

ACADEMIC CADRE	1
RESEARCH FELLOWSHIP CADRE	1
LECTURER CADRE	3
ARTS FELLOWSHIP CADRE	6
LIBRARIAN CADRE	8
ADMINISTRATIVE POSTS	10
REGISTRAR CADRE	10
BURSAR/ACCOUNTANT CADRE	13
PLANNING OFFICERS CADRE	17
WORKS SERVICES /ENGINEERS' CADRE	20
QUANTITY SURVEYOR CADRE	22
MOTOR DRIVER CADRE	25
OFFICER CADRE	27
ENVIRONMENTAL HEALTH OFFICER CADRE	31
WORKS SUPERINTENDENT CADRE	37
TECHNICIAN/TECHNICAL SUPERVISOR CADRE	47
CRAFTSMAN (ARTISAN) SENIOR CADRE/ WORKS SUPERVISOR CADRE	51
MAINTENANCE OFFICER CADRE	52
EXTENSION SPECIALIST CADRE	56
FARM MANAGEMENT OFFICER CADRE	59
AGRICULTURAL/ANIMAL HEALTH/FORESTRY/FISHERY OFFICER CADRE	61
CATERING OFFICER CADRE	64
COACH CADRE	67
SUPERINTENDENT OF PRESS CADRE	72
CURATOR CADRE	75
INTERNAL AUDITOR CADRE	78
PROCUREMENT OFFICER CADRE	80
EDITOR CADRE	83
TECHNICAL INSTRUCTOR CADRE	85
STORE OFFICER CADRE	89
COMPUTER SYSTEMS ANALYST/PROGRAMMER/ NETWORK ENGINEER CADRE	93
COMPUTER ENGINEER CADRE	96
DATA PROCESSING OFFICER CADRE	99

OPERATIONS MANAGER CADRE	101
VETERINARY OFFICER CADRE	105
MEDICAL OFFICER CADRE	108
PSYCHOLOGY OFFICER CADRE	112
PHYSIOTHERAPIST CADRE	123
NURSING OFFICER CADRE	126
NURSE TUTOR CADRE	131
MEDICAL LABORATORY SCIENTIST CADRE	135
DIETICIAN CADRE	139
MEDICAL SOCIAL WELFARE OFFICER CADRE	141
OPTOMETRIST CADRE	145
PHARMACIST CADRE	149
PHARMACIST TECHNICIAN CADRE	151
RADIOGRAPHER CADRE	153
HEALTH SUPERINTENDENT CADRE	156
HEALTH RECORDS OFFICER CADRE	159
COUNSELLING PSYCHOLOGIST CADRE	161
NUTRITION OFFICER CADRE	164
DENTAL TECHNOLOGIST CADRE	167
DENTAL THERAPIST CADRE	172
ARCHITECT CADRE	174
BUILDING OFFICER CADRE	178
TECHNICAL OFFICER CADRE	180
MASTER CADRE (PRIMARY/SECONDARY)	184
LIBRARY OFFICER CADRE	189
SUPERINTENDENT OF BINDERY CADRE	191
HALL SUPERVISOR CADRE	195
SECRETARIAL CADRE	199
EXECUTIVE OFFICER CADRE	201
EXTRA-MURAL COURSE ORGANIZER CADRE	204
CULTURAL OFFICER CADRE	207
SECURITY OFFICER CADRE	210
TECHNOLOGIST CADRE	213

TUTOR CADRE 223
CARTOGRAPHER CADRE 225
LEGAL OFFICER CADRE 229
LABORATORY SUPERVISOR CADRE 232
ETHNOGRAPHER CADRE 233
FIRE SUPERINTENDENT CADRE 238
PUBLIC RELATIONS CADRE..... 240

ACADEMIC CADRE**RESEARCH FELLOWSHIP CADRE**

Posts and Salaries

1.1. Senior Principal Research Fellow/Research Professor	CONUASS 07
1.2. Principal Research Fellow	CONUASS 06
1.3. Senior Research Fellow	CONUASS 05
1.4. Research Fellow I	CONUASS 04
1.5. Research Fellow II	CONUASS 03
1.6. Junior Research Fellow/Assistant Research Fellow	CONUASS 02
1.7. Research Assistant	CONUASS 01

S/ N	RANK	ENTRY QUALIFICATION	DUTIES	SALA RY GRAD E LEVE L	CON UASS	NEXT RANK
1	Senior Principal Research Fellow/Research Professor	<ol style="list-style-type: none"> By promotion of a confirmed Principal Research Fellow after three years subject to the relevant provisions of the Yellow Book. By direct appointment of a candidate possessing a postgraduate Degree (preferably Doctorate/MFA, etc) in the relevant field plus at least 10 years post qualification cognate experience in a Research Institute or comparable institution of University standing. Industrial experience will be an advantage; a demonstrable ability to initiate, develop and supervise research project; a good record of scholarly publications in reputable journals, or inventions; a capacity for academic and administrative leadership. 		16	07	
2	Principal Research Fellow	<ol style="list-style-type: none"> By promotion of a confirmed Senior Research Fellow after 		15	06	Senior Principal Research

		<p>three years subject to the relevant provision in the Yellow Book.</p> <p>2. By direct appointment of a candidate possessing a postgraduate (preferably Doctorate, MFA, etc) degree in relevant field plus at least seven years post qualification cognate experience in research at a Research Institute or an academic body of a University standing. Industrial experience will be an advantage; a demonstrable ability to initiate, develop and supervise research projects; a good record of scholarly publications in reputable journals,, or inventions; a capacity for academic and administrative leadership</p>				Fellow/Research Professor
3	Senior Research Fellow	<p>1. By promotion of a confirmed Research Fellow I after three years subject to the relevant provisions in the Yellow Book.</p> <p>2. By direct appointment of a candidate possessing a postgraduate (preferably Doctorate, MFA, etc) degree in relevant field plus at least five years post qualification cognate experience in research at a Research Institute or an academic body of a University standing. Industrial experience will be an advantage; a demonstrable ability to initiate, develop and supervise research projects; a good record of scholarly publications in reputable journals, or inventions; a capacity for academic and administrative leadership.</p>		14	05	Principal Research Fellow

4	Research Fellow I	<ol style="list-style-type: none"> 1. By promotion of a confirmed Research Fellow II after three years subject to the provisions of the Yellow Book. 2. By direct appointment of a candidate possessing a postgraduate (preferable Doctorate, MFA, etc) degree in relevant field plus at least three years post qualification cognate experience in research at a Research Institute or an academic body of University standing. A demonstrable ability to initiate, develop and supervise research projects; a good record of scholarly publications in reputable journals or inventions. 		12	04	Senior Research Fellow
5	Research Fellow II	<ol style="list-style-type: none"> 1. By promotion of a confirmed Junior Research Fellow/Assistant Research Fellow after three years subject to provisions of the Yellow Book. 2. By direct appointment of a candidate possessing the qualifications of a Research Fellow I above but with two years less in experience 		10	03	Research Fellow I
6	Junior Research Fellow/Assistant Research Fellow	By direct appointment of a candidate possessing Master's Degree in relevant field and a research initiative plus evidence of NYSC discharge certificate.		09	02	Research Fellow II
7	Research Assistant	By direct appointment of a candidate possessing a good Honours Degree of not below 2 ¹ from a recognized University with research initiative plus evidence of NYSC discharge certificate.		08	01	Junior Research Fellow/Assistant Research Fellow

NOTE: All Academic assessments, appointment and promotions **MUST** be in line with the provision of the Yellow Book.

LECTURER CADRE POSTS AND SALARIES

- 1.1. Professor
- 1.2. Reader

CONUASS 07
CONUASS 06

1.3. Senior Lecturer
 1.4. Lecturer I
 1.5. Lecturer II
 1.6. Assistant Lecturer
 1.7. Graduate Assistant

CONUASS 05
 CONUASS 04
 CONUASS 03
 CONUASS 02
 CONUASS 01

S/ N	RANK	ENTRY QUALIFICATION	DUTIES	SALA RY GRAD E LEVE L	CON UASS	NEXT RANK
1	Professor	<ol style="list-style-type: none"> 1. By promotion of a suitable Reader after a minimum of three years on the post of Reader and subject to the relevant provisions in the Yellow Book. 2. By direct appointment of a candidate with a postgraduate (preferably Doctorate, etc) degree in the relevant field(s) with at least 10 years post qualification experience in teaching and research in Universities or similar institutions of higher learning; Industrial experience will also be an advantage. Demonstrable ability to initiate, develop and supervise research projects; a good record of scholarly publications in reputable journals. A capacity for academic leadership plus other provisions of the Yellow Book 		16	7	
2	Reader	<ol style="list-style-type: none"> 1. By promotion of a confirmed Senior Lecturer after three years subject to the relevant provisions in the Yellow Book. 2. By direct appointment of a candidate possessing a postgraduate (preferably Doctorate) degree in the relevant field(s) with a minimum of eight years post-qualification experience in teaching and research in Universities or similar 		15	6	Professor

		institutions of higher learning. Industrial experience will also be an advantage. Demonstrable ability to initiate, develop and supervise research projects; a good record of scholarly publications in reputable journals. A capacity for academic leadership other provisions of the Yellow Book.				
3	Senior Lecturer	<ol style="list-style-type: none"> 1. By promotion of a confirmed Lecturer I, after three years subject to the relevant provisions in the Yellow Book. 2. By direct appointment of a candidate possessing a postgraduate (preferably doctorate) degree with at least five years of teaching and research in a University or comparable Institutions. Industrial experience as well as scholarly publications will be an advantage 		14	05	Reader
4	Lecturer I	<ol style="list-style-type: none"> 1. By promotion of a confirmed Lecturer II after three years subject to the relevant provision of the Yellow Book. 2. By direct appointment of a candidate possessing a postgraduate (preferably Doctorate, MFA, etc) degree with at least three years of teaching and/or research experience in a University or other comparable institution; possession of scholarly publication will be an advantage. 		12	04	Senior Lecturer
5	Lecturer II	<ol style="list-style-type: none"> 1. By promotion/Movement of an Assistant Lecturer with a masters Degree after one year subject to the relevant provisions in the Yellow Book. 		10	03	Lecturer I

		2. By direct appointment of a candidate possessing a postgraduate (preferably Doctorate, MFA, etc) degree in relevant field(s).				
6	Assistant Lecturer	By direct appointment of a candidate possessing a Master's degree in the relevant field(s) plus evidence of discharge certificate from NYSC.		09	02	Assistant Lecturer
7	Graduate Assistant	By direct appointment of a candidate possessing a good Honours Degree of not below 2 ¹ plus evidence of discharge from the NYSC.		08	01	

NOTE: All Academic assessments, appointment and promotions **MUST** be in line with the provision of the Yellow Book.

**ARTS FELLOWSHIP CADRE
POSTS AND SALARIES**

1.1. Chief Arts Fellow	CONUASS 07
1.2. Principal Arts Fellow	CONUASS 06
1.3. Senior Arts Fellow	CONUASS 05
1.4. Arts Fellow I	CONUASS 04
1.5. Arts Fellow II	CONUASS 03
1.6. Assistant Arts Fellow	CONUASS 02

S/ N	RANK	ENTRY QUALIFICATION	DUTIES	SALA RY GRAD E LEVE L	CON UASS	NEXT RANK
1	Chief Arts Fellow	<p>1. By promotion of a confirmed Principal Arts Fellow after five years subject to relevant provision in the Yellow Book.</p> <p>2. By direct appointment of a candidate possessing a postgraduate (preferably Doctorate, MFA, etc) degree in the relevant field plus a minimum of ten years post qualification cognate experience in Artistic designs and Research; evidence of international exhibition of works of Arts, Industrial experience and scholarly</p>		16	07	

		publications in reputable journals.				
2	Principal Arts Fellow	<ol style="list-style-type: none"> 1. By promotion of a confirmed Senior Arts Fellow after three years subject to the relevant provision in the Yellow Book. 2. By direct appointment of a candidate possessing same academic and professional requirement of Chief Arts Fellow but with eight years post qualification cognate experience. 		15	06	Chief Arts Fellow
3	Senior Arts Fellow	<ol style="list-style-type: none"> 1. By promotion of confirmed Arts Fellow I after three years subject to provisions in the Yellow Book. 2. By direct appointment of a candidate possessing a postgraduate (preferably Doctorate, MFA, etc) degree in the relevant field plus a minimum of five years post qualification cognate experience in Artistic designs. Must have ability to mount an International exhibition; Industrial experience and scholarly publications in reputable journals. 		14	05	Principal Arts Fellow
4	Arts Fellow I	<ol style="list-style-type: none"> 1. By promotion of a confirmed Arts Fellow II after three years subject to provision in the Yellow Book. 2. By direct appointment of a candidate possessing a postgraduate (preferably Doctorate) degree in the relevant field plus a minimum of three years post qualification experience in Artistic design. Must have ability to mount an International exhibition; industrial experience and scholarly publications in reputable journals. 		12	04	Senior Arts Fellow
5	Arts Fellow II	<ol style="list-style-type: none"> 1. By promotion of a confirmed Assistant Arts Fellow after three years subject to the 		10	03	Arts Fellow I

		relevant provisions in the Yellow Book. 2. By direct appointment of a candidate possessing a postgraduate (preferably Doctorate, MFA, etc) degree in relevant field plus evidence of ability to participate in International exhibitions.				
6	Assistant Arts Fellow	By direct appointment of a candidate possessing Master's degree in relevant field from a recognized University plus evidence of NYSC discharge certificate.		09	02	Arts Fellow II

NOTE: All Academic assessments, appointments and promotions **MUST** be in line with the provisions of the Yellow Book.

**LIBRARIAN CADRE
POSTS AND SALARIES**

1.1. University Librarian	CONUASS 07
1.2. Deputy University Librarian	CONUASS 06
1.3. Principal Librarian	CONUASS 05
1.4. Senior Librarian	CONUASS 04
1.5. Librarian I	CONUASS 03
1.6. Librarian II	CONUASS 02
1.7. Assistant Librarian	CONUASS 01

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY GRAD E LEVE L	CON UASS	NEXT RANK
	University Librarian	By direct appointment (preceded by specific advert) of a candidate possessing a good Honours Degree in Library Science from a recognized University plus professional qualification(s) in Librarianship from a recognized body with a minimum of 14 years post qualification cognate experience		15	07	

	Deputy University Librarian	<ol style="list-style-type: none"> 1. By promotion of a confirmed Chief Librarian after a minimum of four years in line with provisions of the Yellow Book. 2. By direct appointment preceded by a specific advert of a candidate possessing a good Honours Degree in Library Science from a recognized University plus professional qualification(s) in Librarianship from a recognized body with a minimum of 12 years post qualification cognate experience. 		14	06	
3	Principal Librarian	<ol style="list-style-type: none"> 1. By promotion of a confirmed Senior Librarian after a minimum of three years in line with provisions of the Yellow Book. 2. By direct appointment of a candidate possessing a good Honours Degree in Library Science from a recognized University plus professional qualification(s) in Librarianship from a recognized body with a minimum of ten years post qualification cognate experience. (To be preceded by specific advert). 		13	05	Deputy University Librarian
4	Senior Librarian	<ol style="list-style-type: none"> 1. By promotion of a confirmed Librarian I after a minimum of three years in line with provisions of the Yellow Book. 2. By direct appointment of a candidate possessing the qualifications specified below plus at least eight years post qualification cognate experience in line with provisions of the Yellow Book. 		12	04	Principal Librarian
5	Librarian I	<ol style="list-style-type: none"> 1. By promotion of a confirmed Librarian II after a minimum of three years. 		11	03	Senior Librarian

		2. By direct appointment of a candidate possessing the qualifications specified below with a minimum of six years post qualification cognate experience.				
6	Librarian II	1. By promotion of a confirmed Assistant Librarian after a minimum of three years. 2. By direct appointment of a candidate possessing the qualifications specified in U/below with a minimum of three years post qualification cognate experience.		09	02	Librarian I
7	Assistant Librarian	1. By direct appointment of a candidate possessing the following recognized or equivalent qualifications. A good Honours Degree in Library Science or a professional qualification in Librarianship plus evidence of NYSC discharge certificate		08	01	

NOTE: All Academic assessments, appointments and promotions **MUST** be in line with the provisions of the Yellow Book.

ADMINISTRATIVE POSTS

REGISTRAR CADRE POSTS AND SALARIES

1.1. Deputy Registrar	CONTISS 14
1.2. Principal Assistant Registrar	CONTISS 13
1.3. Senior Assistant Registrar	CONTISS 11
1.4. Assistant Registrar	CONTISS 09
1.5. Administrative Officer	CONTISS 08
1.6. Administrative Assistant	CONTISS 07

S/ N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY GRADE LEVEL	CO NTI SS	NEXT RANK
1	Deputy Registrar	1. By promotion of a confirmed and suitable Principal Assistant Registrar who has spent at least four years on	1. Providing leadership in the management of the University. 2. Advising on general	15	14	

		<p>the post subject to a successful interview.</p> <p>2. By direct appointment of a candidate possessing First degree of at least second class lower division (2²) plus twelve (12) years post qualification cognate experience in University Administration with evidence of Membership of a recognized professional body at least two among the following: ANUPA, NIM, IPMA, AUA e.t.c.</p>	<p>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>			
2	Principal Assistant Registrar	<p>1. By promotion of a confirmed and suitable Senior Assistant Registrar after three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division (2²) plus twelve (12) years post qualification cognate experience in University Administration or any other institution of higher learning and evidence of Membership of a recognized professional body at least two among the following: ANUPA, NIM, IPMA, AUA e.t.c.</p>	<p>1. Assisting in providing leadership in the general administration of the University.</p> <p>2. Interpreting 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>	14	13	Deputy Registrar
5	Senior Assistant Registrar	<p>1. By promotion of a confirmed and suitable Assistant Registrar</p>	<p>1. Participating in the general leadership of the general administration of</p>	12	11	Principal Assistant Registrar

		<p>after three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division (2²) plus nine (9) years post qualification cognate experience in University Administration or any other Institution of higher learning and evidence of Membership of a recognized professional body at least two among the following: ANUPA, NIM, IPMA, AUA e.t.c.</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>			
6	Assistant Registrar	<p>1. By promotion of a confirmed and suitable Administrative Officer after three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division (2²) plus minimum of six (6) years post qualification cognate experience in University Administration or any other Institution of higher learning.</p>	<p>1. Making submissions and preparing 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>	10	09	Senior Assistant Registrar
7	Administrative Officer	<p>1. By promotion of a confirmed and suitable Administrative Assistant after three</p>	<p>Performing similar functions as specified for Administrative Assistant below.</p>	09	08	Assistant Registrar

		years satisfactory service. 2. By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division (2 ²) plus minimum three (3) years post qualification cognate experience in University Administration.				
8	Administrative Assistant	By direct appointment of a candidate possessing a good degree of not below second class lower division (2 ²) or HND from a recognized Institution; plus NYSC discharge/Exemption/Exclusion certificate in case of Nigerian candidates only.	1. Assisting in Management of matters relating to the general administration of the University. 2. Carrying out other administrative duties as may be assigned.	08	07	

**BURSAR/ACCOUNTANT CADRE
POSTS AND SALARIES**

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

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY GRAD E LEVEL	CONTISS	NEXT RANK
	Deputy Bursar	1. By promotion of a confirmed and suitable Chief Accountant who has spent at least four years on the post subject to a successful interview.	1. Coordinating budget preparation for the University. 2. Responsible to the Bursar. 3. Supervising the	15	14	

		<p>2. By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division (2²) from a recognized University in Finance, Accountancy or Business Administration and candidate must be a registered member of any of the following professional bodies:</p> <ul style="list-style-type: none"> i. Institute of Chartered Accountants of Nigeria (ICAN) ii. ANAN iii. Association of Certified and Corporate Accountants (ACCA). iv. Chartered Institute of Public Finance and Accountancy (CIPFA). v. Institute of Cost and Management Accountants (ICMA). vi. Institute of Certified Public Accountants (ICPA). vii. ACI viii. ACMA <p>plus at least 12 years post qualification cognate experience.</p> <p>Possession of higher degree(s) will be an added advantage.</p>	<p>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 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>			
3	Chief Accountant	<p>1. By promotion of a confirmed and suitable Principal Accountant after a minimum of three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree of not less than second class lower division (2²) in Finance, Accountancy, Economics or Business Administration and candidate must be a registered member of any of the</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> <p>4. Any other</p>	14	13	Deputy Bursar

		<p>following professional bodies; ACA, ACCA, ACIS, ICAN, ANAN, ICPA, ICMA, ACMA, CIPFA plus at least 9 years post qualification cognate experience.</p> <p>Possession of higher degree(s) will be an added advantage.</p>	<p>duties that may be assigned by the Bursar</p>			
4	Principal Accountant	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Senior Accountant after a minimum of three years. 2. By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division (2²) in Finance, Accountancy, Economics or Business Administration and candidate must be a member of any of the following professional bodies ACA, ACCA, ACIS, ICAN, ANAN, ICPA, ICMA, ACMA, CIPFA plus at least six years post qualification cognate experience. 	<ol style="list-style-type: none"> 1. In charge of payroll. 2. In charge of final accounts and reports. 3. In charge of part time Programmes and endowments/nominal accounts. 4. In charge of students accounts. 5. Any other duties that may be assigned by the Bursar 	12	11	Chief Accountant
5	Senior Accountant	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Accountant I after a minimum of three years 2. By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division (2²) in Finance, Accountancy, Economics or Business Administration and candidate must be a member of any of the following professional bodies ACA, ACCA, ACIS, ICAN, ANAN, ICPA, ICMA, ACMA, CIPFA plus at least six years post qualification cognate experience. 	<ol style="list-style-type: none"> 1. Being in charge of Loans and Advances. 2. Being in charge of Debtors Ledger. 3. Supervising ITF and NYSC staff that may be posted to the department. 4. Any other duties that may be assigned by the University/ Bursar. 	10	09	Principal Accountant

		3. By direct appointment of a candidate possessing Higher National Diploma (Credit division) in Finance, Accountancy, Economics or Business Administration and candidate must be a registered member of any of the following professional bodies ACA, ACCA, ACIS, ICAN, ANAN, ICPA, ICMA, ACMA, CIPFA plus at least six years post qualification cognate experience.				
6	Accountant I	<p>1. By promotion of a confirmed and suitable Accountant II after a minimum of three years.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division (2²) in Finance, Accountancy, Economics or Business Administration and candidate must be a registered member of any of the following professional bodies: ACA, ACCA, ACIS, ICAN, ANAN, ICPA, ICMA, ACMA, CIPFA plus at least three years post qualification cognate experience.</p> <p>3. By direct appointment of a candidate possessing Higher National Diploma (not below lower Credit) or in Finance, Accountancy, Economics or Business Administration and candidate must be a registered member of any of the following professional bodies ACA, ACCA, ACIS, ICAN, ANAN, ICPA, ICMA, ACMA, CIPFA plus at least three years post qualification cognate experience..</p>	<p>1. 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>	09	08	Senior Accountant
7	Accountant II	1) By direct appointment of a candidate possessing First	1) Reconciliation of Bank	08	07	Accountant I

		<p>Degree at least second class lower division (2²) in Finance, Accountancy, Economics or Business Administration.</p> <p>2) By direct appointment of a candidate possessing a Higher National Diploma (of not below lower Credit) in Finance, Accountancy, Economics or Business Administration plus evidence of discharge/ Exemption Certificate of NYSC.</p>	<p>Statements</p> <p>2) In charge of creditors ledger</p> <p>3) Keeping of all project registers and production of fixed assets schedules.</p> <p>4) Any other duties that may be assigned by the Bursar.</p>			
--	--	--	---	--	--	--

PLANNING OFFICERS CADRE
POSTS AND SALARIES

1.1. Deputy Director	CONTISS 14
1.2. Chief Planning Officer	CONTISS 13
1.3. Principal Planning Officer	CONTISS 11
1.4. Senior Planning Officer	CONTISS 09
1.5. Planning Officer I	CONTISS 08
1.6. Planning Officer II	CONTISS 07

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY GRAD E LEVEL	CON UASS	NEXT RANK
2	Deputy Director	1. By direct appointment of a candidate possessing good Honours Degree from a recognized University in any of the following fields: Mathematics, Statistics, Economics, Educational Management with bias in Mathematics/Statistics/Economic, Architecture, Surveying or Estate Management Preference will be given to those with higher degree with	<p>1. Taking charge of a Division/Department.</p> <p>2. Taking responsibility for development planning.</p> <p>3. Assisting in the administration of the Department.</p>	15	14	

		<p>a minimum of 12 years cognate experience in the Planning Unit of a University.</p> <p>Possession of higher degree would be an added advantage.</p> <p>2. By promotion of a confirmed and suitable Chief Planning Officer after a minimum of 4 years subject to promotion interview.</p>				
3	Chief Planning Officer	<p>1. By promotion of a confirmed Principal Planning Officer after a minimum of three years.</p> <p>2. By direct appointment of a candidate possessing (i) a good Honours Degree in Mathematics, Statistics, Economics, Educational Management with bias in Mathematics/Statistics/Economics. And a postgraduate degree plus a minimum of 9 years experience in the Planning Unit of a University. Possession of higher degree would be an added advantage.</p>	<p>1. Taking charge of a Section.</p> <p>2. Undertaking planning, plan monitoring and control</p> <p>3. Supervising and coordinating the activities of the other sectors.</p>	14	13	Deputy Planning Officer
4	Principal Planning Officer	<p>1. By promotion of a confirmed and suitable Senior Planning Officer after three years of satisfactory services.</p> <p>2. By direct appointment of a candidate possessing the qualifications specified in Senior Planning Officer below with eight years cogante experience or (ii) below with seven years and four years experience respectively.</p>	<p>1. Analyzing and interpreting economic and statistical data.</p> <p>2. Undertaking economic studies anti surveys.</p> <p>3. Coordinating and supervising the activities of junior officer</p>	12	11	Chief Planning Officer
5	Senior Planning Officer	<p>i. By promotion of a confirmed Planning Officer I after a minimum of three years.</p> <p>ii. By direct appointment of a candidate possessing the qualifications specified for the post of Planning Officer I (i) below with six years experience or (ii) below with</p>	<p>1. Formulating planning policies on sub-sectorial basis</p> <p>2. Devising methods for the collection and analysis of sectorial</p>	10	09	Principal Planning Officer

		four years and one year experience respectively Possession of higher degree would be an added advantage.	economic and statistical data. 3. Initiating projects and programmes			
6	Planning Officer I	1. By promotion of a confirmed Planning Officer II after a minimum of three years. 2. By direct appointment of a candidate possessing (i) a good Honours Degree in Economics preferably with Statistics, Econometrics, Mathematics, Statistics, Educational Management with bias in Mathematics/ Statistics/ Economics or Development Planning as a subject or (iii) postgraduate Diploma in Economic Planning or Economic Development or Project Preparation from a recognized institution or university with three years post qualification cognate experience. (ii) Masters degree in relevant field plus at least one year post qualification cognate experience.	3. Undertaking data and project analysis 4. Undertaking general planning duties at the sub-sectorial level. 5. Assisting in examining planning policies.	09	08	Senior Planning Officer
7	Planning Officer II	By direct appointment of a candidate possessing any of the following or equivalent qualification: (i) A degree in Economics Statistics, Econometrics, Mathematics, Educational Management with bias in Mathematics/ Statistics/ Economics or Development Planning as a subject from a recognized University. (ii) Postgraduate diploma in Economic Planning or Economic Development or Project Preparation from a recognized University or Institution. (iii) Evidence of NYSC discharge certificate, Exemption or Exclusion letter.	Under the supervision of superior officer; the Planning Officer Grade II is expected to perform the following duties: Carrying out routine economic analysis	08	07	Planning Officer I

WORKS SERVICES /ENGINEERS' CADRE
POSTS AND SALARIES

1.1. Deputy Director	CONTISS 14
1.2. Chief Engineer	CONTISS 13
1.3. Principal Engineer	CONTISS 11
1.4. Senior Engineer	CONTISS 09
1.5. Engineer I	CONTISS 08
1.6. Engineer II	CONTISS 07

S/ N	RANK	ENTRY QUALIFICATION	DUTIES	SALA RY GRAD E LEVE L	CO NTI SS	NEXT RANK
2	Deputy Director of Works Services.	<p>1. By appointment (on advertisement) of a candidate possessing a good Honours Degree of not below second class lower division (2²) in Engineering plus 12 years cognate experience and candidate must be a registered member of COREN or any recognized professional body.</p> <p>Possession of higher degree(s) would be an added advantage.</p> <p>2. By promotion of a confirmed and suitable Chief Engineer after four years of satisfactory services subject to successful interview performance.</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, 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>	15	14	
3	Chief Engineer	<p>1. By appointment (on advertisement) of a candidate possessing a good Honours Degree of</p>	<p>3. Performing same duties as specified in sub paragraph 2.4.2 above.</p>	14	13	Deputy Director of Works Services.

		<p>not below second class lower division (2²) in Engineering plus 9 years cognate experience and candidate must be a registered member of COREN or any recognized professional body.</p> <p>Possession of higher degree(s) would be an added advantage.</p> <ol style="list-style-type: none"> 1. 2. By promotion of a confirmed and suitable Principal Engineer after three years of satisfactory service. 	<ol style="list-style-type: none"> 4. Participating in the preparation of annual capital estimates and budgetary allocation for all engineering projects and services 5. Carrying out other duties as be assigned, and providing professional and community services 			
4	Principal Engineer	<ol style="list-style-type: none"> 1. By promotion of a confirmed Senior Engineer after a minimum of three years. 2. By appointment (on advertisement) of a candidate possessing a good Honours Degree of not below second class lower division (2²) in Engineering plus 8 years cognate experience and candidate must be a registered member of COREN or any recognized professional body. <p>Possession of higher degree(s) would be an added advantage.</p>	<ol style="list-style-type: none"> 1. Carrying out engineering and project planning, basic engineering designs and serving as Project Engineer. 2. Supervising all engineering services and elements on projects and assessing engineering design for adequacy and standards; monitoring and controlling execution of engineering projects in a cost-effective manner. 3. Carries out other duties as may be assigned, and provide professional and community services. 	12	11	Chief Engineer
5	Senior Engineer	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Engineer I after a minimum of three years. 	<ol style="list-style-type: none"> 3. Performing basic engineering designs, serve as project engineer and supervising all 	10	09	Principal Engineer

		<p>3. By appointment of a candidate possessing a good Honours Degree of not below second class lower division (2²) in Engineering plus 6 years cognate experience and candidate must be a registered member of COREN or any recognized professional body.</p> <p>Possession of higher degree(s) would be an added advantage.</p> <p>2.</p>	<p>engineering services and elements on projects.</p> <p>4. Assessing engineering designs for adequacy and standards as well as monitoring and controlling execution of engineering projects.</p> <p>5. Carrying out other duties as may be assigned, and providing professional and community service</p>			
6	Engineer I	<p>1. By promotion of a confirmed and suitable Engineer II/Pupil engineer three years of satisfactory.</p> <p>2. By direct appointment of a candidate possessing a degree in Engineering from a recognized University, registered with the Council of Registered Engineers of Nigeria, plus three years post qualification experience.</p>	Same as above	09	08	Senior Engineer
7	Engineer II	By direct appointment of a candidate possessing a degree in Engineering or its equivalent from a recognized Institution, registerable with the Council of Registered Engineers of Nigeria	Same as above	08	07	Engineer Grade I

*** Direct appointment may be made to posts in CONTISS 12 and above; but these would be preceded by specific advertisements.**

QUANTITY SURVEYOR CADRE

1.1	Deputy Director	CONTISS14
1.2	Chief Quantity Surveyor	CONTISS13
1.3	Principal Quantity Surveyor	CONTISS11
1.4	Senior Quantity Surveyor	CONTISS09
1.5	Quantity Surveyor I	CONTISS08
1.6	Quantity Surveyor II	CONTISS07

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Deputy Director	(1) By promotion of a confirmed and suitable Chief Quantity Surveyor who has spent at least four years on the post after a successful promotion interview.	(1) Performing at higher level, similar duties specified above. (2) Carrying out other duties as may be assigned and providing professional and community service.	CONTISS 14	Director
2.	Chief Quantity Surveyor	(1) By promotion of a confirmed and suitable Principal Quantity Surveyor who has spent at least three years on the grade.	(1) Preparing bill of quantities and estimates of proposed works and carrying out valuation for interim certificates of payment. (2) Serving as Quantity Surveyor and Cost Planner, or Major Projects and controlling cost of construction works. (3) Assessing financial implications of project proposals and advising on cost decisions and assist in annual capital estimates preparations review of rolling plans and updating fixed assets register. (4) Carrying out other duties as may be assigned, and providing professional and community service.	CONTISS 13	Deputy Director
3.	Principal Quantity Surveyors	(1) By promotion of a confirmed and suitable Senior Quantity Surveyor who has spent at least three years on the grade. (2) By direct appointment of a candidate possessing the following; a) A good Honours Degree of not below second class lower division (2 ²) in Quantity Surveying plus nine (9) years post qualification cognate experience. Or b) Masters Degree in Quantity Surveying plus 9 years post qualification cognate	(1) Same as specified in S/N 3 above. (2) Assessing financial implications of project proposals and advising on cost decisions. (3) Carrying out other duties as may be assigned.	CONTISS 11	Chief Quantity Surveyor

		experience.			
4.	Senior Quantity Surveyor	<p>(1) By promotion of a confirmed and suitable Quantity Surveyor I who has spent at least three years on the post with satisfactory record of service.</p> <p>By direct appointment of a candidate possessing a good Honours Degree in Quantity Surveying plus six (6) years post qualification cognate experience, or Masters Degree plus three (3) years post-graduation cognate experience. including English Language and Mathematics plus (a) First Degree plus six (6) years post qualification cognate experience, or (b) Masters? (2) Degree plus three (3) years post graduation cognate experience.</p>	<ol style="list-style-type: none"> 1) Preparing bills, quantities and estimates of proposed works. 2) Carrying out valuation for interim certificates of payments and serving as Quantity Surveyor and Cost Planner on major projects and controlling costs of construction works. 3) Carrying out other duties as maybe assigned. 4) Preparing bill of quantities and estimates of proposed works and carrying out valuation for interim certificates of payment. 5) Serving as Quantity Surveyor and Cost Planner, or Major Projects and controlling cost of construction works. 6) Assessing financial implications of project proposals and advising on cost decisions and assisting in annual capital estimates preparations review of rolling plans and updating fixed assets register. Carrying out other duties as may be assigned, and providing professional and community service. 	CONTISS 09	Principal Quantity Surveyors
6.	Quantity Surveyor I	<p>(1) By promotion of a confirmed and suitable Quantity Surveyor II who has spent at least three years on the grade.</p> <p>(2) By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division (2²) in Quantity Surveying plus three (3)</p>	(1) Same duties as specified above.	CONTISS 08	Senior Quantity Surveyor

		years post qualification relevant experience, or a Masters Degree in Quantity Surveying			
7.	Quantity Surveyor II	(1) By direct appointment of a candidate possessing 5 O?level credits (WASC/NECO/GCE) including English Language and Mathematics plus a First Degree in Quantity Surveying with a minimum of Second Class Lower Division.	(1) Assisting in the preparation of bills of quantities and estimates of proposed works. (2) Carrying out valuation for interim certificates of payments. (3) Carrying out other duties as may be assigned, and providing professional and community service.	CONTISS 07	

**MOTOR DRIVER CADRE
POSTS AND SALARIES**

1.1. Senior Transport Office	CONTISS 08
1.2. Higher Transport officer	CONTISS 07
1.3. Transport Supervisor	CONTISS 06
1.4. Chief Motor Driver/Mechanic	CONTISS 05

SN	Post	Method of entry and advancement within the cadre	Duties	Grade Level	CON TISS	NEXT RANK
	Senior Transport Office	By promotion of a confirmed and suitable Higher Transport Officer/Senior Transport Supervisor after a minimum of three years.	1) Driving with care and caution any vehicle assigned to him. 2) Ensuring the security of vehicles. 3) Taking prompt action on accident cases.	09	08	
	Higher Transport officer	1. By promotion of a confirmed and suitable Transport Supervisor after a minimum of three years. \ 2. By direct appointment of a suitable candidate possessing First School Leaving Certificate;	1) Driving with care and caution any vehicle assigned to him. 2) Assisting in the supervision and deposition of the staff and vehicles in transport unit.	08	07	

