <p>c. Arranging public bid opening sessions.</p> <p>d. Arranging for contract signature.</p> <p>e. Managing the Procurement process before during and after execution of contracts.</p> <p>f. Preparing Technical Specifications.</p> <p>g. Organizing advertisements .</p> <p>h. Issuing bidding documents.</p> <p>i. Appraising Procurement Staff training proposal.</p> <p>j. Compiling needs and</p>		
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		assisting in Procurement Budget Preparation.		
Assistant Chief Procurement Officer	<p>(1)By appointment of a suitable candidate possessing Degree/ HND in Purchasing and Supply / Business Administration / Statistics/ Financial Studies/ Law/Computer Sciences/ Accounting/Economics./Engineering/ Technology/ Marketing/Insurance/ Quantity Survey and other relevant discipline</p> <p>plus at least thirteen (13) years post-qualification cognate experience.</p> <p>(2)By promotion of a confirmed and suitable Principal Procurement Officer who has spent at least three (3) years on the grade, plus a degree or HND in relevant field</p>	<p>a. Ensuring that bulk purchase of materials is done within stipulated limits and policy.</p> <p>b. Rendering quarterly/Annual Reports.</p> <p>c. Ensuring the safe keeping and security of bid receipts till opening period.</p> <p>d. Inspecting procurement records to ensure compliance with the Procurements Act.</p> <p>e. Preparing reports on bid Evaluation.</p> <p>f. Carrying out vendor rating.</p> <p>g. Reviewing indenting procedures.</p>	CONTISS 12	Chief Procurement Officer

		h. Taking charge of the development and training of procurement personnel.		
Chief Procurement Officer	<p>(1)By appointment of a suitable candidate possessing Degree/ HND in Purchasing and Supply / Business Administration / Statistics/ Financial Studies/ Law/Computer Sciences/ Accounting/Economics./Engineering/ Technology/ Marketing/Insurance/ Quantity Survey and other relevant discipline</p> <p>plus at least sixteen (16) years cognate experience and six(6)years post-qualification professional cognate experience.</p> <p>(2)By promotion of a confirmed and suitable Assistant Chief Procurement who has spent at least three (3) years on the grade, subject to vacancy.</p>	<p>a. Taking charge of a procurement section.</p> <p>b. Develops procurement related database management procedures.</p> <p>c. Organizes procurement training programmes.</p> <p>d. Participating in bid evaluation.</p> <p>e. Co-ordinating advertisements</p> <p>f. Preparing procurement budgets in line with the approved Government policy.</p> <p>g. Carrying out vendor appraisal.</p>	CONTISS 13	Assistant Director

		<p>h. Advising the management on pricing policy formulation.</p> <p>i. Any other duties as may be delegated by a superior officer.</p>		
Assistant Director (Procurement)	<p>By appointment of a suitable candidate who possesses a good Master's degree in Purchasing and Supply / Business Administration / Statistics/ Financial Studies/ Law/Computer Sciences/ Accounting/Economics./Engineering/ Technology/ Marketing/Insurance/ Quantity Survey and other relevant discipline</p> <p>plus nineteen (19) years cognate experience and ten(10) years post-qualification professional cognate experience, must have spent at least three (3) years on the post of Chief Procurement Officer.</p>	<p>a. Assisting the Director in taking charge and developing Standard Tender documents.</p> <p>b. Conducting research into useful procurement practices.</p> <p>c. Publishing on the instruction of the Director, major contract awards by the University.</p> <p>d. Organizing, supervising and consolidating the procurement of the</p>	CONTISS 14	**Director (Procurement)

	Subject to vacancy	<p>University</p> <p>e. Supervising training programmes.</p> <p>f. Carrying out value analysis of material requirements.</p> <p>g. Interpretation and constant review of practices of the University ensure that they are in line with relevant government policies.</p> <p>h. Assisting the Director in coordinating and selecting reliable and qualified suppliers/contractors for the University.</p> <p>i. Advises suppliers/contractors on ordering programmes.</p> <p>Acts for the Director of Procurement in his absence</p>		
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<p><b>**Director (Procurement)</b></p>	<p>By Appointment of a suitable candidate who possesses a good Master's <b>degree</b> in Purchasing and Supply / Business Administration / Statistics/ Financial Studies/ Law/Computer Sciences/ Accounting/Economics./Engineering/ Technology/ Marketing/Insurance/ Quantity Survey/ Entrepreneurship and Capital Market and other relevant discipline plus twenty-four (24) years cognate experience and fifteen(15) years post-qualification professional cognate experience and must have spent at least five (5) years on the post of Assistant Director (Procurement)</p>	<p>a. Takes charge of the overall administration of the Procurement Department.</p> <p>b. Responsible to the Vice Chancellor on advisory capacity.</p> <p>c. Published prices of tendered items.</p> <p>d. Formulates policy on price uniformity and standardization .</p> <p>e. Formulates procurement policies for the procurement professionals.</p> <p>f. Coordinating training programmes for all staff of the Department.</p> <p>g. Directing and controlling all activities of the Procurement Division.</p> <p>h. Directing on</p>	<p>CONTISS 15</p>	
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		<p>acquiring methods for the University needs i.e. (Haggling, Hedging, Speculative and call off procurement) to ensure savings for the University.</p> <p>i. Advising the University management on all Public Procurement matters.</p> <p>j. Monitoring compliance with all Public Procurement regulations in the University</p>		
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**\*\* By appointment only**

## **PRODUCER/PRESENTER/ANNOUNCER OFFICERS CADRE**

### **POSTS AND SALARIES**

1.1 Producer II/Presenter II/Announcer II CONTISS 07

1.2 Producer I/Presenter I/Announcer I CONTISS 08

1.3 Senior Producer/Presenter/Announcer CONTISS 09

1.4 Principal Producer /Presenter/Announcer CONTISS 11

1.5 Controller Programmes CONTISS 12

1.6 Station Manager CONTISS 13

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QAULIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANK</b>
1.	Producer II/Presenter II/Announcer II	By appointment of a suitable candidate who possesses 5 O' level credits including English Language and Mathematics plus a good HND/Degree in Mass Communication, Journalism, Communication &Language Arts or related discipline.	He/She oversees the making of a radio programme.  He/She also produces live and recorded content, create content	CONTISS 07	Producer I/Presenter I/Announcer I
2.	Producer/Presenter I/ Announcer I	(1)By appointment of a suitable candidate who possesses 5 O'level credits including English Language and Mathematics plus a good HND/Degree in Mass Communication, Journalism, Communication &Language Arts or related discipline plus three (3) years cognate	He/She oversees the making of a radio programme.  He/She also produces live and recorded content, creates content	CONTISS 08	Senior Producer/Presenter/ Announcer

		<p>experience.</p> <p>(2)By promotion of a confirmed and suitable Producer II/Presenter II/Announcer II who has spent at least three (3) years on the post, plus HND/degree as specified by appointment.</p>			
3.	Senior Producer/Presenter/Announcer	<p>(1)By Appointment of a suitable candidate who possesses 5 O'level credits including English Language and Mathematics plus a good HND/Degree in Mass Communication, Journalism, Communication &amp;Language Arts or related discipline plus six (6) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Producer /Presenter I/Announcer I who has spent at least three (3) years on the post, plus HND/Degree</p>	<p>He/She oversees the making of a radio programme.</p> <p>He/She also produces live and recorded content, create content, produce special programme</p>	CONTISS 09	Principal Producer /Presenter/Announcer
4.	Principal Producer/Presenter/Announcer	<p>(1)By Appointment of a suitable candidate who possesses a good HND/Degree in Mass Communication, Journalism,</p>	<p>He/She oversees the making of a radio programme.</p> <p>He/She also</p>	CONTISS 11	Controller Programmes

		<p>Communication &amp; Language Arts or related discipline plus ten (10) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Producer /Presenter /Announcer who has spent at least four (4) years on the post, plus HND/Degree</p>	<p>produces live and recorded content, create content, produce special programme</p>		
5.	Controller Programmes	<p>(1) By Appointment of a suitable candidate who possesses Degree in Theatre Arts, English, Mass Communication, Media Arts or other related fields with a minimum of fourteen (13) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Producer /Presenter /Announcer who has spent at least three (3) years on the grade, plus a HND/Degree</p>	<p>He/She coordinates programmes, producers and supervises productions</p>	CONTISS 12	Station Manager Programmes
6.	<p>**Station Manager Programmes</p> <p>Subject to vacancy</p>	<p>By Appointment of a suitable candidate who possesses a good Master Degree in Theatre Arts, English, Mass Communication, Media Arts with a</p>	<p>He/She coordinates programmes to be Broadcast, producers and</p>	CONTISS 13	Terminal Point

		<p>minimum of sixteen(16) years cognate experience and must have spent three (3) years on the post of Controller Programmes.</p> <p>(2) By promotion of a confirmed and suitable Controller programmes who has spent at least three (3) years on the grade, plus a HND/Degree</p>	<p>supervises productions staff, prepares program schedules</p>		
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\* \*subject to vacancy.

## **PROGRAMMER CADRE**

### **1. POSTS AND SALARIES**

- 1.1 Programmer ..... CONTISS 07
- 1.2 Senior Programmer ..... CONTISS 08
- 1.3 Principal Programmer II ..... CONTISS 09
- 1.4 Principal Programmer I..... CONTISS 11
- 1.5 Assistant Chief Programmer..... CONTISS 12
- 1.6 Chief Programmer ..... CONTISS 13
- 1.7 Assistant Director (Programming) ..... CONTISS 14
- 1.8 Director, ICT ..... CONTISS 15

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANK</b>
1.	Programmer	(1) By appointment of a suitable candidate possessing 5 “O” Level credits pass (WASSCE/NECO/GCE) including English Language and	<p>(1) Writing and testing simple program</p> <p>(2) Preparing flowcharts and test date</p>	CONTISS 07	Senior Programmer

		Mathematics plus a Degree /HND in Computer Science/ Information Technology and other related discipline	<p>(3) Designing and producing computer Input/Output format and supervising and giving junior staff on-the-job training</p> <p>(4) Any other duties that may be assigned.</p>		
2.	Senior Programmer	<p>(1) By appointment of a suitable candidate possessing 5 “O” Level credits pass (WASSCE/NECO/GCE) including English Language and Mathematics plus Degree/ HND in Computer Science or Information Technology and other related discipline plus three (3) years’ experience.</p> <p>(2) By promotion of a confirmed and suitable Programmer who has spent at least three (3) years on the post, plus a HND/Degree</p>	<p>(1) Co-ordinating systems planning and design</p> <p>(2) Supervising and programming and operating activities</p> <p>(3) Undertaking programming writing codes to produce an output report.</p>	CONTISS 08	Principal Programmer II
3.	Principal Programmer II	<p>(1) By appointment of a suitable candidate possessing 5 “O” Level credits pass (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in</p>	<p>(1) Carrying out on the spot systems investigation and finalizing detailed layout.</p> <p>(2) Studying systems and analyzing the existing systems.</p>	CONTISS 09	Principal Programmer I

		<p>Computer Science or Information Technology and other related discipline plus six (6) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Programmer who has spent at least three (3) years on the post, plus a HND/Degree</p>	<p>(3) Evaluating new system design and design and migrating into old System.</p> <p>(4) Any other duties that may be assigned.</p>		
4.	Principal Programmer I	<p>(1) By appointment of a suitable candidate possessing degree in Computer Science or Information Technology and other related discipline plus ten (10) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Programmer II who has spent at least four (4) years on the post, plus recognised academic and, professional qualifications.</p>	<p>(1) Coordinating the activities of a number of Programmers in his Unit.</p> <p>(2) Assigning system study data and evaluating reports.</p> <p>(3) Evaluating programme efficiency and scheduling system study flow.</p>	CONTISS 11	Assistant Chief Programmer
5.	Assistant Chief Programmer	<p>(1) By appointment of a suitable candidate possessing degree in Computer Science or Information Technology and other related discipline plus thirteen (13) years cognate</p>	<p>(1) Coordinating the activities of a number of Programmers in his Unit.</p> <p>(2) Assigning system study data and</p>	CONTISS 12	Chief Programmer

		<p>experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Programmer I who has spent at least three (3) years on the post plus recognised professional qualifications, plus a HND/Degree</p>	<p>evaluating reports.</p> <p>(3) Evaluating programme efficiency and scheduling system study flow.</p>		
6.	Chief Programmer	<p>(1) By appointment of a suitable candidate possessing a good Master's degree in Computer Science or Information Technology and other related discipline plus sixteen (16) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Assistant Chief Programmer who has spent at least three (3) years on the post plus recognised academic/professional qualifications</p>	<p>(1) Maintaining existing and new programming/system and direct corrective actions.</p> <p>(2) Taking charge of a section.</p> <p>(3) Compiling and presenting report on project plan.</p>	CONTISS 13	Assistant Director (Programming)
7.	Assistant Director (Programming)	<p>(i) By appointment/promotion of a suitable candidate possessing a good Master's degree with nineteen 19 years' post qualification cognate experience with at least twelve (12) years</p>	<p>(1) Taking care of a branch.</p> <p>(2) Assisting in the administration of the Department.</p> <p>(3) Coordinating the training programme</p>	CONTISS 14	Director, ICT

		cognate experience. In both cases candidates must be a member of a registered professional body and must have spent at least three (3) years on the post of Chief Programmer, HND/Degree, plus a higher degree, subject to vacancy.	of staff.  (4) Performing any other duties assigned.		
8.	*Director, ITeMS	(i) By appointment of a suitable candidate possessing a good Masters degree with twenty-four (24) years post qualification cognate experience with twelve (12) years cognate experience. In both cases candidates must be a member of a registered recognized professional body. He must have spent five (5) years as Assistant Director	1) Taking care of a branch.  (2) Overseer in the administration of the Department.  (3) Coordinating the training programme of staff.  (4) Performing any other duties assigned by the Vice - Chancellor.	CONTISS 15	Terminal Point

**\* By appointment**

## **PROGRAMMER/SOFTWARE DEVELOPER CADRE**

### **POSTS AND SALARIES**

1.1 Programmer/Software Developer II CONTISS 07

1.2 Programmer/Software Developer I CONTISS 08

1.3 Senior Programmer/Software Developer CONTISS 09

1.4 Principal Programmer/Software Developer CONTISS 11

1.5 Assistant Chief Programmer/Software Developer CONTISS 12

1.6 Chief Programmer/Software Developer CONTISS 13

1.7 Assistant Director Programmer/Software Developer CONTISS 14

1.8 Director, ITeMS CONTISS 15

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QUALI FICATI ON</b>	<b>DUTIES</b>	<b>SALAR Y SCALE</b>	<b>NEXT RANK</b>
1.	Programmer/ Software Developer II	(1) By direct appointm ent of a suitable candidate possessin g 5 “O” Level credits pass (WASSC E/NECO /GCE) including English Languag e and Mathema tics plus a HND/De gree in	1. Writing and implementi ng efficient code  2. Researching , designing, implementi ng and managing software programs  3. Testing and evaluating new programs  4. Identifying areas for	CONTIS S 07	Programmer/Software Developer I

		Computer Science/ Computer Engineering/ Information Technology and other related discipline.	modification in existing programs and subsequently developing these modifications  5. Working closely with other developers, and System Analysts		
2.	Programmer/ Software Developer I	(1) By direct appointment of a suitable candidate possessing 5 “O” Level credits pass (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Computer	1. Writing and implementing efficient code  2. Researching, designing, implementing and managing software programs  3. Testing and evaluating new programs  4. Identifying areas for modification	CONTIS S 08	Senior Programmer/Software Developer

		<p>Science/ Computer Engineering/ Information Technology and other related discipline plus three (3) years' experience.</p> <p>(2) By promotion of a confirmed and suitable Programmer/Software Developer II who has spent at least three (3) years on the post, plus a HND/Degree</p>	<p>n in existing programs and subsequently developing these modifications</p> <p>5. Working closely with other developers, and System Analysts</p>		
3.	Senior Programmer/Software Developer I	(1) By direct appointment of a	1. Writing and implementing efficient	CONTISS 09	Principal Programmer/Software Developer

		<p>suitable candidate possessing 5 “O” Level credits pass (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Computer Science/Computer Engineering/Information Technology and other related discipline plus six (6) years cognate experience plus recognised professional bodies plus</p>	<p>code</p> <p>2. Determining operational practicality</p> <p>3. Developing quality assurance procedures</p> <p>4. Deploying software tools, processes and metrics</p> <p>5. Maintaining and upgrading existing systems</p>		
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		<p>members hip of a relevant professio nal body e.g.: CPN, ASCP or other related professio nal body.</p> <p>(2)By promotio n of a confirme d and suitable Program mer/Soft ware Develope r I who has spent at least three (3) years on the post plus recognise d professio nal bodies plus members hip of a relevant professio nal body e.g.: CPN,</p>			
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		ASCP or other related professional body, plus a HND/Degree			
4.	Principal Programmer/Software Developer	(1) By direct appointment of a suitable candidate possessing HND/Degree in Computer Science, Computer Engineering/Information Technology and other related discipline plus ten (10) years cognate experience plus membership of a relevant profession	1. Writing and implementing efficient code 2. Determining operational practicality 3. Developing quality assurance procedures 4. Deploying software tools, processes and metrics 5. Maintaining and upgrading existing systems	CONTIS S 11	Assistant Chief Programmer/Software Developer

		<p>nal body e.g.: CPN, ASCP or other related professio nal body.</p> <p>(2) By promotio n of a confirme d and suitable Senior Program mer/Soft ware Develope r who has spent at least four (4) years on the post plus recognise d professio nal members hip of a relevant professio nal body e.g.: CPN, ASCP or other related professio nal body,</p>			
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		and a HND/Degree			
5	Assistant Chief Programmer/ Software Developer	(1) By appointment of a suitable candidate possessing a good Master degree in Computer Science/ Computer Engineering/ Information Technology and other related discipline plus thirteen (13) years cognate experience plus membership of a relevant professional body e.g.: CPN, ASCP or	1. Improving system quality by identifying issues and common patterns, and developing standard operating procedures  2. Enhancing applications by identifying opportunities for improvement, making recommendations and designing and implementing systems  3. Maintaining and improving existing code bases and peer review code	CONTIS S 12	Chief Programmer/Software Developer