		“E” Driving License, plus Class I Trade Test Certificate with ten years driving experience.	3) Assisting chief Motor Mechanic in ensuring the security of vehicles in department. Driving			
Transport Supervisor		<p>1. By promotion of a confirmed and suitable Motor Driver Mechanic with a minimum of three years experience on the post of Chief Motor Driver/.Mechanic</p> <p>2. By direct appointment of a suitable candidate possessing First School Leaving Certificate; “E” Driving Licence with Government Trade Class, plus eight years driving experience.</p>	<p>1) Driving with care and caution any vehicle assigned to him.</p> <p>2) Maintaining records of fuel and lubrication consumption be vehicles.</p> <p>3) Working out vehicles performance figures and applying knowledge of indent and purchase procedures.</p>	07	06	
Chief Motor Driver/Mechanic		<p>1. By promotion of a confirmed and suitable Senior Tractor Driver/Articulated Vehicle Driver Grade I/.Driver Mechanic Grade I, possessing Govt. Trade Test Class I, plus three years experience on the pos of Senior Tractor Driver/Articulated Vehicle Driver Grade I/Driver Mechanic Grade after a minimum of three years.</p> <p>2. By direct appointment of a candidate possessing First School Leaving Certificate, “E” Driving License and Government Trade Test Class I</p>	<p>1) Driving with care and caution any vehicle assigned to him.</p> <p>2) Undertaking minor maintenance and repairs of motor vehicles.</p>	06	05	

		with at least six years driving experience.				
--	--	---	--	--	--	--

OFFICER CADRE
POSTS AND SALARIES

1.1. Chief Estate Officer	CONTISS 14
1.2. Deputy Chief Estate Office	CONTISS 13
1.3. Assistant Chief Estate Officer	CONTISS 12
1.4. Principal Estate Officer	CONTISS 11
1.5. Senior Estate Officer	CONTISS 09
1.6. Estate Officer I	CONTISS 08
1.7. Estate Officer II	CONTISS 07

SN	RANK	Method of entry and advancement within the cadre	Duties	SALARY GRADE	CONTISS	NEXR RANK
	Chief Estate Office	By promotion of a suitable and confirmed Deputy Chief Estate Officer who must possess a good Honours Degree in Estate Management after a minimum of four years of satisfactory service and successful interview performance.	<ol style="list-style-type: none"> 1) Taking charge of the Estate Section of the University 2) Coordinating training programmes for the staff in the Estate Section. 3) Advising the Chief Executive on the formulation, execution and review of policies on estate matters. 	15	14	BAR
	Deputy Chief Estate Office	By promotion of a suitable Assistant Chief Estate Officer after a minimum of three years.	<ol style="list-style-type: none"> 1) Assisting the Chief Estate in the general administration of the Estate Section. 2) Participating in the formulation of estate policies. 	14	13	Chief Estate Officer

	Assistant Chief Estate Officer	By promotion of a suitable Principal Estate Officer after a minimum of three years.	<ol style="list-style-type: none"> 1) Coordinating the activities of a number of subordinate staff. 2) Undertaking safekeeping of records and books relating to Government properties 	13	12	Deputy Chief Estate Office
	Principal Estate Officer	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Senior Estate Officer after a minimum of three years. 2. By direct appointment of a candidate possessing <ol style="list-style-type: none"> (a) a degree in Estate Management or related subject from a recognized university plus at least nine years post qualification cognate experience (b) Higher National Diploma in Estate Management or related subjects from a recognized institution plus at least 12 years experience. See below (plus at least 12 years post qualification experience). 	<ol style="list-style-type: none"> 1) Assisting in the Supervision and coordination of the work of junior staff in the field and at the Headquarters. 2) Assisting in planning and executing training programmes for junior staff. 3) Coordinating specific projects. 	12	11	Assistant Chief Estate Officer
	Senior Estate Officer	1. By promotion of a confirmed and suitable Estate Officer I after a minimum of three years.	<ol style="list-style-type: none"> 1) Taking charge of specified zones or areas. 2) Taking charge of a unit within an Estate 	10	09	Principal Estate Officer

		<p>2. By direct appointment of a candidate possessing</p> <p>(a) a degree in Estate Management or related subject from a recognized university plus at least six years post qualification cognate experience</p> <p>(b) Higher National Diploma in Estate Management or related subjects from a recognized institution plus at least nine years experience. See * below (plus nine years post qualification experience).</p>	<p>3) Supervising specific projects and assisting Circle Officers in the Administration of Circle Officers.</p>			
Estate Officer I	<p>1. By promotion of confirmed and suitable Estate Officer II.</p> <p>2. By direct appointment of a candidate possessing any of the following qualifications:</p> <p>(i) A degree in Estate Management or related subject from a recognized university plus at least three years post qualification cognate experience.</p> <p>(ii) Higher National Diploma in Estate Management or related subject from a recognized institution plus at least six years experience.</p>	<p>1) Attending courts to give evidence or submit documents.</p> <p>2) Supervising the Work of junior staff.</p> <p>3) Preparing Certificate of Titles</p> <p>4) Inspecting Government Lands and submitting regular reports.</p>	09	08	Senior Estate Officer	

		(iii) See * below (plus six years post qualification experience).				
Estate Officer II	<p>1. By promotion of a confirmed and suitable Assistant Estate Officer after a minimum of three years.</p> <p>2. By direct appointment of a candidate possessing any of the following qualifications:</p> <p>(i) A degree in Estate Management or related subject from a recognized university.</p> <p>(ii) Higher National Diploma in Estate Management or related subject from a recognized institution plus t least three years experience.</p> <p>(iii) See * below (plus three years post qualification experience).</p>	<p>1) Examining building plans on State Lands</p> <p>2) Maintaining Government's Estate within a specified area including the inspection and maintenance of Government land boundaries.</p> <p>3) Controlling and supervising authorized occupants of Government Lands and collecting rents and license fees.</p>	08	07	Estate Officer I	
Assistant Estate Officer	<p>* By direct appointment of a candidate possessing any of the following qualifications:</p> <p>(i) A pass in the Intermediate Examination of the Royal Institute of Chartered Surveyors.</p>	<p>1) Examining building plans on State Lands</p> <p>2) Undertaking elementary surveys.</p> <p>3) Conducting negotiations leading to letting of private</p>	07	06	Estate Officer II	

		<p>(ii) A pass in Intermediate Examination of the Nigerian Institute of Estate Surveyors and Values.</p> <p>(iii) Higher National Diploma in Estate Management or related subject from a recognized institution.</p> <p>(iv) A pass in the Intermediate Examination of the Chartered Auctioneers and Estate Agents' Institute.</p>	properties to Government			
--	--	--	--------------------------	--	--	--

ENVIRONMENTAL HEALTH OFFICER CADRE

1.1. Chief Environmental Health Officer	CONTISS 14
1.2. Assistant Chief Health Environmental Officer I	CONTISS 13
1.3. Assistant Chief Health Environmental Officer II	CONTISS 12
1.4. Principal Environmental Health Officer	CONTISS 11
1.5. Senior Environmental Officer	CONTISS 09
1.6. Environmental Officer I	CONTISS 08
1.7. Environmental Officer II	CONTISS 07

s/n	RANK	Method of entry and advancement within the cadre	Duties	SALARY GRADE LEVEL	CONTISS	NEXT RANK
1	Chief Health Environmental Officer I	1) By promotion of a confirmed and suitable Principal Assistant Chief Health Environmental Officer I after four years of satisfactory service subject to successful	Same as below	15	14	

		promotion interview.				
2	Assistant Chief Health Environmental Officer	<p>1. By promotion of a confirmed and suitable Principal Assistant Chief Health Environmental Officer I after three years of satisfactory service.</p> <p>2) By direct appointment of a candidate possessing HND/B.sc from a recognized Institution in the relevant discipline with 14 years post qualification cognate experience</p>	<p>1. Taking charge of the Unit.</p> <p>2. Coordinating all the environmental activities of the Department.</p> <p>3. Participating in planning the activities of the Department.</p> <p>4. Assisting in preparing the budget/estimate for environmental health services.</p> <p>5. Examining environmental health 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>	14	13	

3	Assistant Chief Health Environmental Officer II	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Principal Health Environmental Officer after three years of satisfactory service. 2. By direct appointment of a candidate possessing HND/B.sc from a recognized Institution in the relevant discipline with 12 years post qualification cognate experience. 	<ol style="list-style-type: none"> 1. Supervising and coordinating the activities of a number of subordinates. 2. Assisting in planning the activities of the Department. 3. Initiating policy formulation in the field of environmental health. 4. Assisting in executing environmental health programme of the Department. 5. Coordinating cold rooms activities in compliance with the rules and regulation. 6. Assisting in carrying out research in the Department. 7. Performing other duties as may be assigned including professional and community 8. services. 	13	12	Assistant Chief Health Environmental Officer I
4	Principal Environmental Health Officer	<ol style="list-style-type: none"> 3) By promotion of a confirmed and suitable Senior Environmental Health Officer after three years of satisfactory service. 4) By direct appointment of a candidate possessing HND/B.sc from a recognized 	<ol style="list-style-type: none"> 1. Collecting, analyzing and synthesizing epidemiological data relevant to the measurement and evaluation of the healthy status of the community under his jurisdiction. 2. Participating in carrying out health education programme. 3. Assisting in 	12	11	Assistant Chief Health Environmental Officer II

		Institution in the relevant discipline with 9 years post qualification cognate experience.	<p>the conduct of research in the field of environmental health.</p> <ol style="list-style-type: none"> 4. Vetting and collating the submission of a number of subordinates on data gathered on environmental health activities. 5. Performing other duties as may be assigned including professional and community services. 			
5	Senior Environmental Officer	<ol style="list-style-type: none"> 5) By promotion of a confirmed and suitable Environmental Officer I after three years of satisfactory service. 6) By direct appointment of a candidate possessing HND/B.sc from a recognized Institution in the relevant discipline with 6 years post qualification cognate experience. 	<ol style="list-style-type: none"> 1. Carrying out pollution control activities within his area of jurisdiction. 2. Carrying out field investigations with a view to controlling epidemic diseases such as Cholera, Cerebra- spinal meningitis, yellow fever, etc. 3. Supervising subordinate officers. 4. Participating in organizing health education programme. 5. Initiating policy formulation on environmental health issues. 6. Collecting and processing health data. 	10	09	Principal Environmental Health Officer

			<p>7. Performing other duties as may be assigned including professional and community</p> <p>8. services</p>			
6	Environmental Officer I	<p>7) By promotion of a confirmed and suitable Environmental Officer II after three years of satisfactory service.</p> <p>8) By direct appointment of a candidate possessing HND/B.sc from a recognized Institution in the relevant discipline with 3 years post qualification cognate experience.</p>	<p>1. Participating in carrying out health education in the community.</p> <p>2. Ensuring that the public complies with the public health laws on environmental health and offensive trade, disposal of toxic waste and other pollutants.</p> <p>3. Designing and managing appropriate sewage and refuse disposal system at a cost which the community could afford and maintain for sanitary disposal of their solid, gaseous and liquid waste.</p> <p>4. Carrying out meat, milk and other food inspection where they are handled, processed, prepared or preserved to ensure that handlers either by their omission or commission do not introduce physical, bacteriological and chemical contamination to food meant for human consumption.</p>	09	08	Senior Environmental Officer

			<ul style="list-style-type: none"> a. Maintaining statistical records for planning and research purposes. b. Conducting investigations into infectious and contagious diseases during epidemic disease and outbreak. c. Ensuring compliance with all laws relating to public health in his area of jurisdiction. d. Performing other duties as may be assigned including professional and community services. 			
7	Environmental Officer II	By direct appointment of a candidate possessing HND/B.sc from a recognized Institution in the relevant discipline plus NYSC Discharge/Exclusion/Exemption letter	<ul style="list-style-type: none"> 1. Inspecting factories for industrial health and food hygiene under supervision. 2. Collecting food and water samples for bacteriological examination to ensure compliance with food hygiene regulation. 	08	07	Environmental Officer I

			<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>			
--	--	--	---	--	--	--

WORKS SUPERINTENDENT CADRE

1.1. Chief Works Superintendent	CONTISS 14
1.2. Deputy Chief Works Superintendent	CONTISS 13
1.3. Assistant Chief Works Superintendent	CONTISS 12
1.4. Principal Works Superintendent I	CONTISS 11
1.5. Principal Works Superintendent II	CONTISS 09
1.6. Senior Works Superintendent	CONTISS 08
1.7. Higher Works Superintendent	CONTISS 07
1.8. Works Superintendent	CONTISS 06

S/N	Post	Method of entry and advancement within the cadre	Duties	Salary Grade Level	CON TISS	NEXT RANK
	Chief Works Superintendent	By promotion of a confirmed and suitable Deputy Chief Works Superintendent who has spent at least three years on the grade		15	14	
	Deputy Chief Works Superintendent	<p>1. By promotion of a confirmed and suitable Assistant Chief Works Superintendent who has spent at least three years on the grade</p> <p>2. By direct appointment of a candidate possessing the final certificate of the City & Guilds of</p>		14	13	

		London Institute in the appropriate trade plus at least two years post qualification cognate experience				
	Assistant Chief Works Superintendent	<p>1. By promotion of confirmed and suitable Principal Works Superintendent Grade I who has spent at least three years on the grade</p> <p>2. By direct appointment of a candidate possessing the final certificate of the City & Guilds of London Institute in the appropriate trade plus at least two years post qualification cognate experience</p>		13	12	Chief Works Superintendent
	Principal Works Superintendent I	<p>1) By promotion of confirmed and suitable Principal Works Superintendent Grade II who has spent at least three years on the grade</p> <p>2. By direct appointment of a candidate possessing the final certificate of the City & Guilds of London Institute in the appropriate trade plus at least two years post qualification cognate experience.</p>	<p>1) Assisting in supervising and coordinating the activities of officers in a Unit.</p> <p>2) Taking responsibility for the organization of training programmes for junior staff.</p> <p>3) Preparing estimates for running of Vehicle Testing Unit.</p> <p>4) Taking charge of engine room machinery and auxiliaries of crafts with installed HP of 1,500 and above.</p>	12	11	Assistant Chief Works Superintendent

			<ol style="list-style-type: none"> 5) Collating laboratory experiment results and analyzing data collected on matters relating to brick making industry. 6) Organizing for the security of vehicles/constructional plants and taking prompt action on reported cases of accidents and thefts. 			
	Principal Works Superintendent II	<p>By promotion of confirmed and suitable Senior Works Superintendent who has spent at least three years on the grade</p> <p>2. By direct appointment of a candidate possessing a good honors in degree in the relevant field of study from a recognized Institution or HND after 6 years of cognate post qualification experience</p>	<ol style="list-style-type: none"> 1) Supervising and coordinating the activities of a number of junior officers. 2) Assisting in organizing and executing training programmes for junior staff. 3) Serving in engine room of presidential and VIP vessels of over 1,000 HP installed power. 4) Rendering reports on the state and performance of vehicles/constructional plants 5) Writing reports on accident vehicles/constructional plants and theft or Government property. 6) Advising industrial entrepreneurs on matters relating to mechanical brick-making and supervising the sale 	10	09	Principal Works Superintendent I

			of finished burnt bricks.			
	Senior Works Superintendent	<p>By promotion of confirmed and suitable Higher Works Superintendent who has spent at least three years on the grade</p> <p>2. By direct appointment of a candidate possessing a good honors in degree in the relevant field of study from a recognized Institution or HND after 6 years of cognate post qualification experience</p>	<ol style="list-style-type: none"> 1) Supervising the construction of major capital projects. 2) Taking charge of a vehicle testing station in a large urban area. 3) Serving on board vessels of over 1,000 HP power. 4) Rendering reports on repair/maintenance of vehicles/constructional; plant and coordinating the issuance of fuel lubricant request forms and return on fuel lubricant consumption to and from the motor-driver mechanics/plant operator etc. 5) Assisting in reporting on job progress. 6) Conducting laboratory experiments on Brick-making materials, disseminating results and co-coordinating the inspection activities of junior workers. 	09	08	Principal Works Superintendent II
	Higher Works Superintendent	By promotion of confirmed and suitable Works Superintendent	<p>Building :</p> <ol style="list-style-type: none"> 1) Supervising the construction and 	08	07	

		<p>who has spent at least three years on the grade</p> <p>2. By direct appointment of a candidate possessing a good honours Degree or HND in the relevant field of study from a recognized Institution</p> <p>3. By direct appointment of a candidate possessing any of the sub-paragraph below plus at least three years or three years post-qualification cognate experience respectively</p>	<p>maintenance of all forms of buildings.</p> <ol style="list-style-type: none"> 2) Carrying out site measuring for valuation and final accounts. 3) Preparing estimates for all types of building and petty contract documents. <p>Electrical</p> <ol style="list-style-type: none"> 1) Testing and supervising electrical installation work to ensure conformity with specification drawing and good practice. 2) Locating faults and effecting repairs in electrical installations and machines. 3) Taking charge of electrical stores, records and management of electricity bills. 4) Drawing electrical installation designs. 5) Ensuring regular overhauling and maintenance of electrical machinery. 6) Performing routine maintenance of transformers, switch gears, stand-by plants and power system. <p>Road:</p> <ol style="list-style-type: none"> 1) Supervising the construction and 			
--	--	---	--	--	--	--

			<p>maintenance of road and bridges.</p> <ol style="list-style-type: none"> 2) Preparing estimates for all types of road-works, bridges and petty contract documents. 3) Carrying out site-measuring for valuation and final accounts. <p>Mechanical</p> <ol style="list-style-type: none"> 1) Supervising maintenance work-shops and mechanical work-work. 2) Overhauling all mechanical plants and transport vehicles. 3) Issuing Repairs/maintenance request order to maintenance workshops for repair and maintenance of faulty vehicles/ constructional plants 4) Compiling reports on faults of defects in vehicles/constructional plants and equipment for repairs <p>Work-work</p> <ol style="list-style-type: none"> 1) Supervising sawmills and wood-work machine shops. <p>Water</p>			
--	--	--	--	--	--	--

			<ol style="list-style-type: none"> 1) Carrying out regular and proper maintenance of water-works. 2) Laying and maintaining water mains of all sizes. 3) Supervising junior staff engaged in the installation and maintenance of water mains. 4) Preparing estimates for water work projects and contract documents. <p>Vehicles inspection</p> <ol style="list-style-type: none"> 1) Undertaking inspection and road testing of commercial vehicles 2) Supervising the testing of learner drivers <p>Marine Engineering</p> <ol style="list-style-type: none"> 1) Taking charge of engine room in power driven craft of more than 30 metres long or ferries of passengers carrying capacity of over 200. 2) Maintaining discipline and supervising the engine room staff of such vessels. 3) Carrying out running maintenance of the vessels and assisting in major 			
--	--	--	---	--	--	--

			<p>maintenance jobs on grounded vessels.</p> <p>Brick-Making</p> <ol style="list-style-type: none"> 1) Taking charge of a Brick-making Training Centre. 2) Inspecting small-scale Industries within a Circle. 3) Investigating sources of Brick-making raw materials 4) Distributing orders for marketing brick products. 			
Works Superintendent	<ol style="list-style-type: none"> 1. By promotion of confirmed and suitable Assistant Works Superintendent who has spent at least three years on the grade 2. By direct appointment of a candidate possessing Testimonial of a successful completion of five years apprenticeship or Course at a Government or other approved Institution plus at least five years post-apprenticeship experience. 3. By direct appointment of a candidate 	<p>Building:</p> <ol style="list-style-type: none"> 1) Assisting in supervising the construction and maintenance of building. 2) Assisting in carrying out site measuring interim valuation and final accounts. 3) Assisting in preparing estimates for buildings. 4) Assisting in preparing petty contract documents. <p>Electrical:</p> <ol style="list-style-type: none"> 1) Assisting in testing and Supervising electrical installation work 2) Assisting in taking charge of electrical stores and records. 3) Drawing simple electrical installation designs. 	07	06		

		<p>possessing the Final Certificate of City and Guild of London Institute in the appropriate trade plus at least two years post-qualification cognate experience.</p> <p>4. By direct appointment of a candidate possessing any of the following</p> <p>(i) Ordinary National Diploma in relevant subjects from a recognized Institution.</p> <p>(ii) Special Diploma in Heavy Clay Wares and Refractories</p>	<p>4) Assisting in ensuring regular overhauling and maintenance of electrical machinery.</p> <p>Road:</p> <p>1) Assisting in supervising the construction and maintenance of roads and bridges.</p> <p>2) Assisting in locating faults and effecting repairs.</p> <p>3) Assisting in preparing petty contract documents</p> <p>4) Carrying out site measuring for interim valuation and final accounts.</p> <p>Mechanical:</p> <p>1) Assisting in supervising maintenance workshops</p> <p>2) Assisting in servicing all mechanical plants and transport vehicles.</p> <p>3) Assisting in taking stock/inventory of mechanical tools and equipment in the workshop.</p> <p>4) Maintaining general upkeep of the vehicles/construction plants and equipment in a Unit.</p> <p>5) Rendering routine returns in respect of staff</p>			
--	--	--	---	--	--	--

			<p>vehicles/constructional plants and equipment as well as materials.</p> <p>Wood-Working</p> <p>1) Assisting in supervising sawmills and wood-work machine shops.</p> <p>Water</p> <p>1) Assisting in carrying out regular and proper maintenance of water-works.</p> <p>2) Assisting in laying and maintaining water mains.</p> <p>3) Assisting in directing junior staff engaged in the installation and maintaining of water mains.</p> <p>4) Assisting in preparing estimates for water-work projects and petty contract documents.</p> <p>Vehicle Inspection</p> <p>1) Assisting in undertaking inspection and road-testing of commercial vehicles.</p> <p>2) Testing learner driver</p> <p>Marine Engineering</p> <p>1) Assisting in taking charge of engine room in power-</p>			
--	--	--	--	--	--	--

			<p>driven craft or ferries.</p> <p>2) Assisting in supervising the engine room staff of such vessels.</p> <p>3) Assisting in carrying out running maintenance of vessels and major maintenance job on grounded vessels.</p> <p>Brick-making</p> <p>1) Assisting in supervising the activities of small-scale brick making Units in a circle.</p> <p>2) Advising the small-scale entrepreneurs on matters relating to brick-making.</p> <p>3) Training junior staff.</p> <p>4) Assisting in investigating sources of brick-making raw materials.</p>			
--	--	--	--	--	--	--

TECHNICIAN/TECHNICAL SUPERVISOR CADRE

1.1. Chief Technician/ Technical Supervisor

CONTISS 13

1.2. Assistant Chief Technician/Technical Supervisor

CONTISS 12

1.3. Principal Technician/Technical Supervisor I

CONTISS 11

1.4. Principal Technician/Technical Supervisor II

CONTISS 09

1.5. Higher Technician/Technical Supervisor I

CONTISS 08

1.6. Higher Technician/Technical Supervisor II

CONTISS 07

1.7. Technician/Technical Supervisor

CONTISS 06

SN	Post	Method of entry and advancement within the cadre	Duties	SALARY GRAD	CONTISS	NEXT RANK
----	------	--	--------	-------------	---------	-----------

				E LEVEL		
	Chief Technician/ Technical Supervisor	By promotion of a confirmed and suitable Assistant Chief Technician/ Technical Supervisor after a minimum of three years.		14	13	
	Assistant Chief Technician/ Technical Supervisor	By promotion of a confirmed and suitable Principal Technician/Technical Supervisor I after a minimum of three years.		13	12	Chief Technician/ Technical Supervisor
	Principal Technician/Technical Supervisor I	1. By promotion of a confirmed and suitable Principal Technician/Technical Supervisor II after a minimum of three years. 2. By direct appointment of a candidate possessing Higher National Diploma/Certificate in Engineering and Allied subjects from a recognized institution plus at least nine years post qualification experience.		12	11	Assistant Chief Technician/ Technical Supervisor
	Principal Technician/Technical Supervisor II	1. By promotion of a confirmed and suitable Higher Technician/Technical Supervisor I after a		10	09	Principal Technician/Technical Supervisor I

		<p>minimum of three years.</p> <p>2. By direct appointment of a candidate possessing Higher National Diploma/Certificate in Engineering and allied subjects from a recognized institution plus at least three years post qualification experience.</p>				
	Higher Technician/Technical Supervisor I	<p>1. By promotion of a confirmed and suitable Higher Technician/Technical Supervisor II after a minimum of three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing Higher National Diploma/Certificate in Engineering and allied subjects from a recognized institution plus at least three years post qualification experience.</p>		09	08	Principal Technician/Technical Supervisor I
	Higher Technician/Technical Supervisor II	<p>1. By promotion of a confirmed and suitable Technician/Technical Supervisor after a minimum of three years.</p>		08	07	Higher Technician/Technical Supervisor I

		<p>2. By direct appointment of a candidate possessing Higher National Diploma/Certificate in Engineering and allied subjects from a recognized institution.</p> <p>3. By direct appointment of a candidate possessing Ordinary National Diploma/Certificate in Engineering and allied subjects from a recognized institution or equivalent qualification, HSC (Principal level) in two subjects obtained at one sitting or three subjects at two sitting preferably including Chemistry, Physics, Mathematics or Geography or G.C.E. (A/L) with same subjects as in HSC (Principal Level) plus at least six years post qualification cognate experience.</p>				
	Technician/Technical Supervisor	1. By promotion of a confirmed and suitable Assistant Technician/ Technical Officer who has completed at least two years'		07	06	

		<p>satisfactory service in that grade.</p> <p>2. By direct appointment of a candidate possessing Ordinary National Diploma/Certificate in Engineering and Allied subjects from a recognized institution or equivalent qualification, HSC (Principal Level) in two subjects obtained at one sitting or three at two sittings preferably Chemistry, Physics, Mathematics or Geography or GCE A/L with same subjects as in HSC (Principal Level) plus at least three years post qualification cognate experience.</p>				
--	--	--	--	--	--	--

CRAFTSMAN (ARTISAN) SENIOR CADRE/ WORKS SUPERVISOR CADRE

- | | |
|---|------------|
| 1.1. Chief Works/ Workshop Supervisor | CONTISS 09 |
| 1.2. Principal Works/ Workshop Supervisor | CONTISS 08 |
| 1.3. Senior Works/ Workshop Supervisor | CONTISS 07 |
| 1.4. Works/Workshop Supervisor | CONTISS 06 |

S/N	Post	Method of entry and advancement within the cadre	Duties	SALARY GRADE LEVEL	CON TISS	NEXT RANK
1	Chief Workshop Supervisor	By promotion of a confirmed and suitable Principal Works/Works		10	09	

		Supervisor who has undergone internal training.				
2	Principal Workshop Supervisor	By promotion of a suitable Senior Works/Workshop Supervisor after a minimum of three years.		09	08	Chief Works/ Workshop Supervisor
3	Senior Workshop Supervisor	By promotion of a confirmed and outstanding Works/Workshop Supervisor after a minimum of three years.		08	07	Principal Works/ Workshop Supervisor
4	Workshop Supervisor	1. By promotion of a confirmed and suitable staff with a minimum of three years experience on the post of Foreman. 2. By direct appointment of a suitable candidate possessing First School Leaving Certificate, Trade Test Class I in relevant field, plus 15 years experience in works organization.		07	06	Senior Works/ Workshop Supervisor

**MAINTENANCE OFFICER CADRE.
POSTS AND SALARIES**

1.1. Chief Maintenance Officer	CONTISS 14
1.2. Deputy Chief Maintenance	CONTISS 13
1.3. Assistant Chief Maintenance Officer	CONTISS 12
1.4. Assistant Chief Maintenance Officer	CONTISS 11
1.5. Senior Maintenance Officer	CONTISS 09
1.6. Maintenance Officer I	CONTISS 08
1.7. Maintenance Officer II	CONTISS 07

SN	Post	Method of entry and advancement within the cadre	Duties	Salary Grade Level	CON TISS	Next Rank
	Chief Maintenance Officer	By promotion of a confirmed and suitable Deputy Chief Maintenance Officer after a minimum of four years.		15	14	

	Deputy Chief Maintenance Officer	<p>1. By promotion of a confirmed and suitable Assistant Chief Maintenance Officer after a minimum of three years.</p> <p>2. By direct appointment of a candidate possessing the qualifications specified in M/OII below with a minimum of 15 years post qualification cognate experience or M/O iib below with a minimum of 17 years post qualification experience.</p> <p>Possession of higher degree will be an added advantage.</p>	Coordinating activities of subordinate staff.	14	13	Chief Maintenance Officer
	Assistant Chief Maintenance Officer	<p>1. By promotion of confirmed and suitable Principal Maintenance Officer after a minimum of three years.</p> <p>2. By direct appointment of a candidate possessing the qualification specified in M/OII below with a minimum of 12 years post qualification cognate experience or M/OII below with a minimum of 17 years post qualification cognate experience.</p>	Organizing training programmes for junior staff.	13	12	Chief Maintenance Officer

	Principal Maintenance Officer	<p>1. By promotion of a confirmed and suitable Senior Maintenance Officer after a minimum of three years.</p> <p>2. By direct appointment of a candidate possessing the qualification specified in M/O I below with a minimum of nine years post qualification cognate experience or M/O IIb with 15 years experience.</p>	Co-operating the activities of a number of junior staff in a Mechanical workshop	12	11	Assistant Chief Maintenance Officer
	Senior Maintenance Officer	<p>1. By promotion of a confirmed and suitable Maintenance Officer after a minimum of three years.</p> <p>2. By direct appointment of a candidate possessing the qualification specified in M/OII below with a minimum of six years post qualification cognate experience, or M/OII(b) with 12 years experience.</p>	<p>1. Undertaking regular inspection and repair of plants and vehicles</p> <p>2. Checking components of vehicles for wears or damages and preparing lists of spare parts required.</p> <p>3. Training junior officers on the job</p>	10	09	Principal Maintenance Officer
	Maintenance Officer I	<p>1. By promotion of confirmed and suitable Maintenance Officer II after a minimum of three years.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree</p>	<p>1) Setting out engines, motors etc.</p> <p>2) Training and supervising the work of junior staff</p>	09	08	Senior Maintenance Officer

		with three years experience.				
	Maintenance Officer II	<p>1. By promotion of a confirmed and suitable Assistant Maintenance Officer after a minimum of three years.</p> <p>2. By direct appointment of a candidate possessing: Higher National Diploma or degree in Engineering or Allied subjects:</p> <p>M/OII(a) (ii) Ordinary National Diploma in a relevant subject from a recognized institution or General Certificate of Education (A/L) in two relevant subject obtained at a sitting or three relevant subject at two sittings o Full Technological Certificate of the City and Guilds of London Institute in Motor Vehicle Maintenance or relevant subject with a minimum of six years' post qualification cognate experience.</p> <p>M/OII(b) III Final Certificate of the City and Guilds of London Institute in Motor Vehicle Maintenance or a relevant subject plus</p>	This is a training grade in which Officers are required to undergo organized training programme on the job within the Department.	08	07	Maintenance Officer I

		seven years post qualification cognate experience.				
	Assistant Maintenance Officer	<p>1. By direct appointment of a candidate possessing any of the following qualifications:</p> <p>NCE in a relevant field(s) from a recognized institution Full Technological Certificate of the City & Guilds of London Institute in Motor Vehicle Maintenance or relevant subject with a minimum of three years post qualification cognate experience.</p> <p>(ii) Final Certificate of the City and Guilds of London Institute in Motor Vehicle Maintenance o a relevant subject plus five years post qualification cognate experience.</p>	Carrying out elementary drawing and designs of mechanical parts under supervision	07	06	Maintenance Officer II/ Assistant Officer (Estate)

EXTENSION SPECIALIST CADRE
POSTS AND SALARIES

1.1. Deputy Director Extension Specialist	CONTISS 14
1.2. Chief Extension Specialist	CONTISS 13
1.3. Principal Extension Specialist	CONTISS 11
1.4. Senior Extension Specialist	CONTISS 09
1.5. Extension Specialist	CONTISS 08
1.6. Extension Specialist Assistant (ESA)	CONTISS 07

S/N	Post	Entry Qualification	Duties	Salary Grade Level	CON TISS	Next Rank
	Deputy Director Extension Specialist	<p>1. By promotion of a confirmed Chief Extension Specialist after a minimum of four years after a successful interview performance.</p> <p>2. By direct appointment of a candidate possessing the qualifications specified in (ESA) below with a minimum of 12 years post qualification cognate experience.</p> <p>Possession of higher degree would be an added advantage.</p>	<p>Taking charge of a Division/Department.</p> <p>Taking responsibility for agricultural research planning and development.</p> <p>Advising and assisting in formulating agricultural research policies and programmes (States).</p> <p>Assisting in the general administration of the Department.</p>		14	
	Chief Extension Specialist	<p>1. By promotion of a confirmed Principal Extension Specialist after three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing the qualifications specified in (ESA) below with a minimum of 10 years post qualification cognate experience.</p> <p>Possession of higher degree would be an added advantage.</p>	<p>Taking charge of a Section.</p> <p>Taking charge of specific subjects such as:-</p> <p>Seminars and Conferences. Staff Development. Dissemination of research findings. Estimates and Budget</p>	14	13	Deputy Extension Specialist
	Principal Extension Specialist	<p>1. By promotion of a confirmed Senior Extension Specialist after three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing the qualifications specified in (ESA) below with a minimum of 7 years post qualification cognate experience</p>	<p>Coordinating the work of a number of Research Officers in the Research Station</p> <p>Undertaking original research projects in his special or related field.</p> <p>Assisting in training junior officers in the</p>		11	Chief Extension Specialist

		Possession of higher degree would be an added advantage.	Unit/Station.			
	Senior Extension Specialist	<p>1. By promotion of a confirmed Extension Specialist after three years of satisfactory service.</p> <p>2. By direct appointment of candidate possessing the qualification specified in (ESA) below with a minimum of five years post qualification cognate experience.</p> <p>Possession of higher degree would be an added advantage.</p>	<p>Coordinating the work of a number of Agricultural Research Officers.</p> <p>Undertaking research projects in his special field in a Research Station Institution.</p> <p>Disseminating and distributing to Government agencies and farmers, the result of research activities of the station.</p> <p>Taking charge of a section of the Research Station</p>		09	Principal Extension Specialist
	Extension Specialist	<p>1. By promotion of a confirmed Extension Specialist Assistant after three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree as specified below.</p> <p>Possession of higher degree would be an added advantage.</p>	Assisting in supervising junior staff		08	Senior Extension Specialist
	Extension Specialist Assistant (ESA)	By direct appointment of a candidate possessing either of the following or equivalent qualifications from recognized Institutions; Bachelor of Arts or H.N.D. in Mass Communication or Educational Technology with evidence of NYSC Discharge Certificate, Exemption/Exclusion Letter.	<p>Working under supervision on research projects in his field of specialization.</p> <p>Assisting Senior Officer in an Agricultural Research Station.</p>		07	Extension Specialist

*** Direct appointment may be made to posts in CONTISS 12 and above; but these would be preceded by specific advertisements.**

**FARM MANAGEMENT OFFICER CADRE
POSTS AND SALARIES**

1.1. Chief Farm Officer	CONTISS 14
1.2. Principal Farm manager	CONTISS 13
1.3. Senior Farm manager	CONTISS 12
1.4. Farm Manager	CONTISS 11
1.5. Senior Farm Officer	CONTISS 09
1.6. Farm Officer I	CONTISS 08
1.7. Farm Officer II	CONTISS 07

S/N	Post	Entry Qualification	Duties	SALARY GRADE LEVEL	CON TISS	Next Rank
	Chief Farm Officer	<p>1. By promotion of confirmed Principal Farm manager/Assistant Chief Farm Officer with a minimum of subject years of satisfactory service subject to promotion interview.</p> <p>2. By direct appointment (preceded by specific advertisement) of a candidate possessing a good Honours Degree of not below second class lower division (2²)in Agriculture with 12 years post qualification cognate experience.</p>	<p>1. Taking responsibility for agricultural development planning.</p> <p>2. Ensuring the implementation of approved development plan programmes relating to Agriculture.</p> <p>3. Assisting in the general administration of the Department.</p>	15	14	
	Principal Farm manager	<p>1. By promotion of a confirmed Principal Farm Officer I after three years of satisfactory service.</p> <p>By direct appointment (preceded by specific advertisement)of a candidate possessing a good Honours Degree of not below second class lower division (2²)in Agriculture with 10 years</p>	<p>1. Taking charge of agricultural development in certain field such as arable crops or tree crops development.</p>	14	13	Chief Farm Officer

		post qualification cognate experience.				
	Senior Farm manager	<p>1. By promotion of a confirmed Farm Manager after three years of satisfactory service.</p> <p>2. By direct appointment (preceded by specific advertisement) of a candidate possessing a good Honours Degree of not below second class lower division (2²) in Agriculture or equivalent qualification with a minimum of 8 years post qualification cognate experience.</p>	<p>1. Assisting in coordinating some aspects of the work of the Department.</p> <p>2. Taking charge of a major agricultural extension project.</p>	13	12	Principal Farm manager
	Farm Manager	<p>1. By promotion of confirmed Senior Farm Officer after three years of satisfactory service.</p> <p>2. By direct appointment of a candidate (proceeded by specific advertisement) possessing a good Honours Degree in Agriculture or equivalent qualification plus a minimum of nine years post qualification cognate experience.</p>	Assisting in organizing training for staff	12	11	Senior Farm Manager
	Senior Farm Officer	<p>1. By promotion of a confirmed and suitable Farm Officer I after a minimum of three years.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree or equivalent qualification in Agriculture with a minimum of six years post qualification cognate experience.</p>	<p>1. Coordinating the activities of a number of junior Agricultural Officers and Chief Agricultural Extension Workers within a defined area.</p> <p>Taking charge of an Agricultural station or project</p>	10	09	Farm Manager