		<p>other related professional body.</p> <p>(2) By promotion of a confirmed and suitable Principal Programmer/Software Developer who has spent at least three (3) years on the post plus plus membership of a relevant professional body e.g.: CPN, ASCP or other related professional body, and a HND/Degree</p>	<p>changes</p> <p>4. Liaising with colleagues to implement technical designs</p> <p>5. Investigating and using new technologies where relevant</p>		
6.	Chief Programmer/Software	(1) By direct appointment	1. Improving system	CONTIS S 13	Deputy Director Programmer/Software Developer

	Developer	<p>ent of a suitable candidate possessing a good Master degree in Computer Science/ Computer Engineering/ Information Technology and other related discipline plus sixteen (16) years cognate experience plus membership of a relevant professional body e.g.: CPN, ASCP or other related professional body.</p> <p>(2) By promotion</p>	<p>quality by identifying issues and common patterns, and developing standard operating procedures</p> <p>2. Enhancing applications by identifying opportunities for improvement, making recommendations and designing and implementing systems</p> <p>3. Maintaining and improving existing code bases and peer review code changes</p> <p>4. Liaising with colleagues to implement technical</p>		
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		n of a confirmed and suitable Chief Programmer/Software Developer who has spent at least three (3) years on the post and a Master degree plus membership of a relevant professional body e.g.: CPN, ASCP or other related professional body.	designs  5. Investigating and using new technologies where relevant		
7.	Assistant Director Programmer/Software Developer	(i) By direct appointment/promotion of a suitable candidate possessing a good	(1) Plan, implement and monitor changes in hardware infrastructure configurations.	CONTIS S 14	Director, ITeMS

		<p>Master degree with nineteen (19) post qualification cognate experience with twelve (12) years cognate experience. In both cases candidates must be a member of a registered professional body and must have spent at least three (3) years on the post of Chief Programmer/Software Developer plus membership of a relevant</p>	<p>(2) Supervise the Installation and configuration of new server hardware.</p> <p>(3) Develop and monitor the maintenance of system standards</p> <p>(4) Develop best practices and written documentation for all server maintenance; and</p> <p>(5) Any other duties that may be assigned.</p>		
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		<p>professional body e.g.: CPN, ASCP or other related professional body, plus a HND/Degree and a higher degree, subject to vacancy.</p>			
8.	*Director, ITeMS	<p>(i) By direct appointment of a suitable candidate possessing a good Master degree with twenty-four (24) years post qualification cognate experience with twelve (12) years cognate</p>	<p>(1) Oversees the administration of the Directorate. (2) Develops and implements Strategic Development Plans (SDPs) for the Directorate. (3) Coordinates the budgeting and financial planning</p>	CONTIS S 15	Terminal Point

		<p>experience. In both cases candidates must be a member of a registered and recognized professional body e.g.: CPN, ASCP or other related professional body. He must have spent five (5) years as Assistant Director</p>	<p>activities of the Directorate.</p> <p>(4) Determines sources of support funding and prosecute aggressive fund generation for the Directorate.</p> <p>(5) Performs any other duties assigned by the Vice - Chancellor.</p>		
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**\* By appointment only**

## PUBLIC HEALTH SUPERINTENDENT CADRE

### 1. POSTS AND SALARIES

1.1 Assistant Health Superintendent CONTISS 06

1.2 Health Superintendent CONTISS 07

1.3 Higher Health Superintendent CONTISS 08

1.4 Senior Health Superintendent CONTISS 09

1.5 Principal Health Superintendent CONTISS 11

1.6 Assistant Chief Health Superintendent CONTISS 12

1.7 Chief Health Superintendent CONTISS 13

S/N	RANK	ENTRY QAULIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Assistant Health Superintendent	By appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus ND in Public Health.	i. Performing preventive and Environmental Health Duties such as - Environmental Sanitation - Health Education - Control of Communicable diseases - Meat and Food inspection.	CONTISS 06	Health Superintendent
2.	Health Superintendent	(1) By appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English	i. Supervising the work of the subordinate staff. ii. Initiating	CONTISS 07	Higher Health Superintendent

		<p>Language and Mathematics plus HND/Degree in Public Health</p> <p>(2) By promotion of a confirmed and suitable Assistant Health Superintendent who has spent at least three (3) years on the post and must have possess HND/Degree</p>	<p>measures to safe guard public health.</p> <p>iii. Carrying out health education programmes.</p> <p>iv. Compiling environmental health data and reports.</p>		
3.	Higher Health Superintendent	<p>(1) By appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Health Education/Nutrition with three (3) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Health Superintendent who has spent at least three (3) years on the post, plus HND/degree</p>	<p>i. Taking charge of environmental health activities.</p> <p>ii. Organizing health education programmes.</p> <p>iii. Assisting in initiating measures to control communicable diseases.</p> <p>iv. Performing other related duties that may be assigned.</p>	CONTISS 08	Senior Health Superintendent
4.	Senior Health Superintendent	<p>(1) By appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English</p>	<p>i. Taking charge of the environmental health activities.</p>	CONTISS 09	Principal Health Superintendent

		<p>Language and Mathematics plus HND/Degree in Health Education/Nutrition with six (6) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Higher Health Superintendent who has spent at least three (3) years on the post, plus HND/degree</p>	<p>ii. Coordinating the work of the subordinate staff.</p> <p>iii. Taking charge of any specialized health unit</p>		
5.	Principal Health Superintendent	<p>(1) By appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Health Education/Nutrition with ten (10) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Health Superintendent who has spent at least four (4) years on the post, plus HND/degree</p>	<p>i. Taking charge of health activities.</p> <p>ii. Co-ordinating the activities of the Sub-ordinate staff.</p> <p>iii. Assisting in training subordinate.</p> <p>iv. Co-ordinating measures to control communicable diseases.</p>	CONTISS 11	Assistant Chief Health Superintendent
6.	Assistant Chief Health Superintendent	<p>(1) By appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO/GCE) including English</p>	<p>i. Collecting, Collating, analyzing and distributing environmental health data.</p>	CONTISS 12	Chief Health Superintendent

		<p>Language and Mathematics plus HND/Degree in Health Education/Nutrition with thirteen (13) years cognate experience.</p> <p>By promotion of a confirmed and suitable Principal Health Superintendent who has spent at least three (3) years on the post.</p>	<p>ii. Undertaking supervisory visit to the various unit and submitting periodical epidemiological report.</p> <p>iii. Organising training programmes, lectures and symposia for environmental health staff.</p> <p>iv. Assisting in the administration of the Section.</p>		
7.	Chief Health Superintendent	<p>(1) By appointment of a suitable candidate possessing a good Master's Degree in Health Education/Nutrition with sixteen (16) years cognate experience or a Registered Nurse with fifteen (15) years cognate experience and must have spent at least four (4) years on the post of Assistant Chief Health Superintendent. Subject to vacancy.</p> <p>(2) By promotion of an Assistant Chief Health Superintendent who has spent three (3) years on</p>	<p>i. Coordinating the Environmental /Public Health Activities.</p> <p>ii. Taking care of the administration, planning and implementation of environmental health services.</p> <p>iii. Advising on matters related to environs health.</p>	CONTISS 13	Terminal point

		the post, plus HND/Degree Subject to vacancy			
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## **QUANTITY SURVEYOR CADRE**

### **1. POSTS AND SALARIES**

1.1 Quantity Surveyor II CONTISS 07

1.2 Quantity Surveyor I CONTISS 08

1.3 Senior Quantity Surveyor CONTISS 09

1.4 Principal Quantity Surveyor CONTISS 11

1.5 Assistant Chief Quantity Surveyor CONTISS 12

1.6 Chief Quantity Surveyor CONTISS 13

1.7 Assistant Director, Quantity Surveyor CONTISS 14

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANK</b>
1.	Quantity Surveyor II	By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Quantity Surveying registrable with QSRBN plus NYSC certificate.	(1) Assisting in the preparation of bills of quantities and estimates of proposed works.  (2) Carrying out valuation for interim certificates of payments.  (3) Carrying out other duties as may be assigned, and	CONTISS 07	Quantity Surveyor I

			providing professional and community service.		
2.	Quantity Surveyor I	<p>(1) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Quantity Surveying registrable with QSRBN plus NYSC certificate with at least three (3) years cognate experience</p> <p>(2) By promotion of a confirmed and suitable Quantity Surveyor II who has spent at least three (3) years on the post, plus HND/degree</p>	<p>(1) Assisting in the preparation of bills of quantities and estimates of proposed works.</p> <p>(2) Carrying out valuation for interim certificates of payments.</p> <p>(3) Carrying out other duties as may be assigned, and providing professional and community service.</p>	CONTISS 08	Senior Quantity Surveyor
3.	Senior Quantity Surveyor	<p>(1) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus</p>	<p>(1) Preparing bills, quantities and estimates of proposed works.</p>	CONTISS 09	Principal Quantity Surveyors

		<p>HND/Degree in Quantity Surveying registrable with QSRBN plus NYSC certificate with at least six (6) years cognate experience</p> <p>(2) By promotion of a confirmed and suitable Quantity Surveyor I who has spent at least three(3) years on the post with satisfactory record of service, plus HND/degree</p> <p>.</p>	<p>(2) Carrying out valuation for interim certificates of payments and serve as Quantity Surveyor and Cost Planner on major projects and control costs of construction works.</p> <p>(3) Carrying out other duties as may be assigned, and provide professional and community service.</p> <p>(4) Participating in the preparation of bills, quantities and estimates of proposed works.</p> <p>(5) Carrying out valuation for interim certificates of payments</p>		
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			<p>and serve as Quantity Surveyor on medium projects.</p> <p>(6) Carrying out other duties as may be assigned, and provide professional and community service.</p>		
4.	Principal Quantity Surveyors	<p>(1) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Quantity Surveying registrable with QSRBN plus NYSC certificate with at least ten (10) years cognate experience</p> <p>(2) By promotion of a confirmed and suitable Senior Quantity Surveyor who has spent at least four (4) years on the post, plus HND/Degree</p>	<p>(1) Same as specified in S/N 3 above.</p> <p>(2) Assessing financial implications of project proposals and advise on cost decisions.</p> <p>(3) Carrying out other duties as may be assigned.</p>	CONTISS 11	Assistant Chief Quantity Surveyor
5.	Assistant	(1) By appointment of a	(1) Same as	CONTISS	Chief

	Chief Quantity Surveyors	<p>suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Quantity Surveying registrable with QSRBN plus NYSC certificate with at least thirteen (13) years cognate experience</p> <p>(2) By promotion of a confirmed and suitable Principal Quantity Surveyor who has spent at least three (3) years on the post.</p>	<p>specified in S/N 3 above.</p> <p>(2) Assessing financial implications of project proposals and advise on cost decisions.</p> <p>(3) Carrying out other duties as may be assigned.</p>	12	Quantity Surveyor
6.	Chief Quantity Surveyor	<p>(1) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Quantity Surveying registrable with QSRBN plus NYSC certificate with at least sixteen (16) years cognate experience</p> <p>(2) By promotion of a confirmed and suitable Assistant Chief Quantity Surveyor who has spent at least three (3) years</p>	<p>(1) Preparing bill of quantities and estimates of proposed works and carry out valuation for interim certificates of payment.</p> <p>(2) Serving as Quantity Surveyor and Cost Planner, or Major Projects and</p>	CONTISS 13	Assistant Director

		on the grade.	<p>control cost of construction works.</p> <p>(3) Assessing financial implications of project proposals and advising on cost decisions and assist in annual capital estimates preparations review of rolling plans and updating fixed assets register.</p> <p>(4) Carrying out other duties as may be assigned, and providing professional and community service.</p>		
7	Assistant Director (Subject to vacancy)	(1) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English	(1) Preparing bill of quantities and estimates of	CONTISS 14	Terminal point

		<p>Language and Mathematics plus Master Degree in Quantity Surveying registrable with QSRBN with at least nineteen (19) years cognate experience</p> <p>(2) By promotion of a confirmed and suitable Chief Quantity Surveyor who has spent at least three (3) years on the grade with a higher qualification. Subject to vacancy.</p>	<p>proposed works and carry out valuation for interim certificates of payment.</p> <p>(2) Serving as Quantity Surveyor and Cost Planner, or Major Projects and control cost of construction works.</p> <p>(3) Assessing financial implications of project proposals and advising on cost decisions and assist in annual capital estimates preparations review of rolling plans and updating fixed assets register.</p> <p>(4) Carrying out other duties as may be</p>		
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			assigned, and providing professional and community service.		
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## **RADIOGRAPHER CADRE**

### **POSTS AND SALARIES**

1.1 Radiographer CONTISS 07

1.2 Higher Radiographer CONTISS 08

1.3 Senior Radiographer CONTISS 09

1.4 Principal Radiographer CONTISS 11

1.5 Assistant Chief Radiographer CONTISS 12

1.6 Chief Radiographer CONTISS 13

<b>S/N</b>	<b>POST</b>	<b>BASIC ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT GRADE</b>
1.	Radiographer	By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/B.Sc. in Radiography plus professional qualification.	i. Carrying out radiographic examination such as V.I.P. and cholecystography  ii. Assisting in Fluorography examinations of the gastro-intestinal tract, blood vessels and neuro investigations.  iii. Taking care of X-Ray equipment.  iv. Assisting in	CONTISS 07	Higher Radiographer

			developing and filling radiographic examination.		
2.	Higher Radiographer	<p>(1) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/B.Sc. in Radiography plus professional qualification with three (3) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Radiographer who has spent at least three (3) years on the post</p>	<p>i. Taking care of X-Ray equipment.</p> <p>ii. Checking and sorting S-Ray films or Radiographs.</p> <p>iii. Developing and filling radiographic examination for record purposes</p>	CONTISS 08	Senior Radiographer
3.	Senior Radiographer	<p>(1) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/B.Sc. in Radiography plus professional qualification with six (6) years cognate experience.</p> <p>(2) By promotion of a</p>	<p>i. Ensuring maintenance, servicing and storage of X-Ray apparatus and accessories.</p> <p>ii. Training darkroom Technician and Assistants.</p> <p>iii. Taking charge of X-Ray Service in an area, Mobile or Static Mass</p>	CONTISS 09	Principal Radiographer

		confirmed and suitable Higher Radiographer who has spent at least three (3) years on the post	Radiographic Unit  iv. Organising Lectures for student Radiographers and junior staff in the X-Ray Unit.		
4.	Principal Radiographer	(1)By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematicsplus HND/B.Sc. in Radiography plus professional qualification with ten (10) years cognate experience.  (2) By promotion of a confirmed and suitable Senior Radiographer who has spent at least four (4) years on the post	i. Taking charge of the training of X-Ray assistants.  ii. Indenting X-Ray equipment, films, contrast media etc.  iii. Supervising the activities of a number of a junior radiographer.	CONTISS 11	Assistant Chief Radiographer
5.	Assistant Chief Radiographer	(1)By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematicsplus HND/B.Sc. in	i. Ordering and receiving stores and equipment for X-Ray Units.  ii. Assisting in designing annual reports and yearly estimates for the	CONTISS 12	Chief Radiographer

		<p>Radiography plus professional qualification with thirteen (13) years cognate experience.</p> <p>By promotion of a confirmed and suitable Principal Radiographer who has spent at least three 3 years plus professional qualification with.</p>	<p>Radiology Section.</p> <p>iii. Supervising Radiographic activities in the department.</p>		
6.	Chief Radiographer	<p>By appointment of a suitable candidate possessing a good Master's degree in Radiography or its equivalent plus sixteen (16) years cognate experience.</p> <p>(2)By promotion of a confirmed and suitable Assistant Chief Radiographer with a first degree, who must have spent at least three (3) years on the post plus professional qualification subject to vacancy.</p>	<p>i. Preparing annual reports and yearly estimates for the Radiology Section.</p> <p>ii. Advising on all radiographic matters.</p> <p>iii.Coordinating radiographic activities in the department.</p>	CONTISS 13	Terminal Point

## RESEARCH ADMINISTRATOR CADRE

### POST AND SALARY

1.1 Research Administrator II CONTISS 07

1.2 Research Administrator I CONTISS 08

1.3 Senior Research Administrator CONTISS 09

1.4 Principal Research Administrator CONTISS 11

1.5 Assistant Chief Research Administrator CONTISS 12

1.6 Chief Research Administrator CONTISS 13

1.7 Assistant Director Research Administrator CONTISS 14

S/N	RANK	ENTRY QAULIFICATION	DUTIES	SALAR Y	NEXT RANK
1.	Research Administrator II	By appointment of a suitable candidate who possesses 5 O'level credits including English Language and Mathematics, a good university first B.Sc./B.Ed./BA in any discipline with a minimum of Second Class Lower or Upper Credit. Candidate must be computer literate	Complete clerical and administrative tasks in support of unit's sponsored research programs and mission. This includes coordinating pre--- award and/or post---award processes; collecting, distributing and/or archiving RFAs, FOAs, proposal and award related documents.	CONTIS S 07	Research Administrator or I
2.	Research Administrator I	(1) By appointment of a suitable candidate who possesses 5 O'level credits including English Language and Mathematics, a good university first degree /B.Sc./B.Ed./BA in	Complete clerical and administrative tasks in support of unit's sponsored research programs and mission. This includes coordinating pre--- award and/or post---award processes; collecting,	CONTIS S 08	Senior Research Administrator or