	Farm Officer I	By direct appointment of a candidate possessing a good Honours Degree in Agriculture or other related field(s) with a minimum of three years of qualification cognate experience with an evidence of NYSC discharge certificate.	1. Collating and assisting in analysing Agricultural data.	09	08	Senior Farm Officer
	Farm Officer II	By direct appointment of a candidate possessing a degree or equivalent qualification in Agriculture.	1. Supervising on the job training of newly recruited staff 2. Coordinating the activities of the subordinate staff	08	07	Farm Officer I

AGRICULTURAL/ANIMAL HEALTH/FORESTRY/FISHERY OFFICER CADRE

1.1	Chief Agricultural/ Animal Health/ Forestry/Fishery	CONTISS 14
1.1.	Deputy Chief Agricultural/ Animal Health/ Forestry/Fishery	CONTISS 13
1.2	Assistant Chief Agricultural/Animal Health/Forestry/ Fishery Officer	CONTISS 12
1.3	Principal Agricultural/Animal Health/Forestry/ Forestry Officer	CONTISS 11
1.4	Senior Agricultural/ Animal Health/ Forestry/Fishery Officer	CONTISS 09
1.5	Higher Agricultural/Animal Health/Forestry/Fishery Officer	CONTISS 08
1.6	Agricultural/Animal Health/Forestry/ Fishery Officer	CONTISS 07
1.7	Assistant Agricultural/Animal Health/Forestry/Fishery Officer	CONTISS 06

S/N	POST	BASIC ENTRY QUALIFICATION	DUTIES	SALARY GRADE LEVEL	CONTISS	NEXT GRADE
1.	Chief Agricultural/ Animal Health/ Forestry/Fishery Officer	By promotion of a Deputy Chief Agricultural/ Animal Health/ Forestry/Fishery Officer who must possess a good Honour Degree in the relevant field(s) after four years of satisfactory service following a successful interview performance.	Taking charge of the administration of a large Agricultural Programme/Project	15	14	

2.	Deputy Chief Agricultural/Animal Health/Forestry/Fishery Officer*	By promotion of Assistant Chief Agricultural/Animal Health /Fishery Officer after three years of satisfactory service.	Same as below		CON TISS 13*	
3.	Assistant Chief Agricultural/Animal Health/Forestry/ Fishery Officer	(i) By promotion of a confirmed and suitable Principal Agricultural/Animal Health/Forestry/ Forestry Officer who has spent at least three (3) years on the grade. (ii) By direct appointment of a candidate possessing a good Honours Degree in relevant fields plus 9 years post qualification cognate experience.	Assisting in the administration of a Section/State wild Agriculture Development project.		CON TISS 12	Chief Agricultural/Animal Health/Forestry/Fishery Officer
3.	Principal Agricultural/Animal Health/Forestry/ Fishery Officer	(i) By promotion of a confirmed and suitable Senior Agricultural/Animal Health/Forestry/Fishery Officer who has spent at least three (3) years on the grade. (ii) By direct appointment of a candidate possessing a good Honours Degree in relevant fields plus 6 years post qualification cognate	1. Managing a section of large agricultural project. 2. Taking charge of a Farming Institute/Training Institute for agricultural workers.		CON TISS 11	Assistant Chief Agricultural/Animal Health/Forestry/ Fishery Officer

		experience..				
4.	Senior Agricultural/Animal Health/Forestry/Fishery Officer	<p>(i) By promotion of a confirmed Higher Agricultural/Animal Health/Forestry/Fishery Officer after three years of satisfactory service.</p> <p>(ii) By direct appointment of a candidate possessing a good Honours Degree in relevant field plus 3 years post qualification cognate experience.</p>	<p>1. Taking charge of a medium agricultural extension project or Tree Crop Development Project.</p> <p>2. Supervising subordinates</p>		CON TISS 09	Principal Agricultural/Animal Health/Forestry/Fishery Officer
5.	Higher Agricultural/Animal Health/Forestry/Fishery Officer	<p>(i) By promotion of a confirmed and suitable Agricultural/Animal Health/Forestry/Fishery Officer who has spent at least three (3) years on the grade.</p> <p>(ii) By direct appointment of a candidate possessing a good Honours Degree in relevant field.</p>	1. supervising a small number of junior workers carrying out agricultural field enumeration.		CON TISS 08	Senior Agricultural/Animal Health/Forestry/Fishery Officer
6.	Agricultural/Animal Health/Forestry/Fishery Officer	(i) By promotion of a confirmed Assistant Agricultural/Animal Health/Forestry Fishery Officer after three years of satisfactory service.	1. Taking charge of village extension agents		CON TISS 07	Higher Agricultural/Animal Health/Forestry/Fishery Officer

		(ii) By direct appointment of a candidate possessing first Degree or Higher National Diploma (HND) in Agricultural/ Animal Health/ Fishery Officer				
7.	Assistant Agricultural/Animal Health/Forestry/Fishery Officer	By direct appointment of a candidate possessing OND in relevant field plus three years cognate experience.			CON TISS 06	Agricultural/Animal Health/ Fishery Officer

**CATERING OFFICER CADRE
POSTS AND SALARIES**

1.1. Chief Catering Officer	CON TISS 14
1.2. Chief Catering Officer	CON TISS 13
1.3. Assistant Chief Catering Officer	CON TISS 12
1.4. Principal Catering Officer	CON TISS 11
1.5. Senior Catering Officer	CON TISS 09
1.6. Catering Officer I	CON TISS 08
1.7. Catering Officer II	CON TISS 07
1.8. Assistant Catering Officer	CON TISS 06

S/N	POST	BASIC ENTRY QUALIFICATION	Duties	SALARY GRADE LEVEL	SALARY SCALE	NEXT GRADE
1.	Chief Catering Officer	By promotion of Deputy Chief Catering Officer after four years of satisfactory service.	<ol style="list-style-type: none"> 1. Advising on catering services 2. Assisting in the formulation of policies on catering services including training programmes 3. Developing catering services 4. Implementing Government policies on catering 5. Taking charge of catering staff 	15	14	

2.	Deputy Chief Catering Officer	1. By promotion of Assistant Chief Catering Officer after three years of satisfactory service.	Same as above	14	CONTI SS 13	Deputy Chief Catering Officer
3.	Assistant Chief Catering Officer	1. By direct appointment of a candidate possessing a good Honours Degree of HND in Hotel and Catering Management plus 10 years post qualification cognate experience. Possession of Higher Degree will be an added advantage. 2. By promotion of Principal Catering Officer after three years of satisfactory service.	1. Inspecting Catering Department of Institution to ensure high standards 2. Assisting the Chief Catering Officer in the formulation of policies on catering matters 3. Participating in seminars and conferences on matters relating to catering services.	13	CONTI SS 12	Chief Catering Officer
4.	Principal Catering Officer	3. By direct appointment of a candidate possessing a good Honours Degree or HND in Hotel and Catering Management plus 8 years post qualification cognate experience. 4. By Promotion of Senior Catering Officer after three years of satisfactory service.	1. Taking charge of the training programmers of staff 2. Giving lectures to student nurses and catering staff 3. Supervising and coordinating the activities of a number of subordinate	12	CONTI SS 11	Assistant Chief Catering Officer
5.	Senior Catering Officer	5. By direct appointment of a candidate possessing a good Honours Degree or HND in Hotel and	1. Taking charge of food stuff and ensuring proper storage 2. Taking charge of catering department of a very Large	11	CONTI SS 09	Principal Catering Officer

		<p>Catering Management plus 6 years post qualification cognate experience.</p> <p>6. By Promotion of a Higher Catering Officer after three years of satisfactory service.</p>	<p>3. Coordinating the activities of a number of Catering Rest Houses/Guest Institution</p>			
6.	Catering Officer I	<p>7. By direct appointment of a candidate possessing a good Honours Degree or equivalent qualification in Hotel and Catering Management plus 3 years post qualification cognate experience.</p> <p>8. By Promotion of Catering Officer II after three years of satisfactory service.</p>	<p>1. Taking charge of the Catering Department of a large institution.</p> <p>2. Taking charge of V.I.P. Guest Houses</p>	09	CONTI SS 08	Senior Catering Officer
7.	Catering Officer II	<p>1. By direct appointment of a candidate possessing Degree or HND in Hotel and Catering Management.</p> <p>2. By Promotion of Assistant Catering Officer after three years of satisfactory service.</p>	<p>1. Functioning as a Catering Officer or Hostel Officer in a staff canteen, Catering Rest House, Guest House, School, College or student s' hostel and similar Institution. The duties of the officer of this grade may include</p> <p>i. Planning daily</p>	08	CONTI SS 07	Catering Officer I

			<ul style="list-style-type: none"> ii. Supervising the preparation and serving of food iii. Ensuring cleanliness and orderliness 			
3.	Assistant Catering Officer	<ul style="list-style-type: none"> 1. By direct appointment of candidate possessing OND in Hotel and Catering Management or any other relevant fields plus 3 years cognate experience. 2. By direct appointment of a candidate possessing NCE in Hotel and Catering Management. 	<ul style="list-style-type: none"> 1. Taking charge of the catering services of a hospital 2. Organizing school meals. 3. Performing the duties of a Housekeeper in a State house, which include. 4. Planning menus. 5. Making purchases of food-stuff. 6. Supervising the State House kitchen staff 7. Ensuring cleanliness and orderliness. 	07	CONTI SS 06	Catering Officer II

**COACH CADRE
POSTS AND SALARIES**

- 1.1. Deputy Director of Sports
- 1.2. Chief Coach
- 1.3. Assistant Chief Coach
- 1.4. Principal Coach
- 1.5. Senior Coach
- 1.6. Coach I
- 1.7. Coach II

- CONTISS 14
- CONTISS 13
- CONTISS 12
- CONTISS 11
- CONTISS 09
- CONTISS 08
- CONTISS 07

S/N	Post	Entry Qualification	Duties	SALARY GRADE LEVEL	CON TISS	Next Rank
	Deputy Director of Sports	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Chief Coach after four years of satisfactory service and subject to promotion interview. 2. By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division (2²) in Physical Education, subject to establishment advertisement and Interview plus 9 years post qualification experience . The candidate must BE a registered member of the Nigerian Institute of Sports (NIS). 3. Possession of Higher Degree would be an added advantage. 	<ol style="list-style-type: none"> 4. Taking charge of a Division/ Department. 5. Taking responsibility for sports development planning. 6. Assisting in the general administration of the Department. Advising on the formulation, execution and review of policies and programme on sporting matters. 7. Participating in policy formulation 	15	14	Director of Sports
3	Chief Coach	<ol style="list-style-type: none"> 1. By direct appointment (followed by specific advertisement) of a candidate possessing a good Honours Degree of not below second class lower division (2²) in Physical Education plus 7 years experience in coaching and sports administration. In addition, the candidate must be a registered member of the Nigerian Institute of Sports (NIS). Possession of Higher Degree would be an added advantage. 2. By promotion of a confirmed Assistant Chief 	<ol style="list-style-type: none"> 1. Taking charge of a section. 2. Supervising inter-state planning, 3. Research and training activities. Serving on national and inter- ministerial committees on sports matters. 4. Organizing national workshops and seminars. 5. Organizing training programmes for staff. 6. Coordinating activities in a number of specified areas. 7. Coordinating researches into sports. Taking responsibility for the administration of grant to sports organizations i.e. NUGA, NIPOGA, 	14	13	

		Coach after three years of satisfactory service	ANISONMG, etc.			
	Assistant Chief Coach	<ol style="list-style-type: none"> 1. By promotion of a confirmed Principal Coach after three years of satisfactory service. 2. By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division (2²) in Physical Education plus 6 years experience in coaching and sports administration. 	<ol style="list-style-type: none"> 1. Assisting in the administering of a Section. 2. Coordinating the activities in sports development in a defined area. 3. Taking charge of planning and production of technical literatures and publicity materials. 4. Assisting in organization of training programmes for staff. 5. Monitoring sport programmes and activities at the grassroots. 6. Coordinating the activities of a number of junior officers. 	13	12	Chief Coach
	Principal Coach	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Senior Coach after a minimum of three years. 2. By direct appointment (followed by specific advertisement) of a candidate possessing a good honours Degree in Physical Education plus 4 years experience in coaching and sports administration. <p>In addition, the candidate must be a registered member of the Nigerian Institute of Sports (NIS).</p>	<ol style="list-style-type: none"> 1. Assisting in administering grants to voluntary sports organizations. 2. Coordinating institutional sport programmes in the country. 3. Identifying the sports needs of various associations and making necessary recommendations. 4. Compiling and analyzing progress reports 	12	11	Assistant Coach

		Possession of Higher Degree would be an added advantage.	<p>from zonal offices and national associations.</p> <ol style="list-style-type: none"> 5. Assisting sectional heads in organizing seminars and conferences 6. Supervising junior staff in the section. 7. Assisting in conducting research. 			
	Senior Coach	<ol style="list-style-type: none"> 1. By promotion of a confirmed Coach I after three years of satisfactory service. 2. By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division in Physical Education plus 3 years experience in coaching and sports administration. 	<ol style="list-style-type: none"> 1. Collating and assisting in analyzing reports from zonal offices and state sports councils. 2. Monitoring and evaluating programmes of national associations to ensure harmonized execution. 3. Assisting in organizing national workshops and seminars on sports. 4. Assisting in the organization of international sports exchange programmes. 5. Supervising the activities of subordinates. 	10	09	Principal Coach
	Coach I	<ol style="list-style-type: none"> 1. By promotion of a confirmed Coach II after three years of satisfactory service. 2. By direct appointment of a candidate possessing a good 	<ol style="list-style-type: none"> 1. Assisting in the implementation of sports programmes. 2. Collating reports from the states council and zonal offices. 	09	08	Senior Coach

		Honours Degree in Physical Education plus 2 years post qualification experience.	<ol style="list-style-type: none"> 3. Liaising with the zonal offices and national associations. 4. Assisting in organizing and maintaining sports camps/centres. 5. Assisting in organizing workshops, seminars and courses 			
	Coach II	<ol style="list-style-type: none"> 1. By promotion of a confirmed Assistant Coach after three years of satisfactory service. 2. By direct appointment of a candidate possessing a degree or HND in relevant field plus NYSC Discharge/exemption Certificate. 	<ol style="list-style-type: none"> 1. Assisting in coordinating the activities of zonal offices and states sports councils. 2. Assisting in the organization of workshops, seminars and courses. 3. Assisting in collating quarterly reports on sports development. 4. Assisting in coordinating the activities of the national federations/ associations. 5. Collecting data. 6. Assisting in sports development at the grassroots 	08	07	Coach I
	Assistant Coach	By direct appointment of a candidate possessing N.C.E in relevant field or OND in relevant field(s)	<ol style="list-style-type: none"> 1. Assisting in coordinating the activities of the national federations/ associations. 2. Collecting data. 3. Assisting in sports development at the grassroots 	07	06	

SUPERINTENDENT OF PRESS CADRE

1.1	University Printer	CONTISS 14
1.2	Printing Manager	CONTISS 13
1.3	Principal Superintendent of Press	CONTISS 11
1.4	Senior Superintendent of Press	CONTISS 09
1.5	Higher Superintendent of Press	CONTISS 08
1.6	Superintendent of Press	CONTISS 07

S/N	Post	Method of entry and advancement within the cadre	Duties	Salary grade level	CON TISS	Next Rank
	University Printer	<ol style="list-style-type: none"> By promotion of a confirmed Printing Manager after four (4) years of satisfactory service subject to successful Promotion Interview. By direct appointment through specific advertisement and Interview of a candidate possessing a postgraduate degree (preferably Doctorate) in fine Arts from a recognized university plus at least 12 years post qualification cognate experience 	<ol style="list-style-type: none"> Heading a section like Composing, Letter Press, Print-Finishing, Office Equipment. Process, Lithography, Screen Printing. 	15	14	
	Printing Manager	<ol style="list-style-type: none"> By promotion of a confirmed Principal Superintendent of Press after a minimum of three years. By direct appointment through and Interview of a candidate possessing a postgraduate degree (preferably Doctorate) in Fine Arts from a recognized university plus at least 7 years post 	<ol style="list-style-type: none"> Assisting in the management of the Section. Coordinating the production activities in a Unit. Supervising the training programme of staff. 		13	University Printer

		qualification cognate experience.				
	Principal Superintendent of Press	<ol style="list-style-type: none"> 1. By promotion of a confirmed Senior Superintendent of Press after a minimum of three years. 2. By direct appointment of a candidate possessing a postgraduate degree (preferably Doctorate) in Fine Arts from a recognized university plus at least three years post qualification cognate experience or M.A. Fine Arts with six years experience or a first degree in Fine Arts with nine years post qualification experience. 	<ol style="list-style-type: none"> 1. Assisting in the planning and execution of jobs. 2. Training the junior staff on the job. 3. Identifying materials required for production. 4. Supervising repairs and maintenance of typewriters, duplicating machines, printing machines and plants. 		11	Printing Manager
	Senior Superintendent of Press	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Higher Superintendent of Press after a minimum of three years. 2. By direct appointment of a candidate possessing a postgraduate degree (preferably Doctorate) in Fine Arts from a recognized university plus at least three years postgraduate cognate experience or M.A. in Fine Arts with four years experience or a first degree in Fine Arts with seven years post qualification experience 	<ol style="list-style-type: none"> 1. Taking responsibility for production on the machine. 2. Responsible for proper maintenance and repair of printing, machines, plants, typewriters and duplicating machines 		09	Principal Superintendent Press
	Higher Superintendent of Press	<ol style="list-style-type: none"> 1. By promotion of a confirmed Superintendent of Press after three years of satisfactory service. 2. By direct appointment of a candidate possessing a postgraduate degree in 	<ol style="list-style-type: none"> 1. Supervising the production of jobs. <p>Checking records of stocks and spare parts.</p>		08	Senior Superintendent of Press

		Fine Arts with three years (if M.A.) postgraduate cognate experience or a first degree in Fine Arts with six years post qualification experience.	Investigating and rectifying technical problems that may arise in the course of production.			
	Superintendent of Press	<ol style="list-style-type: none"> 1. By promotion of a confirmed Assistant Superintendent of Press/Foreman Printer after a minimum of three years. 2. By direct appointment of a candidate possessing a degree in Fine Arts from a recognized university. Evidence of NYSC discharge certificate/Exemption/Exclusion letter. 3. By direct appointment of a candidate possessing a Higher National Diploma in Fine and Arts plus at least three years post qualification experience. 	<ol style="list-style-type: none"> 1. Organizing Printing duties specified in Assistant Superintendent of Press below. 2. Performing operations on more complicated machines and classified jobs. 3. Scrutinizing and identifying technical problems in the course of job production. 		07	Higher Superintendent of Press
	Assistant Superintendent of Press/Foreman Printer	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Senior Printer after a minimum of three years of satisfactory service. 2. By direct appointment of a candidate possessing the NCE/OND in Fine Arts from a recognized institution. 	<ol style="list-style-type: none"> 1. Performing under supervision printing duties such as costing and estimating, letter assembly, proof reading, stripping of negatives and positives, camera! plate making machine, printing, book 		06	Superintendent of Press

			binding and recovery.			
--	--	--	-----------------------	--	--	--

CURATOR CADRE

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

S/N	Post	Entry Qualification and advancement within the cadre	Duties	SALARY GRADE LEVEL	CON TISS	Next Rank
1	Deputy Director	<ol style="list-style-type: none"> By promotion of a confirmed Chief Curator after four years of satisfactory service subject to successful promotion interview. By direct appointment (through specific advertisement) of a candidate possessing a good Honours Degree of not below second class lower division (2²) in relevant field from a recognized University plus 12 years post qualification cognate experience. 	<ol style="list-style-type: none"> Assisting in the general administration of the Department Preparing annual reports Planning and formulating cultural policy as it affects antiquities Taking of charge of a division 	15	14	
2	Chief Curator	<ol style="list-style-type: none"> By promotion of confirmed Assistant Chief Curator after 	<ol style="list-style-type: none"> Maintaining museum with technical aids 	14	13	Deputy Director

		<p>three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division (2²) in relevant field from a recognized University plus 10 years post qualification cognate experience.</p> <p>3.</p>	<p>2. Researching into museum collections and Nigeria cultural history.</p> <p>3. Preparing data for scientific investigation on Nigerian cultural heritage.</p>			
3	Assistant Chief Curator	<p>1. By promotion of a confirmed Principal Curator after three years of satisfactory service.</p> <p>2. By direct appointment (through specific advertisement) of a candidate possessing a good Honours Degree of not below second class lower division (2²) in relevant field from a recognized University plus 9 years post qualification cognate experience.</p> <p>3.</p>	<p>1. Assisting in formulating policy on museums</p> <p>2. Controlling the export of antiquities</p> <p>3. Liaising with national and international organizations connected with museum</p> <p>4. Formulating policies on exhibition, documentation and information retrieve system.</p> <p>5. Restituting and purchasing antiquities.</p>	13	12	Chief Curator
4	Principal Curator	<p>1. By promotion of confirmed Senior Curator after three years of satisfactory service.</p> <p>2. By direct appointment (through specific advertisement) of a candidate possessing a good Honours Degree of not below second class lower division (2²) in relevant field from a recognized</p>	<p>1. Taking charge of a museum including technical aids</p> <p>2. Preventing illegal trafficking and theft of antiquities</p> <p>3. Supervising professional work in the museum.</p> <p>4. Preparing Guide Books.</p>	12	11	Assistant Chief Curator

		University plus 8 years post qualification cognate experience.				
5	Senior Curator	<ol style="list-style-type: none"> 1. By promotion of confirmed Curator I after three years of satisfactory service. 2. By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division (2²) in relevant field from a recognized University plus 6 years post qualification cognate experience. 	<ol style="list-style-type: none"> 1. Coordinating the work of a number of museum Curators 2. Supervising technical staff in the various Units. 3. Collating, classifying and analysis data. 	10	09	Principal Curator
6	Curator I	<ol style="list-style-type: none"> 1. By promotion of a confirmed Curator II after three years of satisfactory service. 2. By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division (2²) in relevant field from a recognized University plus 3 years post qualification cognate experience. 	<ol style="list-style-type: none"> 1. Cataloguing and indexing antiquities 2. Preparing guide and information retrieval books. 3. Purchasing antiquities 4. Taking charge of the museum administration when posted to outstation. 	09	08	Senior Curator
7	Curator II	By Direct Appointment of a Candidate possessing A Degree or HND in Sociology/Anthropology, History and International Studies, Fine and Applied Arts	<ol style="list-style-type: none"> 1. Conserving or restoring and storing antiquities. 2. Cataloguing and indexing antiquities 	08	07	Curator I

		or Music from a recognized Institution of Higher Learning plus evidence of NYSC Discharge/Exemption//Exclusion Certificate.	3. Assisting in preparing guide and information retrieval books 4. Assisting in purchasing antiquities.			
--	--	---	--	--	--	--

*** Direct appointment may be made to posts on CONTISS 12 and above; but these would be preceded by specific advertisements.**

INTERNAL AUDITOR CADRE

1.1	Deputy Internal Auditor	CONTISS 14
1.2	Chief Internal Auditor	CONTISS 13
1.3	Principal Internal Auditor	CONTISS 11
1.4	Senior Internal Auditor	CONTISS 09
1.5	Internal Auditor I	CONTISS 08
1.6	Internal Auditor II/Trainee Auditor	CONTISS 07

S/N	Post	Entry Requirement	Duties	SALARY GRADE LEVEL	CON TISS	NEXT RANK
	Deputy Internal Auditor	<ol style="list-style-type: none"> By promotion of a confirmed and suitable Chief Internal Auditor after a minimum of four (4) years of satisfactory service subject to successful promotion interview. By direct appointment (though specific advertisement) of a candidate possessing a good Honours Degree of not below second class lower division (2²) in Finance or Accountancy, plus any of the following recognized professional qualifications: ACMA, ACA, ACCA ACIS plus 12 years post qualification cognate experience. 	<ol style="list-style-type: none"> Supervision of the subordinate staff. <ol style="list-style-type: none"> Preparing reference sheets and performing other duties connected with the writing of annual reports. Carrying out periodic checks on the pay-rolls by insisting on table payment of any month that may be chosen. Responsible to the Director, Internal Audit. Performing any other duties that may be assigned.	15	14	

	Chief Internal Auditor	<p>1. By promotion of a confirmed and suitable Principal Internal Auditor after a minimum of three years of satisfactory service</p> <p>2. By direct appointment of a candidate possessing a good University degree in Finance or Accountancy, or any of the following recognized professional qualification: ACMA, ACA, ACCA or ACIS plus 12 years post qualification experience.</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>Performing any other duties that may be assigned.</p>	14	13	Deputy Internal Auditor
	Principal Internal Auditor	<p>1. By promotion of a confirmed and suitable Internal Auditor I after a minimum of three years.</p> <p>2. By direct appointment of a candidate possessing any of the following or equivalent qualifications from recognized institutions: a good Honours Degree in Accountancy, Finance; ACIS, ACA, ACMA, ACCA, AIA with a minimum of six years post qualification cognate experience.</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>Performing any other(s) duties that may be assigned.</p>	12	11	Chief Internal Auditor
	Senior Internal Auditor	<p>1. By promotion of a confirmed and suitable Internal Auditor I after a minimum of three 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</p>	10	09	Principal Internal Auditor

		2. By direct appointment of a candidate possessing the following or equivalent qualifications from recognized Institutions: A good Honours Degree in Accountancy or Finance; ACA, ACIS, ACMA, ACCA or AIA with a minimum of 4 years post qualification cognate experience.	claims papers. (3) Checking the payment & receipts cash books making sure that records are properly made and are up to date. Performing any other duties that may be assigned.			
Internal Auditor I	1. By promotion of a confirmed and suitable Internal Auditor II after three years of satisfactory service. 2. By direct appointment of a candidate possessing any of the following or equivalent recognized qualifications: A good honours in Accountancy or Finance, ACIS, ACA, ACCA, ACMA or AIA plus evidence of NYSC discharge/exemption or exclusion certificate	(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. Performing any duties that may be assigned by the University.	09	08	Senior Internal Auditor	
Internal Auditor II/ Trainee Auditor	By direct appointment of a candidate possessing any of the following or equivalent recognized qualification: B.Sc. Accountancy or Finance, ACIS, ACA, ACCA, ACMA or AIA plus evidence of NYSC discharge certificate	1. Checking payment vouchers/ doing pre-payment audit. 2. Checking revenue receipts. 3. Doing Stock verification. 4. Performing any other duties that may be assigned by the University.	08	07	Internal Auditor I	

**PROCUREMENT OFFICER CADRE
POSTS AND SALARIES**

1.1. Deputy Director

CONTISS 14

1.2. Chief procurement Officer
 1.3. Principal Procurement Officer
 1.4. Senior Procurement Officer
 1.5. Procurement Officer I
 1.6. Procurement II

CONTISS 13
 CONTISS 11
 CONTISS 09
 CONTISS 08
 CONTISS 07

s/n	RANK	Method of entry and advancement within the cadre	Duties	SALARY GRADE LEVEL	CONTISS	NEXT RANK
2	Deputy Director	<p>1. By Promotion of a Chief Procurement Officer after 4 years of satisfactory service.</p> <p>2. By Direct appointment as in Procurement Officer II with 14 years cognate experience.</p> <p>Higher Degree will be an added advantage.</p>	<p>1) Overseeing and supervising employees and all activities of the purchasing department.</p> <p>2) Preparing plans for the purchase of equipment, services, and supplies.</p> <p>3) Following and enforcing the University's procurement policies and procedures.</p>	15	14	
3	Chief Procurement Officer	<p>1) By promotion of a Principal Procurement Officer after three years of satisfactory service.</p> <p>2) By direct appointment of a candidate possessing a good Honours Degree with 12 years post qualification cognate experience.</p>	<p>1) Reviewing, comparing, analyzing, and approving products and services to be purchased.</p> <p>2) Managing inventories and maintaining accurate purchase and pricing records.</p>	14	13	Deputy Director
4	Principal Procurement Officer	1. By promotion of a Principal Procurement	1) Maintaining and updating supplier information such as qualifications,	12	11	Chief Procurement Officer

		<p>Officer after three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree with 9 years post qualification cognate experience.</p>	<p>delivery times, product ranges, etc.</p> <p>2) Maintaining good supplier relations and negotiating contracts.</p>			
5	Senior Procurement Officer	<p>1) By Promotion of a Procurement Officer I after three years satisfactory service.</p> <p>2) By direct appointment of a candidate possessing a good Honours Degree with 6 years post qualification cognate experience.</p>	<p>1) Researching and evaluating prospective suppliers.</p> <p>2) Preparing budgets, cost analyses, and reports.</p>	10	09	Principal Procurement Officer
6	Procurement Office I	<p>1) By Promotion of a Procurement Officer II after three years satisfactory service.</p> <p>2) By direct appointment of a candidate possessing a good Honours Degree with 3 years post qualification cognate experience.</p>	<p>1) Ensuring that approved purchases are of high quality and cost-effective.</p> <p>2) Keeping track of purchase history and other important data.</p> <p>3) Pricing and supplying contract negotiations.</p>	09	08	Senior Procurement Officer
7	Procurement Office II	By direct appointment of a candidate possessing a good Honours Degree/HND in relevant field(s) plus NYSC Discharge/Exclusion/Exemption Letter.	<p>1) Calculating costs and establishing spending limits.</p> <p>2) Investigating all suppliers and vendors.</p> <p>3) Following and enforcing the company's procurement guidelines</p>	08	07	Procurement Office I

EDITOR CADRE

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

S/N	Post	Entry Requirement	Duties	SALARY GRADE LEVEL	CON TISS	Next Rank
	Chief Editor	By promotion of a confirmed and suitable Principal Editor after a minimum of four years of satisfactory service.	Coordinating the functions of the editorial staff and approving and authorizing the dispatch of draft Official Reports compiled by Deputy Editors to the Government Printer for printing.	15	14	
	Deputy Chief Editor	<ol style="list-style-type: none"> By promotion of a confirmed and suitable Principal Editor after a minimum of three years of satisfactory service. By direct appointment of a candidate possessing a good honours degree in Mass Communication or English plus 12 years relevant post qualification experience. 	Same as below	14	13	Chief Editor
	Principal Editor	<ol style="list-style-type: none"> By promotion of a confirmed and suitable 	Editing printed daily proceedings.	13	12	Chief Editor

		<p>Senior Editor after a minimum of three years.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree in Mass Communication or English or equivalent qualification plus at least 9 years post qualification cognate experience.</p>				
	Senior Editor	<p>1. By promotion of a confirmed and suitable Editor I after a minimum of three years.</p> <p>2. By direct appointment of candidate possessing a good Honours Degree of not below second class lower division (2²) in Mass Communication or English or equivalent qualification plus at least six years post qualification cognate experience.</p>	Taking responsibility for setting down suitable reporting procedures to ensure uniformity in the reporting activities of the staff.	12	11	Principal Editor
	Editor I	<p>1. By promotion of a confirmed and suitable Editor II after a minimum of three years.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division in Mass Communication, English or equivalent qualification with at least four years post qualification cognate experience.</p>	Collecting and assembling relevant documents for a given reporting assignment.	10	09	Senior Editor
	Editor II	<p>1. By promotion of a confirmed and suitable</p>	Any duties as directed by superior officers	09	08	Editor I

		Assistant Editor after a minimum of three years. 2. By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division (2 ²) in Mass Communication or English or equivalent qualification plus at least three years post qualification cognate experience.				
	Assistant Editor	By direct appointment of a candidate possessing a good Honours Degree in Mass Communication or English or equivalent qualification, plus an evidence of NYSC discharge/exemption/exclusion certificate.	Any duties as directed by superior officers	08	07	Editor II

TECHNICAL INSTRUCTOR CADRE

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

S/N	Post	Entry Requirements	Duties	SALARY GRADE LEVEL	CON TISS	Next Rank
	Senior Chief Technical Instructor	By promotion of a confirmed and suitable Chief Technical Instructor after a minimum of four years.	Taking charge of the administration of the Institution	15	14	Principal Technical Instructor
	Chief Technical Instructor	1. By promotion of a confirmed and suitable Assistant Chief Technical	1) Liaising with industries on matters	14	13	Senior Technical Instructor

		<p>Instructor after a minimum of three years.</p> <p>2. By direct appointment of a candidate possessing the qualifications and specified years of experience in (A) below with a minimum of 13 years cognate experience.</p>	<p>relating to training</p> <p>2) Advising on technical and vocational training.</p>			
Assistant Chief Technical Instructor	<p>1. By promotion of a confirmed and suitable Principal Technical Instructor after a minimum of three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing the qualifications and specified years of experience in (A) below with a minimum of 11 years additional post qualification cognate experience or (B) below with a minimum of 14 years additional cognate experience.</p>	<p>3. Assisting in the administration of the Institution</p> <p>4. Taking charge of curriculum development and review</p> <p>5. Giving instructions in theory and practice in his specified technical field, and in vocational guidance and counseling.</p>	13	12	Chief Technical Instructor	
Principal Technical Instructor	<p>1. By promotion of a confirmed and suitable Senior Technical Instructor after a minimum of three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing the qualifications and specified years' experience in (A) below with a minimum of nine years additional post qualification cognate experience or (B) below with a minimum of 13 years</p>	<p>Giving instructions in theory and practice in specified technical field and in vocational guidance and counseling.</p> <p>Taking charge of a department of related courses.</p> <p>Organizing and teaching industrial orientation to final year students in his</p>	12	11	Assistant Chief Technical Instructor	

		additional post qualification cognate experience.	department Reviewing periodically the curriculum and training programmes in his field of special.			
Senior Technical Instructor	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Technical Instructor I after a minimum of three years. 2. By direct appointment of a candidate possessing the qualifications and specified years experience in (A) below with a minimum of seven years additional post qualification cognate experience or (B) below with a minimum of 7 years additional post qualification cognate experience. 	<p>Giving instructions in theory and practice in specified technical trade.</p> <p>Assisting junior officer in the preparation of their lessons.</p> <p>Developing organizing coordinating training programmes in his field of specialization.</p> <p>Assisting in installing and maintaining machines and other equipment.</p>	10	09	Principal Technical Instructor	
Technical Instructor 1	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Technical Instructor II after a minimum of three years. 2. By direct appointment of a candidate possessing a masters degree in relevant engineering or allied subjects and as specified in Technical Instructor II below with a minimum of three years additional post qualification cognate experience or (B) below with a minimum of six years additional post 	<p>Giving instructions in theory and practice in specified technical trade</p> <p>Taking charge of the sub-store in the workshop</p> <p>Keeping attendance records and progress charts of students in his workshop</p> <p>Compiling attendance returns, progress charts</p>	09	08	Senior Technical Instructor	

		qualification cognate experience.	and other relevant data			
	Technical Instructor II	<p>1. By promotion of a confirmed and suitable Assistant Technical Instructor after a minimum of three years.</p> <p>2. By direct appointment of a candidate possessing any of the following or equivalent qualifications:</p> <p>A (i) Higher National Diploma Certificate in a relevant Engineering or allied subjects from a recognized institution.</p> <p>(ii) Ordinary National Diploma in a relevant subject plus at least five years post qualification cognate experience.</p> <p>(iii) Full Technological Certificate of the City & Guilds of London Institute plus at least five years post qualification cognate experience.</p> <p>(iv) Final Certificate of the City & Guilds of London Institute plus at least seven years post qualification cognate experience.</p>	<p>Giving instructions in theory and practice in specified technical trade.</p> <p>Taking charge of the sub-store in the workshop</p> <p>Keeping attendance records and progress charts of students in his workshop.</p>	08	07	Technical Instructor I
	Assistant Technical Instructor	By direct appointment of a candidate possessing any of the following or equivalent qualifications:		07	06	

		<p>B (i) Technologist Certificate of the City & Guilds of London Institute plus at least three years post qualification cognate experience.</p> <p>(ii) Final Certificate of the City & Guilds of London Institute plus at least five years post qualification cognate experience</p> <p>(iii) Ordinary National Diploma in a relevant Trade from a recognized Institution plus at least three years post qualification experience;</p> <p>(iv) National Technical Teachers Certificate in relevant subjects.</p>				
--	--	---	--	--	--	--

STORE OFFICER CADRE

1.1	Chief Store and Supplies Officer	CONTISS 14
1.2	Deputy Store and Supplier Officer	CONTISS 13
1.3	Assistant Chief Store and Supplies Officer	CONTISS 12
1.4	Principal Stores and Supplies Officer	CONTISS 11
1.5	Senior Store and Supplies Officer I	CONTISS 09
1.6	Senior Store and Supplies Officer I	CONTISS 08
1.7	Higher Store and Supplies Officer	CONTISS 07
1.8	Stores Officer	CONTISS 06

S/N	Post	Entry Requirements	Duties	SALARY GRADE LEVEL	CON TISS	Next Rank
	Chief Store And Supplies Officer	By promotion of a Deputy Chief Store And Supplies Officer who must possess a good Honours Degree in the Social sciences or	(1) General overseer/Coordinator of the store activities.	15	14	

		Business admin plus the Final certificate of the institute of purchasing and supplies or any other relevant professional certificate(s) after four years of satisfactory service as a Deputy Chief Store And Supplies Officer following a successful	(2) Procurement of goods. (3) Responsible to the Bursar. Performing any other duties assigned duties by the Bursar/University)			
	Deputy Chief Store And Supplies Officer	Promotion of a confirmed and suitable Assistant Chief Store and Supplies Officer after three years of satisfactory service	Same as below	14	13	
	Assistant Chief Stores And Supplies Officer	<ol style="list-style-type: none"> 1. By direct appointment of a candidate possessing <ol style="list-style-type: none"> i. The final examination certificate of the Institute of Purchasing and Supply with at least 12 years post-qualification cognate experience. ii. A good Honours Degree in the relevant field(s) with at least 12 years post-qualification cognate experience. 2. By promotion of a confirmed Principal Stores and Supplies Officer after three years of satisfactory service. 	<ol style="list-style-type: none"> (1) Responsible to Chief Stores and Suppliers Officer (2) Assisting in procurement. (3) In charge of writing reports concerning the general condition of the store and stock to the Chief Stores and Supplies Officer. (4) Attending to complaints about general conduct of the activities of the store. 		12	Chief Store And Supplies Officer
	Principal Stores And Supplies Officer	<ol style="list-style-type: none"> 1. By direct appointment of a candidate possessing <ol style="list-style-type: none"> i. The final examination certificate of the 	<ol style="list-style-type: none"> (1) Processing the Suppliers papers for payment. (2) Checking the stock items for 		1 1	Assistant Chief Stores And Supplies Officer

		<p>Institute of Purchasing and Supply with at least 9 years post-qualification experience. A good Honours Degree of not below second class lower division (2²) in relevant field with at least 9 years post-qualification experience.</p> <p>2. By Promotion of a confirmed Senior Stores and Supplies Officer I after three years of satisfactory service</p>	<p>obsolete ones that have to be removed.</p> <p>(3) Participating in boarding materials that are no more required by the University.</p> <p>(4) Performing any other duties that may be assigned.</p>			
	Senior Stores And Supplies Officer I	<p>1. By direct appointment of a candidate possessing</p> <p>i. The final examination certificate of the Institute of Purchasing and Supply with 5 years relevant experience.</p> <p>ii. A good Honours Degree of not below second class division (2²) in relevant the field(s) with at least 3 years post-qualification experience.</p> <p>2. By Promotion of</p>	Same as above.		09	Principal Stores And Supplies Officer

		Senior Stores and supplies Officer II after three years satisfactory service				
	Senior Stores And Supplies Officer II	<ol style="list-style-type: none"> 1. By direct appointment of a candidate possessing <ol style="list-style-type: none"> i. The final examination Certificate of the Institute of Purchasing and Supply with 3 years relevant experience. ii. A good Honours Degree in the relevant field(s) with at least 3 years post-qualification experience. 2. By Promotion of Higher Stores and supplies Officer after three years of satisfactory service. 	<ol style="list-style-type: none"> (1) In charge of the physical store. (2) Checking the transfer vouchers raised by the Higher Stores and Supplies Officer. (3) Making sure that the stores records are properly made. (4) Performing any duties that may be assigned by the Bursar. 		08	Senior Stores And Supplies Officer I
	Higher Store And Supplies Officer	<ol style="list-style-type: none"> 1. By direct appointment of a candidate possessing HND or Degree in relevant field(s) . 2. By promotion of a confirmed Store Officer after three years of satisfactory service. 	<ol style="list-style-type: none"> (1) Raising stores certification of items supplied. (2) Receiving supplies and issuing same to departments, units/sections. Raising transfer vouchers for posting into various relevant accounts. (3) (4) Performing other duties that may be assigned by the Bursar. 		07	Senior Stores And Supplies Officer II
	Stores Officer	<p>By direct appointment of a candidate possessing</p> <ol style="list-style-type: none"> 1. Certificate I & II of the Institute of Purchasing and Supply. 	<ol style="list-style-type: none"> (1) Supervising a store. (2) Making local purchase of approved materials and equipment. 		06	Higher Store And Supplies Officer

		2. OND in Purchasing and Supply Marketing or Business Admin. Plus at least 3 years relevant experience. 3 By Promotion of Assistant Store Officer after three years of satisfactory service.	(3) Supervising subordinate staff. (4) Checking stock in stores. (5) Training subordinate staff.			
--	--	---	--	--	--	--

COMPUTER SYSTEMS ANALYST/PROGRAMMER/ NETWORK ENGINEER CADRE

1.1	Deputy Director	CONTISS 14
1.2	Chief System Analysis/ Programmer/ Network Engineer	CONTISS 13
1.3	Principal Systems Analyst/ Principal Programmer/ Network Engineer	CONTISS 11
1.4	Senior Systems Analyst/ Senior Programmer/ Network Engineer	CONTISS 09
1.5	System Analyst I/ Systems Programmer I/ Network Engineer I	CONTISS 08
1.6	Systems Analyst II/ Systems Programmer II/Network Engineer II	CONTISS 07
1.7	Data Analyst I/Trainee Programmer/ Assistant Programmer	CONTISS 06

S/N	Post	Salary Grade Level Method of entry and advancement within the cadre	Duties	Grade Level	CON TISS	
	Deputy Director	1. By promotion of a confirmed Chief Systems Analyst/Chief Programmer/Chief Network Engineer after four years of satisfactory service subject to successful promotion Interview 2. By direct appointment (through specific advertisement) of a candidate possessing a good Honours Degree of not below second class lower division in Computer Science plus extensive experience in	(1) Taking care of a branch. (2) Assisting in the administration of the Department. (3)	15	14	

		Computer applications including at least twelve (12) years in Computer applications. Possession of higher degree in Computer Science or other related discipline would be an added advantage.				
	Chief System Analyst/ Programmer/ Network Engineer	<p>1. By promotion of a confirmed Principal Systems Analyst/Programmer/Network Engineer after a minimum of three years of satisfactory service</p> <p>2 By direct appointment of candidate possessing an advanced degree in Computer Science or related field(s) plus professional qualification. Extensive experience in the design and implementation of large systems is necessary. Candidate must possess a minimum of nine (9) years' professional experience including strong evidence of project team and group leadership.</p>	(3) Coordinating the training programme of staff.	14	13	Deputy Director
	Principal Systems Analyst/ Principal Programmer/ Network Engineer	1. By promotion of a confirmed Senior Systems Analyst/Senior Programmer/ Network Engineer after a minimum of three years of satisfactory service.	(4) Performing any other duties assigned.	12	11	Chief System Analysis/ Programmer/ Network Engineer

		By direct appointment of a candidate possessing a good Honours Degree in Computer Science or Informatics or equivalent professional qualification plus professional qualification in Systems Analysis, Computer Networking and computer applications. Plus six (6) years post qualification cognate experience.				
Senior Systems Analyst/ Senior Programmer/ Network Engineer	<ol style="list-style-type: none"> 1) BY promotion of a confirmed and suitable Systems Analyst I/Systems Programmer I/ Network Engineer after three years of satisfactory service. 2) By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division (2²) in Computer Science or other relevant disciplines with formal training in Systems Analysis and Computer Programming or Computer Networking with at least six (6) years post qualification experience plus additional experience in Computer Applications 	<ol style="list-style-type: none"> 1) Carrying out on the spot systems investigation and finalizing detailed layout. 2) Studying systems and analyzing the existing systems. 3) Evaluating new system design and design and litigating into old System. <p>Any other duties that may be assigned.</p>	10	09	Principal Systems Analyst/ Principal Programmer/ Network Engineer	
System Analyst I/ Systems Programmer	<ol style="list-style-type: none"> 1. By promotion of a confirmed Systems Analysis II/Systems Programmer II/Network Engineer II after a 	<ol style="list-style-type: none"> 1) Co-ordinating systems planning and design 2) Supervising and programming and 	09	08	Systems Analyst/ Senior Programmer/	

I/ Network Engineer I	<p>minimum of three years of satisfactory.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree in Computer Science or related discipline plus at least two years post qualification cognate experience Professional certificate from a recognized professional body will be a great advantage</p>	<p>operating activities</p> <p>3) Undertaking programming writing codes to produce an output report.</p>			Network Engineer
Systems Analyst II/ Systems Programmer II/Network Engineer II	<p>1. By promotion of a confirmed Data Analyst I/Trainee Programmer/Assistant Programmer after three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division (2²) or HND in Computer Science or related discipline. Possession of professional certificate in computing will be an advantage.</p>	<p>1) Writing and testing simple program</p> <p>2) Preparing flowcharts and test data</p> <p>3) Designing and producing computer</p> <p>4) Input/Output format and supervising and giving junior staff on-the-job training</p> <p>Any other duties that may be assigned.</p>	08	07	System Analyst I/ Systems Programmer I/ Network Engineer I
Data Analyst I/ Trainee Programmer/ Assistant Programmer	<p>1. By direct appointment of a candidate possessing OND in relevant field plus one year programming and data analysis experience.</p>		07	06	Programmer II/Network Engineer II

COMPUTER ENGINEER CADRE
POSTS AND SALARIES

1.1. Deputy Director	CONTISS 14
1.2. Chief Computer Engineer	CONTISS 13
1.3. Principal Computer Engineer	CONTISS 11
1.4. Senior Computer Engineer	CONTISS 09
1.5. Computer Engineer I	CONTISS 08
1.6. Computer Engineer II	CONTISS 07

s/n	RANK	Method of entry and advancement within the cadre	Duties	SALAR Y GRAD E LEVEL	CON TISS	NEXT RANK
1	Deputy Director	1) By promotion of Chief Computer Engineer after four years of satisfactory service subject to successful promotion Interview.	<ol style="list-style-type: none"> 1. Perform periodic hardware analysis of computer hardware and software using available technology and testing tools. 2. Stay up-to-date with the latest technologies and incorporate new technology into existing units. 3. Oversee the company's cloud storage accounts to guarantee they're protected and secure. 4. Develop and install software systems. 	15	14	
2	Chief Computer Engineer	<ol style="list-style-type: none"> 2) By promotion of Principal Computer Engineer after three years of satisfactory service. 3) By Direct Appointment of a Candidate possessing a good Honours Degree with 9 years post 	<ol style="list-style-type: none"> 1) Respond to all computer-related issues and provide technical support to all staff members. 2) Conduct validation testing for new and renovated motherboards. 3) Draft new computer equipment blueprints and present them to management. 	14	13	Deputy Director

		<p>qualification cognate experience.</p> <p>Possession of Higher Degree would be an added advantage.</p>	<p>4) Stay up-to-date with the latest technologies and incorporate new technology into existing units.</p>			
3	Principal Computer Engineer	<p>4) By promotion of Senior Computer Engineer after three years of satisfactory service.</p> <p>5) By Direct Appointment of a Candidate possessing a good Honours Degree with 9 years post qualification cognate experience.</p>	<p>1. Ensure existing computer equipment are up-to-date.</p> <p>2. Develop and install software systems.</p>	12	11	Chief Computer Engineer
4	Senior Computer Engineer	<p>6) By promotion of Computer Engineer I after three years of satisfactory service.</p> <p>7) By Direct Appointment of a Candidate possessing a good Honours Degree with six years post qualification cognate experience.</p>	<p>1) Responsible for security environments</p> <p>2) Work as a System and network administrator</p>	10	09	Principal Computer Engineer
5	Computer Engineer I	<p>3) By promotion of Computer Engineer II after three years of satisfactory service.</p> <p>4) By Direct Appointment of a Candidate possessing a good Honours Degree or HND</p>	<p>1) The research engineer seeks new principles and processes by employing mathematical and scientific concepts, experimental techniques, and inductive reasoning.</p> <p>2)</p>	09	08	Senior Computer Engineer

		with three years post qualification cognate experience.				
6	Computer Engineer II	By direct appointment of a candidate possessing good Honours Degree or HND in Computer Engineering, Electronics/Electrical or any related discipline from a recognized Institution. Plus NYSC Discharge/Exclusion/Exemption letter.	<p>1) The computer engineer will use his/her knowledge in the fields of computer science, math and engineering to ensure that they carry out their daily job tasks to the best of their ability.</p> <p>2) The computer engineer must research information regarding computer operating systems, review current operating systems, make changes to systems and even may develop operating systems of this type.</p>	08	07	Computer Engineer I

DATA PROCESSING OFFICER CADRE

1.1	Chief Data Processing Officer	CONTISS 14
1.2	Deputy Chief Data Processing Officer	CONTISS 13
1.3	Assistant Chief Data Processing Officer	CONTISS 12
1.4	Principal Data Processing Officer 1	CONTISS 11
1.5	Principal Data Processing Officer II	CONTISS 09
1.6	Senior Data Processing Officer	CONTISS 08
1.7	Higher Data Processing	CONTISS 07

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
	Chief Data Processing Officer	By promotion of a Deputy Chief Data Processing Officer after four years of satisfactory service	Co-coordinating development of operating methods, standards for computer operation and data	14	

		following a successful interview.	preparation.		
Deputy Chief Data Processing Officer	D	(1) By promotion of a suitable Assistant Chief Data Processing Officer who has spent at least three or eight years as Word processing Manager, subject to vacancy.	(1) Specifying equipment and personnel time recording procedures. (2) Investigating re-curing operating problems.	CONTISS 13	Chief Data Processing Officer
Assistant Chief Data Processing Officer		(1) By promotion of a confirmed and suitable Principal Data Processing Officer after three years of satisfactory service.	(1) Co-coordinating computer and data control and data preparation operations. (2) Initiating development of job procedures and scheduling. (3) Training operational staff.	CONTISS 12	Deputy Chief Data Processing Officer
Principal Data Processing Officer I		(1) By promotion of a confirmed and suitable Principal Data Processing Officer II who has spent at least three years on the grade. (2) By direct appointment of a candidate possessing a good Honours Degree in Computer Science or any other related field(s) plus 12 years post qualification cognate experience.	Same as above.	CONTISS 11	Assistant Chief Data Processing Officer
Principal Data Processing Officer II		(1) By promotion of a confirmed and suitable Senior Data Processing Officer after three years of satisfactory service. (2) By direct appointment of a candidate possessing a good Honours Degree in Computer Science or any other relevant field(s) plus nine years post qualification cognate experience.	(1) Supervising and coordinating the activities of the Data Processing Unit/Dept. (2) Reviewing performance of equipment and subordinate staff. (3) Preparing Data Processing equipment budget.	CONTISS 09	Principal Data Processing Officer I
Senior Data Processing Officer		(1) By promotion of a confirmed and suitable Higher Data Processing Officer after three years of satisfactory service. (2) By direct appointment of a candidate possessing any of the following qualifications a good Honours Degree in Computer Science or any other related field(s) plus 3 years post qualification cognate experience.	(1) Keeping records of equipment and hardware. (2) Enforcing production schedule. (3) Training subordinate staff	CONTISS 08	Principal Data Processing Officer II
Higher Data		(1) By promotion of a confirmed and suitable Data Processing	(1) Supervising the different sections in the Data Processing	CONTISS 07	Senior Data Processing

	Processing Officer	Officer after three years of satisfactory service. (2) By direct appointment of a candidate possessing a good Honours Degree or Higher National Diploma (HND) in Computer Science or Higher National Diploma in Data Processing plus NYSC Discharge Certificate/ Exclusion/Exemption letter.	Unit. (2) Providing Data Processing Officer with working materials. (3) Taking of Inventory of Data Processing Materials in the Department/Unit.		Officer II
	Data Processing Officer	(1) By promotion of a confirmed and suitable Chief Computer Operator/Assistant Data Processing Officer who has spent at least 3 years on the grade. (2) By direct appointment of a candidate possessing OND in Computer Science or any other relevant field(s) with experience in the use of basic computer application.	(1) Coordinating 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

OPERATIONS MANAGER CADRE

1.1. Chief Operations Manager	CONTISS 14
1.2. Deputy Chief Operations Manager	CONTISS 13
1.3. Assistant Operations Manager	CONTISS 12
1.4. Principal Operations Manager	CONTISS 11
1.5. Senior Operations Manager	CONTISS 09
1.6. Operations Manager I	CONTISS 08
1.7. Operations Manager II	CONTISS 07

S/N	Post	Method of entry and advancement within the cadre		SALARY GRADE LEVEL	CONTISS	NEXT RANK
	Chief Operations Manager	By promotion of a confined and suitable Deputy Chief Operations Manager after a minimum of four years of satisfactory service following a success interview performance.	1) Oversee the company's operations and implement strategies to streamline the workflow 2) Coordinating different departments to ensure high levels of productivity	15	14	

			3)			
	Deputy Chief Operations Manager	By promotion of a confined and suitable Assistant Chief Operations Manager after a minimum of three years of satisfactory service.	<ol style="list-style-type: none"> 1) Assessing budgets 2) Motivating and inspiring employees 3) Documenting procedures 4) Locating problems in the company's supply chain through quality control checks 	14	13	Chief Operations Manager
	Assistant Chief Operations Manager	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Principal Operations Manager after a minimum of three years of satisfactory service. 2. By direct appointment of candidate possessing HND/B.SC from a recognized Institution with 12 years post qualification cognate experience. <p>Possession of higher degree will be an added advantage.</p>	<ol style="list-style-type: none"> 1) Developing tools to automate repetitious processes 2) Monitoring on-site projects and field operations 3) Resolving inventory management concerns 4) Constructing logistics-enhancing solutions 	13	12	Deputy Chief Operations Manager
	Principal Operations Manager	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Senior Operations Manager after a minimum of three years of satisfactory service. 3. By direct appointment of candidate possessing HND/B.SC from a recognized Institution with 9 	<ol style="list-style-type: none"> 1) Forecast requirements; prepare an annual budget; schedule expenditures; analyze variances; initiating corrective actions 2) Develop operations systems by determining product handling and storage requirements; 	12	11	Assistant Chief Operations Manager

		<p>years post qualification cognate experience.</p> <p>Possession of higher degree will be an added advantage.</p>	<p>develop, implement, enforce, and evaluate policies and procedures; develop processes for receiving product, equipment utilization, inventory management, and shipping</p> <p>3) Analyze and improve organizational process and workflow, employee and space requirements, and equipment layout; implement changes</p> <p>4) Maintain safe and healthy work environment by establishing, following, and enforcing standards and procedures; complying with legal regulations</p> <p>5) Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations</p> <p>6) Accomplish operations and organization mission by completing related results as needed</p>			
--	--	--	---	--	--	--

			7) Meet or exceed operations labor budget expectations			
	Senior Operations Manager	<p>1. By promotion of a confirmed and suitable Operations Manager I after a minimum of three years of satisfactory service.</p> <p>4. By direct appointment of candidate possessing HND/B.SC from a recognized Institution with 6 years post qualification cognate experience. Possession of higher degree will be an added advantage.</p>	<p>1. Manage staff levels, wages, hours, contract labor to revenues</p> <p>2. Responsible for all department managers and supervisors, with review/approval responsibility for all operations employees</p> <p>3. Run a safe, injury/accident free workplace</p> <p>4. Responsible for all aspects of vehicle and heavy equipment rentals</p>	10	09	Principal Operations Manager
	Operations Manager I	<p>1. By promotion of a confirmed and suitable Operations Manager II after a minimum of three years of satisfactory service.</p> <p>2. By direct appointment of candidate possessing HND/B.SC from a recognized Institution with 3 years post qualification cognate experience.</p>	<p>1. Establish contracts and pricing and ensuring proper maintenance and serving as primary liaison with utilities and local government agencies, such as fire, police, health, and safety agencies</p> <p>2. Manage relationships with key operations vendors</p> <p>3. Track vendor pricing, rebates, and service levels</p> <p>4. Review and approve all operational invoices and ensure they are submitted for payment</p>	09	08	Senior Operations Manager

	Operations Manager II	By direct appointment of candidate possessing HND/B.SC from a recognized Institution plus evidence NYSC Discharge/Exemption/Exclusion letter	<ol style="list-style-type: none"> 1. Serve as primary point of contact when there are customer issues related to equipment quality, customer service, or accidents and mishaps on-site. In particular, this includes any issues on-site at client facilities, such as breaking a fence or tape residue on flooring 2. Communicate customer issues with operations team and devise ways of improving the customer experience, including resolving problems and complaints 	08	07	Operations Manager I
--	-----------------------	--	---	----	----	----------------------

VETERINARY OFFICER CADRE

1.1	Chief Consultant	CONMESS 07
1.2	Senior Consultant	CONMESS 06
1.3	Consultant	CONMESS 05
1.4	Senior Veterinary Officer I	CONMESS 04
1.5	Senior Veterinary Officer II	CONMESS 03
1.6	Veterinary Officer	CONMESS 02
1.7	Youth Corps Doctor/Doctor	CONMESS 01

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Chief Consultant	By promotion of a confirmed Senior Consultant who has spent at least six (6) years on the grade Subject to vacancy.	<ol style="list-style-type: none"> 1. Advising on the formulation, execution and review of policies and pros animal health and related matters. 2. Taking charge of a department. 	CONMESS 07	

			3. Liaising with relevant national and international organizations on veterinary.		
2.	Senior Consultant	By promotion of a confirmed Consultant who has spent at least four (4) years on the grade.	<ol style="list-style-type: none"> 1. Supervising research activities in specified area. 2. Taking charge of out - station diagnostic laboratories or sections in research and production laboratories. 3. Initiating the review of veterinary/public health and meat inspection, policies and programmes. 4. Supervising the activities of a number of subordinates. 	CONMESS 06	Chief Consultant
3.	Consultant	By promotion of a confirmed Senior Veterinary Officer I who has passed Part II Final Examination of the Fellowship of the College of Veterinary Surgeons of Nigeria or its equivalent or Ph.D in the area of specialization.	<ol style="list-style-type: none"> 4. Supervising survey studies on animal health and production programmes in a specified area. 5. Undergoing specialist training. 6. Assisting in coordinating activities in any of the following areas: 7. Control of animal diseases and pests such as tse-tse and trypanosomiasis in a Veterinary Investigation Centre or Central Diagnostic Laboratory. 8. Veterinary Statistical Records 	CONMESS 05	Senior Consultant
4.	Senior	1. By promotion of a	3. Participating in research into	CONMESS 04	Consultant

	Veterinary Officer I	<p>confirmed Senior Veterinary Officer II after three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing M.sc in relevant fields and 9 years post qualification experience.</p>	<p>infectious diseases of livestock and poultry.</p> <p>4. Carrying out general veterinary duties in veterinary clinics, livestock farms or veterinary hospitals.</p> <p>5. Diagnosing animal and poultry diseases.</p> <p>6. Assisting in organizing training programmes for subordinate staff.</p>		
5.	Senior Veterinary Officer II	<p>1 By direct appointment of a candidate possessing M.sc in relevant fields and 7 years post qualification experience.</p> <p>2 By promotion of a confirmed Veterinary Officer after three years of satisfactory service.</p>	<p>1. Participating in research into infectious diseases of livestock and poultry.</p> <p>1. Carrying out general veterinary duties in veterinary clinics, livestock farms or veterinary hospitals.</p>	CONMESS 03	Senior Veterinary Officer I
6.	Veterinary Officer	<p>1. By direct appointment of a candidate possessing University Degree in Veterinary Medicine including NYSC Discharge/exemption/exclusion Certificate</p>	<p>1 Assisting in carrying out medical and surgical treatment and advising livestock and poultry farmers on the various aspects of controlling the spread of animal diseases.</p> <p>2 Carrying out ante and post-mortem inspections and meat for public health purposes.</p> <p>3 Conducting health examinations of animals, pets and poultry and issuing health certificates.</p>	CONMESS 02	Senior Veterinary Officer II

7.	Youth Corps Doctor/Doctor	By posting/appointment of a candidate possessing a basic degree in Veterinary Medicine registrable with the Veterinary Council of Nigeria (VCN).	Assisting in carrying out general veterinary duties in Government Veterinary Hospital, Livestock Stations, Abattoirs/Slabs, Veterinary Clinics, State Veterinary Diagnostic Laboratories, etc.	CONMESS 01	Veterinary Officer II
----	------------------------------	--	--	------------	-----------------------

MEDICAL OFFICER CADRE

POSTS AND SALARIES

1.1. Chief Medical Officer	CONMESS 07
1.2. Principal Medical Officer I	CONMESS 06
1.3. Principal Medical Officer II	CONMESS 05
1.4. Senior Medical Officer I	CONMESS 04
1.5. Senior Medical Officer II	CONMESS 03
1.6. Medical Officer I	CONMESS 02
1.7. Medical Officer II	CONMESS 01

SN	RANK	ENTRY QUALIFICATION	DUTIES	CONMESS	NEXT RANK
1	*Director	By appointment of a suitable Chief Medical Officer who has additional qualification preferably a Masters degree in relevant field of medicine or a candidate possessing the Fellowship of Nigerian Postgraduate Medical College or its equivalent plus at least Twelve (12) years post-qualification cognate experience subject to successful interview	Responsible to the Vice-Chancellor for: (1) General supervision of all activities in the University Health Services Department i.e. supervision of Doctors and supervision of activities in the Nursing, Pharmacy, Medical Laboratory, Maternal and Child Health, Public Health, Medical Records and X-Ray Sub-Units. (2) Acting as the link between the Health Services Department and University Administration. (3) Involved in the Appointments, Promotions and Discipline of Staff. (4) Involved in policy	Consolidated	

			<p>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 Centres.</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>Visiting/Counselling of patients referred to other Hospitals.</p>		
2	Chief Medical Officer	<p>(1) By promotion of a confirmed and suitable Principal Medical Officer I after four years of satisfactory service</p> <p>(2) By direct appointment of a Principal Medical Officer I, who has additional qualification preferably a Masters Degree in relevant field of Medicine or a candidate possessing the</p>	<p>(1) The same as in (1-6) of Deputy Chief Medical Officer.</p> <p>(2) Carrying out other responsibilities as may be assigned by the Director of University Health Services.</p>	07	

		Fellowship of Nigerian Postgraduate Medical College or its equivalent plus at least ten (10) years post-qualification cognate experience.			
3	Principal Medical Officer I	<p>(1) By promotion of a confirmed and suitable Medical Officer I after three years of satisfactory service.</p> <p>(2) By direct appointment of a candidate possessing the qualification below and a minimum of eight (8) years post qualification cognate experience</p>	<p>Responsible to the Chief Medical Officer/Director of University Health Services for:</p> <p>(1) Carrying out General Medical duties in the University Health Centre.</p> <p>(2) Giving Health Education and Counselling.</p> <p>(3) Taking Calls i.e. work outside normal working hours and during weekends.</p> <p>(4) Conducting Medical Examination for new Staff and new Students.</p> <p>(5) Visiting and Counselling patients referred to other Hospitals.</p> <p>(6) Supervision of junior Doctors in the Department.</p> <p>(7) Carrying out other responsibilities that may be assigned by the Chief Medical Officer/Director of University Health Services.</p>	06	
4	Principal Medical Officer II	<p>(3) By promotion of a confirmed and suitable Senior Medical Officer I after three years of satisfactory service.</p> <p>(4) By direct appointment of a candidate possessing the qualification below and a minimum of seven (7) years post</p>	Same as below	05	Principal Medical Officer I

		qualification cognate experience			
5	Senior Medical Officer I	<p>(5) By promotion of a confirmed and suitable Senior Medical Officer II after three years of satisfactory service.</p> <p>(6) By direct appointment of a candidate possessing the qualification indicated below and a minimum of (6) years post qualification cognate experience</p>	Same as below (Senior Medical Officer II	04	Principal Medical Officer II
6	Senior Medical Officer II	<p>(7) By promotion of a confirmed and suitable Medical Officer I after three years of satisfactory service.</p> <p>(8) By direct appointment of a candidate possessing the qualification indicated below and a minimum of five (5) years post qualification cognate experience.</p>	<p>Responsible to the Chief Medical Officer/Director of University Health Services for:</p> <p>(1) Carrying out General Medical duties in the University Health Centre.</p> <p>(2) Giving Health Education and Counselling.</p> <p>(3) Taking Calls i.e. work outside normal working hours and during weekends.</p> <p>(4) Conducting Medical 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>Carrying out other responsibilities that may be assigned by the Director of University Health Services.</p>	03	Senior Medical Officer I
7	Medical Officer I	(9) By promotion of a confirmed and suitable Medical Officer II after three	Same as below	02	Senior Medical Officer II

		years of satisfactory service. (10) By direct appointment of a candidate possessing the qualification indicated below and a minimum of four (4) years post registration experience.			
8	Medical Officer II	By Direct appointment of a candidate possessing A Degree in Medicine registerable with the Medical and Dental Council of Nigeria from a recognized institution and a minimum of three (3) years post registration experience plus NYSC Discharge/Exclusion/Exemption letter	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 Health Services.	01	Medical Officer I

PSYCHOLOGY OFFICER CADRE

1.1. Deputy Director (Psychology)	CONTISS 14
1.2. Chief Psychology (Psychology)	CONTISS 13
1.3. Assistant Chief Psychology Officer	CONTISS 12
1.4. Principal Psychology Officer	CONTISS 11
1.5. Senior Psychology Officer	CONTISS 09
1.6. Psychology Officer I	CONTISS 08
1.7. Psychology II	CONTISS 07

S/N	Rank	Entry qualification	Duties	Salary Grade Level	CONH ESS	Next Level (CONHESS)
	Deputy Director (Psychology)	By promotion of a confirmed and suitable Chief Psychology Officer after four years of satisfactory service subject to successful interview.	1) Taking charge of the activities of the division 2) Planning and coordinating of all research activities and analysis of data.	15	14	

			<ul style="list-style-type: none"> 3) Participating in Community/public health/ministerial/national Programmes. 4) Having responsibilities for psychological developments planning. 5) Serving as a member of medical advisory committee in government hospitals/ministerial or extra ministerial advisory committee 6) Assisting in the general administration of the Department. 7) Assisting in coordinating prevention of the annual estimate for the department. 			
Chief Psychology Officer	<ul style="list-style-type: none"> 1) By promotion of a confirmed and suitable Assistant Chief Psychology Officer after three years of satisfactory service. 	<p>Education:</p> <ul style="list-style-type: none"> 1) Taking charge of the activities of the section 2) Assisting in the coordination of staff training 3) Controlling and coordinating operational activities. 4) Participating in the formulation and execution of training programmes. 5) Examining issues relating to substance abuse, aging, bullying stress, depression, relationships suicide. 6) Taking a holistic (mind and body), approach to mental care 7) Helping clients define goals, plan action and gain insight. <p>Health:</p>	14	13	Deputy Director (Psychology)	

			<ol style="list-style-type: none"> 1) Taking charge of the activities of the section 2) Assisting in the coordination of staff 3) Preparing standards for the validating and standardizing psychometric instrument for purpose of registration. 4) Controlling and coordinating operational activities. 5) Supervising the preparation of periodic report. 6) Assisting in coordinating the various efforts at developing standardizing and producing indigenous psychometric instruments 7) Participating in the formulation and execution of training. 8) Taking charge of the activities of the Branch. 9) Initiating the review of policies and Programmes. 10) Coordinating the training Programmes of subordinate officers 11) Coordinating the various efforts at developing, standardizing and producing indigenous psychometric instruments. 12) Participating in community/public/health/ministerial national Programmes. 			
--	--	--	---	--	--	--

			<p>13) Assisting in the general administration of the Department and the Division.</p> <p>14) Supervising the annual estimates for Institutions.</p>			
	Assistant Chief Psychology Officer	<p>2) By promotion of a confirmed and suitable Principal Psychology Officer after three years of satisfactory service.</p> <p>3) By direct appointment of a candidate possessing a good Honours Degree in relevant field(s) with 10 years post qualification experience. Possession of Higher will be added advantage</p>	<p>In the Education:</p> <ol style="list-style-type: none"> 1) Developing briefs necessary for formulating and updating of regulations. 2) Preparing periodic reports 3) Reviewing and managing cases referred to the development. 4) Supervising the management of all psychological challenges/problems 5) Assisting in examining issues relating to substance abuse, aging , bullying, stress, depression, relationship and suicide. 6) Assisting in taking a holistic (mind and body) approach to mental care 7) Developing therapeutic process <p>In the Health:</p> <ol style="list-style-type: none"> 1) Assisting in the preparation of protocol and standards for validating and standardizing psychometric instrument for registration. 2) Assisting in controlling and coordinating operational activities. 	13	12	Chief Psychology Officer

			<ol style="list-style-type: none"> 3) Assisting in the formulation and coordination of operational activities. 4) Developing briefs necessary for formulating and updating of regulations. 5) Preparing periodic reports. 6) Reviewing and managing cases referred to the department. 7) Supervising the collating of data for research. 8) Supervising the management of all psychological challenges/problem. <p>In the Social Service:</p> <ol style="list-style-type: none"> 1) Collating and disseminating information on psychological services to the health professional. 2) Preparing periodic reports. 3) Supervising the management of all psychological challenges/problems. 4) Assisting in determining how an individual's thoughts and actions are affected by their environment 5) Supervising the collating of data for research 6) Carrying out a psychological study on how the environment can have an effect on people. <p>In the Organization:</p>			
--	--	--	--	--	--	--

			<ol style="list-style-type: none"> 1) Developing briefs necessary for formulating and updating of regulations. 2) Preparing periodic reports 3) Supervising the collating of data for research. 4) Supervising the management of all psychological challenges/problems. 5) Assisting in identifying how attitudes and behaviours can be improved in the workplace. 6) Assisting in ensuring that workplace moral remains high during periods of change 7) Identifying how attitudes and behaviours can be improved in the workplace. 			
	Principal Psychology Officer	<ol style="list-style-type: none"> 4) By promotion of a confirmed and suitable Senior Psychology after three years of satisfactory service. 5) By direct appointment of a candidate possessing a good Honours Degree in relevant field(s) with 9 years post qualification experience. Possession of Higher will be added advantage 	<p>In the Education:</p> <ol style="list-style-type: none"> 1) Supervising a number of subordinates in their day-to-day duties. 2) Managing all forms of psychological challenges/problems and intervention. 3) Encouraging clients to discuss emotions and experiences. 4) Assisting in examining issues relating to substance abuse, aging, bullying, stress, depression, relationships and suicide. 5) Assisting clients define goals, plan 	12	11	Assistant Chief Psychology Officer

			<p>action and gain insight:</p> <p>In the Health:</p> <ol style="list-style-type: none"> 1) Supervising of intern psychologist in their day-to-day duties. 2) Controlling and costing of intervention/therapies and other psychological services. 3) Managing all forms of psychological challenges/problem and intervention. 4) Taking charge of all psychological test/psychometric assessment tools/instruments. <p>In the Social Service:</p> <ol style="list-style-type: none"> 1) Analyzing and Interpreting psychological test/instrument and other psychometric assessment. 2) Diagnosing, treating and writing psychological report. 3) Assisting in the review and management of cases referred to the department 4) Carrying out a psychological study on how the environment can have an effect on people. 5) Assisting in conducting experiments to find the best solution to improve existing features of the environment. <p>In the Organization:</p>			
--	--	--	--	--	--	--