		<p>any discipline with a minimum of Second Class Lower or Upper Credit plus three ( 3) years relevant cognate experience in research administration/project management</p> <p>Candidate must be computer literate</p> <p>(2)By promotion of a confirmed Research Administrator II who has spent three years on the post.</p>	<p>distributing and/or archiving RFAs, FOAs, proposal and award related documents.</p>		
3.	Senior Research Administrator	<p>(1) By appointment of a suitable candidate who possesses 5 O'level credits including English Language and Mathematics, a good university first degree B.Sc./B.Ed. in any discipline with a minimum of Second Class Lower or Upper Credit plus six (6) years relevant cognate experience in research administration/project mgt.</p> <p>(2) By promotion of a confirmed Research</p>	<p>Provide administrative assistant and routine problem solving in support of unit's research programs and mission. Assistance may include the preparation and/or submission of routine research proposals, grants and/or contracts according to standard practice and/or general instruction. Assist with and/or complete proposal submissions, prepare information used in grant budgets, process and project</p>	CONTIS S 09	Principal Research Administrator

		Administrator I who has spent three years on the post.	financial transactions, and/or effort reporting activities.  Note 4: ** Must be mandatory		
4	Principal Research Administrator	<p>(1) By appointment of a suitable candidate possessing a good university first degree B.Sc./B.Ed. in any discipline with a minimum of second class lower division, relevant update training in the past four(4) years and six (10) years of productive research administration (financial or administrative support) experience at a University level.</p> <p>(2) By promotion of a confirmed Senior Research Administrator II who has spent four (4) years on the post.</p>	<p>Provide administrative assistant and routine problem solving in support of unit's research programs and mission. Assistance may include the preparation and/or submission of routine research proposals, grants and/or contracts according to standard practice and/or general instruction. Assist with and/or complete proposal submissions, prepare information used in grant budgets, process and project financial transactions, and/or effort reporting activities.</p>	CONTIS S 11	Assistant Chief Research Administrator
5.	Assistant Chief Research Administrator	(1) By appointment of a suitable candidate possessing a good Master's degree in any relevant discipline,	Provide administrative leadership and intermediate problem solving in support of unit's research	CONTIS S 12	Chief Research Administrator

	strator	<p>additional relevant training in the past six years and thirteen (13) years of productive research administration (financial or administrative support) experience at a University level.</p> <p>(2) By promotion of a confirmed and suitable Principal Research Administrator who has spent three (3) years on the post.</p>	<p>programs and mission. Provide support to a small to mid---sized unit, or support a portion of activities in a large unit. Provide lifecycle pre--- and post- --award research administration ensuring the fulfillment of all grant and/or contract and compliance requirements. Manage overall day to day research administration activities, research and identify funding opportunities for faculty and/or Pls with associated research competencies and interests. Ensure that all activities are completed in compliance with relevant funders and institutional rules and regulations.</p>		
5.	Chief Research Administrator	<p>(3) By appointment of a suitable candidate possessing a good Master degree in any relevant discipline, additional relevant</p>	<p>Provide administrative leadership and intermediate problem solving in support of unit's research programs and</p>	CONTIS S 13	Assistant Director Research Administrator

		<p>training in the past six years and sixteen (16) years of productive research administration (financial or administrative support) experience at a University level.</p> <p>(4) By promotion of a confirmed and suitable Assistant Chief Research Administrator who has spent three (3) years on the post.</p>	<p>mission. Provide support to a small to mid---sized unit, or support a portion of activities in a large unit. Provide lifecycle pre--- and post---</p> <p>--award research administration ensuring the fulfillment of all grant and/or contract and compliance requirements. Manage overall day to day research administration activities, research and identify funding opportunities for faculty and/or Pls with associated research competencies and interests. Ensure that all activities are completed in compliance with relevant funders and institutional rules and regulations.</p>		
.	<p>Assista nt Directo r</p> <p>Researc h Admini</p>	<p>By appointment of a suitable candidate possessing a good Master's degree in any relevant discipline, additional relevant training in the last</p>	<p>Provide administrative leadership by incorporating a significant amount of experience</p> <p>in support of unit's research programs</p>	<p>CONTIS S 14</p>	

	<p>strator</p> <p>(By appointment and subject to vacancy )</p>	<p>nineteen</p> <p>(19) years of productive research administration (financial or administrative support) experience at a University level.</p>	<p>and mission. Provide sole support to a small to mid--- sized unit, or support a portion of activities in a large unit.</p> <p>Using extensive research administrative experience within the same unit to coordinate all aspects of multiple grants and/or contract pre--- and post---award activities. Assist in developing new funding opportunities and strategic plans regarding grants and/or contracts by providing guidance and counsel in regard to grant and/or contract administration which includes internal and external meetings, interpreting clauses, reviewing contracts and resolving reporting and/or expense problems. Review associated policy and procedures and recommend changes to increase productivity and effectiveness.</p>		
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## RESEARCH EXPERIMENTAL OFFICER CADRE

### POSTS AND SALARIES

1.1 Research Experimental Officer II . . . . CONTISS 07

1.2 Research Experimental Officer I - - CONTISS 08

1.3 Senior Research Experimental Officer -. .. CONTISS 09

1.4 Principal Research Experimental Officer - - CONTISS 11

1.5 Assistant Chief Research Experimental Officer- - CONTISS 12

1.6 Chief Research Experimental Officer - - CONTISS 13

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

		including English Language and Mathematics plus Good Honours Degree in the relevant field plus at least three (3) years' experience.		
3.	Senior Research Experimental Officer	<p>(i) By promotion of a confirmed and suitable Research Experimental Officer I who has spent at least three (3) years on the grade.</p> <p>(ii) By direct appointment of a candidate possessing 5 "O" Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus Good Honours Degree in the relevant field plus at least six (6) years' experience.</p>	CONTISS 09	Principal Research Experimental Officer
4.	Principal Research Experimental Officer	<p>(i) By promotion of a confirmed and suitable Senior Research Experimental Officer who has spent at least ten (4) years on the grade.</p> <p>(ii) By direct appointment of a</p>	CONTISS 11	Assistant Chief Experimental Officer

		<p>candidate possessing 5 “O” Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus Good Honours Degree in the relevant field plus at least ten (10 years’ experience.</p>		
5.	Assistant Chief Experimental Officer	<p>(i) Promotion avenue for Principal Research Experimental Officer.</p> <p>(ii) By direct appointment of a candidate possessing 5 “O” Level (WAEC/NECO/GCE) including English Language and Mathematics plus Good Honours Degree in the relevant field plus at least thirteen (13) years’ experience.</p>	CONTISS 12	Chief Experimental Officer
6.	Chief Experimental Officer	<p>Promotion avenue for Assistant Chief Research Experimental Officer who must have spent 3 years on the post.</p>	CONTISS 13	Terminal Point

## **SAFETY OFFICER CADRE**

### **POSTS AND SALARIES**

1.1 Assistant Safety Officer CONTISS 06

1.2 Safety Officer II CONTISS 07

1.3 Safety Officer I CONTISS 08

1.4 Senior Safety Officer CONTISS 09

1.5 Principal Safety Officer II CONTISS 11

1.6 Principal Safety Officer I CONTISS 12

1.7 Assistant Chief Safety Officer CONTISS 13

1.8 Chief Safety Officer CONTISS 14

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QAULIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANK</b>
1.	Assistant Safety Officer	(1) By appointment of a suitable candidate possessing 5 O'Level Credits (WASSCE/NECO/GCE) including English Language plus OND/NCE	(1) Advising on Security matters.  (2) Coordinating and Supervising the activities of subordinate staff.  (3) Taking charge of crime, criminal investigation, apprehension of offenders, liaise with State Security Agencies on all criminal matters, appear in Court as required and	CONTISS 06	Safety Officer II

			<p>carry out other duties as may be assigned, and provide professional and community service.</p> <p>(4) Any other duties assigned by a superior officer.</p>		
2.	Safety Officer II	<p>(1) By appointment of a suitable candidate with degree in Humanities, Social Sciences, Law, criminology and Education or an Ex-Servicemen not below the rank of Senior Inspector of Police or its equivalent in Armed Forces with at least HND/Degree</p> <p>(2) By promotion of a confirmed and suitable Assistant Safety Officer who has spent at least three (3) years on the post with exemplary conduct plus HND/Degree</p>	<p>(1) Protecting life and property within the University and its environs, monitor, and prevent potential criminal and cult activities.</p> <p>(2) Investigating crimes and write situation reports, prevent trespass in the University, issue identity cards and retrieve at points of surrender sub-unit.</p> <p>(3) Carrying out other duties as may be assigned, and</p>	CONTISS 07	Safety Officer I

			<p>provide professional and Community Service.</p> <p>(4) Any other duties assigned by a superior officer.</p>		
3.	Safety Officer I	<p>(1) By appointment of an Ex-Servicemen and not below the Rank of Senior Inspector of Police or its equivalent in the Armed Forces with at least HND/Degree and not less than three years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Safety Officer II who has spent at least three (3) years on the grade with exemplary conduct plus HND/Degree.</p>	<p>(1) Performing at higher level, the duties specified in sub – paragraph 2.1.1 and above.</p> <p>(2) Assisting in organizing training programs for subordinate security staff and security enlightenment programmes on crime detection and prevention.</p> <p>(3) Carrying out other duties as may be assigned by superior officer, and provide professional and community service.</p>	CONTISS 08	Senior Safety Officer

4.	Senior Safety Officer	<p>(1) By appointment of an Ex-Serviceman not below the rank of Assistant Superintendent of Police or its equivalent in the Armed Forces with at least HND/Degree and not less than six (6) years cognate experience</p> <p>(2) By promotion of a confirmed and suitable Security Officer I who has spent at least three (3) years on the grade with exemplary conduct plus HND/Degree</p>	<p>(1) Performing at higher level, the duties specified in sub-paragraph 2.2.1 and above.</p> <p>(2) Playing a major role in general Supervision, discipline and welfare of subordinate Security Staff.</p> <p>(3) Carrying out other duties as may be assigned, and provide professional and Community service.</p>	CONTISS 09	Principal Safety Officer II
5.	Principal Safety Officer II	<p>(1) By appointment of an Ex-Serviceman not below the rank of Superintendent of Police or its equivalent in the Armed Forces with HND/Degree and not less than ten (10) years cognate experience</p> <p>(2) By promotion of a confirmed suitable Senior Security Officer who has spent at least three (3) years on the grade with exemplary</p>	<p>(1) Performs at higher level, the duties specified in sub – paragraph 2.3.1 of the scheme of service.</p> <p>(2) Taking charge of crime, criminal investigation, apprehension of offenders, liaison with State</p>	CONTISS 11	Principal Safety Officer I

		conduct plus HND/Degree	Security Agencies on all criminal matters, appear in Court as required and carry out other duties as may be assigned, and provide professional and community service.  (3) Any other duties assigned by a Superior Officer.		
6.	Principal Safety Officer I	(1) By appointment of an Ex-Serviceman not below the rank of Superintendent of Police or its equivalent in the Armed Forces with HND/Degree and not less than thirteen (13) years cognate experience  (1) By promotion of a confirmed suitable Principal Safety Officer II who has spent at least (3) three years on the grade with exemplary conduct plus HND/Degree	(1) Performs at higher level, the duties specified in sub – paragraph 2.3.1 of the scheme of service.  (2) Taking charge of crime, criminal investigation, apprehension of offenders, liaison with State Security Agencies on all criminal matters, appear in Court as required and carry out other duties as may	CONTISS 12	Assistant Chief Safety Officer

			<p>be assigned, and provide professional and community service.</p> <p>(3) Any other duties assigned by a Superior Officer.</p>		
7	Assistant Chief Safety Officer	<p>(1) Appointment of an Ex-Servicemen not below rank of Superintendent of Police or its equivalent in the Armed Forces with HND/Degree and not less than sixteen (16) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Safety Officer I and who must have spent three (3) years as PSO I</p>	<p>(1) Performs at higher level, the duties specified in sub-paragraph 2.3.1 of the scheme of service.</p> <p>(2) Organizing training and re-training of personnel.</p> <p>(3) Coordinating office activities and operation to secure efficiency and compliance.</p> <p>(4) Supervising Administrative staff and dividing responsibility to ensure performance.</p> <p>(5) Keep stock of office supply, place</p>	CONTISS 13	Chief Safety Officer

			<p>order where necessary and manage correspondence</p> <p>(6) Any other duties assigned by a Superior Officer.</p>		
7.	Assistant Chief Safety Officer (Operation & Intelligence)	<p>(1) Appointment of an Ex-Servicemen not below rank of Superintendent of Police or its equivalent in the Armed Forces with HND/Degree and not less than sixteen (16) years cognate experience.</p> <p>By promotion of a confirmed and suitable Principal Safety Officer I and who must have spent three (3) years as PSO I</p>	<p>(1) Performs at higher level, the duties specified in sub-paragraph 2.3.1 of the scheme of service.</p> <p>(2) Intelligence gathering.</p> <p>(3) Processing and analyzing intelligence information.</p> <p>(4) Organizing and monitoring covert and overt operations.</p> <p>(5) Any other duties assigned by a Superior Officer.</p>	CONTISS 13	Chief Safety Officer
7.	Assistant Chief Safety Officer (Crime & Investigation)	<p>(1) Appointment of an Ex-Servicemen not below rank of Superintendent of Police or its equivalent in the</p>	<p>(1) Performs at higher level, the duties specified in sub-paragraph</p>	CONTISS 13	Chief Safety Officer

		<p>Armed Forces with HND/Degree and not less than sixteen (16) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Safety Officer I and who must have spent three (3) years as PSO I</p>	<p>2.3.1 of the scheme of service.</p> <p>(2) Taking charge of crime and criminal investigation.</p> <p>(3) Appear in Court as required.</p> <p>(4) Assist Legal Unit of the University in prosecuting criminals.</p> <p>(5) Solving crime and preventing future criminal activities.</p> <p>(6) Identifying and restraining suspect for interrogation.</p> <p>(7) Conducting search and interviewing criminals.</p> <p>(8) Any other duties assigned by a Superior Officer.</p>		
.8.	* Chief Safety Officer	(1) By direct appointment of an Ex-Serviceman not below rank of Chief Superintendent of Police	(1) Coordinating recruitment and discipline of	CONTISS 14	

		<p>or its equivalent on the Armed Forces with good Master's Degree and not less than twenty-one (21) years cognate experience.</p> <p>(2) By appointment of any confirmed and suitable Assistant Chief Safety Officer who have spent five (5) years on the post. The Position is subject to vacancy plus a good Master's Degree.</p>	<p>Safety Staff.</p> <p>(2) General Administration of the Unit.</p> <p>(3) Coordinating safety activities on Campus.</p> <p>(4) Liaising with outside security Agencies on behalf of the University.</p> <p>(5) Managing human and material resources of the Unit.</p> <p>(6) Formulating Security/Safety policy from time to time.</p> <p>(7) Providing security advice when required.</p> <p>(8) Any other duties as assigned by the Vice-Chancellor and the Chairman, Council Committee on Safety/Security.</p>		
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**\*By direct appointment only**

**SECRETARIAL CADRE**

## POSTS AND SALARIES

1.1 Confidential Secretary II - CONTISS 06

1.2 Confidential Secretary I - CONTISS 07

1.3 Personal Secretary - CONTISS 08

1.4 Senior Personal Secretary II - CONTISS 09

1.5 Senior Personal Secretary I - CONTISS 11

1.6 Principal Personal Secretary - CONTISS 12

1.7 Assistant Chief Personal Secretary - CONTISS 13

1.8 Chief Personal Secretary - CONTISS 14

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Confidential Secretary II	(1)By direct appointment of a candidate possessing five (5) O'L Credits (WASSCE/NECO/GCE) and ND in Secretarial Studies, Office Administration or other relevant professional qualifications	(1)Providing secretarial assistance such as taking dictation in shorthand and reproducing them in typed scripts.  (2)Receiving visitors, enquiries and telephone calls on behalf of the Officer to whom he/she is attached.  (3)Performing office routine associated with the duties indicated	CONTISS 06	Confidential Secretary I

			above.		
2.	Confidential Secretary I	<p>(1) By direct appointment of a candidate possessing five (5) O' level credits (WASC/NECO/GCE) HND/Degree in Secretarial Studies, Office Administration or other relevant professional qualifications</p> <p>.</p> <p>(2) By promotion of a confirmed Confidential Secretary II who has spent three (3) years of satisfactory service in the University, plus a HND/Degree</p>	<p>(1)Carrying out secretarial duties, including typing, shorthand and word-processing.</p> <p>(2)Assisting the leadership of unit in day-to-day workforce and other administrative duties including cleanliness of the unit, taking minutes of meetings and keep custody of unit records and office equipment.</p> <p>(3)Carrying out other duties as may be assigned, and providing some professional and community service.</p>	CONTISS 07	Personal Secretary

3.	Personal Secretary	<p>(1) By direct appointment of a candidate possessing five (5) O’L credits and University degree in Secretarial Admin or other relevant professional qualifications or HND/Degree in relevant subjects plus 3years experience</p> <p>(2) By promotion of a confirm Confidential Secretary with a minimum of three (3) years of satisfactory service in the University, plus HND/Degree</p>	<p>(1) Providing secretarial services including word processing and assist the leadership of unit in the routine administrative and other duties.</p> <p>(2) Keeping proper custody of records and office equipment and supervising subordinates to ensure efficient running and cleanliness of the unit.</p> <p>(3) Carrying out other duties as may be assigned and providing professional and community service.</p>	CONTISS 08	Senior Personal Secretary II
4.	Senior Personal Secretary II	<p>(1) By direct appointment of a candidate possessing five (5) O’L credits and</p>	Performing at higher level, the same duties as	CONTISS 09	Senior Personal

		<p>University degree in Secretarial Admin or other relevant professional qualifications or HND/Degree in relevant subjects plus six (6) years' experience</p> <p>(2) By promotion of a confirmed Personal Secretary possessing HND/Degree in relevant disciplines plus minimum of three (3) years of satisfactory service record.</p>	specified above.		Secretary I
5.	Senior Personal Secretary I	<p>(1) By direct appointment of a candidate possessing five (5) O'L credits and University degree in Secretarial Admin or other relevant professional qualifications or HND/Degree in relevant subjects plus ten (10) years' experience</p> <p>(2) By promotion of a confirmed Senior Personal Secretary II with minimum of four (4) years of satisfactory service record, plus HND/Degree</p>	Same as above.	CONTISS 11	Principal Personal Secretary II
6.	Principal Personal Secretary	<p>(1) By direct appointment of a candidate possessing five</p>	Same as above.	CONTISS 12	Principal Personal Secretary I

		<p>(5) O’L credits and University degree in Secretarial Admin or other relevant professional qualifications or HND/Degree in relevant subjects plus thirteen (13) years’ experience.</p> <p>(2) By promotion of a confirmed Senior Personal Secretary who has spent at least three (3) years of satisfactory service record in the University, plus HND/Degree</p>			
7	Assistant Chief Personal Secretary	<p>(1) By direct appointment of a candidate possessing five (5) O’L credits and HND/Degree in Secretarial Admin or other relevant professional qualifications or HND/Degree in relevant subjects plus sixteen (16) cognate experience</p> <p>(2) By promotion of a confirmed Principal Personal Secretary who has spent at least three (3) years of satisfactory service record in the University, plus HND/Degree</p>	<p>(i) Same as above</p> <p>(ii) Performing other duties as may be assigned.</p>	CONTISS 13	Chief Personal Secretary
8.	Chief	(1) By direct	(i) Same as	CONTISS	Terminal

	Personal Secretary	<p>appointment of a candidate possessing five (5) O’L credits and HND/Degree in Secretarial Admin or other relevant professional qualifications or HND/Degree in relevant subjects plus nineteen (19) cognate experience. Degree + Masters.</p> <p>(2) By promotion of a confirmed Principal Personal Secretary who has spent at least three (3) years of satisfactory service record in the University, HND/Degree plus a higher degree. Subject to vacancy.</p>	<p>above</p> <p>(ii)Performing other duties as may be assigned.</p>	14	Point
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## SILVICULTURIST CADRE

### POSTS AND SALARIES

1.1 Silviculturist - CONTISS 07

1.2 Higher Silviculturist - CONTISS 08

1.3 Senior Silviculturist - CONTISS 09

1.4 Principal Silviculturist - CONTISS 11

1.5 Assistant Chief Silviculturist - CONTISS 12

1.6 Chief Silviculturist - CONTISS 13

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Silviculturist	By direct appointment of a candidate who has 5 “O” level Credit Pass (WAEC/NECO/GCE) including English Language and Mathematics plus HND/Degree in Forestry, from a recognized institution.	i. Supervising preparation of taxidermic materials. ii. Taking charge under supervision of a Forestry Project or programmes. iii. Supervising and training Forestry Staff.	CONTISS 07	Higher Silviculturist
2.	Higher Silviculturist	(1) By direct appointment of a suitable candidate possessing the qualifications specified in serial number 1 plus at least three (3) years post qualification cognate experience. Or HND/Degree in	i. Supervising preparation of taxidermic materials. ii. Taking charge under supervision of a Forestry Project or	CONTISS 08	Senior Silviculturist

		<p>Forestry from a recognized Institution</p> <p>(2) By promotion of a confirmed and suitable Silviculturist who has spent at least three (3) years on the grade, plus HND/Degree</p>	<p>programmes.</p> <p>iii. Supervising and training Forestry Staff.</p> <p>iv. Taking charge of a medium forestry project.</p>		
3.	Senior Silviculturist	<p>By direct appointment of a suitable candidate possessing the University degree qualifications in Forestry at least six (6) years post qualification cognate experience.</p> <p>By promotion of a confirmed and suitable Higher Silviculturist who has spent at least three (3) years on the grade, plus HND/Degree</p>	<p>i. Managing a large Forestry project.</p> <p>ii. Assisting in organizing training programme for the staff.</p>	CONTISS 09	Principal Silviculturist
4.	Principal Silviculturist	<p>(1) By promotion of a confirmed and suitable Senior Silviculturist who has spent at least four (4) years on the grade, plus d HND/Degree</p> <p>(2) By direct appointment of a suitable candidate possessing</p>	<p>i. Supervising the Maintenance of all operational equipment and tools.</p> <p>ii. Assisting in training of junior staff.</p>	CONTISS 11	Assistant Chief Silviculturist

		HND/Degree in Forestry plus ten (10) years' experience or a Master Degree in Forestry will be an added advantage.			
5.	Assistant Chief Silviculturist	By promotion of a confirmed and suitable Principal Silviculturist who has spent at least three (3) years on the grade, plus a HND/Degree	i. Assisting in the administration of a Section. ii. Coordinating a number of related programmes.	CONTISS 12	Chief Silviculturist
6.	Chief Silviculturist Subject to vacancy.	By promotion of Assistant Chief Silviculturist who has spent three (3) years on the post	i. Taking charge of a Section in the Forestry Department. ii. Advising on related matters.	CONTISS 13	Terminal Point

## **SOCIAL WORKER CADRE**

### **1. POSTS AND SALARIES**

#### **1.1 Social Worker II CONTISS 07**

#### **1.1 Social Worker I CONTISS 08**

#### **1.2 Senior Social Worker CONTISS 09**

#### **1.3 Principal Social Worker II CONTISS 11**

#### **1.4 Principal Social Worker I CONTISS 12**

#### **1.5 Assistant Chief Social Worker CONTISS 13**

#### **1.6 Chief Social Worker CONTISS 14**

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QAULIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANK</b>
1.	Social Worker II	(i) By appointment of a suitable candidate possessing 5 “O” Level credits pass (WASSCE/NECO/GCE) including English Language and Mathematics plus a Bachelor Degree in Adult Education, Social Work, Sociology, Guidance & Counselling and Psychology with a minimum of second class lower from recognized institution.	(A) 1. Social case work intervention.  2. Running of Mental Health Clinic.  3. Counselling.  4. Routine Visits.  5. Managing National Health Insurance Scheme (Staff).  (B) Supervision of Assistant Medical Social Worker.	CONTISS 07	Senior Social Worker

			C. Performing other duties as may be assigned including professional and community services.		
2.	Social Worker I	<p>(i) By appointment of a suitable candidate possessing 5 “O” Level credits pass (WASSCE/NECO/GCE) including English Language and Mathematics plus a Bachelor Degree in Adult Education, Social Work, Sociology, Guidance &amp; Counselling and Psychology with a minimum of second class lower from recognized institution.</p> <p>ii) By promotion of a confirmed Social Worker II who has spent at least three (3) years on the post.</p>	<p>(A) 1. Social case work intervention.</p> <p>2. Running of Mental Health Clinic.</p> <p>3. Counselling.</p> <p>4. Routine Visits.</p> <p>5. Managing National Health Insurance Scheme (Staff).</p> <p>(B) Supervision of Assistant Medical Social Worker.</p> <p>C. Performing other duties as may be assigned including professional</p>	CONTISS 08	Senior Social Worker

			and community services.		
3.	Senior Social Worker	<p>(i) By appointment of a suitable candidate possessing 5 “O” Level credits pass (WASSCE/NECO/GCE) including English Language and Mathematics plus a Bachelor Degree in Adult Education, Social Work, Sociology, Guidance &amp; Counselling and Psychology with a minimum of second class lower from recognized institution plus six (6) years’ work experience.</p> <p>(ii) By promotion of a confirmed Social Worker I who has spent at least three (3) years on the post.</p>	<p>1. Social case work intervention.</p> <p>2. Running of Mental Health Clinic.</p> <p>3. Counselling.</p> <p>4. Routine Visits.</p> <p>5. Managing National Health Insurance Scheme (Staff).</p> <p>(B) Supervision of Medical Social Worker.</p> <p>(C) Performing other duties as may be assigned including professional and community services.</p>	CONTISS 09	Principal Social Worker II
4.	Principal Social Worker	(i) By appointment of a suitable candidate possessing 5 “O” Level	1. Social case work	CONTISS 11	Principal Social

	II	<p>credits pass (WASSCE/NECO/GCE) including English Language and Mathematics plus a Bachelor Degree in Adult Education, Social Work, Sociology, Guidance &amp; Counselling and Psychology with a minimum of second class lower from recognized institution plus ten (10) year work experience.</p> <p>(ii) By promotion of a confirmed Senior Social Worker who has spent at least four (4) years on the post, plus a degree in relevant field</p>	<p>intervention.</p> <p>2. Running of Mental Health Clinic.</p> <p>3. Counselling.</p> <p>4. Routine Visits.</p> <p>5. Managing National Health Insurance Scheme (Staff).</p> <p>(B) Supervision of Senior Medical Social Worker.</p> <p>(C) Performing other duties as may be assigned including professional and community services.</p>		Worker I
5.	Principal Medical Social Worker I	<p>(i) By appointment of a suitable candidate possessing 5 “O” Level credits pass (WASSCE/NECO/GCE) including English Language and Mathematics plus a</p>	<p>1. Social case work intervention.</p> <p>2. Running of Mental Health Clinic.</p> <p>3.</p>	CONTISS 12	<p>Assistant Chief</p> <p>Social Worker</p>

		<p>Bachelor Degree in Adult Education, Social Work, Sociology, Guidance &amp; Counselling and Psychology with a minimum of second class lower from recognized institution plus thirteen (13) years' work experience</p> <p>(2) By promotion of a confirmed Principal Social Worker II who has spent at least three (3) years on the post.</p>	<p>Counselling.</p> <p>4. Routine Visits.</p> <p>5. Managing National Health Insurance Scheme (Staff).</p> <p>(B) Supervision of Principal Medical Social Worker II.</p> <p>(C) Performing other duties as may be assigned including professional and community services.</p>		
6.	Assistant Chief Social Worker	<p>By promotion of a confirmed and suitable Principal Social worker I who has spent at least sixteen (16) years on the post.</p> <p>ii) By promotion of a confirmed Principal Social Worker I who has spent at least three (3) years on the post</p>	<p>1. Social case work intervention.</p> <p>2. Running of Mental Health Clinic.</p> <p>3. Counselling.</p> <p>4. Routine Visits.</p> <p>5. Managing National</p>	CONTISS 13	Chief Social Worker

			<p>Health Insurance Scheme (Staff).</p> <p>(B) Supervision of Principal Medical Social Worker I.</p> <p>(C) Performing other duties as may be assigned including professional and community services.</p>		
7.	<p>*Chief Social Worker</p> <p>*Subject to Vacancy</p>	<p>(i) By appointment of a suitable candidate possessing a good Master's Degree in Adult Education, Social Work, Sociology, Guidance &amp; Counselling and Psychology with nineteen (19) years cognate experience</p> <p>(2) By promotion of a confirmed Assistant Chief Social Worker who has spent at least three (3) years on the post, plus a higher degree and subject to vacancy.</p>	<p>Supervisory role of the Unit.</p> <p>Performing other duties as may be assigned including professional and community services.</p>	CONTISS 14	Terminal Point

#### **SPORTS COACH CADRE**

## POSTS AND SALARIES

1.1 Coach II CONTISS 07

1.2 Coach I CONTISS 08

1.3 Senior Coach CONTISS 09

1.4 Principal Coach CONTISS 11

1.5 Assistant Chief Coach CONTISS 12

1.6 Chief Coach CONTISS 13

1.7 Assistant Director of Sports CONTISS 14

1.8 Director of Sports CONTISS 15

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Coach II	By direct appointment of a Candidate with Degree in PHE/Human Kinetic not below Second Class Lower	(i) Assisting in coordinating the activities of zonal offices and states sports councils.  (ii) Assisting in the organization of workshops, seminars and courses.  (iii) Assisting in collating quarterly reports on sports development.  (iv) Assisting in coordinating the activities of the national federations/ associations.  (v) Collecting data.  (vi) Assisting in	CONTISS 07	Coach I

			sports development at the grassroots.		
2.	Coach I	<p>By direct appointment of a candidate with a good first degree in Human Kinetic, PHE with three years experience</p> <p>By promotion of a confirmed and suitable Coach II who has spent at least three (3) years on the rank, plus degree certificate in relevant field.</p>	<p>(i) Assisting in the implementation of sports programmes.</p> <p>(ii) Collating reports from the states council and zonal offices.</p> <p>(iii) Liaising with the zonal offices and national associations.</p> <p>(iv) Assisting in organizing and maintaining sports camps/centres.</p> <p>(v) Assisting in organizing workshops, seminars and courses.</p>	CONTISS 08	Senior Coach
3.	Senior Coach	<p>By direct appointment of a candidate with a good first degree in Human Kinetic, PHE with six years cognate experience</p> <p>By promotion of a confirmed and suitable Coach I</p>	<p>(i) Collating and assisting in analyzing reports from zonal offices and state sports councils.</p> <p>(ii) Monitoring and evaluating programmes of national</p>	CONTISS 09	Principal Coach

		<p>who has spent at least three (3) years on the rank, plus a degree certificate in relevant field.</p>	<p>associations to ensure harmonized execution.</p> <p>(iii) Assisting in organizing national workshops and seminars on sports.</p> <p>(iv) Assisting in the organization of international sports exchange programmes.</p> <p>(v) Supervising the activities of subordinates.</p>		
4.	Principal Coach	<p>By direct appointment of a candidate with a good first degree in Human Kinetic, PHE with ten (10) years cognate experience</p> <p>By promotion of a confirmed and suitable Senior Coach who has spent at least three (3) years on the rank, plus a degree in relevant field.</p>	<p>(i) Assisting in administering grants to voluntary sports organizations.</p> <p>(ii) Coordinating institutional sport programmes in the country.</p> <p>(iii) Identifying the sports needs of various associations and making necessary recommendations.</p> <p>(iv) Compiling and analyzing progress reports from zonal offices</p>	CONTISS 11	Assistant Chief Coach

			<p>and national associations.</p> <p>(v) Assisting sectional heads in organizing seminars and conferences.</p> <p>(vi) Supervising junior staff in the section.</p> <p>(vii) Assisting in conducting research.</p>		
5.	Assistant Chief Coach	<p>By direct appointment of a candidate with a good first degree in Human Kinetic, PHE with thirteen (13) years cognate experience</p> <p>By promotion of a confirmed and suitable Principal Coach who has spent at least three (3) years on the rank, plus a degree certificate in relevant field.</p>	<p>(i) Assisting in the administering of a Section.</p> <p>(ii) Coordinating the activities in sports development in a defined area.</p> <p>(iii) Taking charge of planning and production of technical literatures and publicity materials.</p> <p>(iv) Assisting in organization of training programmes for staff.</p> <p>(v) Monitoring sport programmes and activities at</p>	CONTISS 12	Chief Coach

			<p>the grassroots.</p> <p>(vi) Coordinating the activities of a number of junior officers.</p>		
6.	Chief Coach	<p>By direct appointment of a candidate with a good first degree in Human Kinetic, PHE with thirteen (16) years cognate experience and must have obtained a Master' degree.</p> <p>By promotion of a confirmed and suitable Assistant Chief Coach who has spent at least three (3) years on the rank and obtained a Master' degree.</p>	<p>(i) Taking charge of a section.</p> <p>(ii) Supervising inter-state planning, research and training activities.</p> <p>(iii) Serving on national and inter-ministerial committees on sports matters.</p> <p>(iv) Organizing national workshops and seminars.</p> <p>(v) Organizing training programmes for staff.</p> <p>(vi) Coordinating activities in a number of specified areas.</p> <p>(vii) Coordinating researches into sports.</p> <p>(viii) Taking responsibility for the administration of grant to sports</p>	CONTISS 13	Assistant Director (Sports)

			organizations i.e. NUGA, NIPOGA, ANISONMG, etc.		
7.	Assistant Director of Sports	<p>(1) By direct appointment of a candidate with a good first degree in Human Kinetic, PHE with nineteen years cognate experience plus a Master degree.</p> <p>(2) By promotion of a Chief Coach who has been on the position for three (3) years subject to vacancy plus a higher qualification</p>	<p>(i) Taking charge of a Division/ Department (States).</p> <p>(ii) Taking responsibility for sports development planning.</p> <p>(iii) Assisting in the general administration of the Department.</p> <p>(iv) Participating in policy formulation.</p>	CONTISS 14	Director, of Sports
8.	Director of Sports	By appointment only. He must have spent five (5) years as Assistant Director with 24 years cognate experience.	<p>(i) Responsible to the Chairman, sports council and Vice-Chancellor for the day to day administration of the Sports Council.</p> <p>(ii) Advising on the formulation, execution and review of policies and programme on sporting matters.</p> <p>(iii) Liaising with</p>	CONTISS 15	

			local and international organizations/ institution on Sports Development.		
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Footnote: Computer literacy and professional qualification are required to move from CONTISS 09

## **SPORTS SCIENCE DEMONSTRATORS CADRE**

### **POSTS AND SALARIES**

1.1 Sport Science Demonstrator CONTISS 07

1.2 Higher Sports Science Demonstrator CONTISS 08

1.3 Senior Sport Science Demonstrator II CONTISS 09

1.4 Senior Sports Science Demonstrator I CONTISS 11

1.5 Principal Sports Science Demonstrator CONTISS 12

1.6 Chief Sports Science Demonstrator CONTISS 13

<b>S/ N</b>	<b>RANK</b>	<b>ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANE</b>
1.	Sport Science Demonstrator	(1) By appointment of a suitable candidate possessing 5 “O” Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics and a good Bachelor of Education (B.Ed.) Degree in Human Kinetics/Sports Sciences, plus Associate membership of	To undergo on-the-job training in the preparation of technical facilities, equipment and supplies, etc. for practical classes.  (ii) To undergo on-the-job training in the preparation of	CONTISS 07	Higher Sports Science Demonstrator