			<ol style="list-style-type: none"> 1) Supervising a number of subordinate in their day-to-day duties. 2) Assisting in collating data research. 3) Managing all forms of psychological challenges/problems and intervention. 4) Assisting in identifying how attitudes and behaviours can be improved in the workplace 5) Assisting in training of the subordinates. 			
	Senior Psychology Officer	<ol style="list-style-type: none"> 1) By promotion of a confirmed and suitable Psychology Officer I Officer after three years of satisfactory service. 2) By Direct of a candidate possessing a good Honours Degree with at least six years post qualification cognate experience. 	<p>Education:</p> <ol style="list-style-type: none"> 1) Assisting in the management of psychological problem. 2) Assisting in the Supervision of a number of subordinates 3) Supervising, managing and keeping of record. 4) Assisting in encouraging clients to discuss emotions and experiences 5) Assisting in developing therapeutic process 6) Working with individual, groups and communities for improved mental care. <p>Health:</p> <ol style="list-style-type: none"> 1) Assisting in supervision of intern psychologist 2) Assisting in the management of psychological problems 3) Assisting in costing and controlling of interventions and 	10	09	Principal Psychology Officer

			<p>other psychological services.</p> <p>4) Conducting psychological tests and other psychometric instruments.</p> <p>5) Assisting in the analysis and interpretation of psychological tests/instruments and other psychometric assessment tools.</p> <p>6) Assisting in diagnosing, treatment and writing of psychological report.</p> <p>Social Service</p> <p>1) Supervising managing and keeping of record</p> <p>2) Assisting in the supervision of a number of subordinates</p> <p>3) Assisting in costing and controlling of intervention and other psychological services.</p> <p>4) Carrying out a psychological study on how the environment can have an effect on people.</p> <p>Organization:</p> <p>1) Assisting in the supervision of a number of subordinates</p> <p>2) Assisting in collating data for research</p> <p>3) Assisting in conducting interventions</p> <p>4) Identifying how attitudes and behaviours can be improved in the workplace.</p>			
--	--	--	---	--	--	--

Psychology Officer I	<p>1) By promotion of a confirmed and suitable Psychology Officer II after three years of satisfactory service.</p> <p>2) By direct appointment of a candidate possessing a good Honours Degree in the field of Health Psychology who is expected to undergo at least 12 months Internship in an approved Centre.</p> <p>Possession of Higher degree will be an added advantage.</p>	<p>Education:</p> <ol style="list-style-type: none"> 1) Assisting in carrying out general psychological duties 2) Assisting in supervising the psychological II 3) Working with individuals, groups and communities for improved mental care. 4) Assisting in developing therapeutic process 5) Assisting clients define goals, plan action and gain insight. <p>Health:</p> <ol style="list-style-type: none"> 1) Undergoing internship training I approved centre under the supervision of a registered psychologist. 2) Assisting in carrying out general duties in a centre. 3) Working with individual, groups and communities to improve mental health. <p>Social Service</p> <ol style="list-style-type: none"> 1) Assisting in carrying out general psychological duties in a centre. 2) Assisting in supervising the psychologist II. 3) Carrying out a Psychological study on how the environment can have an effect on people. 4) Carrying out social rehabilitation activities 5) Attending to patients with social problems. 	09	08	Senior Psychology Officer
----------------------	--	---	----	----	---------------------------

			<p>Organization:</p> <ol style="list-style-type: none"> 1) Assisting in carrying out general psychological duties in a centre. 2) Assisting in supervising the psychologist II 3) Identifying how attitudes and behaviours can be improved in the workplace. 			
	Psychology Officer Cadre	By direct appointment of a candidate possessing Bachelor degree in Psychology from a recognized University plus NYSC Discharge/Exemption/Exclusion letter.	<p>Education:</p> <ol style="list-style-type: none"> 1) Providing client reception and education services 2) Documenting of client information and practitioner services data 3) Working with individuals groups and communities for improved mental care 4) Assisting in carry out counselling and correctness 5) Assisting in production of psychological reports <p>Health:</p> <ol style="list-style-type: none"> 1) Keeping diary of client appointment 2) Preparing client details prior to appointment or meetings 3) Working with individuals, groups and communities to improve mental health 4) Operating client services <p>Social Service</p> <ol style="list-style-type: none"> 1) Assisting in carrying out general psychological duties in a centre 	08	07	Psychology Officer II

			2) Attending to patients with social problems 3) Carrying out social rehabilitation activities 4) Carrying out counselling and correctness Organization 1) Assisting in carrying out general psychological duties in a centre 2) Identifying how attitudes and behaviours can be improved in the workplace			
--	--	--	--	--	--	--

PHYSIOTHERAPIST CADRE

1.1. Deputy Director	CONHESS 14
1.2. Chief Physiotherapist	CONHESS 13
1.3. Assistant Chief Physiotherapist	CONHESS 12
1.4. Principal Physiotherapist	CONHESS 11
1.5. Senior Physiotherapist	CONHESS 09
1.6. Physiotherapist	CONHESS 08

S/N	Rank	Entry qualification	Duties	Salary Grade Level	CONH ESS	Next Level (CONHESS)
2	Deputy Director	1) By promotion of a suitable and confirmed Assistant Chief Physiotherapist after four years of satisfactory service.	1) Supervising the training programme of student Physiotherapists. 2) Taking charge of a number of Physiotherapy sections in a Teaching/Specialist in Department. 3) Assisting in the general administration	15	14	

			<p>of the Physiotherapy division.</p> <ol style="list-style-type: none"> 4) Evaluating current programmes and personnel performance. 5) Supervising research activities and heading a Branch. 6) Conducting patient rounds, in-service and other educational programmes. 			
3	Chief Physiotherapist	<ol style="list-style-type: none"> 2) By promotion of a suitable and confirmed Assistant Chief Physiotherapist after three years of satisfactory service. 	<ol style="list-style-type: none"> 1) Taking charge of a specialized unit within a Department. 2) Providing Consultancy services to related health institutions. 3) Training Physiotherapist under-going post-graduate studies in the Department. 4) Supervising a number of other specialized units within a town or nearby communities. 	14	13	Deputy Director
4	Assistant Chief Physiotherapist	<ol style="list-style-type: none"> 3) By promotion of a suitable and confirmed Principal Physiotherapist after three years of satisfactory service. 4) By direct appointment of a candidate possessing a good Honours Degree in Physiotherapy or equivalent qualification registrable with the Physiotherapy Board of Nigeria plus three years 	<ol style="list-style-type: none"> 1) Assisting the Chief Physiotherapist in the administration office section. 2) Carrying out research work and publishing research findings on patient care. 	13	12	Chief Physiotherapist

		post qualification cognate experience				
5	Principal Physiotherapist	<p>5) By promotion of a suitable and confirmed Senior Physiotherapist after three years of satisfactory service.</p> <p>6) By direct appointment of a candidate possessing a good Honours Degree in Physiotherapy or equivalent qualification registrable with the Physiotherapy Board of Nigeria plus six years post qualification cognate experience</p>	<p>1) Providing specialist leadership role for specific programme within his area of control.</p> <p>2) Carrying out research work and publishing findings on patient care.</p>	12	11	Assistant Chief Physiotherapist
6	Senior Physiotherapist	<p>7) By promotion of a suitable and confirmed Physiotherapist after three years of satisfactory service.</p> <p>8) By direct appointment of a candidate possessing a good Honours Degree in Physiotherapy or equivalent qualification registrable with the Physiotherapy Board of Nigeria plus three years post qualification cognate experience</p>	<p>1) Serving as a resource person for in-service and other educational programmes.</p> <p>2) Supervising the work of a number of subordinate staff</p> <p>3) Rendering policies and procedures.</p>	10	09	Principal Physiotherapist
7	Physiotherapist	By direct appointment of a candidate possessing a good Honours Degree in Physiotherapy or	1) Carrying out physiotherapeutic service under the supervision of a	09	08	Senior Physiotherapist

		equivalent qualification registrable with the Physiotherapy Board of Nigeria plus NYSC Discharge/Exemption certificate	licensed Physiotherapist 2) Implementing treatment programmes as directed by a licensed Physiotherapist. 3) Documenting and reporting patient's status and progress in accordance with departmental policy. 4) Participating in health Team Care including patient's discharge 5) Participating in ward round, ground and teaching rounds, in-service training other educational activities. 6) Ensuring compliance with the code of professional ethics of Nigeria Society of Physiotherapy and Medical Rehabilitation Therapist Registration Board and adherence to departmental policies and procedure.			
--	--	--	---	--	--	--

NURSING OFFICER CADRE

1.1	Deputy Director (Nursing)	CONHESS 14
1.2	Chief Nursing Officer	CONHESS 13
1.3	Principal Nursing Officer	CONHESS 11
1.4	Senior Nursing Officer	CONHESS 09
1.5	Nursing Officer I	CONHESS 08
1.6	Nursing Officer II	CONHESS 07
1.7	Nursing Officer III	CONHESS 06

S/N	Rank	Entry qualification	Duties	Salary Grade Level	CONH ESS	Next Level (CONHESS)
-----	------	---------------------	--------	--------------------	----------	----------------------

1	Deputy Director (Nursing)	1. By promotion of a confirmed and suitable Chief Nursing Officer after four (4) years of satisfactory service on the rank and must possess a minimum of Bachelor's Degree in Nursing Science from recognized Universities and must be a registered member of Nursing and Midwifery Council of Nigeria subject to successful interview.	2. Taking charge of a Section 3. Coordinating the activities of a number of units. 4. Advising on general nursing matters. 5. Participating in the formulation of general policies. 6. Relating with appropriate authorities in nursing service	15	14	
2	Chief Nursing Officer	By promotion of a confirmed and suitable Principal Nursing Officer after three years of satisfactory service.	1) aspect of primary health care. 2) Participating in the preparation of standard procedure patterns for health Institutions. 3) Evaluating performance for promotion or transfer purposes. 4) Assisting in organizing workshops, seminars etc. 5) Participating in reviewing department function and activities to achieve goals.	14	13	Deputy Director (Nursing)
4	Principal Nursing Officer	1. By promotion of a confirmed and suitable Senior Nursing Officer who has spent at least three years on the grade. 2. By direct appointment of a candidate	1. Performing general nursing duties. 2. Supervising the activities of number of subordinators. 3. Deploying and controlling staff in the Unit. 4. Assisting in training junior staff. 5. Participating in the formulation of policies on nursing matters. 6. Assisting in planning hospitals, structure, identifying and making recommendations for	12	11	Assistant Chief Nursing Officer

		possessing the qualification specified below plus at least 8 years post qualifications cognate experience.	<p>the procurement of hospital equipment.</p> <ol style="list-style-type: none"> 7. Providing and coordinating clinical learning experience. 8. Liaising with central administration in matters affecting staff. 9. Assisting in research duties. 10. Collating and assisting in writing reports. 			
5	Senior Nursing Officer	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Nursing Officer I who has spent at least three years on the grade. 2. By direct appointment of a candidate possessing the qualification specified below plus at least six years post qualification cognate experience. 	<ol style="list-style-type: none"> 1) Diagnosing and treating minor ailment. 2) Setting up intravenous infusions, suturing of lacerations and wounds, incision of superficial abscess. 3) Serving as a communicator. 4) Educating patients/clients on promotion and maintenance of good health. 5) Managing patients/client's care. 6) Counselling and giving psychotherapy care to patients/clients and relatives. 7) Supervising the activities of subordinates and students nurses. 8) Managing a ward. 9) Assessing and setting nursing care priorities for individual and group of clients b <ul style="list-style-type: none"> • Providing clients care utilizing resources. • Using nursing theory in making decision on nursing practice. • Using nursing practice in getting data for refining and extending that practice. 2. Supervising theoretical and empirical knowledge of physical behavioural sciences with nursing theory and practice. 3. Assessing health status and potentials and evaluating nursing care of individual, families and communities. 	10	09	Principal Nursing Officer

			<ol style="list-style-type: none"> 4. Evaluating the effectiveness of nursing intervention and revising it accordingly. 5. Taking responsibility for the choice of nursing action. 6. Evaluating research finding for applicability to nursing action. 7. Carrying out routine nursing activities. 			
6	Nursing Officer I	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Nursing Officer II who has spent at least three years on the grade. 2. By direct appointment of a candidate possessing a Bachelor Degree or its equivalent in related area(s) in Nursing and Registered Nurse (RN) and Registered (RM) 3. By direct appointment of Post-Intern Nurses. 	<ol style="list-style-type: none"> 1. Coordinating the activities of subordinate and supervising nurses and students nurses in the ward. 2. Assessing and setting nursing care priorities for individual and group of clients. 3. Assessing health status, potential, plans, implements and evaluating nursing care of individual, families and community. 4. Improving services to the clients by continually evaluating the effectiveness of nursing intervention and revising it accordingly. 5. Taking responsibility for the process and out-come of the care given to patients. 6. Liaising with the training school in respect to student nurses deployed for clinical experience. 7. Ensuring availability and proper use of equipment and instruments. 8. Supervising and ensuring proper record keeping. 9. Organizing orientation courses for nurses and educating them on new trends in nursing practice. 10. Liaising with other health team members. 11. Appraising the performance of nurses in the ward. 12. Assisting in research activities. 13. Establishing and main training inventory for audit purpose. 	09	08	Senior Nursing Officer

7	Nursing Officer II	<ol style="list-style-type: none"> 1) By promotion of a Nursing Officer III after three years of satisfactory service. 2) By direct appointment of a candidate possessing the Registered Nurse (RN) and post Basic Nursing qualification registerable by the Nursing and Midwifery Council of Nigeria. 	<ol style="list-style-type: none"> 1. Supervising Junior Staff 2. Collecting and distributing database of physiological, emotional, sociological, cultural, psychological and spiritual needs from available resources. 3. Identifying and documenting changes in health status which interferes with the client's ability to meet his basic needs. 4. Establishing nursing diagnoses based on client's needs. 5. Developing individual nursing care plan based on nursing diagnosis. 6. Identifying needs and establishing priorities for nursing. 7. Carrying our individualized plans of care in conjunction with other nursing staff. 8. Monitoring and evaluating nursing care. 9. Identifying and documenting methods of meeting client's needs, modifying plans of care of necessary and documenting changes. 10. Assisting in research activities in the unit. 	08	07	Nursing Officer I
8	Nursing Officer III	By direct appointment of a candidate possessing a single qualification of Registered Nurse (RN) or Registered Midwife (RM) Certificate registered by the Nursing and Midwifery Council of Nigeria	<ol style="list-style-type: none"> 1) Managing patients by assessing his/her history, interviewing him/her and the family members. 2) Planning care of the patients in order of priorities. 3) Informing Doctors about the patient whose health status indicates the need medical diagnosis and management. 4) Help patient/clients meet their needs e.g eating, drinking, respiration and discharge water. 5) Creating a therapeutic environment. 6) Organizing community Nursing Services. 7) Providing technical nursing care eg. Injection, wound dressing, medication etc. 	07	06	Nursing Officer II

			8) Keeping adequate records of patients, drugs instrument and equipment. 9) Maintaining and evaluating the effectiveness of care given to the patient/client. 10) Collecting and maintain accurate data for hospital statistics and research purposes			
	Direct Appointment to posts in Grade Level 12 and above.					

Direct appointments may also be made to posts in Grade Level 12 and above, but these will be preceded by specific advertisement at the instance of user-Ministries/Department, Promotions from such direct appointment to higher grades. Are subject to confirmation of appointment.

NURSE TUTOR CADRE

1.1	Chief Nurse Tutor	CONTISS 14
1.2	Deputy Chief Nurse Tutor	CONTISS 13
1.3	Assistant Chief Nurse Tutor	CONTISS 12
1.4	Principal Nurse Tutor	CONTISS 11
1.5	Senior Nurse Tutor	CONTISS 09
1.6	Nurse Tutor	CONTISS 08

Post	Entry Requirement and advancement within the cadre	Duties	SALARY GRADE LEVEL	CON TISS	Next Rank
Chief	By promotion of a confirmed and suitable Assistant Chief Nurse Tutor after a minimum of four years of satisfactory service	1) Teaching and supervising students in all areas of clinical experience. 2) Organizing, supervising and invigilating at examinations. 3) Coordinating and assisting in research studies. 4) Directing periodic review	15	14	

			<p>of school curriculum.</p> <p>5) Assisting in formulating and executing policies and programs and advising in general matters.</p> <p>6) Initiating the review of existing matters.</p> <p>7) Overseeing abreast of development in nursing services management at national and international levels and disseminating information on new developments.</p> <p>8) Supervising the preparation of annual estimates for Institution.</p>			
	Chief Nurse Tutor	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Assistant Chief Nurse Tutor after a minimum of three years of satisfactory service. 2. By direct appointment of a candidate possessing the qualifications specified in N/T below with a minimum of 12 years post qualification cognate experience. 	1) Identifying alternative methods of meeting clients? needs, modifying plans of care if necessary and documenting changes	14	13	
	Assistant Chief Nurse Tutor	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Principal Nurse Tutor after a minimum of three years of satisfactory service. 2. By direct appointment of a candidate possessing the 	1) Teaching and supervising students in all areas of clinical experience.		12	Chief Nurse Tutor

		qualification specified in N/T below with a minimum of nine years post qualification cognate experience.	<ol style="list-style-type: none"> 2) Organizing, supervising students and invigilating at examinations. 3) Conducting and assisting in research studies. 4) Performing guidance and counselling duties. 5) Coordinating selection/admission exercise 6) Appraising the activities of students. 7) Appraising the activities of subordinates. 8) Assisting in organizing in organizing the academic/staff welfare. 9) Collating the estimates from the units. 			
	Principal Nurse Tutor	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Senior Nurse Tutor after a minimum of three years of satisfactory service. 2. By direct appointment of a candidate possessing the qualifications specified in N/T below with a minimum of six years post qualification cognate experience. 	<ol style="list-style-type: none"> 1) Teaching and supervising students in all areas of clinical experience. 2) Coordinating/assisting in research studies. 3) Performing guidance and counselling duties. 4) Providing and coordinating clinical learning experience. 5) Giving advice on issues relating to 	12	11	Assistant Chief Nurse Tutor

			<p>admission of new intakes.</p> <p>6) Preparing financial estimates for the unit.</p> <p>7) Collating and assisting in writing reports etc.</p>			
Senior Nurse Tutor	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Nurse Tutor after a minimum of three years of satisfactory. 2. By direct appointment of a candidate possessing the qualifications specified in N/T below with a minimum of three years post qualification cognate experience. 	<ol style="list-style-type: none"> 1) Teaching and supervising students in all areas of clinical experience. 2) Supervising subordinate Nurse Tutors. 3) Preparing students for hospital and Nursing Council Final Examination and supervising at the examination. 4) Recommending and giving guidance to students on special courses. 5) Arranging educational visits for students and orientation programmes for newly employed staff. 	10	09	Principal Nurse Tutor	
Nurse Tutor (NT)	N/T By direct appointment of a candidate possessing B.Sc, the N.R.N. and N.R.M. or in the case of a male, the N.R.N. or the equivalents plus any of the following equivalent qualifications recognized by the Nursing Council	<ol style="list-style-type: none"> 1) Teaching and supervising student nurses and student midwives in accordance with the syllabus and 	09	08	Senior Nurse Tutor	

	of Nigeria and/or Midwives Board of Nigeria.	standards required by the Nursing and Midwifery Council of Nigeria.			
	i. Nursing Teachers' Certificate of Royal College of Nursing.	2) Taking Custody of teaching equipment.			
	ii. Sister Tutors' Certificate of the King's College of Household and Social Sciences.	3) Investigating, identifying, applying and recommending up-to-date and effective methods of teaching and learning.			
	iii. Sister Tutors' Certificate of the Batterse Polytechnic.	4) Participating in the selection and admission of Nurse Students.			
	iv. Sister Tutors' Diploma of the Queens College, London.	5) Giving guidance and counselling to students on nurse/patients relationship.			
	v. Midwifery Tutor's Diploma of the Royal College, Midwives.	6) Undertaking assessment of students' progress towards professional competence and maturity.			
	vi. Diploma in Nursing Education from College of Nursing, Australia/New Zealand.				
	vii. Certificate of International Course for Teachers of Nursing of the Royal College of Nursing, London.				
	viii. Commonwealth Nursing Teacher Certificate.				
	ix. A degree in Nursing from a recognized University.				

MEDICAL LABORATORY SCIENTIST CADRE

1.1	Deputy Chief Medical Laboratory Scientist	CONTISS 14
1.2	Assistant Chief Laboratory Scientist	CONTISS 13
1.3	Principal Laboratory Scientist	CONTISS 12
1.4	Senior Laboratory Scientist I	CONTISS 11
1.5	Senior Laboratory Scientist II	CONTISS 09
1.6	Medical Laboratory Scientist I	CONTISS 08
1.7	Medical Laboratory Scientist II	CONTISS 07

S/N	RANK	ENTRY QUALIFICATION	DUTIES	GRADE LEVEL	CONTISS	NEXT LEVEL
1	Deputy Chief Medical Laboratory Scientist	By promotion of a confirmed and suitable Assistant Chief Medical Laboratory Scientist who has spent at least four (4) years on the grade, subject to vacancy.	<ul style="list-style-type: none"> (1) Taking charge of the general administration of the laboratory. (2) Organizing, planning and ensuring the execution of training programme for laboratory staff. (3) Advising on policy matters relating to the Medical Laboratory technology. (4) Rendering appropriate report on the activities of the laboratory. (5) Maintaining technical data and records in the laboratory. (6) Budgeting and ordering for laboratory equipment and chemical reagents. 	15	14	
2	Assistant Chief Medical Laboratory Scientist	By promotion of a confirmed Principal Medical Laboratory Scientist I after three years of satisfactory service.	<ul style="list-style-type: none"> (1) Assisting in the administration of laboratory in the Section. (2) Assisting in rendering appropriate reports in the activities of the laboratories. (3) Assisting in coordinating the training programmes for Laboratory staff. (4) Performing any other duties assigned. 	14	13	Chief Medical Laboratory Scientist

3	Principal Medical Laboratory Scientist	<p>1. By promotion of a confirmed Senior Medical Laboratory Scientist I after three years of satisfactory service.</p> <p>2) By direct appointment of a candidate possessing Masters Degree in relevant Field(s) plus Fellowship Certificate of the Institute of Medical Laboratory Technologist (FIMLT) of Nigeria plus at least nine (9) years post qualification relevant experience</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>	13	12	Assistant Chief Medical Laboratory Scientist
4	Senior Medical Laboratory Scientist I	<p>(1) By promotion of a confirmed Senior Medical Laboratory Scientist II after three years of satisfactory service.</p> <p>(2) By direct appointment of a candidate possessing Masters Degree in relevant Field(s) plus Fellowship Certificate of the Institute of Medical Laboratory Technologist (FIMLT) of Nigeria plus at least seven (7) years post qualification relevant experience</p>	Same as above.	12	11	Principal Medical Laboratory Scientist

5	Senior Medical Laboratory Scientist II	<p>(1) By promotion of a confirmed Medical Laboratory Grade I three years of satisfactory</p> <p>(2) By direct appointment of a candidate possessing Masters Degree in relevant Field(s) plus Fellowship Certificate of the Institute of Medical Laboratory Technologist (FIMLT) of Nigeria with at least five (5) years post qualification relevant experience.</p>	<p>(1) Producing and testing Vaccines. (2)Producing special media for vaccines and diagnostic work.</p> <p>(3) Maintaining stains and cultures.</p> <p>(4) Caring and breeding Laboratory animals.</p> <p>(5) Taking charge of a number of Sub- Units of a Laboratory.</p> <p>(6) Indenting and Supplying Stores and equipment.</p> <p>(7) Organizing training for Junior Staff.</p> <p>(8) Supervising and coordinating the activities of a number of Laboratory Technologist and other Junior Staff.</p>	10	09	Senior Medical Laboratory Scientist I
6	Medical Laboratory Scientist I	<p>(1) By promotion of a confirmed Medical Laboratory Scientist II after three years of satisfactory service.</p> <p>(2) By direct appointment of a candidate possessing Master Degree in relevant field(s) plus Fellowship of the Institute of Medical Laboratory Technology of Nigeria with at least two (2) years post qualification cognate experience.</p>	<p>(1) Performing advanced tests in Medical Microbiology, Histopathology, Haematology, Chemical Pathology, Parasitology and Blood Transfusion.</p> <p>(2) Maintaining and carrying out minor repairs of laboratory equipment.</p> <p>(3) Indenting for Store and Medical equipment from Medical Store.</p> <p>(4) Taking charge of a large Hospital Laboratory Department and Blood Banks.</p> <p>(5) Assisting in the training and supervision of Junior Staff in the Laboratory.</p>	09	08	Senior Medical Laboratory Scientist II

7	Medical Laboratory Scientist II (Pupil/Internee)	By direct appointment of a candidate possessing Degree or HND from a recognized Institution plus Associate Membership of the Institute of Medical Laboratory Technologist (AIMLT) of Nigeria.	Performing under the supervision of Superior Officers, the following duties: (1) Preparing stains, reagents and sample media for cultivation of Bacteria to perform cross matching, compatibility test of Blood for Blood transfusion and simple serological tests. (2) Performing tests in Chemical Pathology, Histopathology, Hematology, Parasitology and Medical Microbiology. (3) Carrying out minor repairs of Laboratory equipment. (4) Carrying out quantitative simple chemical analysis of food, drugs cosmetics and medical devices. (5) Supervising the works of a number of Laboratory Staff in his Unit.	08	07	Medical Laboratory Scientist I
---	--	---	---	----	----	--------------------------------

DIETICIAN CADRE

1.1	Chief Dietician	CONTISS 14
1.1	Deputy Chief Dietician	CONTISS 13
1.3	Principal Dietician I	CONTISS 11
1.4	Principal Dietician II	CONTISS 09
1.5	Senior Dietician	CONTISS 08
1.6	Higher Dietician	CONTISS 07

S/N	Rank	Entry qualification	Duties	Grade Level	Salary Scale	Next Level
1	Chief Dietician	By promotion of a confirmed and suitable Deputy Chief Dietician who must possess a good Honours Degree in the relevant field(s) after four years of satisfactory	1. Taking charge of the section 2. Coordinating Nutrition Surveys and Research.	15	14	

		services subject to successful interview performance				
2	Deputy Chief Dietician	By promotion of a confirmed and suitable Principal Dietician I who has spent at least three years on the grade.	<ol style="list-style-type: none"> 1. Liaising with other bodies or departments where professional advice is required. 2. Organizing training programmes in the Unit. 	14	13	Chief Dietician
4	Principal Dietician I	<ol style="list-style-type: none"> 1. By promotion of a confirmed Principal Dietician Grade II who has spent at least three years on the grade. 2. By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division in relevant field(s) from a recognized Institution plus 6 years post qualification cognate experience 	<ol style="list-style-type: none"> 3. Supervising Nutrition Surveys. 4. Supervising the activities of a number of junior staff. 5. 	12	11	Assistant Chief Dietician
5	Principal Dietician II	<ol style="list-style-type: none"> 1. By promotion of a confirmed senior Dietician after three years of satisfactory service. 2. By direct appointment of a candidate possessing a good Honours Degree in relevant field(s) from a recognized Institution plus 3 years post qualification cognate experience 	<ol style="list-style-type: none"> 1. Taking charge of Nutrition Survey and Research. 2. Assisting in training Dieticians. 3. Organizing campaigns against malnutrition and planning School meals programme. 	10	09	Principal Dietician II
6	Senior Dietician	<ol style="list-style-type: none"> 1. By promotion of a confirmed Higher Dietician after three years of satisfactory service. 2. By direct appointment of a candidate possessing a good Honours Degree in relevant field plus two years post qualification cognate experience. 	<ol style="list-style-type: none"> 3. Supervising field work. 4. Maintaining records of food stuff price lists and advising on purchase 5. Educating the public through the mass media, woman organization etcetera on nutrition. 6. Training Dieticians and supervising the duties of junior staff in his unit. 	09	08	Dietician II

7	Higher Dietician	<ol style="list-style-type: none"> 1. By promotion of a confirmed Dietician after three years of satisfactory service. 2. By direct appointment of a candidate possessing Degree or HND in relevant field(s) from a recognized Institution. 	<ol style="list-style-type: none"> 1. Advising patients on nutrition and special diets. 2. Assisting in educating the public 3. Lecturing Nursing and para-medical staff 4. Vetting and adjusting menus when necessary. 	08	07	Senior Dietician
8	Dietician	By direct appointment of a candidate possessing the Ordinary (OND) National Diploma from a recognized Institution plus two years post qualification experience.	<ol style="list-style-type: none"> 1. Interpreting the scientific principles of nutrition to the human subject in health and in disease, hospitals, and social services and to a wide extent in industries and in teaching. 2. Taking part in planning and advising on the nutritional aspects of Hospital Dietary. 3. Working in consultation with Medical Officers on matters relating to special diets for patients. 4. Advising patients on nutrition and special diets. 	07	06	Higher Dietician

MEDICAL SOCIAL WELFARE OFFICER CADRE

1.1	Deputy Director	CONTISS 14
1.2	Chief Social Welfare Officer	CONTISS 13
1.4	Principal Social Welfare Officer	CONTISS 11
1.5	Senior Social Welfare Officer	CONTISS 09
1.6	Social Welfare Officer I	CONTISS 08
1.7	Social Welfare Officer II	CONTISS 07

S/N	Rank	Entry qualification	Duties	SALARY Grade Level	CONTISS	Next Level
1	Deputy Director	By promotion of a confirmed and suitable Chief Social Welfare Officer who has spent at least four years on the grade after a successful promotion interview.	<ol style="list-style-type: none"> 1. Taking charge of the administration of a Division/ the Department (States) 2. Taking responsibility for Social welfare development planning 3. Advising the Government on Social Welfare and related matters. 	15	14	

			4. Assisting in the administration of the Department.			
2	Chief Social Welfare Officer	By promotion of a confirmed and suitable Principal Social Welfare Officer who has spent at least three years on the grade.	<ol style="list-style-type: none"> 1. Coordinating the activities of a section in the Ministry. 2. Assisting in inter-State planning, research and training activities. 3. Taking responsibility for the administration of grants to voluntary social organizations. 4. Supervising activities in national emergency relief programmes. 5. Taking charge of matters relating to after-care services at national and state levels. 	14	13	<p>CONTISS 14</p> <p>Deputy Director/ Director (States)</p>
3	Principal Social Welfare Officer	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Senior Social Welfare Officer after three years of satisfactory service. 2. By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division in relevant field(s) from a recognized University plus at least 6 years post qualification cognate experience. 	<ol style="list-style-type: none"> 3. Supervising the activities of a number of junior officers. 4. Organizing seminars and conference for officers of voluntary organizations. 5. Coordinating the activities in any of the following:- <ul style="list-style-type: none"> • Education and Training • Rehabilitation • Research, Policy Formulation and Planning • Family and Child welfare Development • Counselling and corrections. • National/State Emergency Relief Agency • Care of the Elderly • Women Development • National/State Advisory 	12	11	<p>CONTISS 13</p> <p>Chief Social Welfare Officer</p>

			<p>Committee for Social Development.</p> <ul style="list-style-type: none"> • Community and Social Mobilization. • Voluntary Organization <p>6. Servicing any of the following National Bodies:-</p> <ul style="list-style-type: none"> • National/State Emergency Relief Agency • National/State Advisory Council for the Blind. • National/State Council of Rehabilitation of the Disabled. <p>7. Taking charge of Social Welfare Institution.</p>			
4	Senior Social Welfare Officer	<p>1. By promotion of a confirmed Social Welfare Officer Grade I after three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division (2²) in relevant field(s) from a recognized University plus at least 3 years post qualification cognate experience.</p>	<p>3. Editing and publishing magazines and newsletters on social welfare activities.</p> <p>4. Functioning as filed Inspector in an Operational area.</p> <p>5. Keeping Zonal/Local Government Register of Voluntary organizations.</p> <p>6. Assisting in processing data on matters related to social welfare.</p> <p>7. Liaising with voluntary organizations to ensure harmonized execution of Social Welfare programmes in the State(s)</p> <p>8. Compiling Sectional reports.</p> <p>9. Assisting in organizing the training programme for staff.</p>	10	09	<p>CONTISS 11</p> <p>Principal Social Welfare Officer</p>

			<p>10. Supervising and coordinating the activities of Voluntary and Social organizations.</p> <p>11. Organizing Remembrance Day Celebrations and other Social activities and the sale of Nigerian Emblem.</p> <p>12. Assisting in Servicing National and sub-National Committees on Social welfare matters.</p>			
5	Social Welfare Officer I	<p>1. By promotion of a confirmed and suitable Welfare Officer II after three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division (2²) in any of the Disciplines specified below (as in Social Welfare Officer II) plus at least one year post-qualification cognate experience.</p>	<p>1. Assisting in training junior staff</p> <p>2. Assisting in taking charge of a Social Welfare operational field or a group or projects such as resettlement schemes.</p> <p>3. Undertaking case work activities e.g. matrimonial cases, adult and juvenile probation, child guidelines, school social work etc.</p> <p>4. Enlightening Social Clubs and Voluntary Organization on national objectives and documenting Social Welfare Assistants.</p> <p>5. Organizing rehabilitation and emergency relief services.</p>	09	08	<p>CONTISS 09</p> <p>Senior Social Welfare Officer</p>
6	Social welfare Officer	By Direct appointment of a candidate possessing a degree or HND in Social Work or any of the relevant Social Sciences or Physical and Health Education obtained from a recognized Institution. Plus NYSC Discharge/exemption/exclusion.	<p>1. Functioning as Secretary to Social Welfare Advisory Committees.</p> <p>2. Assisting in taking charge of a Social Welfare Centre.</p> <p>3. Assisting in supervising the</p>	08	07	<p>CONTISS 08</p> <p>Social welfare Officer</p>

			<p>activities of social Clubs and Voluntary Organizations in a specified area.</p> <p>4. Collecting and classifying data on matters related to social welfare.</p> <p>5. Assisting in editing and publishing magazines and newsletter.</p> <p>6. Assisting in organizing rehabilitation and emergency services.</p>			
--	--	--	---	--	--	--

OPTOMETRIST CADRE

POSTS AND SALARIES

1.1	Deputy Director	-	CONHESS14
1.2	Chief Optometrist	-	CONHESS13
1.3	Assistant Chief Optometrist	-	CONHESS12
1.4	Principal Optometrist	-	CONHESS11
1.5	Senior Optometrist	-	CONHESS09
1.6	Optometrist	-	CONHESS08

S/N	RANK	ENTRY QUALIFICATION	Duties	SALARY GRADE LEVEL	CONHESS	NEXT RANK
1.	Deputy Director	By promotion of a confirmed and suitable Chief Optometrist who has spent at least four (4) years on the grade, subject to vacancy after a successful promotion interview.	<p>1) Taking charge of a Branch in the Department</p> <p>2) Initiating action on the review of Optometry policies and programmes.</p>		14	

			<ul style="list-style-type: none"> 3) Assisting in coordinating the training programmes for the staff 4) Assisting in the general administration of Optometry Department. 5) Coordinating Optometry services in eye clinic. 6) Participating in community/public health programmes etc. 			
2.	Chief Optometrist	By promotion of a confirmed and suitable Principal Optometrist I who has spent at least three (3) years of satisfactory service.	<ul style="list-style-type: none"> 1) Assisting in the supervision of the activities of junior staff. 2) Carrying out routine binocular assessment and correction 3) Supervising optical dispensing in a small eye clinic 4) Assisting in detecting ocular defects. 5) Carrying out comprehensive optometry services such as examining the eye using ophthalmoscopy to detect eye condition and making recommendations etc 		13	Deputy Director