		<p>relevant professional body – NAPHER SD. and any other relevant bodies.</p>	<p>experimental set ups and calibration of fitness equipment /instruments required for practical classes and research projects.</p> <p>(iii) To undergo on-the-job training in servicing and maintenance of scientific instruments and equipment used in teaching and equipment used in teaching and research programmes.</p> <p>(iv) Assisting in the preparation of orders for the supply of equipment, techno-materials and consumables required for teaching and research.</p> <p>(v) Assisting</p>		
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			<p>in maintenance of proper inventory of techno-materials, equipment, chemicals consumables etc. required for teaching and research.</p> <p>(vi) Assisting in other technical and administrative duties as may be assigned</p> <p>(vii) Providing relevant professional and community services.</p> <p>All the above, with particular reference to these specifics:</p> <p>1 To act as spotter, during motor skill training/acquisition sessions</p>		
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			<p>2 To act as sport demonstrators during motor skill performance.</p> <p>3 To perform kinesthetic and human aerodynamic functions.</p> <p>4 To assist under-achieving learners in upgrading their motor skill level.</p> <p>5 Preparing the sports science laboratory adequately for practical sessions.</p> <p>6 To facilitate motor skill acquisition among physically challenged learners</p> <p>7 To act as curators for sports equipment supply and maintenance.</p>		
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2.	Higher Sports Science Demonstrator	<p>(1) By appointment of a suitable candidate possessing 5 “O” Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics and a good Bachelor of Education (B.Ed.) Degree in Human Kinetics/Sports Sciences, plus Associate membership of relevant professional body – NAPHER SD. and any other relevant bodies. Plus three (3) years cognate experience</p> <p>(2) By promotion of a confirmed and suitable Sports Science Demonstrator who has spent at least three (3) years on the grade and Associate membership of relevant professional bodies, plus a degree certificate</p>	<p>(i) To undergo on-the-job training in the preparation of technical facilities, equipment and supplies, etc. for practical classes.</p> <p>(ii) To undergo on-the-job training in the preparation of experimental set ups and calibration of fitness equipment /instruments required for practical classes and research projects.</p> <p>(iii) To undergo on-the-job training in servicing and maintenance of scientific instruments and equipment used in teaching and equipment used in</p>	CONTISS 08	Senior Sports Science Demonstrator II
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			<p>teaching and research programmes.</p> <p>(iv) Assisting in the preparation of orders for the supply of equipment, techno-materials and consumables required for teaching and research.</p> <p>(v) Assisting in maintenance of proper inventory of techno-materials, equipment, chemicals consumables etc. required for teaching and research.</p> <p>(vi) Assisting in other technical and administrative duties as may be assigned</p> <p>(vii) Providing relevant professional and</p>		
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			<p>community services.</p> <p>All the above, with particular reference to these specifics:</p> <p>1 To act as spotter, during motor skill training/acquisition sessions</p> <p>2 To act as sport demonstrators during motor skill performance.</p> <p>3 To perform kinesthetic and human aerodynamic functions.</p> <p>4 To assist under-achieving learners in upgrading their motor skill level.</p> <p>5 Preparing the sports science laboratory adequately for practical</p>		
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			<p>sessions.</p> <p>6 To facilitate motor skill acquisition among physically challenged learners</p> <p>7 To act as curators for sports equipment supply and maintenance.</p>		
3.	Senior Sports Science Demonstrator II	<p>(1) By direct appointment of a candidate possessing qualification specified in Sports Science Demonstrator I above plus six (6) year post-qualification experience</p> <p>(2) By promotion of a confirmed and suitable Higher Sports Science Demonstrator I who has spent at least three (3) years on the post, plus a degree certificate.</p>	<p>Assisting in the preparation of technical materials, equipment, instruments, chemical reagents and sample specimens for student Practical Classes.</p> <p>Assisting in the preparation of experimental set-ups and assemblies for student practical.</p> <p>Assisting in the organization</p>	CONTISS 09	Senior Sports Science Demonstrator I

			<p>and supervision of student practical classes and research.</p> <p>Assisting in the servicing and calibration of instruments required for student practical classes.</p> <p>Assisting in the preparation of orders for supply of technical materials, equipment and consumables required for student practical classes and Research.</p> <p>Assisting in experimental aspects of Departmental and postgraduate research programmes.</p> <p>Assisting final year</p>		
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			<p>students in their experimental research projects.</p> <p>Ensuring proper maintenance and servicing of utilities services, building, furnishing and other facilities connected with teaching and research programmes.</p> <p>Carrying out other technical and administrative duties as may be assigned</p> <p>Providing relevant professional and community services.</p> <p>All the above, with particular reference to these specifics:</p> <p>1 To act as</p>		
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			<p>spotter, during motor skill training/acqui sition sessions</p> <p>2 To act as sport demonstrators during motor skill performance.</p> <p>3 To perform kinesthetic and human aerodynamic functions.</p> <p>4 To assist under- achieving learners in upgrading their motor skill level.</p> <p>5 Preparing the sports science laboratory adequately for practical sessions.</p> <p>6 To facilitate motor skill acquisition among physically challenged learners</p> <p>7 To act as</p>		
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			curators for sports equipment supply and maintenance.		
4.	Senior Sports Science Demonstrator I	<p>By appointment of a suitable candidate possessing qualification specified in Senior Sports Science Demonstrator above plus ten (10) years post-qualification experience</p> <p>(2) By promotion of a confirmed and suitable Senior Sports Science Demonstrator II who has spent at least four (4) years on the post, plus a degree certificate.</p>	<p>(i) Preparation of Technical materials, specimens, chemical reagents, equipment etc. for student experiments as well as for experimental research project</p> <p>(ii) Preparation of experimental set up and assemblies for student practical classes and research project.</p> <p>(iii)Assisting in the development of new experimental methods and techniques for use in practical classes and</p>	CONTISS 11	Principal Sports Science Demonstrator

			<p>research projects.</p> <p>(iv) Assisting in the experimental research project works both for postgraduate and departmental research.</p> <p>(v) Assisting final year students in their experimental research project work.</p> <p>(vi) Preparation of orders for supply of technical materials, equipment and consumables.</p> <p>(vii) Periodic maintenance servicing and calibration of instruments used for teaching and research.</p> <p>(viii) Maintenance of proper</p>		
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			<p>inventory of technical materials, equipment and consumables enquired for teaching and research.</p> <p>All the above, with particular reference to these specifics:</p> <p>1 To act as spotter, during motor skill training/acquisition sessions</p> <p>2 To act as sport demonstrators during motor skill performance.</p> <p>3 To perform kinesthetic and human aerodynamic functions.</p> <p>4 To assist under-achieving learners in upgrading their motor</p>		
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			<p>skill level.</p> <p>5 Preparing the sports science laboratory adequately for practical sessions.</p> <p>6 To facilitate motor skill acquisition among physically challenged learners</p> <p>7 To act as curators for sports equipment supply and maintenance.</p>		
5.	Principal Sports Science Demonstrator	<p>(1) By appointment of a suitable candidate possessing qualification specified in Sports Science Principal Sports Science Demonstrator above plus: thirteen (13) years post-</p> <p>(2) By promotion of a Senior Sports Science Demonstrator I who has spent three (3) years on the post, plus a degree certificate.</p>	<p>(i) Training and supervising Junior Technical Staff level and Technologists on the job.</p> <p>(ii) Taking charge of the Technical Section (or Unit) of an Academic Department;</p> <p>(iii)</p>	CONTISS 12	Chief Sport Science Demonstrator

			<p>Preparation of Technical materials, specimens, chemical reagents, equipment, etc. for student for practical classes and research projects.</p> <p><b>(iv)</b> Organization and supervision of student practical classes.</p> <p><b>(v)</b> Taking part in experimental research projects for both postgraduate and departmental research.</p> <p><b>(vi)</b> Preparation of orders for supply of technical materials, equipment, consumables, etc for teaching and research.</p> <p><b>(vii)</b> Develop</p>		
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			<p>ment of new experiential methods and techniques for use in practical classes and research projects.</p> <p><b>(viii)</b> Periodic maintenance, servicing and calibration of instrument and equipment for teaching and research.</p> <p><b>(ix)</b> Maintenance of proper inventory of technical material, equipment and consumables required for teaching and research.</p> <p><b>(x)</b> Carrying out other technical and administrative duties as may be assigned.</p> <p><b>(xi)</b> Provide relevant professional and</p>		
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			<p>community services.</p> <p>All the above, with particular reference to these specifics:</p> <p>1 To act as spotter, during motor skill training/acquisition sessions</p> <p>2 To act as sport demonstrators during motor skill performance.</p> <p>3 To perform kinesthetic and human aerodynamic functions.</p> <p>4 To assist under-achieving learners in upgrading their motor skill level.</p> <p>5 Preparing the sports science laboratory adequately for practical</p>		
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			<p>sessions.</p> <p>6 To facilitate motor skill acquisition among physically challenged learners</p> <p>7 To act as curators for sports equipment supply and maintenance.</p>		
6.	Chief Sports Science Demonstrator	<p>1) By appointment of a suitable candidate possessing qualification specified in Sports Science Demonstrator above plus:</p> <p>(a) M.Ed./M.Sc./Professional Qualification in the same discipline with a minimum of nineteen (19) years post qualification experience.</p> <p>(2) By promotion of a confirmed and suitable Assistant Chief Sports Science Demonstrator with a minimum of three (3) years' experience as Assistant Chief Demonstrator plus</p>	<p>1 To act as spotter, during motor skill training/acquisition sessions</p> <p>2 To act as sport demonstrators during motor skill performance.</p> <p>3 To perform kinesthetic and human aerodynamic functions.</p> <p>4 To assist under-achieving learners in upgrading their motor skill level.</p> <p>5 Preparing the sports science laboratory adequately for practical sessions.</p> <p>6 To facilitate motor skill acquisition among physically challenged learners</p> <p>7 To act as curators for sports equipment supply and maintenance.</p> <p>8. Providing on-the-job training and supervise Junior technical Staff and other lower level Demonstrator</p> <p>9. Taking charge of a Technical Section (Unit) of an Academic Department.</p> <p>10. Organize and supervise students' practical</p>		CONTISS 13

		<p>professional registration, subject to vacancy</p>	<p>classes.</p> <p>11. Developing new experimental methods and technique for use in student' practical classes.</p> <p>12. Preparation of technical materials, specimens,</p> <p>13. Periodic maintenance, services and calibration of instruments and equipment for teaching and research.</p> <p>14. Providing specialized Demonstrative leadership in a small to medium size academic department.</p> <p>15. Carrying out other technical and administrative duties as may be assigned.</p> <p>16. Performing relevant professional and community services.</p> <p>i) Providing technical leadership in a medium-to-large size academic department.</p> <p>(ii) Organization and supervise student practical classes.</p> <p>(iii) Developing new experimental methods and techniques for use in student practical classes.</p> <p>(iv) Preparation and processing of orders for supply of technical materials, equipment, chemicals, consumables, etc. for research and teaching programmes.</p> <p>(v) Planning and organizing periodic maintenance, servicing and calibration of teaching and research equipment and instruments.</p> <p>(vi) Maintenance of proper inventory for technical materials, instruments, equipment, consumables used for teaching and research programmes.</p> <p>(vii) Carrying out other specialized technical</p>	
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			<p>and administrative duties as may be assigned.</p> <p>(viii) Performing relevant professional and community services.</p> <p>(ix) To act as spotter, during motor skill training/acquisition sessions</p> <p>(x) To act as sport demonstrators during motor skill performance.</p> <p>(xi)To perform kinesthetic and human aerodynamic functions.</p> <p>(xii)To assist under-achieving learners in upgrading their motor skill level.</p> <p>(xiii)Preparing the sports science laboratory adequately for practical sessions.</p> <p>(xiv)To facilitate motor skill acquisition among physically challenged learners</p> <p>(xv)To act as curators for sports equipment supply and maintenance</p>	

## STORES OFFICER CADRE

### POSTS & SALARIES

1.1 Store and Supplies Officer **CONTISS 06**

1.2 Higher Store and Supplies Officer **CONTISS 07**

1.3 Senior Store and Supplies Officer **CONTISS 08**

1.4 Principal Store and Supplies Officer II **CONTISS 09**

1.5 Principal Store and Supplies Officer I **CONTISS 11**

1.6 Assistant Chief Store and Supplies Officer **CONTISS 12**

1.7 Chief Store and Supplies Officer **CONTISS 13**

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Store and Supplies Officer	<p>(1) By direct appointment of a candidate that possesses any of the following:</p> <p>(a) Certificate I &amp; II of the Institute of Purchasing and Supply.</p> <p>(b) OND (Purchasing and Supply), Marketing or Business Admin plus at least two (2) years relevant experience.</p> <p>(2) Promotion avenue for Asst. Store Officer with (OND) certificate.</p>	<p>(1) Supervising a store.</p> <p>(2) Making local purchase of approved materials and equipment.</p> <p>(3) Checking stock in stores.</p>	CONTISS 06	Higher Store And Supplies Officer
2.	Higher Store And	(1) By direct appointment of a candidate who	(1) Raising stores certification of items	CONTISS 07	Senior Stores And Supplies

	Supplies Officer	<p>possesses the Final Diploma of the Institute of Purchasing and Supply, HND/Degree in Purchasing and Supply, Marketing, Business Admin. Or other relevant professional qualification.</p> <p>(2) By promotion of a confirmed Store and Supplies Officer who has spent a minimum of three (3) years of the position, plus HND/Degree</p>	<p>supplied.</p> <p>(2) Receiving supplies and issuing same to departments, units/sections.</p> <p>(3) Raising transfer vouchers for posting into various relevant accounts.</p> <p>(4) Performing other duties that may be assigned by Head of Unit.</p>		Officer
3.	Senior Store And Supplies Officer	<p>(1) By direct appointment of a candidate who possesses the Final Diploma of the Institute of Purchasing and Supply, HND/Degree in Purchasing and Supply, Marketing, Business Admin. Or other relevant professional qualification with at least three (3) years' experience.</p> <p>(3) Promotion avenue for Higher Store and Supplies</p>	<p>(1) In charge of the physical store.</p> <p>(2) Checking the transfer vouchers raised.</p> <p>(3) Making sure that the stores records are properly made.</p> <p>(4) Performing any duties that may be assigned by the Head of the Unit.</p>	CONTISS 08	Principal Store And Supplies Officer II

		Officer who has spent three (3) years on the post, plus a degree/ HND.			
4.	Principal Stores And Supplies Officer II	<p>(1) By direct appointment of a candidate who possesses the Final Diploma of the Institute of Purchasing and Supply, HND in Purchasing and Supply, Marketing, Business Admin. Or other relevant professional qualification with at least six (6) years' experience.</p> <p>(3) Promotion avenue for Senior Store and Supplies Officer II who has spent three (3) years on the post, plus a HND/Degree</p>		CONTISS 09	Principal Stores And Supplies Officer I
5.	Principal Stores And Supplies Officer I	<p>(1) By direct appointment of a candidate who possesses the Final Diploma of the Institute of Purchasing and Supply, HND in Purchasing and Supply, Marketing, Business Admin. Or other relevant</p>	<p>(1) Processing the Suppliers papers for payment.</p> <p>(2) Checking the stock items for obsolete ones that have to be removed.</p> <p>(3) Participating in boarding materials that are no more required by the</p>	CONTISS 11	Assistant Chief Stores And Supplies Officer

		<p>professional qualification with at least ten</p> <p>(10) years' experience.</p> <p>(3) Promotion avenue for Principal Store and Supplies Officer who has spent four (4) years on the post, plus a HND/Degree</p>	<p>University.</p> <p>(4) Performing any other duties that may be assigned.</p>		
6.	Assistant Chief Stores And Supplies Officer	<p>(1) By direct appointment of a candidate who possesses the Final Diploma of the Institute of Purchasing and Supply, HND in Purchasing and Supply, Marketing, Business Admin or other relevant professional qualification with at least thirteen (13) years' experience.</p> <p>(2) Promotion avenue for Principal Stores and Supplies Officer who has spent three (3) years plus a HND/Degree</p>	<p>(1) Responsible to Chief Stores and Suppliers Officer</p> <p>(2) Assisting in procurement.</p> <p>(3) In charge of writing reports concerning the general condition of the store and stock to the Chief Stores and Supplies Officer.</p> <p>(4) Attending to complaints about general conduct of the activities of the store.</p>	CONTISS 12	Chief Store And Supplies Officer
7.	Chief Store And	<p>(1) By direct appointment of a candidate who</p>	<p>(1) General overseer/Coordinator of the store</p>	CONTISS 13	Terminal Point

	Supplies Officer	<p>possesses the Final Diploma of the Institute of Purchasing and Supply, HND in Purchasing and Supply, Marketing, Business Admin. Or other relevant professional qualification with at least sixteen (16) years' experience.</p> <p>(2) Promotion avenue for Asst. Chief and Supplies Officer, who has spent three (3) years on the post plus a /HND/Degree</p>	<p>activities.</p> <p>(2) Procurement of goods.</p> <p>(3) Responsible to the Bursar.</p> <p>(4) Performing any other duties assigned duties by the Head of Unit/University</p>		
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**STUDIO OFFICER (TECHNICAL) CADRE****(DIAMOND FM 101.1 RADIO STATION)****POSTS AND SALARIES**

1.1 Studio Officer II (Technical) CONTISS 07

1.2 Studio Officer I (Technical) CONTISS 08

1.3 Senior Studio Officer (Technical) CONTISS 09

1.4 Principal Studio Officer (Technical) CONTISS 11

1.5 Assistant Chief Studio Officer (Technical) CONTISS 12

1.6 Chief Studio Officer (Technical) CONTISS 13

S/N	RANK	ENTRY QAULIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Studio Officer II	By direct appointment of a candidate possessing 5 O' Level credits pass in (WAEC/NECO/GCE) including English Language and Mathematics plus HND/Degree in Engineering or in the relevant field.	(i) To undergo on-the-job training in the recording/editing of programmes for transmission.  (ii) To undergo on-the-job training in the maintenance of the studio equipment.	CONTISS 07	Studio Officer I
2.	Studio Officer I	(1) By direct appointment of a candidate possessing 5 "O" Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus HND/Degree in Engineering or in the relevant field with	(i) He sees to the smooth running of the programmes to be edited.  (ii) He is to record and edit all programmes for transmission.  (iii) He maintains the	CONTISS 08	Senior Studio Officer