3.	Assistant Chief Optometrist	<p>(1) By promotion of a confirmed and suitable Principal Optometrist II who has spent at least three (3) years of satisfactory service.</p> <p>(2) By direct appointment of a suitable candidate possessing the qualifications specified in serial number 1 plus at least ten (10) years post qualification cognate experience.</p>	<ol style="list-style-type: none"> 1) Assisting in the supervision of the activities of junior staff. 2) Carrying out routine binocular assessment and correction i.e. testing to ensure that both eyes are working together and if not, making correction by giving necessary treatment. 3) Taking charge of optical dispensing in a small eye clinic. 4) Managing Ocular infections 		12	Chief Optometrist
4.	Principal Optometrist	<p>(1) By promotion of a confirmed and suitable Senior Optometrist who has spent at least three (3) years of satisfactory service.</p> <p>(2) By direct appointment of a confirmed and suitable candidate possessing the qualifications specified in serial number 1 plus at least six (6) years post qualification cognate experience.</p>	<ol style="list-style-type: none"> 1) Supervising junior staff 2) Administering ocular first aid 3) Assisting in educating the public on ocular fit aid/vision problems. 4) Assisting in counseling patients on good health conditions and health habits such as taking food containing Vitamin 'A', palm oil, carrots, green vegetables, etc. 5) Carrying out refraction exercise on patient. 6) Carrying out 		11	Principal Optometrist I

			ocular infection exercise, etc			
5.	Senior Optometr ist	(1) By promotion of a suitable Optometrist who has spent at least three (3) years of satisfactory service. (2) By direct appointment of a confirmed and suitable candidate possessing the qualifications specified in serial number 6 below plus at least three (3) years post qualification Cognate experience.	1) Undergoing internship in an approved Government Hospital/Clinic and performing the following duties under supervision. 2) Administering ocular first aid 3) Conducting refraction on patient 4) Carrying out eye examination and recommendation on findings. 5) Managing ocular infections.		09	Principal Optometrist
6.	Optometr ist	By direct appointment of a candidate possessing a good Honours Degree in Doctor of Optometry from a recognized University or equivalent qualification registrable with the Optometrist and Dispensing Optician Board of Nigeria.	Performing the following duties under supervision: 1) Ocular/eye first aid which includes applying antibiotic in case of eye accident, etc. 2) Eye examination to detect anomalies and make appropriate recommendation. 3) Management of ocular infection such as treating of eye infection e.g. red eye, allergic eye, etc.	09	08	Senior Optometrist

PHARMACIST CADRE**POSTS AND SALARIES**

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

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY GRADE LEVEL	CONTISS	NEXT RANK
	Deputy Director, Pharmaceutical Services	By promotion of a confirmed and suitable Chief Pharmacist who has spent at least four (4) years on the grade, subject to vacancy and successful Interview	<ol style="list-style-type: none"> 1) Responsible to the Director, University Health Services. Coordinating day-to-day activities of Pharmacy Unit. Supervising the requisition form and supplies to all medical units. 2) Supervising the training programme for all Pharmacy Staff. 3) Taking charge of general administration of the Pharmacy Unit. 	15	14	Director, Pharmaceutical Services
	Chief Pharmacist	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Assistant Chief Pharmacist who has spent at least three (3) years on the grade. 	<ol style="list-style-type: none"> 1) Responsible to the Deputy Director, Pharmaceutical Services. Performing all the duties of the Deputy Director, Pharmaceutical Services whenever he is on casual or annual leave. 2) Performing any role assigned by the Deputy Director, Pharmaceutical Services. 	14	13	Deputy Director, Pharmaceutical Services
	Assistant Chief Pharmacist	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Principal Pharmacist who has spent at least three (3) years on the grade. 2. By direct appointment of a suitable candidate 	<ol style="list-style-type: none"> 1 Responsible to the Chief Pharmacist. 2 Taking charge of indents and controlling the Health Centres, Medical Stores and ensuring proper maintenance of Stock of all medical stores required by the Health Centre. 3 Controlling the activities 	13	12	Chief Pharmacist

		possessing additional qualification plus eleven (11) years post- graduation cognate experience, or holders of M.Sc. degree with seven (7) years post- graduation cognate experience.	of the Central Drug Store.			
	Principal Pharmacist	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Senior Pharmacist who has spent at least three (3) years on the grade 2. By direct appointment of a suitable candidate possessing the additional qualification plus nine (9) years post qualification cognate experience. 3. Holder of M.Sc. degree with five (5) years postgraduate cognate experience 	<ol style="list-style-type: none"> 1. Responsible to the Chief Pharmacist. 2. Taking charge of the preparation of certain sterile products such as transfusion solutions, ophthalmic drugs and ointment. 3. Manufacturing drugs and pharmaceutical such as sterile products, tablets and lozenges, external preparations and mouth washes on a largescale. 4. Supervising the training programme of staff. 	12	11	Assistant Chief Pharmacist
	Senior Pharmacist	<ol style="list-style-type: none"> (1) By promotion of a confirmed and suitable Pharmacist who has spent at least three (3) years on the grade. (2) By direct appointment of a suitable candidate possessing the qualifications specified in below plus at least six (6) years post qualification cognate experience. 	<ol style="list-style-type: none"> 1 Responsible to the Chief Pharmacist. 2 Performing inspection duties as provided under the Poison and Pharmacy Act, the Dangerous Drugs Act and the Food and Drugs Decree. 3 Making sample drug analysis and making the result available to the Police for prosecution purposes. 	10	09	Principal Pharmacist
	Pharmacist	(1) By direct appointment of a	Responsible to the Chief Pharmacist. (3) Supervising the Pharmacy in the	09	08	Senior Pharmacist

		<p>candidate possessing a good Honours Degree in Pharmacy registrable with the Pharmacist Registration Board of Nigeria.</p> <p>(2) Evidence of NYSC Discharge/exemption/exclusion certificate</p>	<p>Health Centre.</p> <p>(4) Dispensing prescription to in-and-out patients and keeping the prescription records as required by Law.</p> <p>(5) Preparing simple Pharmaceuticals such as mixtures, lotions and Syrups, etc.</p> <p>(6) Maintaining Stores and keeping relevant Store records.</p> <p>(7) Providing technical information and advice to professional staff of the Health Centre.</p> <p>(8) Controlling and issuing of drugs.</p> <p>(9) Carrying out routine analysis of drugs.</p>			st
--	--	--	---	--	--	----

PHARMACIST TECHNICIAN CADRE

1.1. Chief Pharmacy Technician

CONTISS 12

1.2. Assistant Chief Pharmacy Technician

CONTISS 11

1.3. Principal Pharmacy Technician

CONTISS 09

1.4. Senior Pharmacy Technician

CONTISS 08

1.5. Higher Pharmacy Technician

CONTISS 07

1.6. Pharmacy Technician

CONTISS 06

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY GRADE LEVEL	CONTISS	NEXT RANK
1	Chief Pharmacy Technician	By promotion of a confirmed and suitable Assistant Chief Pharmacy Technician who has spent at least three (3) years on the grade, subject to vacancy.	<p>(i) Assisting in the general administration of Pharmacy Unit in the University Health Centre.</p> <p>(ii) Coordinating the activities of a number of Pharmacy Technicians.</p> <p>(iii) Assisting the Pharmacist in the Central Medical Store or Laboratory.</p>	13	12	
2	Assistant Chief Pharmacy Technician	By promotion of a confirmed and suitable Principal Pharmacy Technician who has spent at least three (3) years on the grade.	<p>(i) Ensuring the proper care and replenishment of drugs at the Health Centre's Pharmacy.</p> <p>(ii) Maintaining the general supervision and control of staff.</p>	12	11	Chief Pharmacy Technician
3	Principal Pharmacy	(1) By promotion of a confirmed and	(i) Preparing simple dilution of Stock mixtures for use		09	Assistant Chief

	Technician	<p>suitable Senior Pharmacy Technician who has spent at least three (3) years on the grade.</p> <p>(2) By direct appointment of a suitable candidate possessing qualification specified in Pharmacy Technician below plus twelve (12) years post qualification cognate experience.</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>			Pharmacy Technician
4	Senior Pharmacy Technician	<p>(1) By promotion of a confirmed and suitable Higher Pharmacy Technician 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 in Pharmacy Technician below plus nine (9) years post qualification cognate experience.</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) Supervising the duties of subordinate staff in the Pharmacy.</p>		08	Principal Pharmacy Technician
5	Higher Pharmacy Technician	<p>(1) By promotion of a confirmed and suitable Pharmacy Technician who has spent at least three (3) years on the grade.</p> <p>(2) By direct appointment of a suitable candidate possessing the qualifications specified in</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>		07	Senior Pharmacy Technician

		Pharmacy Technician below plus at least six (6) years post qualification cognate experience.				
6	Pharmacy Technician	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 Institute of Medical Laboratory for Technician Cadre.	(i) Dispensing prescribed drugs under the supervision of a Pharmacist from the Central Store. (ii) Maintaining the cleanliness of the Pharmacy equipment.		06	Higher Pharmacy Technician

**RADIOGRAPHER CADRE
POSTS AND SALARIES**

1.1. Chief Radiographer	CONTISS 14
1.2. Deputy Chief Radiographer	CONTISS 13
1.3. Assistant Chief Radiographer	CONTISS 12
1.4. Principal Radiographer I	CONTISS 11
1.5. Principal Radiographer II	CONTISS 09
1.6. Senior Radiographer	CONTISS 08
1.7. Radiographer I/ Higher Radiographer	CONTISS 07

S/N	Post	Entry Qualification and advancement within the cadre	Duties	SALARY GRADE LEVEL	CONTISS	Next Rank
1	Chief Radiographer	By promotion of a Deputy Chief Radiographer who must possess a good Honours Degree and relevant professional certificate(s) in Radiography after four years of satisfactory	1) Preparing annual reports and yearly estimates for the Radiology Section.	15	14	

		service following a successful interview.	<ul style="list-style-type: none"> 2) Advising on all radiographic matters. 3) Coordinating radiographic activities in the Department. 			
2	Deputy Chief Radiographer	By promotion of a suitable Assistant Chief Radiographer after three years of satisfactory service.	<ul style="list-style-type: none"> 1) Ordering and receiving stores and equipment for X-Ray units. 2) Assisting in designing annual reports and yearly estimates for the Radiology Section. 3) Supervising radiographic activities in the Department. 	14	13	
3	Assistant Chief Radiographer	1. By promotion of a confirmed and suitable Principal Radiographer I after a minimum of three years satisfactory service.	<ul style="list-style-type: none"> 1) Organizing lectures for student Nurses in an area. 2) Indenting X-Ray equipment, films, contrast media etc. 3) Supervising the activities of a number of junior Radiographers. 	13	12	Chief Radiographer
4	Principal Radiographer I	<p>1. By promotion of a confirmed and suitable Principal Radiographer II after a minimum of three years satisfactory service.</p> <p>2. By direct appointment of a candidate possessing the qualifications specified in No. 7 (as in Radiographer I) plus at</p>	<ul style="list-style-type: none"> 1) Taking charge of a group of Hospital X-Ray Units at the headquarters or zone. 2) Taking charge of the training X-Ray Assistants and other junior staff in the Sections. 	12	11	Assistant Chief Radiographer

		least 9 years post qualification experience.				
5	Principal Radiographer II	<p>1. By promotion of a confirmed and suitable Senior Radiographer after a minimum of three years of satisfactory service</p> <p>2 By direct appointment of a candidate possessing the qualifications specified in No. 7 (as in Radiographer I) plus at least six years post qualification cognate experience.</p>	<p>1) Taking charge of a group of Hospital X-Ray-Ray Units at the headquarters or zone.</p> <p>2) Taking charge of the training X-Ray Assistants and Other junior staff in the Section.</p>	10	09	Principal Radiographer I
6	Senior Radiographer	<p>1. By promotion of a confirmed and suitable Radiographer I/Higher Radiographer after a minimum of three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing the qualifications specified in No. 7 below (Radiographer I) plus at least three years post qualification cognate experience.</p>	<p>1) Ensuring maintenance, servicing and storage of X-Ray apparatus and accessories.</p> <p>2) Training Darkroom Technicians and Assistants.</p> <p>3) Taking charge of X-Ray service in an area, Mobile or Static Mass Radiographic Unit.</p> <p>4) Organizing Lectures for student Radiographer and junior staff in the X-Ray Unit.</p>	09	08	Principal Radiographer I
7	Radiographer I	<p>1. By promotion of a confirmed and suitable Radiographer after a minimum of three years satisfactory service.</p> <p>2. By direct appointment of a candidate possessing a Good Honours Degree/HND in</p>	<p>1) supervising the activities of the junior staff in a Section</p> <p>2) taking care of X-Ray Films or Radiographs</p>	08	07	

		relevant field(s) from a recognized Institution.	3) checking and sorting X-Ray or Radiographs 4) Developing and filling radiographic examination for record purposes.			
8	Radiographer II	By direct appointment of a candidate possessing Diploma in Radiography or any other equivalent qualification from a recognized Institution.	1) Carrying out radiographic examination such as V.I.P. and cholecystography. 2) Assisting in Fluorographic examination of the gastro-intestinal tract, blood vessels and neuro investigations. 3) Taking care of X-Ray equipment 4) Assisting in developing and filling radiographic.	07	06	Radiographer I/ Higher Radiographer

**HEALTH SUPERINTENDENT CADRE
POST AND SALALIES**

1.1. Chief Health Superintendent	CONTISS 14
1.2. Deputy Chief Health Superintendent	CONTISS 13
1.3. Assistant Chief Health Superintendent	CONTISS 12
1.4. Principal Health Superintendent I	CONTISS 11
1.5. Principal Health Superintendent II	CONTISS 09
1.6. Senior Health Superintendent	CONTISS 08
1.7. Higher Health Superintendent	CONTISS 07
1.8. Health Superintendent	CONTISS 06

SN	Post	Method of entry and advancement within the cadre	Duties	SALARY GRADE	CONTISS	NEXT RANK
	Chief Health Superintendent	By promotion of a confirmed and suitable Chief Health Superintendent after a minimum	1) Taking charge of health activities	15	14	

		of four years of satisfactory service.	2) Coordinating the activities of subordinate staff			
	Deputy Chief Health Superintendent	By promotion of a confirmed and suitable Deputy Chief Health Superintendent after a minimum of three years of satisfactory service.	1) Compiling relevant periodic returns on patients and repairing reports	14	13	Deputy Chief Health Superintendent
	Assistant Chief Health Superintendent	By promotion of a confirmed and suitable Assistant Chief Health Superintendent after a minimum of three years of satisfactory service.	Same as below at higher level	13	12	Deputy Chief Health Superintendent
	Principal Health Superintendent I	1. By promotion of a confirmed and suitable Senior Health Superintendent after a minimum of three years of satisfactory service. 2. By direct appointment of a candidate possessing the qualification specified in H.S below with a minimum of 15 years post qualification cognate experience	1) Assisting in training subordinate. 2) Coordinating measures to control communicable diseases.	12	11	Assistant Chief Health Superintendent
	Principal Health Superintendent II	1. By promotion of a confirmed and suitable Senior Health Superintendent after a minimum of three years of satisfactory service. 2. By direct appointment of a candidate possessing the qualifications specified in HHS below with a minimum of six years post qualification cognate experience.	1) Taking charge of environmental health activities 2) Coordinating the work of the subordinate staff. 3) Taking charge of any specialized health unit such as health education, malaria control, school of hygiene	10	09	Principal Health Superintendent

			statistics, port health nutrition.			
	Senior Health Superintendent	<p>1. By promotion of a confirmed and suitable Higher Health Superintendent t after a minimum of three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing the qualification specified in HHS below with a minimum of three years post qualification cognate experience.</p>	<p>1) Taking charge of environmental health activities.</p> <p>2) Teaching in environmental health in training Institutions</p> <p>3) Organizing health education programme</p> <p>4) Assisting in initiating measures to control communicable diseases.</p> <p>5) Performing other related duties that may be assigned.</p>	09	08	
	Higher Health Superintendent	<p>1. By promotion of a confirmed and suitable Health Superintendent after a minimum of three years of satisfactory service.</p> <p>2. By direct appointment of candidate possessing HND or a good honors degree in relevant field(s) plus NYSC Discharge Certificate/Exclusion/Exemption Letter.</p>	<p>1) Supervising the work of the subordinate staff</p> <p>2) Inspecting factories for industrial health and food hygiene.</p> <p>3) Initiating measures to safeguard public health.</p> <p>4) Carrying out health education programmes.</p> <p>5) Compiling environmental health data and reports.</p>	08	07	
	Health Superintendent	By direct appointment of a candidate possessing NCE in relevant field(s)	<p>1) Performing preventive and environmental Health duties such as:</p> <ul style="list-style-type: none"> • Environmental situation • Health education 	07	06	Higher Health Superintendent

			<ul style="list-style-type: none"> • Control of communicable diseases • Port health duties • Meat and food inspection • Registering births and death • Collecting and processing health data. 			
--	--	--	--	--	--	--

HEALTH RECORDS OFFICER CADRE

1. Health Records Officer II	CONTISS 07
2. Health Records Officer I	CONTISS 08
3. Senior Health Records Officer	CONTISS 09
4. Principal Health Records Officer	CONTISS 11
5. Assistant Chief Health Records Officer	CONTISS 12
6. Deputy Chief Health Records Officer	CONTISS 13
7. Chief Health Records Officer	CONTISS 14

SN	Post	Method of entry and advancement within the cadre	Duties	SALARY GRADE	CON TISS	NEXT RANK
1.	Chief Health Records Officer	1. By Promotion of a suitable and confirmed Deputy Chief Health Record Officer after four years of satisfactory service.	<ol style="list-style-type: none"> 1. Taking charge of a Branch 2. Coordinating to training programmes of staff 3. Participating in policy formulation in all matters relating to health information, research and planning activities 	15	14	
	Deputy Chief Health Records Officer	2. By Promotion of a suitable and confirmed Assistant Chief Health Record Officer after three years of satisfactory service.	<ol style="list-style-type: none"> 1. Taking charge of a section 2. Developing and instituting methods for collection and 	14	13	Chief Health Records Officer

			<p>presentation of health information.</p> <ol style="list-style-type: none"> 3. Designing health records forms/formals 4. Monitoring and evaluating health information activities and programmes. 			
	Assistant Chief Health Records Officer	<ol style="list-style-type: none"> 3. By Promotion of a suitable and confirmed Principal Health Record Officer after three years of satisfactory service. 	<ol style="list-style-type: none"> 1. Establishing procedures for the control, processing, storage, retrieval and linkage of health information 2. Coordinating activities and supervising staff under him/her 	13	12	Deputy Chief Health Records Officer
	Principal Health Records Officer	<ol style="list-style-type: none"> 1. By promotion of a suitable and confirmed Senior Health Records Officer after three years of satisfactory service. 2. By direct appointment of a candidate possessing Masters Degree in Health records administration/Health Information Management or Bio Statistics from a recognized Institution plus 6 years post qualification experience. 	<ol style="list-style-type: none"> 1. Participating in the preparation of annual publication of Health Statistics Establishment, Manpower, Morbidity and Mortality information. 2. Responding to request from WHO and other international Agencies 	12	11	Assistant Chief Health Records Officer
	Senior Health Records Officer	<ol style="list-style-type: none"> 3. By promotion of a suitable and confirmed Health Records Officer I after three years of satisfactory service. 4. By direct appointment of a candidate possessing 	<ol style="list-style-type: none"> 1. Initiating medical records system programmes 2. Selecting best procedures applicable to medical records 	10	09	Principal Health Records Officer

		Masters Degree in Health records administration/Health Information Management or Bio Statistics from a recognized Institution plus three years post qualification cognate experience	statistics, diseases coding and classification 3. Supervising and participating in the in-service training of junior staff			
Health Records Officer I		5. By promotion of a suitable and confirmed Health Records Officer II after three years of satisfactory service. 6. By direct appointment of a candidate possessing Masters Degree in Health records administration/Health Information Management or Bio Statistics from a recognized Institution.	1. Compiling, analyzing and presenting vital and health statistics 2. Training and supervising junior staff 3. Implementing health records system programme	09	08	Senior Health Records Officer
Health Records Officer II		By direct appointment of a candidate possessing a good Honours Degree/ Diploma in Health records administration/Health Information Management or Bio Statistics from a recognized Institution.	1. Assisting in taking care of records of patients 2. Assisting in preparing patients folders preparatory for consultations. 3. Collation of data/records in the hospital	08	07	Health Records Officer I

**COUNSELLING PSYCHOLOGIST CADRE
POSTS AND SALARIES**

- 1.1. Chief Counselling Psychologist
- 1.2. Assistant Chief Counselling Psychologist
- 1.3. Principal Counselling Psychologist
- 1.4. Senior Counselling Psychologist I

- CONTISS 14
- CONTISS 13
- CONTISS 12
- CONTISS 11

1.5. Senior Counselling Psychologist II
 1.6. Counselling Psychologist I
 1.7. Counselling Psychologist II

CONTISS 09
 CONTISS 08
 CONTISS 07

S/N	RANK	ENTRY QUALIFICATION	DUTIES	GRADE LEVEL	CONTISS	NEXT RANK
	Chief Counseling Psychologist	By promotion of a confirmed and suitable Assistant Chief Counselling Psychologist who possesses a Good Honours Degree in Guidance and Counselling after four three years of satisfactory service following a successful interview.	Same as below	15	14	
	Assistant Chief Counseling Psychologist	By promotion of a confirmed and suitable Principal Counselling Psychologist after three years of satisfactory service.	<p>(i) Co-ordinating orientation of new and transferred students</p> <p>(ii) Providing academic/educational counseling</p> <p>(iii) Providing career/Vocational counseling</p> <p>(iv) Providing personal ? social and psychological counseling using tests.</p> <p>(v) Referring students to other professionals as the situation demands.</p> <p>(vi) Giving vocational skills, streaming into classes/ departments.</p> <p>(vii) Overseeing self help literacy projects of computer literacy in and outside school.</p>	14	13	Chief Counseling Psychologist

			(viii) Fellowshiping with students by arranging alumni association and encouraging them to contribute to progress and growth of the Alma Mater.			
	Principal Counselling Psychologist	<p>1) By promotion of a confirmed and suitable Senior Counselling Psychologist I after three years of satisfactory service.</p> <p>2) By direct appointment of a candidate possessing a good Honours Degree in Guidance and Counselling plus ten (10) years post qualification cognate experience.</p> <p>3) Possession of advanced degree will be an added advantage.</p>	<p>(i) Providing personal-social, psychological counseling.</p> <p>(ii) Handling cases of truancy, reproductive health counseling, personal social matters, parental problems, cases of stress, academic problems, placement and vocational skills.</p> <p>Assisting job seekers i.e Industrial Training jobs.</p> <p>(iii) (iv) Referring students to other professionals for best services</p>	13	12	Deputy Chief Counselling Psychologist
	Senior Counselling Psychologist I	<p>(1) By promotion of a confirmed and suitable Senior Counselling Psychologist II after three years of satisfactory service.</p> <p>(2) By direct appointment of a candidate possessing a good Honours Degree in Guidance and Counselling plus eight (8) years post qualification cognate experience.</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>	12	11	Principal Counselling Psychologist

	Senior Counselling Psychologist II	<p>(3) By promotion of a confirmed and suitable Counselling Psychologist I after three years of satisfactory service.</p> <p>(4) By direct appointment of a candidate possessing a good Honours Degree in Guidance and Counselling plus six (6) years post qualification cognate experience.</p>	Same as above plus academic and educational counseling using psychological tests	10	09	Senior Counselling Psychologist I
	Counselling Psychologist I	<p>(5) By promotion of a confirmed and suitable Counselling Psychologist II after three years of satisfactory service.</p> <p>(6) By direct appointment of a candidate possessing a good Honours Degree in Guidance and Counselling plus three (3) years post qualification cognate experience.</p>	Providing students with skills for adjustment to school environment, teaching and self-management academically, socially and economically.	09	08	Senior Counselling Psychologist II
	Counselling Psychologist II	By direct appointment of a candidate possessing a good Honours Degree in Guidance and Counselling or relevant fields in Education and Social Sciences plus NYSC Discharged Certificate/Exclusion/Exemption Letter.	Giving orientation to new and transferred students.	08	07	Counselling Psychologist I

NUTRITION OFFICER CADRE

1.1. Chief Nutrition Officer	CONTISS 14
1.2. Deputy Chief Nutrition Officer	CONTISS 13
1.3. Assistant Chief Nutrition Officer	CONTISS 12
1.4. Principal Nutrition Officer I	CONTISS 11
1.5. Principal Nutrition Officer II	CONTISS 09
1.6. Senior Nutrition Officer	CONTISS 08
1.7. Higher Nutrition Officer	CONTISS 07
1.8. Nutrition Officer	CONTISS 06

s/n	RANK	Method of entry and advancement within the cadre	Duties	Salary grade level	CON TISS	NEXT RANK
	Chief Nutrition Officer	By promotion of confirmed e and suitable Deputy Chief Nutrition Officer after three years of satisfactory service	<ol style="list-style-type: none"> 1) Taking charge of the Nutrition Unit 2) Directing Nutrition Surveys and Research. 3) Organizing and promoting conference on nutrition 4) Advising on nutrition matters. 	15	14	
1	Deputy Chief Nutrition Officer	1) By promotion of a confirmed and suitable Principal Nutrition Officer I after four years of satisfactory service.	<ol style="list-style-type: none"> 1) Assisting in the administration of the Unit 2) Advising on food and nutrition education policy 	14	13	Chief Nutrition Officer
2	Assistant Chief Nutrition Officer	<ol style="list-style-type: none"> 2) By promotion of a confirmed and suitable Principal Nutrition Officer II after three years of satisfactory service. 3) By direct appointment of a candidate possessing HND or Degree in Science Food and Applied Nutrition any other relevant discipline 	<ol style="list-style-type: none"> 1) Taking charge of extra-mural nutrition education campaigns in aid of victim of such diseases as diabetes, peptic ulcer, etc. 2) Compiling and perfecting receipts of local foods especially for infant feeding 	13	12	Deputy Chief Nutrition Officer

		with 12 years post qualification cognate experience.				
3	Principal Nutrition Officer I	<p>4) By promotion of a confirmed and suitable Principal Nutrition Officer II after three years of satisfactory service.</p> <p>5) By direct appointment of a candidate possessing HND or Degree in Food Science and Applied Nutrition or any other relevant discipline with 9 years post qualification cognate experience.</p>	<p>1) Assisting in compiling and perfecting receipts of local foods.</p> <p>2) Assisting in training and planning programmes.</p> <p>3) Coordinating the activities of a number of junior staff</p>	12	11	Assistant Chief Nutrition Officer
4	Principal Nutrition Officer II	<p>6) By promotion of a confirmed and suitable Senior Nutrition Officer after three years of satisfactory service.</p> <p>7) By direct appointment of a candidate possessing HND or Degree in Science Food and Applied Nutrition any other relevant discipline with 6 years post qualification cognate experience.</p>	<p>1) Taking charge of Nutrition surveys and research</p> <p>2) Advising on training methods of Nutrition Officers</p> <p>3) Taking charge of Nutrition activities in Offices and Institution</p>	10	09	Principal Nutrition Officer I
5	Senior Nutrition Officer	8) By promotion of a confirmed and suitable Higher Nutrition Officer after three years of satisfactory service.	<p>1) Educating the Public on Nutrition through Mass Media.</p> <p>2) Assisting in organizing nutrition surveys.</p>	09	08	Principal Nutrition Officer I

		9) By direct appointment of a candidate possessing HND or Degree in Food Science and Applied Nutrition or any other relevant discipline with 3 years post qualification cognate experience.	3) Supervising the activities of junior staff.			
6	Higher Nutrition Officer	10) By promotion of a confirmed and suitable Nutrition Officer after three years of satisfactory service. 11) By direct appointment of a candidate possessing HND or Degree in Food Science and Applied Nutrition or any other relevant discipline plus NYSC Discharge/Exclusion /Exemption letter	1) Assisting in supervising the work of Nutrition Assistant 2) Taking part in Nutrition surveys	08	07	Senior Nutrition Officer
7	Nutrition Officer	By Direct appointment of a candidate possessing N.R.N. or NRM or Diploma in Food Science and Applied Nutrition.	Carrying out duties as may be assigned by the superior officers	07	06	Higher Nutrition Officer

DENTAL TECHNOLOGIST CADRE

POSTS AND SALARIES

- 1.1. Senior Chief Dental Technologist
- 1.2. Chief Dental Technologist
- 1.3. Principal Dental Technologist I
- 1.4. Principal Dental Technologist II

- CONTISS 14
- CONTISS 13
- CONTISS 11
- CONTISS 09

1.5. Senior Dental Technologist
 1.6. Dental Technologist
 1.7.

CONTISS 08
 CONTISS 07

s/n	RANK	Method of entry and advancement within the cadre	Duties	SALARY GRADE LEVEL	CONTISS	NEXT RANK
1	Senior Chief Dental Technologist	By promotion of a confirmed and suitable Chief Dental Technologist after four years of satisfactory service subject to successful promotion Interview.	<ol style="list-style-type: none"> 1) Initiating the review of policies and programme on dental technology. 2) Advising charge of a Branch 3) Evaluating the performance of staff. 4) Disseminating information to subordinates 5) Liaising with manufacturer of dental products to ensure compliance with technology on standard and quality. 6) Paying regular visit to dental laboratories to assess standard of provided facilities and of professional practice available and report on findings. 7) Initiating the review of dental technology policies and programmes. 	15	14	
2	Chief Dental Technologist	1) By promotion of a confirmed and suitable Principal Dental Technologist	<ol style="list-style-type: none"> 1) Taking charge of a section. 2) Advising management on 	14	13	Senior Chief Dental Technologist

		<p>I after three years of satisfactory service.</p> <p>2) By Direct appointment of a candidate possessing a good Honours Degree of not below 2₂ or HND in Dental Technology from a recognized Institution plus twelve years post qualification cognate experience.</p> <p>Possession of Higher Degree would be an added advantage.</p>	<p>policy, professional and staff matters.</p> <p>3) Evaluating annual performances of staff under him</p> <p>4) Organizing seminars and courses for staff under him.</p> <p>5) Coordinating the activities of various sections and staff under him.</p> <p>6) Preparing annual budgets for the laboratory services.</p>			
3	Principal Dental Technologist I	<p>3) By promotion of a confirmed and suitable Principal Dental Technologist II after three years of satisfactory service.</p> <p>4) By Direct appointment of a candidate possessing a good Honours Degree of not below 2₂ or HND in Dental Technology from a recognized Institution plus nine years post qualification cognate experience.</p> <p>Possession of Higher Degree would be an added advantage.</p>	<p>1) Supervising the usage of materials and equipment by staff.</p> <p>2) Ordering of laboratory equipment and materials.</p> <p>3) Maintaining and providing technical data and records relating to the laboratory services for information purpose.</p> <p>4) Taking charge of quality control of technological services in his area of specialty.</p> <p>5) Supervising the activities of a number subordinates.</p> <p>6) Assisting in training junior staff.</p>	12	11	Chief Dental Technologist

4	Principal Dental Technologist II	<p>5) By promotion of a confirmed and suitable Senior Dental Technologist after three years of satisfactory service.</p> <p>6) By Direct appointment of a candidate possessing a good Honours Degree of not below 2₂ or HND in Dental Technology from a recognized Institution plus six years post qualification cognate experience.</p> <p>Possession of Higher Degree would be an added advantage.</p>	<p>1) Supervising the duties and activities of intern and NYSC Dental Technologist closely.</p> <p>2) Monitoring the progress and programme of jobs in the Laboratory against schedules.</p> <p>3) Identifying for laboratory supplies-materials and equipments available in the store.</p> <p>4) Designing and fabricating intricate prostheses in the area of chosen interest or specialty.</p> <p>5) Taking charge of administration of the centre in the absence of superior of higher officer.</p>	10	09	Principal Dental Technologist I
5	Senior Dental Technologist	<p>7) By promotion of a confirmed and suitable Dental Technologist after three years of satisfactory service.</p> <p>8) By Direct appointment of a candidate possessing a good Honours Degree of not below 2₂ or HND in Dental Technology from a recognized Institution plus three years post qualification cognate experience.</p>	<p>1) Fabricating immediate dentures.</p> <p>2) Fabricating acrylic dentures with clasps, olusal rests, tags and lingual bars.</p> <p>3) Setting up full dentures on fixed condylar path articulators for normal jaw-relationship and finishing for fitting.</p> <p>4) Overseeing duties of other staff under him.</p> <p>5) Striving for continuing education and</p>	09	08	Principal Dental Technologist II

			identifying himself with area of specialty of interest.			
6	Dental Technologist	By Direct appointment of a candidate possessing a good Honours Degree of not below 2 ₂ or HND in Dental Technology from a recognized Institution plus NYSC Discharge/Exclusion/Exemption Letter	<ol style="list-style-type: none"> 1) Providing the following basic services in Dental Technologist. 2) Taking charge of laboratory safety and health regulations. 3) Assessing and accepting impressions and other indices required for the fabrication or removable synthetic Resin Prosthese and casting all such impressions other than those for specialist attention such as Dies, Obturators, Crown and Bride Restoration, Skeleton metallic dentures, maxilla-facial prosthese, etc. 4) Fabricating all types of special trays for final impressions as may be required. 5) Fabricating of Bite-Occlusion-Rims for bite registration. 6) Handling normal and direct cases of Acrylic dentures fabrications without claps. 7) Carrying out repairs and addition on old acrylic dentures as applicable. 	08	07	Senior Dental Technologist

DENTAL THERAPIST CADRE**Post and Salaries**

1.1. Chief Dental Therapist	CONTISS 14
1.2. Deputy Chief Therapist	CONTISS 13
1.3. Principal Dental Therapist I	CONTISS 12
1.4. Principal Dental Therapist II	CONTISS 11
1.5. Senior Dental Therapist	CONTISS 09
1.6. Dental Therapist I	CONTISS 08
1.7. Dental Therapist II	CONTISS 07

S/ N	RANK	ENTRY QUALIFICATI ON	DUTIE S	SALAR Y GRAD E LEVEL	CONTI SS	NEXT RANK
	Chief Dental Therapist	By promotion of a confirmed and suitable Deputy Chief Dental Therapist after four years of satisfactory service.	1) Taking charge of the Dental Therapist Section 2) Coordinating the duties of all other Dental Therapist 3) Advising on related mates.	15	14	
	Deputy Chief Dental Therapist	By promotion of a confirmed and suitable Principal Dental Therapist I after three years of satisfactory service	1) Same as below	14	13	Chief Dental Therapist
	Principal Dental Therapist I	1) By promotion of a confirmed and suitable Principal Dental Therapist II after three years of satisfactory service.	1) Preparing schedule of duties for the Instructors 2) Supervising and training junior staff. 3) Giving lectures to students. 4) Assisting in the administration of the Section.	13	12	Deputy Chief Therapist
	Principal Dental Therapist II	2) By promotion of a confirmed and suitable Senior Dental Therapist after three years of satisfactory service. 3) By direct appointment of a candidate possessing any of the qualifications specified below (as in Dental Therapist II) plus 9 years post qualification cognate experience.	1) Taking stocks 2) Supervising the practical work of Dental Therapist-in-training 3) Coordinating the activities of a number of subordinates. 4) Supervising and assisting in training junior staff.	12	11	Principal Dental Therapist I
	Senior Dental Therapist	4) By promotion of a confirmed and	1) Educating the public on oral hygiene.	10	09	Principal Dental

		<p>suitable Dental Therapist I after three years of satisfactory service.</p> <p>5) By direct appointment of a candidate possessing any of the qualifications specified below (as in Dental Therapist II) plus 6 years post qualification experience.</p>	<p>2) Demonstrating how to deal with different cases such as fainted or epileptic patients.</p> <p>3) Giving lecturers on topics like material medicine instrumentation, tooth morphology and sterilization.</p> <p>4) Supervising the activities of a number of subordinates.</p>			Therapist II
	Dental Therapist I	<p>1) By promotion of a confirmed and suitable Dental Therapist II who has spent at least three years on the grade after three of satisfactory service.</p> <p>2) By direct appointment of a candidate possessing any of the qualifications specified below (as in Dental Therapist II) plus 3 years post qualification cognate experience.</p>	<p>1) Assisting in educating the public on oral hygiene.</p> <p>2) Teaching oral hygiene to orthodontic patients.</p> <p>3) Assisting in supervising practical work on paostom heads as well as on patients.</p> <p>4) Demonstrating how to deal with different cases such as fainted or epileptic patients.</p>	09	08	Senior Dental Therapist
	Dental Therapist II	<p>1) By direct appointment of a candidate possessing Higher National in Dental Hygiene from approved Health Institution.</p> <p>2) By direct appointment of a candidate who has successfully completed a four-year post WASC/SSSC training programme in an approved School of Dental Hygiene.</p>	<p>1) Selling and polishing teeth of patients directed to him/her by the dental Surgeon.</p> <p>2) Instructing patient on correct tooth brushing method.</p> <p>3) Carrying out oral hygiene for patient who are unable to do so themselves</p> <p>4) Taking care of maxilla-facial patients by cleaning spligs,irrigating and remove of back cement.</p>	08	07	Dental Therapist I