		<p>three (3) years cognate experience..</p> <p>(2) Promotion avenue for a studio Officer II who has spent three (3) years on the post, plus HND/Degree in Engineering or in the relevant field with three (3) years post qualification experience with a bias for studio editing experience. Good knowledge of studio equipment. Must be a registered member of relevant professional body.</p>	<p>studio equipment.</p> <p>(iv) He is in charge of the studio equipment and also sees to from time to time servicing of the equipment.</p>		
3.	Senior Studio Officer	<p>(1) By promotion of a confirmed and suitable Studio Officer I who has spent at least three (3) years on the post, plus a degree in relevant field</p> <p>(2)By direct appointment of a candidate possessing 5 “O” Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus HND/Degree in Engineering or in the relevant field with six (6) years cognate</p>	Same as above.	CONTISS 09	Principal Studio Officer

		experience..			
4.	Principal Chief Studio Officer	<p>(i) By direct appointment of a candidate possessing 5 “O” Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus HND/Degree in Engineering or in the relevant field with Ten (10) years post qualification experience with a bias for editing experience. Good knowledge of studio equipment. Must be a registered member of relevant professional body.</p> <p>(ii) Promotion avenue for a Senior Studio Officer who has spent at least four (4) years on the post, plus HND/Degree</p>	<p>(1) He is Head of technical and is in charge of the technicians and the Studio.</p> <p>(2) He sees to the smooth running of the programmes to be edited by the Studio Officers.</p> <p>(3) He maintains the Studio equipment.</p> <p>(4) He is in charge of the Studio equipment and also sees to time to time servicing of the equipment.</p> <p>(5) He is to report any technical fault to the Station Head of Engineering.</p>	CONTISS 11	Assistant Chief Studio Officer
5.	Assistant Chief Studio Officer	<p>(1) By direct appointment of a candidate possessing 5 “O” Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus</p>	<p>(1) He is Head of technical and is in charge of the technicians and the Studio.</p> <p>(2) He sees to the smooth running of the</p>	CONTISS 12	Chief Studio Officer

		<p>HND/Degree in Engineering or in the relevant field with thirteen (13) years post qualification experience with a bias for editing experience. Good knowledge of studio equipment. Must be a registered member of relevant professional body.</p> <p>(2) Promotion avenue for a candidate who has spent at least three (3) years on the post of Principal Chief Studio Officer, plus HND/Degree</p>	<p>programmes to be edited by the Studio Officers.</p> <p>(3) He maintains the Studio equipment.</p> <p>(4) He is in charge of the Studio equipment and also sees to time to time servicing of the equipment.</p> <p>(5) He is to report any technical fault to the Station Head of Engineering.</p>		
6.	Chief Studio Officer	<p>(1) By direct appointment of a candidate possessing 5 “O” Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus HND/Degree in Engineering or in the relevant field with sixteen (16) years post qualification experience with a bias for editing experience. Good knowledge of studio equipment. Must be a registered member of</p>	<p>(1) He is Head of technical and is in charge of the technicians and the Studio.</p> <p>(2) He sees to the smooth running of the programmes to be edited by the Studio Officers.</p> <p>(3) He maintains the Studio equipment.</p> <p>(4) He is in charge of the Studio equipment and</p>	CONTISS 13	Terminal Point

		relevant professional body.  (2) Promotion avenue for a candidate who has spent at least three (3) years on the post of Assistant Chief Studio Officer, plus HND/Degree. Subject to vacancy.	also sees to time to time servicing of the equipment.  (5) He is to report any technical fault to the Station Head of Engineering.		
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## **SYSTEMS ANALYST CADRE**

### **POSTS AND SALARIES**

1.1 System Analyst II CONTISS 07

1.2 System Analyst I CONTISS 08

1.3 Senior System Analyst CONTISS 09

1.4 Principal System Analyst CONTISS 11

1.5 Assistant Chief System Analyst CONTISS 12

1.6 Chief System Analyst CONTISS 13

1.7 Assistant Director (System Analyst) CONTISS 14

1.8 Director ITeMS CONTISS 15

<b>S/N</b>	<b>POST</b>	<b>BASIC ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT GRADE</b>
1.	System Analyst II	By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus an HND/Degree in Computer Science /Information Technology or other	1. Undertake System Analysis and Design under supervision, evaluating procedures and processes;  2. Defines application problem by conferring with	CONTISS 07	System Analyst I

		related discipline.	stakeholders  3. Implement, Configure and test feasible solutions to technical problems; and		
2.	System Analyst I	<p>By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus a HND/Degree in Computer Science/Information Technology or other related discipline, with at least three (3) years cognate experience.</p> <p>(2)By the promotion of a confirmed and suitable System Analyst II who has spent at least three (3) years on the post, plus HND/Degree</p>	<p>1. Examine existing IT systems models;</p> <p>2. Undertake System Analysis and Design under supervision, evaluating procedures and processes;</p> <p>3. Defines application problem by conferring with stakeholders</p> <p>4. Implement, Configure and test feasible solutions to technical problems.</p>	CONTISS 08	Senior System Analyst
3.	Senior System Analyst	<p>(1)By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus an HND/Degree in</p>	<p>1. Performs analysis and makes recommendations in areas that require technical competence.</p> <p>2. Troubleshoot</p>	CONTISS 09	Principal System Analyst

		<p>Computer Science/Information Technology or other related discipline. At least six (6) years cognate experience is required plus membership of a relevant professional body e.g.: CPN, AITP.</p> <p>(2)By the promotion of a confirmed and suitable System Analyst I who has spent at least three (3) years on the post plus membership of a relevant professional body e.g.: CPN, AITP including HND/Degree</p>	<p>and resolve technical issues;</p> <p>3. Undertake System Analysis and Design under supervision; Provide reference by writing documentation</p> <p>4. Develop solution by establishing specifications.</p>		
4.	Principal System Analyst	<p>(1)By appointment of a suitable candidate possessing 5‘O’ level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus an HND/Degree in Computer Science/Information Technology or other related discipline. At least ten (10) years cognate experience is required plus membership of a relevant professional body e.g.: CPN, AITP or other related professional body.</p>	<p>1. Assist to prepare detailed System Requirements documents, incorporating system impact analysis;</p> <p>2. Carry out reviews with a team of System Analysts and other stakeholders;</p> <p>3. Supervise quality plus progress of systems design developed by</p>	CONTISS 11	Assistant Chief System Analyst

		<p>(2)By promotion of a confirmed and suitable Senior System Analyst who has spent at least four(4)years on the post plus membership of a relevant professional body e.g.: CPN, AITP or other related professional body, plus HND/Degree</p>	<p>other analysts.</p> <p>4. Upgrade regularly on technical knowledge to ensure solutions meet long-term objectives;</p> <p>5. Risk mitigation planning.</p>		
5	Assistant Chief System Analyst	<p>(1) By appointment of a suitable candidate possessing 5‘O’ level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus a HND/Degree in Computer Science/Information Technology or other related discipline. At least thirteen (13) years cognate experience is required plus membership of a relevant professional body e.g.: CPN, AITP or other related professional body.</p> <p>(2) By promotion of a confirmed and suitable Principal System Analyst who has spent at least three (3)years on the post plus membership of a</p>	<p>1. Assist to prepare detailed System Requirements documents, incorporating system impact analysis;</p> <p>2. Carry out reviews with a team of System Analysts and other stakeholders;</p> <p>3. Supervise quality plus progress of systems design developed by other analysts.</p> <p>4. Upgrade regularly on technical knowledge to ensure solutions meet long-term</p>	CONTISS 12	Chief System Analyst

		relevant professional body e.g.: CPN, AITP or other related professional body.	objectives;  5. Risk mitigation planning and  Any other duties that may be assigned.		
6.	Chief System Analyst	<p>(1) By appointment of a suitable candidate possessing a Master Degree in Computer Science/Information Technology or other related discipline. At least sixteen (16) years cognate experience is required plus membership of a relevant professional body e.g.: CPN, AITP or other related professional body.</p> <p>(2) By promotion of a confirmed and suitable Assistant Chief System Analyst who has spent at least three (3) years on the post plus HND/Degree, relevant professional body e.g.: CPN, AITP or other related professional body and Master degree</p>	<p>1. Conducts feasibility studies for the development of new computer systems to meet the information and operational needs of the University.</p> <p>2. Directs staff engaged in the review &amp; analysis of IT operations and the development of new or enhanced computer systems.</p> <p>3. Ensures preparation of detailed program documentation for future reference.</p> <p>4. Performs as a project lead and directs systems analysts.</p>	CONTISS 13	Assistant Director (System Analyst)

			<p>5. Provides leadership and coordination on projects assigned to systems analysts;</p> <p>6. Attend conferences to keep abreast of changes in information technology.</p>		
7.	Assistant Director (System Analyst)	<p>1) By appointment of a suitable candidate possessing a good Master Degree in related field plus at least nineteen (19) years cognate experience plus membership of a relevant professional body e.g.: CPN, AITP or other related professional body.</p> <p>2) By promotion of a Chief System Analyst who has been on the post for three (3) years. Subject to vacancy.</p>	<p>1. Plan, implement and monitor changes in hardware infrastructure configurations.</p> <p>2. Supervise the Installation and configuration of new server hardware.</p> <p>3. Develop and monitor the maintenance of system standards</p> <p>4. Develop best practices and written documentation for all server maintenance; and</p> <p>5. Any other duties that may be assigned.</p>	CONTISS 14	Director ITeMS

8.	* Director ITeMS	<p>(1) By appointment of a suitable candidate possessing a good Master Degree in related field plus at least twenty-four (24) years cognate experience plus membership of a relevant professional body e.g.: CPN, AITP or other related professional body including at least 2 years administrative experience in running a Computer installation. The candidate must have spent five (5) years as an Assistant Director</p>	<p>((1) Oversees the administration of the Directorate.</p> <p>(2) Develops and implements Strategic Development Plans (SDPs) for the Directorate.</p> <p>(3) Coordinates the budgeting and financial planning activities of the Directorate.</p> <p>(4) Determines sources of support funding and prosecute aggressive fund generation for the Directorate.</p> <p>(5) Performs any other duties assigned by the Vice-Chancellor.</p>	CONTISS 15*	Terminal Point
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\*By appointment only

## TECHNICAL OFFICER CADRE

The cadre includes non-teaching senior technical staff in all Faculties, Works and Maintenance department, Bindery, Audio-visual and other specialized centers of the University.

### POSTS AND SALARIES

1.1 Technical Officer CONTISS 06

1.2 Higher Technical Officer CONTISS 07

1.3 Senior Technical Officer CONTISS 08

1.4 Principal Technical Officer II CONTISS 09

1.5 Principal Technical Officer I CONTISS 11

1.6 Assistant Chief Technical Officer CONTISS 12

1.7 Chief Technical Officer CONTISS13

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Technical Officer	(1) By direct appointment of a candidate possessing Ordinary National Diploma (OND) in relevant discipline.	(1) To undergo on-the-job training in various aspects of specialized technical duties of the profession for a period of two years.  (2) Assisting in the proper maintenance of equipment used in various aspects of specialized technical duties of the	CONTISS 06	Higher Technical Officer

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

			<p>various aspects of specialized technical duties of the profession.</p> <p>(4) Assisting in the maintenance of proper record of jobs done, supplies and orders etc</p> <p>(5) Assisting in other technical and administrative duties as may be assigned</p> <p>(6) Providing relevant professional and community services</p>		
3.	Senior Technical Officer	<p>(1) By direct appointment of a candidate possessing any of the following qualifications: (i) a good HND in relevant discipline with minimum of three years post qualification experience; OR (ii) a good HND with M.Tech. in same</p>	<p>(1) Assisting in various aspects of specialized technical duties related to the profession</p> <p>(2) Assisting in the maintenance of proper record of jobs</p>	CONTISS 08	Principal Technical Officer II

		<p>discipline.</p> <p>(2) By promotion of a confirmed and suitable Higher Technical Officer with HND/Degree n relevant discipline plus a minimum of three years' experience as Higher Technical Officer.</p>	<p>done, inventory of equipment, orders and supplies of technical materials, equipment and consumables used in various professional duties.</p> <p>(3) Maintenance servicing of equipment used in various professional duties</p> <p>(4) Assisting in the training of junior technical staff and lower level technologist</p> <p>(5) Carrying out other technical and administrative duties as may be assigned</p> <p>(6) Providing relevant professional and community</p>		
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			services.		
4.	Principal Technical Officer II	<p>(1) By direct appointment of a candidate possessing any of the following qualifications: (i) a good HND/Degree in relevant discipline with minimum of three years post qualification experience; OR (ii) a good HND/Degree with M.Tech. in same discipline.</p> <p>(2) By promotion of a confirmed and suitable Senior Technical Officer II with HND/Degree in relevant discipline plus a minimum of three years' experience as Higher Technical Officer.</p>	Same as above.	CONTISS 09	Principal Technical Officer I
5.	Principal Technical Officer I	<p>(1) By direct appointment of a candidate possessing any of the following qualifications: (i) a good HND/Degree in relevant discipline with minimum of ten years post</p>	<p>(1) Planning and supervising on the-job training for junior Technical staff and lower level technical</p>	CONTISS 11	Assistant Chief Technical Officer

		<p>qualification experience; OR (ii) a good HND/Degree with M.Tech. in same discipline.</p> <p>(2) By promotion of a Principal Technical Officer II with HND/Degree and a minimum of four (4) years' experience as Principal Technical Officer II.</p>	<p>officers.</p> <p>(2) Taking charge of the technical section (or unit) of a professional department</p> <p>(3) Organizing and supervise various aspects of specialized technical duties connected with the profession.</p> <p>(4) Ensuring proper inventory of jobs done, orders and supplies made, professional equipment and consumables used.</p> <p>(5) Ensuring proper maintenance servicing of equipment, techno-materials utilities, building and</p>		
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			<p>sites used in professional practices.</p> <p>(6) Carrying out other technical and administrative duties as may be assigned</p> <p>(7) Providing relevant professional and administrative services.</p>		
7.	Assistant Chief Technical Officer	<p>(1) By direct appointment of a candidate possessing any of the following qualifications: (i) a good HND/Degree in relevant discipline with minimum of thirteen (13) years post qualification experience; OR (ii) a good HND/Degree with M.Tech. in same discipline.</p> <p>(2) By promotion of a confirmed and suitable Principal Technical Officer I with HND plus a minimum of three years' experience as Principal Technical Officer I and</p>	<p>(1) Providing effective leadership to the technical Department of a small to medium size professional organization.</p> <p>(2) Planning and supervises on-the-job training of lower-level technical officers and junior technical staff.</p> <p>(3) Planning, organizes and supervises</p>	CONTISS 12	Chief Technical Officer

		<p>professional registration.</p>	<p>various aspects of specialized technical connected with the profession.</p> <p>(4) Ensuring proper inventory of jobs done, order/supplies made, professional equipment and consumables used etc.</p> <p>(5) Ensuring proper maintenance servicing of equipment, techno-materials, utilities, buildings and furnishing and sites used in professional practice</p> <p>(6) Carrying out other technical and administrative duties as may be assigned</p> <p>(7) Providing relevant</p>		
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			profession and community service		
8.	Chief Technical Officer	<p>(1) By direct appointment of a candidate possessing any of the following qualifications: (i) a good HND/Degree in relevant discipline with minimum of sixteen (16) years post qualification experience; OR (ii) a good HND/Degree with M.Tech. in same discipline.</p> <p>(2) By promotion of a confirmed and suitable Assistant Technical Officer who has spent at least three (3) years on the post, plus professional registration, plus HND/Degree</p>	<p>(1) Providing effective leadership to a technical section of a medium to large size organization</p> <p>(2) Planning, organizing and supervising on-the-job training for the various categories of technical staff.</p> <p>(3) Planning, organizing and supervising various aspects of specialized technical duties connected with the profession.</p> <p>(4) Ensuring proper inventory of jobs done, orders and</p>	CONTISS 13	Terminal Point

			<p>supplies made, professional equipment and consumables used etc.</p> <p>(5) Ensuring proper maintenance servicing of equipment, techno-materials, utilities, buildings and furnishing and sites used in professional practice</p> <p>(6) Drawing up annual budget and expenditure of funds within the section.</p> <p>(7) Carrying out other technical and administrative duties as may be assigned</p> <p>(8) Providing relevant professional and community</p>		
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			services		
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## TECHNICIAN CADRE

### (Pharmacy, Science Laboratory, Medical Laboratory)

This caters for all Technician cadres in the University

## POSTS AND SALARIES

1.1 Technician Pharmacy/Science/Medical Laboratory CONTISS 06

1.2 Higher Technician Pharmacy/Science/Medical Laboratory CONTISS 07

1.3 Senior Technician Pharmacy/Science/Medical Laboratory CONTISS 08

1.4 Principal Technician Pharmacy/Science/Medical Laboratory CONTISS 09

1.5 Assistant Chief Technician Pharmacy/Science/Medical Laboratory CONTISS 11

1.6 Chief Technician Pharmacy/Science/Medical Laboratory CONTISS 12

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Pharmacy/Science Laboratory/Medical Laboratory <b>Technician</b>	(1) By direct appointment of a candidate possessing 5 "O" Level Credits Pass (WAEC/NECO/GCE) including English Language and Mathematics and also completed the prescribed three (3) years training programme at the School of Health Technology and obtained the registration of the relevant professional bodies for Technician Cadre.	(i) Dispensing prescribed drugs under the supervision of a Pharmacist from the Central Store.  (ii) Maintaining the cleanliness of the Pharmacy equipment.	CONTISS 06	Higher Pharmacy/Laboratory/Medical Laboratory Technician

2.	Higher Pharmacy/Science Laboratory/Medical Laboratory <b>Technician</b>	<p>(1) By direct appointment of a suitable candidate possessing the qualifications specified in Pharmacy Technician above plus at least six (6) years post qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Pharmacy Technician/ Science/Laboratory/ Medical Laboratory who has spent at least three (3) years on the grade, and has the prescribed certificate from School of Health Technology and possessing of relevant professional bodies for Technician Cadre.</p>	<p>(i) Assisting the Pharmacist in the preparation of Stock mixtures, lotions and Syrups.</p> <p>(ii) Assisting in the supervision of a number of Pharmacy Technicians and other junior staff of the Pharmacy Unit.</p> <p>(iii) Assisting in the manufacture of drugs.</p>	CONTISS 07	Senior Pharmacy/Science Laboratory/ Medical Laboratory <b>Technician</b>
3.	Senior Pharmacy/Science Laboratory/Medical Laboratory <b>Technician</b>	<p>(1) By promotion of a confirmed and suitable Higher Pharmacy Technician/Science Laboratory/Medical Laboratory who has spent at least three (3) years on the grade.</p> <p>(2) By direct appointment of a suitable candidate possessing the qualification specified</p>	<p>(i) Taking charge of the Dispensary.</p> <p>(ii) Keeping proper record of drugs in Pharmacy Unit.</p> <p>(iii) Ensuring adequate care of Drug Laboratory.</p> <p>(iv)</p>	CONTISS 08	Principal Pharmacy/Science Laboratory/ Medical Laboratory <b>Technician</b>

		in Pharmacy Technician above plus nine (9) years post qualification cognate experience.	Supervising the duties of subordinate staff in the Pharmacy.		
4.	Principal Pharmacy/Science Laboratory/Medical Laboratory <b>Technician</b>	<p>(1) By promotion of a confirmed and suitable Senior Pharmacy Technician/Science Laboratory/Medical Laboratory who has spent at least three (3) years on the grade.</p> <p>(2) By direct appointment of a suitable candidate possessing qualification specified in Pharmacy Technician above plus twelve (12) years post qualification cognate experience.</p>	<p>(i) Preparing simple dilution of Stock mixtures for use in the Health Centre's Pharmacy.</p> <p>(ii) Controlling and Supervision of subordinate staff.</p> <p>(iii) Ensuring that equipment used in the Pharmacy are in good working condition and stored properly.</p>	CONTISS 09	Assistant Chief Pharmacy/Science Laboratory/Medical Laboratory <b>Technician</b>
5.	Assistant Chief Pharmacy/Science Laboratory and Medical Laboratory	By promotion of a confirmed and suitable Principal Pharmacy Technician who has spent at least four (4) years on the grade.	(i) Ensuring the proper care and replenishment of drugs at the Health Centre's Pharmacy.	CONTISS 11	Chief Pharmacy Technician/Science Laboratory/Medical Laboratory Technician

			(ii) Maintaining the general supervision and control of staff.		
6.	Chief Technician	By promotion of a confirmed and suitable Assistant Chief Pharmacy Technician/Science Laboratory and Medical Laboratory who has spent at least three (3) years on the grade, subject to vacancy.	(i) Assisting in the general administration of Pharmacy Unit in the University Health Centre.  (ii) Coordinating the activities of a number of Pharmacy Technicians.  (iii) Assisting the Pharmacist in the Central Medical Store or Laboratory.	CONTISS 12	Terminal Point

**(This caters for Science Laboratory, Animal Health & Husbandry and Forestry Technologists)**

## POSTS AND SALARIES TECHNOLOGIST CADRE

1.1 Senior Assistant Technologist CONTISS 06

1.2 Technologist II CONTISS 07

1.3 Technologist I CONTISS 08

1.4 Senior Technologist CONTISS 09

1.5 Principal Technologist CONTISS 11

1.6 Assistant Chief Technologist CONTISS 12

1.7 Chief Technologist CONTISS 13

1.8 Senior Chief Technologist CONTISS 14

1.9 Principal Chief Technologist CONTISS 15

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Senior Assistant Technologist	<p>(1) direct appointment of a candidate possessing 5 “O Level credits pass WAEC/NECO/GCE including English Language and a good OND in relevant Discipline not below lower credit level plus associate membership of relevant professional body – NIST, NATE, COREN, ABICON, MIST, AAHAT (Animal Health and Husbandry) (Association of Biomedical Communication of Nigeria and others)</p> <p>(2) By promotion of a confirmed and</p>	<p>(i) To undergo on-the-job training in the preparation of technical materials, chemicals, reagents, sample specimens, etc. for practical classes.</p> <p>(ii) To undergo on-the-job training in the preparation of experimental set ups and calibration of instruments required for practical classes and research projects.</p> <p>(iii) To undergo on-the-job training in servicing and maintenance of scientific instruments and equipment used in teaching and research programmes.</p>	CONTISS 06	Technologist II

		<p>suitable Assistant Technologist with Ordinary National Diploma (OND) who has spent at least three (3) years on the grade and associate membership of relevant professional bodies.</p>	<p>(iv) Assisting in the preparation of orders for the supply of equipment, techno-materials and consumables required for teaching and research.</p> <p>(v) Assisting in maintenance of proper inventory of techno-materials, equipment, chemicals consumables etc. required for teaching and research.</p> <p>(vi) Assisting in other technical and administrative duties as may be assigned.</p> <p>(vii) Providing relevant professional and community services.</p>		
2.	Technologist II	<p>(1) By direct appointment of a candidate possessing 5 “O” Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics and a good HND in relevant discipline not below lower credit level, plus Associate membership of relevant professional</p>	<p>(i) To undergo on-the-job training in the preparation of technical materials, chemicals, reagents, sample specimens, etc. for practical classes.</p> <p>(ii) To undergo on-the-job training in the preparation of experimental set ups and calibration of instruments required for practical classes</p>	CONTISS 07	Technologist I

		<p>body – MIST, NIST, NATE, COREN, ABICON, AAHHT (Animal Health &amp; Husbandry) (Association of Biomedical Communications of Nigeria) and others</p> <p>(2) By promotion of a confirmed and suitable Senior Assistant Technologist with Higher National Diploma (HND) who has spent at least three (3) years on the grade and Associate membership of relevant professional bodies.</p>	<p>and research projects.</p> <p>(iii) To undergo on-the-job training in servicing and maintenance of scientific instruments and equipment used in teaching and research programmes.</p> <p>(iv) Assisting in the preparation of orders for the supply of equipment, techno-materials and consumables required for teaching and research.</p> <p>(v) Assisting in maintenance of proper inventory of techno-materials, equipment, chemicals consumables etc. required for teaching and research.</p> <p>(vi) Assisting in other technical and administrative duties as may be assigned.</p> <p>(vii) Providing relevant professional and community services.</p>		
3.	Technologist I	(1) By direct appointment of a candidate possessing qualification specified in Technologist II	Assisting in the preparation of technical materials, equipment, instruments, chemical	CONTISS 08	Senior Technologist

		<p>above plus three (2) years post-qualification experience <b>OR</b> a candidate possessing other recognized professional qualifications <b>OR</b> a holder of HND plus MTech. degree in same discipline.</p> <p>(2) By promotion of a confirmed and suitable Technologist II who has spent at least three (3) years on the post, with HND and associate membership of relevant Professional bodies.</p>	<p>reagents and sample specimens for student Practical Classes.</p> <p>Assisting in the preparation of experimental set-ups and assemblies for student practicals.</p> <p>Assisting in the organization and supervision of student practical classes and research.</p> <p>Assisting in the servicing and calibration of instruments required for student practical classes.</p> <p>Assisting in the preparation of orders for supply of technical materials, equipment and consumables required for student practical classes and research.</p> <p>Assisting in experimental aspects of Departmental and postgraduate research programmes.</p> <p>Assisting final year students in their experimental research projects.</p> <p>Ensuring proper maintenance and</p>		
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			<p>servicing of utilities services, building, furnishing and other facilities connected with teaching and research programmes.</p> <p>Carrying out other technical and administrative duties as may be assigned.</p> <p>Providing relevant professional and community services.</p>		
4.	Senior Technologist	<p>(1) By direct appointment of a candidate possessing any of the following qualifications:</p> <p>a. A good HND/Degree (or other recognized equivalent qualifications) plus a minimum of six (6) years post qualification experience <b>OR</b></p> <p>b. Other recognized equivalent professional qualifications, <b>OR</b></p> <p>HND/Degree plus MTech in the same discipline with a minimum of three (3) years post qualification experience.</p>	<p>(i) Preparation of Technical materials, specimens, chemical reagents, equipment etc. for student experiments as well as for experimental research projects.</p> <p>(ii) Preparation of experimental set up and assemblies for student practical classes and research project.</p> <p>(iii) Assisting in the development of new experimental methods and techniques for use in practical classes and research projects.</p> <p>(iv) Assisting in the experimental research project works both for postgraduate and</p>	CONTISS 09	Principal Technologist

		<p>(2) By promotion of a confirmed and suitable Technologist I who has spent at least six (6) years on the post, plus HND and associate membership of relevant professional bodies.</p>	<p>departmental research.</p> <p>(v) Assisting final year students in their experimental research project work.</p> <p>(vi) Preparation of orders for supply of technical materials, equipment and consumables.</p> <p>(vii) Periodic maintenance servicing and calibration of instruments used for teaching and research.</p> <p>(viii) Maintenance of proper inventory of technical materials, equipment and consumables required for teaching and research.</p>		
5.	Principal Technologist	<p>(1) By direct appointment of a candidate possessing any of the qualifications:</p> <p>a. a good HND with minimum of ten (10) years post qualification experience plus professional registration <b>OR</b></p> <p>a good HND with MTech in same discipline plus a</p>	<p>(i) Training and supervising Junior Technical Staff level and Technologists on the job.</p> <p>(ii) Taking charge of the Technical Section (or Unit) of an Academic Department;</p> <p>(iii) Preparation of Technical materials, specimens, chemical reagents, equipment, etc. for student for practical classes and</p>	CONTISS 11	Assistant Chief Technologist

		<p>minimum of nine (9) years post qualification experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Technologist I who has spent at least four (4) years on the post, plus associate membership of professional bodies.</p>	<p>research projects.</p> <p>(iv) Organization and supervision of student practical classes.</p> <p>(v) Taking part in experimental research projects for both postgraduate and departmental research.</p> <p>(vi) Preparation of orders for supply of technical materials, equipment, consumables, etc for teaching and research.</p> <p>(vii) Development of new experimental methods and techniques for use in practical classes and research projects.</p> <p>(viii) Periodic maintenance, servicing and calibration of instrument and equipment for teaching and research.</p> <p>(ix) Maintenance of proper inventory of technical material, equipment and consumables required for teaching and research.</p> <p>(x) Carrying out other technical and administrative duties</p>		
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			as may be assigned.  (xi) Provide relevant professional and community services.		
6.	Assistant Chief Technologist	<p>By promotion of a confirmed and suitable Principal Technologist who has spent at least three (3) years on the post plus professional registration.</p> <p>(1) By direct appointment of a candidate possessing any of the qualifications:</p> <p>a. a good HND with minimum of thirteen (13) years post qualification experience plus professional registration <b>OR</b></p> <p>a good HND with MTech in same discipline plus a minimum of twelve (12) years post qualification experience.</p>	<p>(i) Providing on-the-job training and supervise Junior Technical Staff and other lower level Technologists.</p> <p>(1) Taking charge of a Technical Section (Unit) of an Academic Department.</p> <p>(i) Organize and supervise students' practical classes.</p> <p>(ii) Developing new experimental methods and technique for use in students' practical classes.</p> <p>(iii) Preparation of technical materials, specimens, chemical reagents, equipment, etc. required for students' practical classes and research projects.</p> <p>(iv) Preparation of orders for supplies of technical materials, equipment, consumables, etc. for</p>	CONTISS 12	Chief Technologist

			<p>research and teaching programmes.</p> <p>(v) Periodic maintenance, servicing and calibration of instruments and equipment for teaching and research.</p> <p>(vi) Providing specialized technological leadership in a small to medium size academic department.</p> <p>(vii) Carrying out other technical and administrative duties as may be assigned.</p> <p>(viii) Performing relevant professional and community services.</p>		
7.	Chief Technologist	<p>(1) By direct appointment of a candidate possessing any of the qualifications:</p> <p>a. a good HND with minimum of sixteen (16) years post qualification experience plus professional registration <b>OR</b></p> <p>a good HND with M.Tech in same discipline plus a</p>	<p>(i) Providing technical leadership in a medium-to-large size academic department.</p> <p>(ii) Organizing and supervise student practical classes.</p> <p>(iii) Developing new experimental methods and techniques for use in student practical classes.</p> <p>(iv) Preparation and processing of orders for supply of technical</p>	CONTISS 13	Senior Chief Technologist

		<p>minimum of nine (15) years post qualification experience.</p> <p>By promotion of a confirmed and suitable Assistant Chief Technologist with HND (or other recognized equivalent professional qualification) with a minimum of three (3) years' experience as Assistant Chief Technologist plus associate membership of relevant professional bodies.</p>	<p>materials, equipment, chemicals, consumables, etc. for research and teaching programmes.</p> <p>(v) Planning and organizing periodic maintenance, servicing and calibration of teaching and research equipment and instruments.</p> <p>(vi) Maintenance of proper inventory for technical materials, instruments, equipment, consumables used for teaching and research programmes.</p> <p>(vii) Carrying out other specialized technical and administrative duties as may be assigned.</p> <p>(viii) Performing relevant professional and community services.</p>		
8	Senior Chief Technologist	<p>By promotion of a confirmed and suitable Assistant Chief Technologist with HND (or other recognized equivalent professional qualification) with a minimum of three (3)</p>	<p>(1) Providing technical leadership in a medium-to-large size academic department.</p> <p>(2) Organizing and supervise student practical classes.</p> <p>(3) Developing new</p>	CONTISS 14	

		<p>years' experience as Assistant Chief Technologist plus associate membership of relevant Professional bodies. Subject to vacancy and possession of higher qualification</p> <p><b>(ONE PER DEPARTMENT)</b></p>	<p>experimental methods and techniques for use in student practical classes.</p> <p>(4)Preparation and processing of orders for supply of technical materials, equipment, chemicals, consumables, etc. for research and teaching programs.</p> <p>(5)Planning and organizing periodic maintenance, servicing and calibration of teaching and research equipment and instruments.</p> <p>(6)Maintenance of proper inventory for technical materials, instruments, equipment, consumables used for teaching and research programs.</p> <p>(7)Carrying out other specialized technical and administrative duties as may be assigned.</p> <p>(8)Performing relevant professional and community services.</p>		
9	Principal Chief	By promotion interview of a confirmed Senior	(1)Performs all the duties of Senior Chief Technologist at a	CONTISS 15	Terminal Point

	Technologist	<p>Chief Technologist with B.Sc./HND plus M.Sc. (or other recognized equivalent professional qualification) with a minimum of three (3) years' experience as Senior Chief Technologist plus associate membership of relevant Professional bodies and higher qualification.. Subject to vacancy</p>	<p>higher level of responsibility.</p> <p>(2)Represents Technologists/Scientist at Policy making meetings</p> <p>(3)Coordinates the duty schedules of all Technologists in the Department</p> <p>(4) Advices project student, postgraduate student and lecturers on research methodologies</p> <p>(5) Coordinating all other specialised technical and administrative duties as may be assigned.</p> <p>(8)Performing relevant professional and community services.</p>		
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**TELECOMS/WEBMASTER/NETWORK ANALYST ADMINISTRATOR CADRE**

## 1. POSTS AND SALARIES

1.1 Telecoms/Webmaster/Network Analyst/Administrator Grade I - CONTISS 08

1.2 Senior Telecoms/Webmaster/Network Analyst/Administrator - CONTISS 09

1.3 Principal Telecoms/Webmaster/Network Analyst/Administrator - CONTISS 11

1.4 Assistant Chief Telecoms/Webmaster/Network Analyst/Administrator - CONTISS 12

1.5 Chief Telecoms/Webmaster/Network Analyst/Administrator - CONTISS 13

1.6 Deputy Director Telecoms/Webmaster/Network Analyst/Administrator - CONTISS 14

1.7 Director IT and Media Services - CONTISS 15

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEX T RAN K
1.	Telecoms/Webmaster/Network Analyst/Administrator	By appointment of a suitable candidate who has 5 “O” level Credit Pass (WASSCE/NECO/GC) including English Language and Mathematics plus HND/Degree in Computer Science/Informatics or related discipline or equivalent professional qualifications, plus three (3) years post-qualification cognate experience.	<p>i. Install and support LANs, WANs, network segments, Internet, and intranet systems.</p> <p>ii. Install and maintain network hardware and software.</p> <p>iii. Analyze and isolate issues.</p> <p>iv. Monitor networks to ensure security and availability</p>	CONTISS 08	Senior Telecoms/Webmaster/Network Analyst/Administrator

			<p>to specific users.</p> <p>v. Evaluate and modify system's performance.</p> <p>vi. Creating valuable content, simplifying navigation and ensuring fast, secure access and optimal availability; and</p> <p>vii. Any other duties as may be assigned.</p>		
2.	<p>Senior Telecoms/ Webmaster/ Network Analyst Administrator</p>	<p>(1)By appointment of a suitable candidate who has 5 "O" level Credit Pass (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Computer Science/Informatics or related discipline or equivalent professional qualifications, plus six (6) years post-qualification cognate experience.</p> <p>(2)By promotion of a confirmed and suitable Telecoms/Webmaster/Network Analyst/Administrator</p>	<p>i. Network monitoring.</p> <p>ii. Testing the network for weakness.</p> <p>iii. Keeping an eye out for needed updates.</p> <p>iv. Installing and implementing security programs.</p> <p>v. E-mail</p>	CONTISS 09	<p>Principal Telecoms/ Webmaster/Network Analyst/Administrator</p>

		who has spent at least three (3) years on the post, plus HND/Degree	and Internet filters.  vi. Evaluating implementing network management software; and  vii. Any other duties as may be assigned.		
3.	Principal Telecoms/ Webmaster/Network Analyst/Administrator	<p>(1) By appointment of a suitable candidate who has HND/Degree in Computer Science/Informatics or related discipline or equivalent professional qualifications, plus ten (10) years post-qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Telecoms/Webmaster/Network Analyst/Administrator who has spent at least four (4) years on the post, plus HND/Degree</p>	<p>i. Determine network and system requirements .</p> <p>ii. Design and deploy networks.</p> <p>iii. Perform network address assignment.</p> <p>iv. Assign routing protocols and routing table configuration.</p> <p>v. Assign configuration of authentication and</p>	CONTISS 11	<p>Assistant Chief Telecoms/ Webmaster/ Network Analyst/ Administrator</p>