**ARCHITECT CADRE
POSTS AND SALARIES**

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

S/N	Rank	Entry qualification	Duties	SALARY Grade Level	CONTISS	Next Level
1	Deputy Architect	1. By promotion of a confirmed and suitable Chief Architect who has passed the Nigerian Institute of Architects examination of professional competence, fully registered by ARCON and spent at least four years on the grade.	<ol style="list-style-type: none"> 1. Preparation, checking and collation of briefs in liaison with user departments, architectural designs/drawings, plans and specifications for all building projects under maintenance works; 2. Supervision of buildings works and collation of progress reports on buildings under maintenance; 3. Interpretation of technical drawings and documents connected with projects for maintenance purposes; 4. Liaising regularly with Architects and other relevant professionals within and outside the department as may be necessary 5. Participating in the preparation of departmental budgets for projects to undergo maintenance works; 6. Providing full technical reports on tenders and contractors for such 	15	14	

			<p>projects under maintenance;</p> <ol style="list-style-type: none"> 7. Training of Architectural technicians on-the-jobs; 8. Providing professional and community services; 9. Carrying out other duties as may be assigned. 			
2	Chief Architect	<ol style="list-style-type: none"> 1 By promotion of a confirmed and suitable Principal Architect who has been fully registered by ARCON and after three years of satisfactory service 2 By direct appointment of a candidate who has been fully registered by ARCON and possesses any of the qualification specified in S/N 5 below plus at least 12 years post - qualification cognate experience. 	<ol style="list-style-type: none"> 1. Participating in architectural designs for major projects for the purpose of maintenance; 2. Serve as project Architect on projects earmarked for maintenance; 3. Participating in assessment of architectural design briefs for such maintenance projects; 4. Supervising draughtsman in producing working architectural drawings for such projects; 5. Carrying out other duties as may be assigned and provide professional and 6. Community services. 	14	13	Deputy Architect
3	Principal Architect	<ol style="list-style-type: none"> 1. By direct appointment of a candidate possessing any of the qualifications specified below with years 9 cognate experience and who has passed the Nigerian Institute of Architects examination of professional competence and fully registered by ARCON. 2. By promotion of a confirmed and suitable Senior Architect after three years of satisfactory service. 	<ol style="list-style-type: none"> 1. Carrying out architectural designs for major projects to be rehabilitated and service as Project Architect on major projects earmarked for maintenance; 2. Assessing architectural designs briefs for major projects which will undergo maintenance works and supervising draughtsman in producing working architectural drawings 	12	11	Chief Architect

			<p>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>			
4	Senior Architect	<p>8. By direct appointment of a candidate who has been provisionally registered by ARCON and possesses any of the qualification specified in S/N 5 below plus at least three years post -qualification cognate experience.</p> <p>9. By promotion of a confirmed and suitable Architect I who has been provisionally registered by ARCON after three years of satisfactory service.</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 services.</p> <p>6)</p>	10	09	Principal Architect
5	Architect I	<p>1. By direct appointment of a candidate possessing any of the following or equivalent qualifications registrable with ARCON:-</p> <p>i. Possessing a Bachelor of Science (B.Sc.) degree in Architecture obtained from an Institution recognized by ARCON.</p> <p>ii. Possessing a Bachelor of Architecture obtained from an Institution</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 purposes;</p> <p>3 Carrying out other duties as may be assigned and provide</p>	09	08	Senior Architect

		<p>recognized by ARCON.</p> <p>iii. Possessing a pass in the Final II Examination of the Nigerian Institute of British Architects. (5) A pass in the Final II Examination of the Royal Institute of British Architects.</p> <p>2) By promotion of confirmed and suitable Architect II after three years of satisfactory service.</p>	<p>professional and community services.</p>			
6	Architect II	<p>10. By direct appointment of a candidate possessing any of the following or equivalent qualifications registrable with the Architects Registration Council of Nigeria (ARCON)</p> <p>i. Possessing a Bachelor of Science (B.Sc.) degree or HND in Architecture obtained from a reputable Institution recognized by the Architect Registration Council of Nigeria</p> <p>ii. Possessing a pass in the Final I Examination of the Nigerian Institute of Architects (N.I.A.)</p> <p>iii. Possessing a pass in the Final I Examination of the Royal Institute of British Architects (R.I.B.A.).</p>	<p>1. Assisting in carrying out basic architectural designs for small scale projects under maintenance;</p> <p>2. Participating in the assessment of architectural design briefs for such maintenance works of small scale type;</p> <p>3. Carrying out other duties as may be assigned.</p>	08	07	Architect I

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

**BUILDING OFFICER CADRE
POSTS AND SALARIES**

1.1	Deputy Director	CONTISS 14
1.2	Chief Building Officer	CONTISS 13
1.3	Principal Building Officer	CONTISS 11
1.4	Senior Building Officer	CONTISS 09
1.5	Building Officer I	CONTISS 08
1.6	Building Officer II	CONTISS 07

S/N	RANK	ENTRY QUALIFICATION	DUTIES	GRADE LEVEL	CON TISS	NEXT RANK
1.	Deputy Director	By promotion of a suitable Chief Building Officer who has spent at least four years on the grade.	<ol style="list-style-type: none"> 1. Taking charge of the general administration of a Division/Department (States). 2. Assisting in the General Administration of the Department. 3. Liasing with professional bodies in building projects. 4. Advising on the formulation, execution and review of policies and programmes on matters relating to building projects (States). 	Grade Level 15	CON TISS 14	
2.	Chief Building Officer	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Assistant Principal Building Officer who has spent at least three years on the grade and fully registered with the Council of registered Builders of Nigeria (CORBON). 	<ol style="list-style-type: none"> 1. Ensuring proper execution of all Government building projects. 2. Taking part in execution of maintenance and construction works. 3. Scrutinizing progress reports on all projects and preparing periodical reports on them. 4. Coordinating the activities of a Section. 	Grade Level 14	CON TISS 13	Deputy Director
3.	Principal Building Officer	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Senior Building Officer who has spent at least three years on the grade, passed the professional 	<ol style="list-style-type: none"> 2. Monitoring and documenting all on-going Government Building Projects. 3. Supervising the training of junior Building Officers. 4. Carrying out building surveys and 	Grade Level 12	CON TISS 11	Chief Building Officer

		competence examination of the Nigeria Institute of Builders (MNIQB) and Registered with CORBON	recommending progress report, registers and planning methods. 5. Supervising the activities of supporting officers.			
4.	Senior Building Officer	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Building Officer Grade I who has spent at least three years on the grade. 2. By direct appointment of a candidate possessing the qualification specified in S/No. 7 below plus at least three (3) years post qualification cognate experience. 	<ol style="list-style-type: none"> 1. Participating in the planning, execution and control of all maintenance work. 2. Preparing programmes for preventive and routine maintenance of all public buildings. 3. Assisting in the training of Junior Building Officers and Supporting Staff. 4. Maintaining and updating Builder Register. 5. Supervising Government buildings under construction. 	Grade Level 10	CON TISS 09	Principal Building Officer
5.	Building Officer Grade I	<ol style="list-style-type: none"> 1. By advancement of a confirmed and suitable Building Officer Grade II who has successfully completed a two-year pupillage programme. 2. By direct appointment of a candidate possessing any of the following qualifications:- <ul style="list-style-type: none"> • A good Honours Degree in Building technology from a recognized University. • Corporate Membership of the Nigeria Institute of Builders (MNIQB). • Corporate Membership of the Chartered Institute of 	<ol style="list-style-type: none"> 3. Carrying out work study and analyzing estimates including productivity measurement. 4. Preparing materials, plant and labour schedules. 5. Participating in the planning, production and control of building projects. 6. Participating in the planning, production and control of furniture. 7. Supervising and monitoring projects under construction to ensure compliance with approved quality of materials. 	Grade Level 9	CON TISS 08	Senior Building Officer

		<p>Builders, England (MCIQB)</p> <ul style="list-style-type: none"> • Three years of post-qualification cognate experience. 				
6.	Building Officer II	<p>1. By direct appointment of a candidate possessing any of the following qualifications or their equivalents which are provisionally registerable with the Council of Registered Builders of Nigeria (CORBON):-</p> <ul style="list-style-type: none"> • A good Honours Degree of not below second class lower division (2²) or equivalent qualification in Building or HND in Building Technology from a recognized Institution. • A pass in the Final Part II Examination of the Nigeria Institute of Builders. • A pass in the Final Part II Examination of the Chartered Institute of Builders England. 	<p>1. Undergoing a two-year pupillage Programme and Performing the following duties under supervision:</p> <ul style="list-style-type: none"> • Preparing construction Programmes • Participating in the execution of all maintenance works. • Undertaking construction of all Government buildings • Supervising and monitoring Government projects. 	Grade Level 8	CON TISS 07	Building Officer I

TECHNICAL OFFICER CADRE

1.1 Chief Technical Officer

CONTISS 14

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

S/N	Post	Entry Qualification and advancement within the cadre	Duties	SALARY GRADE LEVEL	CONTI SS	Next Rank
1	Chief Technical Officer	By promotion of a suitably qualified Deputy Chief Technical Officer who must be in possession of a University Degree and must have spent four (4) years as a Deputy Chief Technical Officer	(1) Providing effective leadership to a technical section of a medium to large size organization (2) Planning, organizing and supervising on-the-job training for the various categories of technical staff. (3) Planning, organizing and supervising various aspects of specialized technical duties connected with the profession.	15	14	
2	Deputy Chief Technical Officer	(1) By promotion of a suitably qualified Assistant Chief Technical Officer who has spent at least three years on the post.	Same as below at higher level.	14	CONTI S 13	Chief Technical Officer
2	Assistant Chief Technical Officer	1) By promotion of a suitably qualified Principal Technical Officer who has spent three years on the post. 2) By direct appointment of a candidate possessing a good	1) Planning and supervises on-the-job training of lower-level technical officers and junior technical staff.		CONTI S 12	Chief Technical Officer

		Honours Degree or its equivalent in relevant field(s) plus 8 years post qualification cognate experience.	2) Planning, organizes and supervises various aspects of specialized technical connected with the profession.			
3	Principal Technical Officer	<p>(1) By promotion of a Senior Technical Officer who has spent a minimum of three years on the post.</p> <p>(2) By direct appointment of a candidate possessing a good Honours Degree or its equivalent in relevant field(s) plus 7 years post qualification cognate experience.</p> <p>(3)</p>	<p>(1) Planning and supervising on the-job training for junior Technical staff and lower level technical officers.</p> <p>(2) Taking charge of the technical section (or unit) of a professional department.</p> <p>(3) Organizing and supervise various aspects of specialized technical duties connected with the profession.</p> <p>(4) Ensuring proper inventory of jobs done, orders and supplies made, professional equipment and consumables used.</p>		CONTIS S 11	Assistant Chief Technical Officer
4	Senior Technical Officer	<p>(1) By direct appointment of a candidate possessing any of the following qualifications;</p> <p>(i) a good Honours Degree plus six years post qualification experience; OR</p> <p>(ii) a good HND with M.Tech. in same discipline plus a minimum of three years post qualification experience.</p> <p>(2) By promotion of a suitably qualified Higher Technical</p>	<p>(1) Carrying out various aspects of specialized technical duties related to the profession.</p> <p>(2) Training junior technical staff and lower level technologist.</p> <p>(3) Maintenance servicing of equipment</p>		CONTIS S 09	Principal Technical Officer

		Officer I who has spent a minimum of three years on the post.	and techno-materials used in the performance of professional duties			
5	Higher Technical Officer I	<p>(1) By direct appointment of a candidate possessing any of the following qualifications: (i) a good Honours Degree with minimum of three years post qualification experience; OR (ii) a good HND with M.Tech. in same discipline.</p> <p>(2) By promotion of a suitably qualified Higher Technical Officer II who has spent a minimum of three years on the post.</p>	Same as below.		CONTIS S 08	Senior Technical Officer
6	Higher Technical Officer II	<p>(1) By direct appointment of a candidate possessing a good Honours Degree or its equivalents</p> <p>(2) By promotion of a confirmed and suitable Technical Officer with OND in the relevant discipline with a minimum of three years satisfactory service on the post as technical officer.</p>	<p>(1) To undergo on-the-job training in various aspects of specialized technical duties of the profession for a period of two years.</p> <p>(2) Assisting in the proper maintenance of equipment used in various aspects of specialized technical duties of the profession.</p> <p>(4) Assisting in the maintenance of proper record of jobs done, supplies and orders etc</p> <p>Assisting in other technical and administrative duties as may be</p>		CONTIS S 07	Higher Technical Officer I

7.	Technical Officer	<p>(1) By promotion of a confirmed and suitable Assistant Technical Officer with a minimum of three (3) years satisfactory service on the post.</p> <p>(2) By direct appointment of a candidate possessing Ordinary National Diploma (OND) in relevant discipline.</p>	<p>(1) To undergo on-the-job training in various aspects of specialized technical duties of the profession for a period of two years.</p> <p>(2) Assisting in the proper maintenance of equipment used in various aspects of specialized technical duties of the profession.</p> <p>(3) Assisting in the maintenance of proper record of jobs done, supplies and orders, etc.</p> <p>(4) Assisting in other technical and administrative duties as may be assigned.</p> <p>(5) Providing relevant professional and community services.</p>	CONTISS 06	Higher Technical Officer II
----	-------------------	--	--	------------	-----------------------------

**MASTER CADRE (PRIMARY/SECONDARY)
POSTS AND SALARIES**

1.1	Head Master/Head Mistress/Principal	CONTISS 15
1.2	Assistant /Vice Head Master/Head Mistress/Principal	CONTISS 14
1.3	Principal Master I	CONTISS 13
1.4	Principal Master II	CONTISS 12
1.5	Senior Master I	CONTISS 11
1.6	Senior Master II	CONTISS 09
1.7	Master Grade I	CONTISS 08
1.8	Master II	CONTISS 07

S/N	Post	Entry Requirement and method of advancement	Duties	SALARY GRADE LEVEL	CONTISS	Next Rank
	Head Master/Head Mistress/Principal	By appointment of a suitable candidate possessing a Master's Degree in Education plus 15 years cognate experience after successful Interview. This appointment shall be for a tenure of five (5) years only.	(1) Supervises, organizes and coordinates the day-to-day running of the school. (2) Presides over meetings within the school. (3) Serves as Secretary with the Staff School Management Board, also attends the meetings with the University Management.	16	15	
	Assistant/Vice Head Master/Head Mistress/Principal	By promotion of a confirmed and suitable Principal Master I who must possess at a good Honours Degree in Education after four years of satisfactory service subject to successful promotion Interview.		15	14	Head Master/Head Mistress/Principal
	Principal Master I	By promotion of a confirmed and suitable Principal Master II after three years of satisfactory service.	The same as in Senior Master II and many deputies for the Head Teacher on appointment.		13	Head Master/Head Mistress
	Principal Master II	1. By promotion of a confirmed and suitable Senior Master I after a minimum	The same as in Master II except duties items (ii) and (iv) and chairs a Committee where other		12	Principal Master I

		<p>of three years of satisfactory service</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree in Education of not below second class lower division (2²) from a recognized Institution with at least nine years post qualification teaching experience or NCE with at least 12 years post qualification teaching experience.</p>	members are on proceeding ranks.			
	Senior Master I	<p>1. By promotion of a confirmed Senior Master II after a minimum of three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division (2²) from a recognized Institution with at least seven years post qualification</p>	The same as in Master III and chairs a Committee where other members are on Senior Master I, II and III.		11	Principal Master II

		teaching experience or NCE with at least ten years post qualification teaching experience.				
	Senior Master II	<p>1. By promotion of a suitable and confirmed Master I after a minimum of three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing a good first degree in Education from a recognized institution with at least six years post qualification teaching experience or N.C.E. with at least eight years post qualification teaching experience.</p>	The same as in Master III and chairs a Committee where other members are on Senior Master I, II and III.		09	Senior Master I
	Master Grade I	<p>1. By promotion of a confirmed and suitable Master Grade II after three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing a good</p>	The same as in Master III and chairs a Committee where other members are on Master II and III	09	08	Senior Grade Master II

		<p>first degree in Education from a recognized institution with at least three years post qualification teaching experience or N.C.E. with at least six years post qualification teaching experience or A.C.E. with at least nine years post qualification teaching experience.</p>				
	Master Grade II	<p>1. By promotion of a confirmed and suitable Master Grade III after three years of satisfactory services</p> <p>2. By direct appointment of a candidate possessing a good first degree in Education from a recognized institution or N.C.E. with at least three years post qualification teaching experience or A.C.E. with at least six years post qualification teaching experience.</p>	<p>The same as in Master II and chairs a Committee where other members are on Master III.</p>	08	07	Master Grade I

	Master Grade III	By direct appointment of a candidate possessing N.C.E. or A.C.E. or Teachers Grade II Certificate with at least three years post qualification experience.	<p>(1) Teaches the relevant subject and conduct examinations according to subject areas of specialization in the Curriculum.</p> <p>(2) Conducts general assembly according to the roster.</p> <p>(3) Keeps class records and maintenance of effective control and classroom management.</p> <p>(4) Conducts daily duties according to the roster and writes report.</p> <p>(5) Attends workshop and seminars and <i>ad hoc</i> Committees.</p> <p>(6) Attends workshop and seminars and subsequently coordinates the same within for colleagues.</p>	06	Master Grade II
--	------------------	--	---	----	-----------------

LIBRARY OFFICER CADRE

Posts and Salaries

1.1. Chief Library Officer	CONTISS 14
1.2. Deputy Chief Library Officer	CONTISS 13
1.3. Assistant Chief Library Officer	CONTISS 12
1.4. Principal Library Officer	CONTISS 11
1.5. Senior Library Officer I	CONTISS 09
1.6. Senior Library Officer II	CONTISS 08
1.7. Higher Library Officer	CONTISS 07
1.9. Chief Library Assistant/Library Officer	CONTISS 06

S/N	Rank	Entry qualification	Duties	Salary Grade Level	CON TISS	Next Level
-----	------	---------------------	--------	--------------------------	-------------	------------

	Chief Library Officer	By promotion of confirmed and suitable Deputy Chief Library Officer who must possess a good Honours Degree in Library Science plus a minimum of four years of satisfactory service as a Chief Library Officer after successful interview performance.	Cataloguing of books Answering Reference questions Classification of books Supervision of the unit in the absence of the Unit Head	15	14	
1	Deputy Chief Library Officer	By promotion of a confirmed and suitable Assistant Chief Library Officer who has spent at least three (3) years on the grade in the University, subject to vacancy.	Shift Heads and reporting on all members of the shift	14	13	
2	Assistant Chief Library Officer	1) By promotion of a confirmed and suitable Principal Library Officer who has spent at least three (3) years on the grade in the University.	Book selection from publishers catalogues Cataloguing of books Classification of books	13	12	
3	Principal Library Officer	1. By promotion of a confirmed and suitable Senior Library Officer I (with HND or Degree certificate in Library Science) who has spent at least three (3) years on the post in the University. 2. By direct appointment of a suitable candidate possessing a good Honours Degree in Library Science plus nine (9) years post qualification experience as Library Officer.	Shift Head and reporting on all members of the shift Cataloguing of books Recording of new journals into the Kadex	12	11	Assistant Chief Library Officer
4	Senior Library Officer I	1) By promotion of a confirmed and suitable Senior Library Officer II after three years of satisfactory service. 2) By direct appointment of a candidate possessing a good Honours Degree or Higher National Diploma	Receiving of New books from suppliers Supervision of photocopying services to students and staff (3) Shelving and Shelf Reading	10	09	Principal Library Officer

		(HND) in Library Science plus six years post qualification cognate experience.				
5	Senior Library Officer II	1) By promotion of a confirmed and suitable Higher Library Officer after three years of satisfactory service. 2) By direct appointment of a candidate possessing HND or a Good Honours Degree in Library Science plus three (3) years post qualification cognate experience as Higher Library Officer.	(3) Shelving and Shelf Reading	09	08	Senior Library Officer I
6	Higher Library Officer	1) By promotion of a confirmed and suitable Senior Library Officer II after three years of satisfactory service. 2) By direct appointment of a candidate possessing HND or a good Honours Degree in Library Science plus three (3) years post qualification cognate experience as Library Officer.	(3) Shelving and Shelf Reading	08	07	Senior Library Officer II
7	Chief Library Assistant/ Library Officer	By promotion of a Principal Library Assistant after 3 years of satisfactory service.	Supervises subordinate staff. Trains subordinate staff. Carries out library duties as may be assigned.	07	06	Higher Library Officer

**SUPERINTENDENT OF BINDERY CADRE
POSTS AND SALARIES**

1.1	Chief Superintendent of Bindery	CONTISS 14
1.2	Deputy Chief Superintendent of Bindery	CONTISS 13
1.3	Assistant Chief Superintendent of Bindery	CONTISS 12
1.4	Principal Superintendent of Bindery	CONTISS 11
1.5	Senior Superintendent of Bindery	CONTISS 09

- 1.6 Higher Superintendent of Bindery/Senior Bindery Officer CONTISS 08
 1.7 Superintendent of Bindery/ Higher Bindery Officer CONTISS 07
 1.8 Assistant Superintendent of Bindery/Foreman Bindery/Bindery Officer CONTISS 06

S/N	Post	Basic Entry qualification and Method of Entry and advancement within the cadre	Duties	SALARY GRADE LEVEL	CONTISS	Next Rank
1.	Chief Superintendent of Bindery	1. By promotion of a confirmed Assistant Chief Superintendent of Bindery after four years of satisfactory service.	1) Scrutinizing and identifying technical problems that may arise in the course of production	15	14	
2.	Deputy Chief Superintendent of Bindery	1. By promotion of a confirmed Assistant Chief Superintendent of Bindery after three years of satisfactory service. 2. By direct appointment of a candidate possessing the qualifications specified in No. 6 (below) plus a minimum of 12 years post qualifications cognate experience.	1. Supervising and training junior operators on the job.	14	13	Chief Superintendent of Bindery
3.	Assistant Chief Superintendent of Bindery.	1. By promotion of a confirmed Principal Superintendent of Bindery after three years of satisfactory service. 2. By direct appointment of a candidate possessing	Same as below	13	12	Chief Superintendent of Bindery

		the qualifications specified in No. 6 (below) plus a minimum of 9 years post qualifications cognate experience.				
4.	Principal Superintendent of Bindery	<p>1. By promotion of a confirmed Senior Superintendent of Bindery/Senior Bindery Officer after three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing the qualifications specified in no. 6 (below) plus a minimum of 7 years post qualifications cognate experience.</p>	Carrying out routine duties as may be assigned.	12	11	Assistant Chief Superintendent of Bindery.
5.	Senior Superintendent of Bindery	<p>1. By promotion of a confirmed Higher Superintendent of Bindery/Senior Bindery Officer after three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing the qualifications specified in No. 6 (below) plus a minimum of 5 years post qualifications cognate experience.</p>	2. Carrying out minor repairs and routine maintenance of binding equipment of		09	Principal Superintendent of Bindery

6.	Higher Superintendent of Bindery/ Senior Bindery Officer	<p>1. By promotion of a confirmed and suitable Superintendent of Bindery/Higher Bindery Officer after a minimum of three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree of not below second class lower division in relevant field plus 3 years post qualification experience.</p>	Operating machines for mechanical setting, casting, stripping of negatives and positives, machine-minding, sewing and binding.		08	Senior Superintendent of Bindery
7.	Superintendent of Bindery/ Higher Bindery Officer	<p>1. By promotion of a confirmed Assistant Superintendent of Bindery/Foreman/ Bindery Officer after a minimum of three years.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree or HND in relevant field from a recognized Institution plus 3 years cognate experience and NYSC Discharge/ Exemption/Exclusion Certificate</p>	Operating less complicated machines and equipment in use in the production and book binding.		07	Higher Superintendent of Bindery/ Senior Bindery Officer

8.	Assistant Superintendent of Bindery/ Foreman Bindery/ Bindery Officer	<ol style="list-style-type: none"> 1. By promotion of a confirmed Principal Bindery Assistant after three years of satisfactory service 2. By direct appointment of a candidate who possesses OND in relevant field. proficiency in computer operation will be added advantage with 3 years cognate experience. 3. By promotion of a Principal Bindery Assistant after 3 years of satisfactory service 	<ol style="list-style-type: none"> 1. Training in the operation and maintenance of printing and book-binding equipment. 2. Training on printing-machine and plants repair and maintenance. 		06	Superintendent of Bindery/ Higher Bindery Officer
----	---	---	--	--	----	---

**HALL SUPERVISOR CADRE
POSTS AND SALARIES**

1.1. Chief Hall Supervisor	CONTISS 14
1.2. Deputy Chief Hall Supervisor	CONTISS 13
1.3. Assistant Hall Supervisor	CONTISS 12
1.4. Principal Hall Supervisor I	CONTISS 11
1.5. Principal Hall Supervisor II	CONTISS 09
1.6. Assistant Principal Hall Supervisor	CONTISS 08
1.7. Senior Hall Supervisor	CONTISS 07

S/N	Post	Entry Qualification	Duties	Salary grade level	CONTISS	Next Rank
-----	------	---------------------	--------	--------------------	---------	-----------

1.	Chief Hall Supervisor	By promotion of a Deputy Chief Hall Supervisor who possesses a good Honours Degree from a recognized University after four years of satisfactory service and following successful interview performance.	<ol style="list-style-type: none"> 1) Develops, manages and trains his staff to be able to deliver and maintain quality service to their students. 2) He must be able to train adequate staffing level in order to have a good ratio of staff to Students. 	15	14	
2.	Deputy Chief Hall Supervisor	<ol style="list-style-type: none"> 1. By promotion of a confirmed Assistant Hall Supervisor after three years of satisfactory service. 3. By direct appointment through advertisement and interview of a candidate who possesses qualification as specified in No. 2 (as in Assistant Chief Hall Supervisor) below plus 10 years post qualification 4. NYSC Discharge/Exemption/Exclusion Certificate 	<ol style="list-style-type: none"> 1) A hostel manager is responsible for managing and leading a team that provides services to a hostel. He ensures that all customers have a comfortable and safe stay in the hostel. 2) He makes sure that everything works properly, especially those that need electricity and water like the rooms, dining hall and the bathrooms. 3) Makes sure that everything works properly, especially those that need electricity and water like the rooms, reading 		13	Chief Hall Supervisor

			hall and the bathrooms.			
5.	Assistant Chief Hall Supervisor	<p>1. By promotion of a confirmed Principal Hall Supervisor after three years of satisfactory service.</p> <p>2. By direct appointment through advertisement and Interview of a candidate who possesses qualifications specified No. 3 below (Principal Hall Supervisor I) below plus 7 years post qualification cognate experience and NYSC Discharge/Exemption/Exclusion Certificate</p>	Perform the duties as specified below at higher level		12	Chief Hall Supervisor
6.	Principal Hall Supervisor I	<p>1. By promotion of a confirmed Assistant Principal Hall Supervisor after a minimum of three years of satisfactory</p> <p>2 By direct appointment through advertisement and Interview of a candidate possessing qualification as specified in No. 6 (as in Principal Hall Supervisor II) below plus 5 years post qualification cognate experience and NYSC Discharge/Exemption /Exclusion Certificate</p>	1) Arranges for first-aid in case of any emergency and arrange for hospitalization of student/staff, if required.		11	Assistant Chief Hall Supervisor

7.	Principal Hall Supervisor II	<p>1. By promotion of a confirmed Assistant Principal Hall Supervisor after three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing qualifications as specified in No. 7 (as in Assistant Principal Hall Supervisor) below plus 5 years post qualification cognate experience.</p>	<p>1. Reports to the Director in case of any indiscipline or misbehavior by the students.</p> <p>2. Looks into the grievances/complaints of the students if found genuine.</p>		09	Principal Hall Supervisor I
8.	Assistant Principal Hall Supervisor	<p>1. By promotion of a confirmed Senior Hall Supervisor after three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree or HND in relevant field(s) plus 4 years post qualification cognate experience NYSC Discharge/Exemption /Exclusion Certificate</p>	<p>1. Looks after the quality of food served in the hostels.</p> <p>2. Keeps strict discipline among students of the hostels.</p>		08	Principal Hall Supervisor II
9.	Senior Hall Supervisor	<p>1. By promotion of a confirmed Hall Supervisor after three years of satisfactory service.</p> <p>1. By direct appointment of a candidate possessing HND or Degree in relevant field with a</p>	<p>1. Responsible for allotment of rooms to the students.</p> <p>2. Responsible for maintenance of the hostels.</p>		07	Assistant Principal Hall Supervisor

		<p>minimum of three (3) years post qualification cognate experience.</p> <p>2. NYSC Discharge/Exemption Certificate</p>				
10	Hall Supervisor	<p>1. By promotion of a confirmed Assistant Hall Supervisor after a minimum of three years of satisfactory service.</p> <p>2. By direct appointment of a candidate who holds A/L GCE/NABTEB with not less than 2 papers at a sitting or 3 papers at two sittings plus 3 years post qualification cognate experience.</p>			06	Senior Hall Supervisor

*** Hall Supervisor with University Degree or its equivalent shall be promoted from PHS on CONTISS 11 to CHS on CONTISS 13 while the non-degree or HND holders will maintain the normal progression of the cadre.**

SECRETARIAL CADRE

POSTS AND SALARIES

1.1. Chief Confidential Secretary	CONTISS 14
1.2. Deputy Chief Confidential Secretary	CONTISS 13
1.3. Assistant Chief Confidential Secretary	CONTISS 12
1.4. Principal Confidential Secretary I	CONTISS 11
1.5. Principal Confidential Secretary II	CONTISS 09
1.6. Senior Confidential Secretary	CONTISS 08
1.7. Confidential Secretary I	CONTISS 07
1.8. Confidential Secretary II	

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
	Deputy Chief Confidential Secretary	By promotion of a Deputy Chief Confidential Secretary who possesses a University Degree after 4 years of	Supervising and coordinating the work of number subordinates.	14	

		satisfactory service subject to successful interview			
1	Deputy Chief Confidential Secretary	By promotion of a suitable Assistant Chief Confidential Secretary who has spent a minimum three years on the grade.	(i) Same as above (ii) Performing other duties as may be assigned.	CONTISS 13	
2	Assistant Chief Confidential Secretary	By promotion of a Principal Confidential Secretary I who has spent a minimum of three years on the grade.	Same as above.	CONTISS 12	Chief Confidential Secretary
3	Principal Confidential Secretary I	By promotion of a Principal Confidential Secretary II who has spent a minimum of three years on the grade.	Same as above.	CONTISS 11	Assistant Chief Confidential Secretary
5	Principal Confidential Secretary II	By direct appointment of a candidate possessing HND or a good Honours Degree in Secretarial Studies including 120/50 wpm in Shorthand/Typewriting from a recognized Secretary/Technical institution plus six years experience. 2. By promotion of a confirmed and suitable Senior Confidential Secretary after a minimum of three years satisfactory service.	(1) Performing at higher level, the same duties specified above.	CONTISS 09	Principal Confidential Secretary I
6	Senior Confidential Secretary	1. By direct appointment of a candidate possessing a good Honours Degree in Secretarial Studies plus 3 years post qualification experience. 2. By promotion of a confirmed and suitable Confidential Secretary I after a minimum of three years of satisfactory service.	(1) Providing secretarial services including word processing and assist the leadership of units in the routine Administrative and other duties. (2) Keeping proper custody of records and office equipment and supervising subordinates to ensure efficient running and cleanliness of the unit. Carrying out other duties as may be assigned and providing professional and community service	CONTISS 08	Principal Confidential Secretary II
7	Confidential Secretary I	1. By direct appointment of a candidate possessing HND or a good Honours Degree in Secretarial Studies plus 100/50wpm in Short/Typewriting.	(1) Carrying out secretarial duties, including typing, shorthand and word-processing. (2) Assisting the leadership of units in day-to-day workforce and other administrative duties including	CONTISS 07	Senior Confidential Secretary

		2. By promotion of a confirmed and suitable Confidential Secretary II after a minimum of three years of satisfactory service.	cleanliness of the units, taking minutes of meetings and keep custody of unit records and office equipment. (3) Carrying out other duties as may be assigned, and providing some professional and community service.		
8	Confidential Secretary II	By direct appointment of a candidate possessing any of the following qualifications: (a) A/L GCE/NABTEB plus 100/50 wpm in Shorthand/Typewriting. (b) OND in Secretarial Studies from a recognized Secretarial/Technical institution By promotion of a confirmed and suitable Confidential Secretary III after three years of satisfactory service.	(1) Providing secretarial assistance such as taking dictation in shorthand and reproducing them in typed scripts. (2) Receiving visitors, enquiries and telephone calls on behalf of the Officer to whom he/she is attached. (3) Performing office routine associated with the duties indicated above. (4) Training subordinate staff. (5) Supervising subordinate staff.	CONTISS 06	Confidential Secretary I

N/B: Candidate for appointment *must* be computer literate.