			<p>authorization of directory services.</p> <p>vi. Administer servers, desktop computers, printers, routers switches firewalls, phones, personal digital assistants, smartphones, software deployment security updates and patches; and</p> <p>vii. Any other duties as may be assigned.</p>		
4.	<p>Assistant Chief Telecoms/ Webmaster/ Network Analyst/ Administrator</p>	<p>(1) By appointment of a suitable candidate who has HND/Degree in Computer Science/Informatics or related discipline or equivalent professional qualifications, plus thirteen (13) years post-qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Telecoms/Webmaster/Netwo</p>	<p>i. System configuration and support.</p> <p>ii. System design and architecting.</p> <p>iii. Support of design and expansion of data</p>	CONTISS 12	<p>Chief Telecoms/ Webmaster/ Network Analyst/ Administra</p>

		rk Analyst/Administrator who has spent at least three (3) years on the post.	<p>archiving systems .</p> <p>iv. Support of backup infrastructure and execution.</p> <p>v. Management of computer server infrastructure including EDA tools and licensing, database servers, web, FTP and application servers, Subversion and other revision control systems, VoIP and PBX systems; and</p> <p>vii. Any other duties as may be assigned.</p>		tor
5.	Chief Telecoms/ Webmaster/ Network	By appointment of a suitable candidate with a good Master's degree in Computer Science/Informatics or related discipline or equivalent professional	i. Plans and organizes workloads and staff assignments.	CONTISS 13	Assistant Director Telecoms/

	Analyst/ Administrator	<p>qualifications, plus sixteen (16) years post-qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Assistant Chief Telecoms/Webmaster/Network Analyst/Administrator who has spent at least three (3) years on the rank, plus a HND/Degree</p>	<p>ii. Reviews progress and directs changes as needed.</p> <p>iii. Assigns duties and inspects work for exactness, neatness, and conformance to policies and procedures to establish and maintain excellent standards of performance.</p> <p>iv. Creates, changes, implements, and manages written IT policies and procedures to establish and maintain excellent standards of performance.</p> <p>v. Management of computer server infrastructure including EDA tools and licensing,</p>		Webmaster/Network/Analyst/Administrator
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			<p>database servers, web, FTP and application servers, Subversion and other revision control systems, VoIP and PBX systems; and</p> <p>vii. Any other duties as may be assigned.</p>		
6.	<p>*Assistant Director Telecoms/</p> <p>Webmaster/</p> <p>Network Analyst/</p> <p>Administrator</p>	<p>By promotion of a suitable candidate with a good Master's degree in Computer Science/Informatics or related discipline or equivalent professional qualifications, plus nineteen (19) years post-qualification cognate experience in telecoms/webmaster/network including experience in computer applications and a higher qualification. Subject to vacancy</p>	<p>i. Plans, implement and monitor changes in infrastructure configurations.</p> <p>ii. Install new servers and configure hardware.</p> <p>iii. Develop and maintain system standards.</p> <p>iv. Perform daily backup operations.</p> <p>v. Develop</p>	CONTISS 14*	<p>Director</p> <p>Telecoms/</p> <p>Webmaster/</p> <p>Network</p>

			<p>best practices and written documentation for all server maintenance; and</p> <p>vii. Any other duties as may be assigned.</p>		
7.	*Director, IT and Media Services	<p>By appointment of a suitable candidate with a good Master's degree in Computer Science/Informatics or related discipline or equivalent professional qualifications, plus twenty-four (24) years post-qualification cognate experience in telecoms/webmaster/network including experience in computer applications. The candidate must have spent five (5) years as Assistant Director. Subject to vacancy.</p>	<p>i. Directs and manages all functions of the Information Technology department.</p> <p>ii. Responsible for management of projects, supervision of departmental staff members and recommendations to Administration regarding IT policy and procedures.</p> <p>iii. Provide overall IT governance</p>	CONTISS 15*	Terminal Point

			<p>for the university.</p> <p>iv. Manage the financial aspect of IT development ; and</p> <p>vii. Any other duties as may be assigned.</p>		
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**NB:** Can the position of Director of ITeMS be occupied by an official from other IT cadres?

## **TRANSPORT SUPERVISOR CADRE**

1.1 Transport Supervisor - CONTISS 06

1.2 Higher Transport Supervisor - CONTISS 07

1.3 Senior Transport Supervisor - CONTISS 08

1.4 Principal Transport Officer - CONTISS 09

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Transport Supervisor	By direct appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) plus Driver/Mechanic Trade Test Grade III Certificate plus 5 years cognate experience	<p>i. Driving with care and caution.</p> <p>ii. Keeping an accurate and up-to-date log book.</p> <p>iii. Ensuring the security of the vehicle.</p>	CONTISS 06	Higher Transport Supervisor
2.	Higher Transport Supervisor	(1) By appointment of a suitable candidate possessing 5 O' level credits (WASSCE/NECO/GCE) plus Driver/Mechanic	<p>i. Driving with care and caution.</p> <p>ii. Keeping an accurate and up-to-date log book.</p>	CONTISS 07	Senior Transport Supervisor

		<p>Trade Test Grade III Certificate plus 8 years cognate experience</p> <p>(2) By promotion for a confirmed and suitable Transport Supervisor who has spent three (3) years on the post, plus Driver/Mechanic Trade Test Grade III</p>	<p>iii. Ensuring the security of the vehicle.</p> <p>iv. Understanding minor maintenance and repairs of motor vehicles.</p> <p>v. Taking prompt action on accident cases.</p>		
3.	Senior Transport Supervisor	<p>By promotion for a confirmed and suitable Higher Transport Supervisor who has spent three (3) years on the post, plus Driver/Mechanic Trade Test Grade II</p>	<p>i. Driving with care and caution.</p> <p>ii. Keeping an accurate and up-to-date log book.</p> <p>iii. Ensuring the security of the vehicle.</p> <p>iv. Understanding minor maintenance and repairs of motor vehicles.</p> <p>v. Taking prompt action on accident cases.</p> <p>vi. Supervision and disposition of the staff and vehicles in the transport unit.</p>	CONTISS 08	Principal Transport Officer
4.	Principal Transport Officer	<p>By promotion of a confirmed and suitable Senior Transport Supervisor who has spent three (3) years on the post plus Driver/Mechanic Trade Test Grade I</p>	<p>i. Driving with care and caution.</p> <p>ii. Keeping an accurate and up-to-date log book.</p> <p>iii. Ensuring the security of the vehicle.</p>	CONTISS 09	Terminal Point

			<p>iv. Understanding minor maintenance and repairs of motor vehicles.</p> <p>v. Taking prompt action on accident cases.</p> <p>vi. Supervision and disposition of the staff and vehicles in the transport unit.</p> <p>vii. Taking prompt action on particulars/maintenance of all the vehicles in the transport unit.</p>		
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## VETERINARY REGISTRARS CADRE (VETERINARY TEACHING HOSPITAL)

### POSTS AND SALARIES

1.1 Veterinary Registrar CONMESS 02

1.2 Senior Veterinary Registrar II CONMESS 03

1.3 Senior Veterinary Registrar I CONMESS 04

1.4 Consultant CONMESS 05

1.5 Senior Consultant CONMESS 06

1.6 Chief Consultant CONMESS 07

S/ N	RANK	ENTRY QUALIFICATION	DUTIES	SALAR Y SCALE	NEXT RANK
1.	Veterinary Registrar	By direct appointment of a candidate possessing 5 "O" Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus University Degree in Veterinary Medicine including NYSC	i. Carrying out general veterinary duties in veterinary hospital. ii. Participating in research into infectious diseases of livestock and poultry. iii. Diagnosing animal diseases. iv. Carrying out ante and post-mortem inspection and meat for public health purposes. v. Conducting health examination on animals and issuing health certificates.	CONMESS 02	Senior Veterinary Registrar II

		Certificate or exemption and evidence of current registration with the Veterinary Council of Nigeria			
2.	Senior Veterinary Registrar II	By direct appointment of a candidate possessing 5 “O” Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus University Degree in Veterinary Medicine including NYSC Certificate or exemption and evidence	<ul style="list-style-type: none"> <li>i. Participating a research into infectious diseases of livestock and poultry.</li> <li>ii. Carrying out general veterinary duties in veterinary clinic.</li> <li>iii. Diagnosing animal and poultry diseases.</li> <li>iv. Assisting in identifying areas of research interest and training needs.</li> <li>v. Assisting in enforcing veterinary laws and regulations.</li> </ul>	CONM ESS 03	Senior Veterinary Registrar I

		<p>of current registration with the Veterinary Council of Nigeria plus three (3) years cognate experience</p> <p>By promotion of a confirmed and suitable Veterinary Registrar I who has passed membership Diploma Examination of the College of Veterinary Surgeons of Nigeria or its equivalent or M.Sc. in the area of specialization and has spent at least three (3)</p>			
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		years on the grade of Veterinary Registrar I			
3.	Senior Veterinary Registrar I	By direct appointment of a candidate possessing 5 "O" Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus University Degree in Veterinary Medicine including NYSC Certificate or exemption and evidence of current registration with the Veterinary Council	<ul style="list-style-type: none"> <li>i. Supervising survey studies on animal health and production programme in a specified area.</li> <li>ii. Undergoing specialist training.</li> <li>iii. Initiating and participating in activities such as epidemiological research, basic and applied research, vaccine the development and production etc.</li> <li>iv. Participating in monitoring activities.</li> </ul>	CONMESS 04	Consultant

		<p>of Nigeria plus six (6) years cognate experience</p> <p>By promotion of a suitable Senior Veterinary Registrar II who has spent at least three (3) years on the grade.</p>			
4.	Consultant	<p>By direct appointment of a candidate possessing 5 "O" Level credits pass (WAEC/ NECO/ GCE) including English Language and Mathematics plus University Degree in</p>	<p>i. Supervising research activities in specified area.</p> <p>ii. Initiating the review of veterinary/public health and meat inspection policies and programmes.</p> <p>iii. Taking charge of specified programmes e.g. Control pets, meat inspection unit etc.</p> <p>iv. Coordinating the training programme for staff.</p> <p>v. Supervising the activities of the number of subordinate.</p>	CONM ESS 05	Senior Consultant

		<p>Veterinary Medicine including NYSC Certificate or exemption and evidence of current registration with the Veterinary Council of Nigeria plus ten (10) cognate experience</p> <p>By promotion of a confirmed and suitable Senior Veterinary Registrar I who has passed Part II Final Examination of the Fellowship of the College of Veterinary</p>			
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		Surgeons of Nigeria or its equivalent or Ph.D in the area of specialization and spent four (4) years on the post.			
6.	Senior Consultant	By direct appointment of a candidate possessing 5 "O" Level credits pass (WAEC/NECO/GCE) including English Language and Mathematics plus University Degree in Veterinary Medicine including NYSC Certificate or exemption and	<ul style="list-style-type: none"> <li>i. Taking responsibility for veterinary development planning</li> <li>ii. Coordinating research activities in specified areas.</li> <li>iii. Coordinating field report and disseminating research findings.</li> <li>iv. Assisting in coordinating preventive and curative veterinary programmes.</li> <li>v. Assisting in formulating and executing veterinary policy and programmes.</li> </ul>	CONMESS 06	Chief Consultant

		<p>evidence of current registration with the Veterinary Council of Nigeria plus thirteen (13) years cognate experience</p> <p>By promotion of a suitable Consultant who has spent at least three (3) years on the grade.</p>			
7.	Chief Consultant	<p>By direct appointment of a candidate possessing 5 "O" Level credits pass (WAEC/NECO/GCE) including English Language and</p>	<p>i. Advising on the formulation, execution and review of policies and programmes on animal health and related matters.</p> <p>ii. Taking charge of a unit.</p> <p>iii. Preparing technical report and memoranda.</p> <p>iv. Adapting research result for extension and commercialization.</p> <p>v. Attending Seminars, Workshops and Conferences on veterinary and related matters.</p>	CONM ESS 07	Terminal Point

		<p>Mathematics plus University Degree in Veterinary Medicine including NYSC Certificate or exemption and evidence of current registration with the Veterinary Council of Nigeria plus seventeen (18) years cognate experience</p> <p>By promotion of a suitable Senior Consultant who has spent at least five (5) years on the grade subject to vacancy.</p>			
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#### **ZOO CURATOR CADRE**

## POSTS AND SALARIES

Zoo Curator Grade III CONTISS 07

Zoo Curator Grade II CONTISS 08

Zoo Curator Grade I CONTISS 09

Senior Zoo Curator CONTISS 11

Principal Zoo Curator CONTISS 12

Chief Zoo Curator CONTISS 13

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1 .	Zoo Curator Grade III	By direct appointment of a suitable candidate possessing 5 O’L credit passes including English, mathematics, Biology/Agric.,  B. Sc in Animal Science, Zoology, Wildlife, Veterinary Medicine, or HND in Animal Health & Husbandry.	Shall be responsible for the general supervision of assigned zoo-keeping operations and the training of workers under his care. The general attitude and efficiency of all workers under his charge will be his responsibility.	CONTISS 07	Zoo Curator Grade II
2	Zoo Curator Grade II	By promotion of a confirmed and suitable Zoo Curator III who has spent at least three (3) years on the rank, plus HND in Animal Science, Zoology, etc.  By direct appointment of a suitable candidate possessing the qualification in serial no. 1 with three (3) years additional experience	Shall be responsible for the day to day veterinary care of animals. Supervision of routine drug usage and compliance, breeding trials. Collation of stud book and breeding programmes.	CONTISS 08	Zoo Curator Grade I

3	Zoo Curator Grade I	<p>By promotion of a confirmed and suitable Zoo Curator II who has spent at least three (3) years on the rank.</p> <p>By direct appointment of a suitable candidate possessing the qualification in serial no. 1 with six (6) years' experience for HND and six years for B.Sc. in relevant fields.</p>	Same as above.	CONTISS 09	Senior Zoo Curator
4.	Senior Zoo Curator	<p>By direct appointment of a suitable candidate who has B.Sc. degree in Zoology/Wildlife/Forestry Management/Veterinary Medicine with postgraduate/ professional training in Zoo keeping or Wildlife Management and at least ten (10) years cumulative experience in general Zoo keeping of which six (6) years will be of proven administrative experience.</p> <p>By promotion of a Zoo Curator Grade I with four(4) years' experience</p>	Shall collate all animal care records, feeding pattern on a weekly basis. Shall be responsible to the Chief Zoo Supervisor for assigned duties.	CONTISS 11	Principal Zoo Curator
5.	Principal Zoo Curator	<p>By promotion of a confirmed and suitable Senior Zoo Curator who has spent at least three (3) years on the rank.</p> <p>By direct appointment of a suitable candidate who</p>	Shall organize field trips for animal rescue and collection collaboration with other zoos. Shall be responsible to the Chief Zoo Curator for	CONTISS 12	Chief Zoo Curator

		has the qualification of a Senior Zoo Curator and at least thirteen (13) years cumulative experience in general zoo keeping of which nine (9) years will be of proven administrative experience.	assigned duties.		
6.	Chief Zoo Curator	<p>By direct appointment of a suitable candidate who has the qualification of a Principal Zoo Curator and least sixteen (16) years cumulative experience in general zoo keeping of which twelve (12) years will be of proven administrative experience. Possessing of a Masters (Higher) degree will be an added advantage.</p> <p>By promotion of Principal Zoo Curator who has spent three (3) years on the post. Subject to vacancy</p>	Preservation of exotic species. Collation of reports from Zoo Curator. Liaising with other Zoos for staff exchange programmes and the Director in day to day management of the zoo.	CONTISS 13	

## **ZOO SUPERVISOR CADRE**

### **POSTS AND SALARIES**

#### **POST SALARY**

Zoo Supervisor CONTISS 06

Senior Zoo Supervisor CONTISS 07

Principal Zoo Supervisor CONTISS 08

<b>S/N</b>	<b>RANK</b>	<b>ENTRY QUALIFICATION</b>	<b>DUTIES</b>	<b>SALARY SCALE</b>	<b>NEXT RANK</b>
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1	Zoo Supervisor	<p>By appointment of a suitable candidate possessing 5 O’L credit passes including Biology/Agric.</p> <p>plus three (3) years in zoology or animal experience</p>	<p>(1) Responsible for the general supervision of assigned Zoo-Assistants operations and the training of workers under his care.</p> <p>(2) Keeping records of animals in the zoo garden.</p> <p>(3) Training the Assistants/subordinates on basic skills of zoo keeping.</p> <p>(4) Supervising feeding of zoo animals</p> <p>(5) Assisting in the control of endo and ecto parasites in the zoo</p>	CONTISS 06	Senior Zoo Supervisor
2	Senior Zoo Supervisor	<p>(1) By appointment of a suitable candidate possessing 5 O’L credit passes including Biology/Agric. plus six (6) years in zoology or animal experience</p> <p>(2) Promotion of a confirmed candidate who must have spent three (3) years on the job, plus certificate of training on Zoological Garden</p>	<p>(1) Observing, detecting and identifying ailments in the zoo animals.</p> <p>(2) Supervising the cleaning and feeding of zoo animals</p> <p>(3) Assisting in the collation of zoo records</p>	CONTISS 07	Principal Zoo Supervisor
3	Principal Zoo	(1) By appointment of a suitable	(1) Assisting in the designing and supervising	CONTISS 08	Terminal Point

	Supervisor	<p>candidate possessing 5 O'L credit passes including Biology/Agric. plus nine (9) years in zoology or animal experience</p> <p>(2) Promotion of a confirmed candidate who must have spent three (3) years on the job, plus certificate of training on Zoological Garden</p>	<p>the construction of animal cages and enclosures</p> <p>(2) Assisting in preparing zoo garden records and data analysis</p> <p>(3) Assisting in administering drugs to sick animal</p> <p>(4)Supervising the activities of a number of subordinates</p>		
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