EXECUTIVE OFFICER CADRE

1.1. Chief Executive Officer	CONTISS 14
1.2. Deputy Chief Executive Officer	CONTISS 13
1.3. Assistant Chief Executive Officer	CONTISS 12
1.4. Principal Executive Officer I	CONTISS 11
1.5. Principal Executive Officer II	CONTISS 09
1.6. Senior Executive Officer	CONTISS 08
1.7. Higher Executive Officer	CONTISS 07
1.8. Executive Officer	CONTISS 06

S/N	Post	Entry Requirements	Duties	SALARY GRADE LEVEL	CON TISS	Next Rank
	Chief Executive Officer	By promotion of a suitable Deputy Chief Executive Officer after a minimum of three 4 years of satisfactory service who must have obtained a University Degree subject to	Supervising and coordinating the activities of a number of Junior Staff.	15	14	

		successful interview performance.				
	Deputy Chief Executive Officer	By promotion of a suitable Assistant Chief Executive Officer after a minimum of three years satisfactory service.	<ol style="list-style-type: none"> 1) Assisting in the preparation and coordination of annual manpower budgets. 2) Carrying out administrative and other duties as may be assigned. 	14	13	Chief Executive Officer
	Assistant Chief Executive Officer	By promotion of a suitable Principal Executive Office I after a minimum of three years of satisfactory service.	<ol style="list-style-type: none"> (1) Assisting in the preparation of manpower budget. (2) Coordination, supervision and execution of specific programmes. (3) Carrying out administrative and other duties as may be assigned. 	13	12	Chief Executive Officer
	Principal Executive Officer I	<ol style="list-style-type: none"> 1. By promotion of a confirmed Principal Executive Officer II after three years of satisfactory service. 2. By direct appointment of a candidate possessing a good Degree plus 9 years post qualification cognate experience 	<ol style="list-style-type: none"> 1. Assisting in the supervision of defined functions. Assisting in the planning, execution and supervision of specific programmes. 2. Carrying out other administrative duties 		11	Assistant Chief Executive Officer

			as may be assigned.			
	Principal Executive Officer II	<p>1. By promotion of a confirmed and suitable Senior Executive Officer after a minimum of three years.</p> <p>2 By direct appointment of a candidate possessing a good Honours Degree in relevant fields plus 6 three years post qualification cognate experience and NYSC Discharge/Exemption/Exclusion Certificate</p>	<p>(1) Taking charge of specified subject(s) or assignment with little or no supervision in a Unit.</p> <p>(2) Assisting in the establishment and maintenance of accurate staff information system.</p> <p>Carrying out any other administrative duties as may be assigned.</p>		09	Principal Executive Officer I
	Senior Executive Officer	<p>1. By promotion of a confirmed Higher Executive Officer after three years of satisfactory</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree or HND in relevant fields plus 3 three years post qualification cognate experience and NYSC Discharge/Exemption/Exclusion Certificate</p>	<p>1. Taking charge of specified subjects within a Unit of the University.</p> <p>2. Supervision the work of a number of officers in a Unit</p> <p>3. Carrying out other duties as may be assigned.</p>		08	Principal Executive Office II

Higher Executive Officer		<p>1. By promotion of a confirmed Executive Office after a minimum of three years.</p> <p>2. By direct appointment of a candidate possessing a good honours</p> <p>(i) A degree/Higher National Diploma (HND) from a recognized Institution plus three years cognate experience.</p>	<p>(1) Taking charge, under supervision of specified assignment within a Section of the University and applying rules and regulations.</p> <p>(2) Carrying out other administrative duties as may be assigned.</p> <p>Any other duties as may be assigned.</p>		07	Senior Executive Officer
Executive Officer		<p>1) By direct appointment of a candidate with; OND or GCE / NABTEB ,A/L in two subjects at one sitting or three subjects at two sittings plus five (5) years working experience</p> <p>2) By promotion of a confirmed suitable Assistant Chief Clerical Officer/Assistant Executive Officer with the qualifications in (i) or (ii) above after three years of satisfactory service.</p>	<p>3) Supervising subordinate staff.</p> <p>4) Taking charge of a small Registry (Correspondence or Records).</p> <p>5) Training subordinate staff.</p> <p>6) Maintaining discipline among subordinate staff among other duties as may be assigned.</p>		06	Higher Executive Officer

EXTRA-MURAL COURSE ORGANIZER CADRE

1.1	Chief Course Organizer	CONTISS 14
1.2	Deputy Chief Course Organizer	CONTISS 13
1.2	Assistant Chief Course Organizer	CONTISS 12
1.3	Principal Course Organizer I	CONTISS 11
1.4	Principal Course Organizer II/Principal Extra-Mural Organizer II	CONTISS 09

1.5	Senior Course Organizer/ Senior Extra-Mural Course Organizer	CONTISS 08
1.6	Higher Extra-Mural Course Organizer	CONTISS 07
1.7	Course Organizer/ Extra-Mural Course Organizer	CONTISS 06

S/N	Post	Entry Requirement	Duties	SALARY GRADE LEVEL	CONTISS	Next Rank
	Chief Course Organizer	By promotion of suitable and confirmed Deputy Chief Course Organizer who possesses a good Honours Degree in Adult Education after four years of satisfactory service following successful interview.	Coordinating and supervising subordinate staff.	15	14	
	Deputy Chief Course Organizer	By promotion of a confirmed and suitable Assistant Chief Course Organizer after three years of satisfactory service	Same as below at higher level	14	13	Chief Course Organizer
	Assistant Chief Course Organizer	<ol style="list-style-type: none"> By promotion of a suitable Principal Extra-Mural Course Organizer I after a minimum of three years of satisfactory service. By direct appointment of a candidate possessing a good Honours Degree in Adult Education plus nine (9) years post qualification cognate experience. 	To organize, register, prepare students for O'Level, Advanced Level and PUTME	13	12	Chief Course Organizer
	Principal Course Organizer I	1. By promotion of a confirmed and suitable Principal Course Organizer/Principal Extra Mural Course Organizer II after three	To organize, register, prepare students for O'Level, Advanced Level and PUTME	12	11	Assistant Chief Course Organizer

		<p>years of satisfactory service.</p> <p>By direct appointment of a candidate possessing a good Honours Degree in Adult Education plus seven (7) years post qualification cognate experience.</p>				
	Principal Course Organizer II/ Principal Extra-Mural Organizer II	<p>1. By promotion of a confirmed Senior Course Organizer/ Senior Extra-Mural Course Organizer after a minimum of three years of satisfactory Service</p> <p>By direct appointment of a candidate possessing a good Honours Degree in Adult Education plus five (5) years post qualification cognate experience.</p>	Carrying out routine duties as may be assigned.	10	09	Principal Course Organizer I
	Senior Course Organizer/ Senior Extra-Mural Course Organizer	<p>1. By promotion of a confirmed and suitable Higher Course Organizer/Higher Extra-Mural Course Organizer after a minimum of three years of satisfactory service.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree in Adult Education plus</p>	Carrying out routine duties as may be assigned.	09	08	Principal Course Organizer II/ Principal Extra-Mural Organizer II

		three years post qualification cognate experience.				
	Higher Course Organizer/ Higher Extra-Mural Course Organizer	1 By promotion of a confirmed Course Organizer/Extra-Mural Course Organizer after three years satisfactory service. 2. By direct appointment of a candidate possessing a degree in Adult Education from a recognized University or Diploma in Adult Education with at least three years post qualification experience. An evidence of NYSC discharge certificate/ exemption letter/ Exclusion certificate.	Same as below	08	07	Senior Course Organizer/ Senior Extra-Mural Course Organizer
	Course Organizer/ Extra-Mural Course Organizer	By direct appointment of a candidate possessing the N.C.E. or Diploma in Adult Education.	Performing routine duties under supervision	07	06	Higher Course Organizer/ Higher Extra-Mural Course Organizer

**CULTURAL OFFICER CADRE
POSTS AND SALARIES**

1.1. Chief Cultural Officer	CONTISS 14
1.2. Deputy Chief Cultural Officer	CONTISS 13
1.3. Assistant Chief Cultural Officer	CONTISS 12
1.4. Principal Cultural Officer	CONTISS 11
1.5. Senior Cultural Officer	CONTISS 09
1.6. Higher Cultural Officer I	CONTISS 08
1.7. Higher Cultural Officer II	CONTISS 07

S/N	RANK	ENTRY QUALIFICATION	DUTIES	Salary	CONTISS	NEXT RANK
-----	------	---------------------	--------	--------	---------	-----------

				Grade level	
2.	Chief Cultural Officer	By appointment only of a candidate possessing a Master's Degree in relevant field plus 15 years cognate experience after a successful interview.	<ol style="list-style-type: none"> 1. Taking charge of a Division/Department (States) 2. Assisting in advising the government on cultural policy formulation. 3. Assisting in taking charge of the administration of the department. 4. Advising on matters relating to formulation and execution of cultural policies and programmes (States) 		CONTI SS 14
	Deputy Chief Cultural Officer	By promotion of a confirmed Assistant Chief Cultural Officer after three years of satisfactory service.	<ol style="list-style-type: none"> 1. Assisting in the co-ordination of staff training and development. 2. Coordinating the final preparation of Departmental Annual Reports. 3. Monitoring the Departmental assistance to Arts and Drama 4. Assisting in co-ordinating the research functions of the Department. 5. Representing the Department at local festivals. 		13 Chief Cultural Officer
	Assistant Chief Cultural Officer	By promotion of a confirmed Principal Cultural Officer after three years of satisfactory service.	<ol style="list-style-type: none"> 1. Coordinating cultural developments throughout the States of the Federation. 2. Liaising with the Institute of African Studies and Centres for Cultural Studies of the universities and other bodies interested in culture and its development. 3. Assisting in the administration of a Section. 		CONTI SS 12 Deputy Chief Cultural Officer

			4. Coordinating the necessary duties in respect of signing of protocols and execution of all cultural exchange programmes.			
	Principal Cultural Officer	<ol style="list-style-type: none"> 1. By promotion of a confirmed and suitable Cultural Officer Grade I who has spent at least three years on the grade. 2. By direct appointment of a candidate possessing a good Honours Degree in any of the Courses listed below (as in Higher Cultural Officer II) plus 6 years post qualification cognate experience. 	<ol style="list-style-type: none"> 1. Giving professional advice to Artistes, Craftsmen and Cultural Groups 2. Preparing cultural agreement and accords with friendly foreign countries. 3. Providing information on cultures in countries with which Nigeria has cultural agreements. 4. Planning and executing workshops and seminars on visual arts. 		CONTISS 11	Assistant Chief Cultural Officer
	Senior Cultural Officer	<ol style="list-style-type: none"> 1. By promotion of a confirmed Cultural Officer I after three years of satisfactory service. 2. By direct appointment of a candidate possessing Master Degree in any of the Courses listed below (as in Higher Cultural Officer II) plus 3 years post qualification experience. 	<ol style="list-style-type: none"> 1. Organizing and supervising cultural festivals in close liaison with the States Arts Councils. 2. Training Junior Staff 3. Codifying and processing information on activities of foreign cultural organizations in Nigeria. 4. Arranging for local and international exhibitions. 		CONTISS 09	Principal Cultural Officer
	Higher Cultural Officer I	<ol style="list-style-type: none"> 1. By promotion of a confirmed Cultural Officer II after three years of satisfactory service. 2. By direct appointment of a candidate possessing a good Honours Degree in any of the Courses listed below (as in Higher Cultural Officer II) 	<ol style="list-style-type: none"> 1. Organizing dancing and theatrical groups and assisting in improving their artistes' skills. 2. Documenting Festivals of Arts and Exhibitions, Cultural Conferences and Seminars. 3. Seeing to the welfare of Artistes during performances on the theatre. 4. Researching into plays and general dramaturgy. 		CONTISS 08	Senior Cultural Officer

	Higher Cultural Officer II	By direct appointment of a candidate possessing a good Honours Degree or Higher National Diploma in Religion, Fine & Applied Arts, Music, Theatre Arts, Archeology & Tourism, Igbo & Cultural Studies from a recognized Institution plus NYSC Discharge Certificate/exemption/Exclusion Certificate.	<ol style="list-style-type: none"> 1. Collecting information on Arts and Culture from various sources. 2. Organizing Arts and Cultural exhibitions. 3. Serving as Secretary of the Festival of Arts Committee. 4. Compiling useful bio-data on prominent and budding Nigerian Artistes and research materials collected in readiness for publication. 		CONTISS 07	Higher Cultural Officer I

**SECURITY OFFICER CADRE
POSTS AND SALARIES**

6.1. Chief Security Officer	CONTISS 15
6.2. Deputy Chief Security Officer	CONTISS 14
6.3. Assistant Chief Security Officer	CONTISS 13
6.4. Principal Security Officer I	CONTISS 12
6.5. Principal Security Officer II	CONTISS 11
6.6. Senior Security Officer	CONTISS 09
6.7. Security Officer	CONTISS 08
1.8. Assistant Security Officer I/ Chief Patrol Supervisor	CONTISS 07
1.9. Assistant Security Officer II/Senior Patrol Supervisor	CONTISS 06

S/N	RANK	ENTRY QUALIFICATION	DUTIES	CON TISS	NEXT RANK
	Chief Security Officer	By Direct Appointment Of an ex- service man not below the rank of Deputy superintendent of Police or equivalent rank IN other armed forces or Bachelor Degrees in Law, Psychology or Social Work with a minimum of 12 years relevant security experience. This appointment shall be for a tenure of five (5) years.	Supervising and coordinating the work of a number of subordinates.	15	
	Deputy Chief	1. By promotion of a confirmed and outstanding	Same as below	14	Chief Security Officer

	Security Officer	Assistant Chief Security Officer after a minimum of three years. 2. By direct appointment of a candidate possessing the qualifications specified in ASO (below) with a minimum of eight years post qualification cognate experience.			
	Assistant Chief Security Officer	1. By promotion of a confirmed and suitable Principal Security Officer I after a minimum of three years. 2. By direct appointment of a candidate possessing the qualifications specified in ASO (below) with a minimum of six years post qualification cognate experience.	(1) Taking charge of recruitment and discipline of Security Staff. (2) Carrying out other duties as may be assigned.	CON TISS 13	Deputy Chief Security Officer
	Principal Security Officer I	1. By promotion of a confirmed and suitable Principal Security Officer II after a minimum of two years 2. By direct appointment of a candidate possessing the qualifications specified in ASO (below) with a minimum of eight years post qualification cognate experience	The same as in Principal Servicemen not below rank of Superintendent of Police or its equivalent in the Armed Forces with not less than ten (10) years experience and other relevant qualifications on the job with evidence.	CONTI SS 12	Assistant Chief Security Officer
	Principal Security Officer II	1. By promotion of a confirmed and suitable Senior Security Officer after a minimum of three years. 2. By direct appointment of a candidate possessing the qualifications specified in ASO (below) with a minimum of eight years post qualification cognate experience.	1) 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 be assigned, and provide professional and community service.	CON TISS 11	Principal Security Officer I
	Senior Security Officer	1. By promotion of a confirmed and Assistant Security Officer I after a minimum of three years.	1) Playing a major role in general Supervision, discipline and welfare of subordinate Security Staff.	CON TISS 09	Principal Security Officer II

		2. By direct appointment of a candidate possessing the qualifications specified in ASO (below) with a minimum of six years post qualification cognate experience.	2) Carrying out other duties as may be assigned, and provide professional and Community service.		
Security Officer		1. By promotion of a confirmed and suitable Assistant Security Officer II after a minimum of three years. 2. By direct appointment of a candidate possessing the qualification specified in ASO (below) with a minimum of three years post qualification cognate experience.	(1) Assisting in organizing training programs for subordinate security staff and security enlightenment programmes on crime detection and prevention. (2) Carrying out other duties as may be assigned, and provide professional and community service.	CON TISS 08	Senior Security Officer
Assistant Security Officer I/ Chief Patrol Supervisor		1. By promotion of a confirmed and outstanding Patrol Supervisor after a minimum of three years. 2. By direct of a candidate possessing (ASO) the West African School Certificate or General Certificate of Education in four subjects obtained at a sitting or five subjects obtained at two sittings with English plus a minimum of six years experience as an Assistant Superintendent of Police or equivalent rank in the Federal Prisons Service.	(1) Protecting life and property within the University and its environs, monitor, and prevent potential criminal and cult activities. (2) Investigating crimes and write situation reports, prevent trespass in the University, issue identity cards and retrieve at points of surrender sub-unit. (3) Carrying out other duties as may be assigned, and provide professional and Community Service.	CON TISS 07	Security Officer
Assistant Security Officer II/Senior Patrol Supervisor		1. By promotion of a confirmed and outstanding Patrol Supervisor after a minimum of three years. 2. By direct of a candidate possessing (ASO) the West African School Certificate or	(1) Advising on Security matters. (2) Coordinating and Supervising the activities of subordinate staff.	CON TISS 06	Assistant Security Officer I/ Chief Patrol Supervisor

	General Certificate of Education in four subjects obtained at a sitting or five subjects obtained at two sittings with English plus a minimum of six years experience as an Assistant Superintendent of Police or equivalent rank in the Federal Prisons Service.			
--	---	--	--	--

Advancement to Chief Security Officer on CONTISS 15 is by appointment only

TECHNOLOGIST CADRE

POSTS AND SALARIES

1.1. Senior Chief Technologist	CONTISS 14
1.2. Chief Technologist (Lab Science)	CONTISS 13
1.3. Assistant Chief Technologist (Lab Science)	CONTISS 12
1.4. Principal Technologist/ Principal Lab. Scientist	CONTISS 11
1.5. Senior Technologist/ Senior Lab	CONTISS 09
1.6. Technologist I/ Lab Scientist I	CONTISS 08
1.7. Technologist I/ Lab Scientist II	CONTISS 07
1.8. Senior Assistant Technologist	CONTISS 06

Post	Method of entry and advancement within the cadre	Duties	Salary grade Level	CON TISS	NEXT RANK
Senior Chief Technologist	By promotion of a confirmed and suitable Chief Technologist (Lab Science) after a minimum of four years.	<ul style="list-style-type: none"> (i) Providing technical leadership in a medium-to-large size academic department. (ii) Organizing and supervise student practical classes. (iii) Developing new experimental methods and techniques for use in student practical classes. (iv) Preparation and processing of orders for supply of technical materials, equipment, chemicals, 	15	14	Principal Chief Technologist

			<p>consumables, etc. for research and teaching programmes.</p> <p>(v) Planning and organizing periodic maintenance, servicing and calibration of teaching and research equipment</p>			
	Chief Technologist (Medical/ Science)	By promotion of a confirmed and suitable Assistant Chief Technologist (Lab Science) after a minimum of three years.	<p>(vi) Providing technical leadership in a medium-to-large size academic department.</p> <p>(vii) Organizing and supervise student practical classes.</p> <p>(viii) Developing new experimental methods and techniques for use in student practical classes.</p> <p>(ix) Preparation and processing of orders for supply of technical materials, equipment, chemicals, consumables, etc. for research and teaching programmes.</p> <p>(x) Planning and organizing periodic maintenance, servicing and calibration of teaching and research equipment</p> <p>and instruments.</p> <p>(xi) Maintenance of</p>	14	13	Senior Chief Technologist

			<p>proper inventory for technical materials, instruments, equipment, consumables used for teaching and research programmes.</p> <p>(xii) Carrying out other specialized technical and administrative duties as may be assigned.</p> <p>(xiii) Performing relevant professional and community services.</p>			
	Assistant Chief Technologist (Medical/Science)	By promotion of a confirmed and suitable Principal Technologist/ Principal Lab. Scientist	<p>i. Providing on-the-job training and supervise Junior Technical Staff and other lower level Technologists.</p> <p>ii. Taking charge of a Technical Section (Unit) of an Academic Department.</p> <p>iii. Organize and supervise students? practical classes.</p> <p>iv. Developing new experimental methods and technique for use in students? practical classes.</p> <p>v. Preparation of technical materials, specimens</p>	13	12	Chief Technologist (Medical/Science)

			<p>vi. chemical reagents, equipment, etc. required for students? practical classes and research projects. Preparation of orders for supplies of technical materials, equipment, consumables, etc. for research and teaching programmes.</p> <p>vii. Periodic maintenance, servicing and calibration of instruments and 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</p>			
--	--	--	---	--	--	--

			community services.			
	Principal Technologist/ Principal Medical Lab. Technologist	<p>1. By promotion of a confirmed and suitable Senior Technologist/Senior Medical Lab. Technologist.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree/HND in relevant field(s) registrable under Institute of Science Laboratory Technology with eight years post qualification cognate experience.</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; Preparation of Technical materials, specimens, Chemical reagents, equipment, etc. for student for practical classes and 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</p>	12	11	Assistant Chief Technologist (Medical/Science)

			<p>(vii) research. 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 as may be assigned.</p> <p>(xi) Provide relevant professional and community services.</p>			
	Senior Technologist/ Senior Lab. Technologist I	<p>1. By promotion of a confirmed and suitable Technologist I/Medical Lab. Technologist after a minimum of three years.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree/HND in relevant</p>	I. Preparation of Technical materials, specimens, chemical reagents, equipment etc. for student experiments as well as for experimental research	10	09	Principal Technologist / Principal Medical Lab. Technologist

		<p>field(s) registrable under Institute of Science Laboratory Technology with six years post qualification experience.</p>	<p>I. projects. Preparation of experimental set up and assemblies for student practical classes and research project.</p> <p>I. Assisting in the development of new experimental methods and techniques for use in practical classes and research projects.</p> <p>7. Assisting in the experimental research project works both for postgraduate and departmental research.</p> <p>7. Assisting final year students in their experimental research project work.</p> <p>I. Preparation of orders for supply of technical materials, equipment and consumables.</p> <p>I. Periodic maintenance servicing and calibration of instruments used for teaching and research.</p> <p>I. Maintenance of proper inventory</p>			
--	--	--	--	--	--	--

			of technical materials, equipment and consumables required for teaching and research.			
Technologist I/ Medical Lab. Technologist I	<p>1. By promotion of a confirmed and suitable Technologist II/ Lab. Scientist after three years of satisfactory service</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree/HND in relevant field(s) registrable under Institute of Science Laboratory Technology with three years post qualification cognate experience.</p>	<p>(i) Assisting in the preparation of technical materials, equipment, instruments, chemical reagents and sample specimens for student Practical Classes.</p> <p>(ii) Assisting in the preparation of experimental set-ups and assemblies for student practicals.</p> <p>(iii) Assisting in the organization and supervision of student practical classes and research.</p> <p>(iv) Assisting in the servicing and calibration of instruments required for student practical classes.</p> <p>Assisting in the preparation of orders for supply of technical materials, equipment and consumables required for</p>	09	08	Senior Technologist / Senior Lab. Technologist I	

			<p>student practical classes and research.</p> <p>(vi) Assisting in experimental aspects of Departmental and postgraduate research programmes.</p> <p>(vii) Assisting final year students in their experimental research projects.</p> <p>(viii) Ensuring proper maintenance and servicing of utilities services, building, furnishing and other facilities connected with teaching and research programmes.</p> <p>(ix) Carrying out other technical and administrative duties as may be assigned.</p> <p>(x) Providing relevant professional and community services.</p>			
	Technologist II/ Medical Lab. Technologist II	<p>1. By promotion of a confirmed and suitable Senior Assistant Technologist after a minimum of three years.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree/HND in relevant field(s)</p>	Same as below	08	07	Technologist II/ Medical Lab. Technologist I

		registrable under Institute of Science Laboratory Technology plus NYSC discharge/exemption letter.				
Senior Assistant Technologist	By direct appointment of a candidate possessing NCE in relevant field(s) plus at least 3 years post qualification cognate experience.	<ul style="list-style-type: none"> i. To undergo on-the job training in the preparation of technical materials, chemicals, reagents, sample specimens, etc. for practical classes. 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. iii. To undergo on-the-job training in servicing and maintenance of scientific instruments and equipment used in teaching and research programmes. iv. Assisting in the preparation of orders for the supply of equipment, techno-materials and consumables required for teaching and research. v. Assisting in maintenance of proper inventory of techno-materials, 	07	06	Technologist II/ Medical Lab. Technologist II	

			<p>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>			
--	--	--	--	--	--	--

TUTOR CADRE
POSTS AND SALARIES

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

	Rank	Method of entry and advancement within the cadre	Duties	SALARY GRADE LEVEL	CONTISS	NEXT RANK
	Chief Tutor	By promotion of a confirmed and suitable Principal Tutor after a minimum of four years.		15	14	
	Principal Tutor	<p>1. By promotion of a confirmed and suitable Senior Tutor after a minimum of three years.</p> <p>2. By direct appointment of a candidate possessing a degree in relevant field</p>		14	13	Chief Tutor

		with a minimum of 15 years post qualification cognate experience.				
	Senior Tutor I	<p>1. By promotion of a confirmed and suitable Senior Tutor II</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree in relevant field with a minimum of 12 years post qualification cognate experience.</p>		13	12	Principal Tutor
	Senior Tutor II	<p>1. By promotion of a confirmed and suitable Tutor I after a minimum of three years.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree in relevant field with a minimum of nine years post qualification cognate experience.</p>		12	11	Senior Tutor I
	Tutor I	<p>1. By promotion of a confirmed and suitable Tutor II after a minimum of three years.</p> <p>2. By direct appointment of a candidate possessing a good Honours Degree in relevant field with a minimum of six years post qualification cognate experience.</p>		10	09	Senior Tutor II

	Tutor II	1. By promotion of a confirmed and suitable Assistant Tutor after a minimum of three years. 2. By direct appointment of a candidate possessing a degree in relevant field with a minimum of three years post qualification cognate experience.		09	08	Tutor I
	Assistant Tutor	By direct appointment of a candidate possessing a degree in relevant field with evidence of NYSC discharge certificate.		08	07	Tutor II

CARTOGRAPHER CADRE
POSTS AND SALARIES

1.1. Chief Cartographer	CONTISS 14
1.2. Deputy Chief Cartographer	CONTISS 13
1.3. Assistant Chief Cartographer	CONTISS 12
1.4. Principal Cartographer	CONTISS 11
1.5. Senior Cartographer	CONTISS 09
1.6. Cartographer I	CONTISS 08
1.7. Cartographer II	CONTISS 07
1.8. Cartographer III/ Senior Cartographic Draughtsman	CONTISS 06

	RANK	Method of entry and advancement within the cadre	Duties	SALARY GRADE LEVEL	CONTISS	NEXT RANK

	Chief Cartographer	By promotion of a confirmed and suitable Deputy Chief Cartographer after a minimum of three years.	Coordinating and supervising the activities of a number of subordinates.	15	14	
	Deputy Chief Cartographer	By promotion of a confirmed and suitable Assistant Chief Cartographer after a minimum of three years.	Same as below at higher level	14	13	Chief Cartographer
	Assistant Chief Cartographer	1. By promotion of a confirmed and suitable Principal Cartographer after a minimum of three years. 2. By direct appointment of a candidate possessing the qualifications specified in (CII) below, with a minimum of 11 years post qualification cognate experience or © with 13 years post qualification cognate experience.	1) Organizing training programmes for Cartographer Staff and ensuring proper execution of the Programmes.	13	12	Deputy Chief Cartographer
	Principal Cartographer	1. By promotion of a confirmed and suitable Senior Cartographer after a minimum of three years. 2. By direct appointment of a candidate possessing the qualifications specified in (CII) below, with a minimum of 12 years post qualification cognate experience or © with 13 years' post	1. Carrying out research into the development of new and improved procedures and techniques. 2. coordinating the activities of a number of junior staff. 3. assisting in Organizing the training programmes of staff.	12	11	Chief Cartographer

		qualification cognate experience..				
	Senior Cartographer	<p>1. By promotion of a confirmed and suitable Cartographer I after a minimum of three years.</p> <p>2. By direct appointment of a candidate possessing the qualifications specified in (CII) below, with a minimum of nine years post qualification cognate experience or © with 11 years post qualification cognate experience.</p>	<p>1) Taking charge of a Cartographer Drawing Office</p> <p>2) Supervising the activities of a number of junior staff</p> <p>3) Assisting in training junior staff</p>	10	09	Principal Cartographer
	Cartographer I	<p>1. By promotion of a confirmed and suitable Cartographer II after minimum of three years.</p> <p>2. By direct appointment of a candidate possessing the qualification specified in (CII) below with a minimum of six years post qualification experience or © with eight years post qualification cognate experience.</p>	<p>1) Taking charge of an archive for cartographic, exploratory and mining license records.</p> <p>2) Assisting in organizing training schemes for junior staff of the cartographic section.</p> <p>3) Reviewing completed work for quality, completeness and charity.</p> <p>4) Preparing estimates of cost.</p>	09	08	Senior Cartographer
	Cartographer II	<p>1. By promotion of a confirmed and suitable Cartographer III/Senior Cartographic Draughtsman after a minimum of three years.</p>	<p>1) Preparing estimates of costs, including planning of efficient and economic methods of</p>	08	07	Cartographer I

		<p>2. By direct appointment of a candidate possessing the qualifications specified in C(II) below with minimum of three years post qualification cognate experience or © with a minimum of six years post qualification cognate experience.</p> <p>3. By Direct appointment of candidate possessing a good Honours Degree of not below 2₂ lower division or HND in relevant fields plus NYSC discharge/exemption certificate</p>	<p>completing assignments</p> <p>2) Supervising and coordinating the activities of junior staff in a Unit.</p> <p>3) Reviewing completed work for quality, completeness and charity.</p>			
	Cartographer III/ Senior Cartographic Draughtsman	<p>(CII) By direct appointment of a candidate possessing Ordinary National Diploma in a relevant subjects obtained from a recognized institution or Full Technological Certificate of the City & Guilds of London Institute in a relevant subject.</p> <p>(c) Candidate possessing Final Certificate of the City & Guilds of London</p>	<p>1) Undertaking compilation of maps (derived mapping)</p> <p>2) Interpreting and sorting out mapping requirements from source materials.</p> <p>3) Carrying out production scribing for large, medium and small scale topographical maps.</p> <p>4) Charting and checking reproduction of maps</p>	07	06	Cartographer II

		Institute plus at least two years post qualification cognate experience.	5) Supervising the work of a number of junior Draughtsman			
--	--	--	---	--	--	--

LEGAL OFFICER CADRE

1.1. Deputy Director (Legal)	CONTISS 14
1.2. Chief Legal Officer	CONTISS 13
1.3. Assistant Chief Legal Officer	CONTISS 12
1.4. Principal Legal Officer	CONTISS 11
1.5. Senior Legal Officer	CONTISS 09
1.6. Legal Officer I	CONTISS 08

SN	Post	Method of entry and advancement within the cadre	Duties	SALARY GRADE LEVEL	CONTISS	NEXT RANK
1	Deputy Director (Legal)	1) By promotion of a confirmed and suitable Chief Legal Officer after a minimum of three years. 2) By direct appointment of a candidate possessing LLB, BL and minimum of 13 years post-call cognate experience. LLM or Higher degree in Law will be an added advantage.	1) Provide legal advice to the University 2) Performs research on codes, judicial decisions, articles, statutes, and more to remain appraised with the current trends in the practice. 3) Direct staff when a legal matter is underway 4) Handle complex issues and affairs with multiple forces and stakeholders.	15	14	Director of Legal Division
3	Chief Legal Officer	1) By promotion of a confirmed and suitable Assistant Chief Legal Officer after a	1) Regularly analyze the decisions and actions of their organizations to identify problem areas, suggest alternative courses	14	13	Deputy Director (Legal)

		<p>minimum of three years.</p> <p>2) By direct appointment of a candidate possessing LLB, BL and Minimum of 12 years cognate experience at the Bar. LLM or Higher Degree in Law will be added advantage.</p>	<p>of action, and mitigate risk as much as possible.</p> <p>2) Provide commercial legal support to all departmental projects and job functions.</p> <p>3)</p>			
4	Assistant Chief Legal Officer	<p>1) By promotion of a confirmed and suitable Principal Legal Officer after a minimum of three years.</p> <p>2) By direct appointment of a candidate possessing LLB, BL and minimum of 10 years post-call cognate experience. LLM or Higher degree in Law will an added advantage.</p>	<p>1) Ensure the development of service level agreements for service support and delivery.</p> <p>2) Work with efficiency, responsibility, and integrity.</p>	13	12	Chief Legal Officer
5	Principal Legal Officer	<p>1) By promotion of a confirmed and suitable Senior Legal Officer after a minimum of three of satisfactory</p> <p>2) By direct appointment of a candidate possessing LLB, BL and Minimum of 8 years cognate experience at</p>	<p>1) Develop and participate in internal audit and corporate compliance programs.</p> <p>2) Assist the chief legal officer in overseeing the delivery of legal services and resources to accomplish corporate strategies, priorities, and goals.</p>	12	11	

		Bar. Possession of LL.M or Higher Degree in Law will be added advantage.				
6	Senior Legal Officer	<p>1) By promotion of a confirmed and suitable Legal Officer after three years of satisfactory service</p> <p>2) By direct appointment of a candidate possessing a minimum of second class (lower division) in LLB degree with BL qualification. Minimum of 5 years Post-call experience is compulsory.</p>	1) Schedule and conduct depositions of experts and witnesses when necessary.	11	09	Principal Legal Officer II
7	Legal Officer	1) By direct appointment of a candidate possessing a minimum of second class (Lower Division) in LLB degree with BL qualification. He must have been called to the Nigerian Bar. NYSC experience is required	Carrying out routine duties as may be assigned.	09	08	Senior Legal Officer

--	--	--	--	--	--	--

LABORATORY SUPERVISOR CADRE

1.7. Chief Laboratory Supervisor

CONTISS 09

1.8. Chief Laboratory Supervisor

CONTISS 08

1.9. Senior Laboratory Supervisor

CONTISS 07

1.10. Higher Supervisor/Senior Assistant Technician

CONTISS 06

S/N	Post	Method of entry and advancement within the cadre	Duties	SALARY GRADE LEVEL	CON TISS	NEXT RANK
1	Chief Laboratory Supervisor	By promotion of a confirmed and suitable Principal Laboratory Supervisor who has undergone internal training.	1) Coordinating and supervising other subordinates	10	09	
2	Principal Laboratory Supervisor	By promotion of a suitable Senior Laboratory Supervisor after a minimum of three years.	1) Organizing training programmes for the technical staff working. 2) Advising on laboratory equipment maintenance matters	09	08	Chief Laboratory Supervisor
3	Senior Laboratory Supervisor	By promotion of a confirmed and outstanding Higher Supervisor/Senior Assistant Technician after a minimum of three years.	Carrying routine duties as may be assigned.	08	07	Principal Laboratory Supervisor

4	Higher Supervisor/ Senior Assistant Technician	1. By promotion of a confirmed and suitable staff with a minimum of three years experience on the post of Foreman. 2. By direct appointment of a suitable candidate possessing First School Leaving Certificate, Trade Test Class I in relevant field, plus 15 years experience in works organization.	Carrying out routine duties	07	06	Senior Laboratory Supervisor
---	---	---	-----------------------------	----	----	------------------------------

**ETHNOGRAPHER CADRE
POSTS AND SALARIES**

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

S/N	Post	Method of entry and advancement within the cadre	Duties	SALARY GRADE LEVEL	CON TISS	NEXT RANK
1	Deputy Director	By promotion of a Chief Ethnographer after four years of satisfactory service and subject to a successful interview.	1) Taking charge of a Branch 2) Preparing data for scientific investigation on Nigerian cultural heritage 3) Coordinating the training programmes for staff. 4) Initiating the review of ethnographic and related matters, policies and programmes. 5) Assisting in the general administration of the department 6) Editing publication	15	14	

			7) Supervising the organization of exhibitions.			
2	Chief Ethnographer	<p>1) By promotion of a confirmed and suitable Assistant Chief Ethnographer after three years of satisfactory service.</p> <p>2) By direct appointment of a candidate possessing a good Honours Degree in Anthropology, Archaeology, Social Anthropology, History, Ethnography, Sociology Fine Arts or Music from a recognized University plus 16 years post qualification cognate experience.</p> <p>3) Possession of Higher Degree would be an added advantage</p>	<p>8) Taking charge of a section</p> <p>9) Implementing UNESCO resolutions and conventions on museum</p> <p>10) Assisting in planning and development museums</p> <p>11) Preparing annual reports.</p> <p>12) Assisting in reviewing Antiquities law</p> <p>13) Planning and designing new exhibitions</p> <p>14) Liaising with National and International Organizations on Museum and other matters</p> <p>15) Publishing scientific materials on Nigeria history</p> <p>16) Initiating action on departmental documentary publication and microfilming programmes</p> <p>17) Formulating new systems in archives.</p> <p>18) Reconstructing records of extinct cultural and interpreting historical process from materials and data on hand.</p>	14	13	
3	Assistant Chief Ethnographer	<p>1) By promotion of a confirmed and suitable Senior Ethnographer after three years of satisfactory service.</p> <p>2) By direct appointment of a</p>	<p>1) Controlling the export of antiquities</p> <p>2) Maintaining museum with technical aids</p> <p>3) Researching into collection and Nigerian heritage</p> <p>4) Restituting and purchasing antiquities</p>	13	12	Chief Ethnographer

		<p>candidate possessing a good Honours Degree in Anthropology, Archaeology, Social Anthropology, History, Ethnography, Sociology Fine Arts or Music from a recognized University plus 12 years post qualification cognate experience.</p> <p>Possession of Higher Degree would be an added advantage</p>	<p>5) Demarcating cultural area of Nigeria and deploying staff in the field</p> <p>6) Formulating policies on research materials.</p> <p>7) Taking responsibility for the documentation and collection of Nigeria cultural movable and unmovable properties</p> <p>8) Identifying archives for transfer to state Archival Institutions.</p> <p>9) Identifying the training needs of staff and organizing training programmes.</p> <p>10) Reviewing mechanized and automated information processes and other applications relevant to the Nigerian situation</p> <p>11) Coordinating the activities of a number of junior staff.</p>			
4	Principal Ethnographer	<p>1) By promotion of a confirmed and suitable Senior Ethnographer after three years of satisfactory service.</p> <p>2) By direct appointment of a candidate possessing a good Honours Degree in Anthropology, Archaeology, Social Anthropology, History, Ethnography, Sociology Fine</p>	<p>1) Coordinating field research work</p> <p>2) Preparing materials for publication in journals</p> <p>3) Overseeing a museum including technical aids</p> <p>4) Preventing illegal traffic and theft of antiquities</p> <p>5) Supervising preparation of guide-books</p> <p>6) Purchasing antiquities for museum</p> <p>7) Teaching in training schools</p> <p>8) Documenting information on people, events and oral tradition and history.</p>	12	11	Assistant Ethnographer

		Arts or Music from a recognized University plus 9 years post qualification cognate experience. Possession of Higher Degree would be an added advantage	9) Providing guidelines for acquiring private papers 10) Conducting research 11) Supervising the publication and distribution of departmental publications.			
5	Senior Ethnographer	1) By promotion of a confirmed and suitable Ethnographer I after three years of satisfactory service. 2) By direct appointment of a candidate possessing a good Honours Degree in Anthropology, Archaeology, Social Anthropology, History, Ethnography, Sociology Fine Arts or Music from a recognized University plus 6 years post qualification cognate experience. Possession of Higher Degree would be an added advantage	1) Analyzing data 2) Assisting in formulating theoretical framework for the guidance of field staff. 3) Documenting and publishing journals 4) Supervising the activities of a number of junior staff 5) Assisting in documenting information about people, events and recording oral tradition and history. 6) Assisting in conducting research 7) Supervising archaeological reference map. 8) Assisting in contributing to internal journals on related matters.	10	09	Principal Ethnographer
6	Ethnographer I	4) By promotion of a confirmed and suitable Ethnographer II	1. Collating and assisting in analyzing data	09	08	Senior Ethnographer

		<p>after three years of satisfactory service.</p> <p>5) By direct appointment of a candidate possessing a good Honours Degree in Anthropology, Archaeology, Social Anthropology, History, Ethnography, Sociology Fine Arts or Music from a recognized University plus 3 years post qualification cognate experience.</p> <p>Possession of Higher Degree would be an added advantage</p>	<ol style="list-style-type: none"> 2. Conducting ethnographic/archaeological/archival research. 3. Preparing guide books and information retrieval 4. Purchasing antiquities 5. Cataloguing and indexing antiquities 6. Giving information to students, researchers and visitors 7. Engaging in rescue work in the field 8. Conducting archaeology 9. preservation. 10. Preparing draft departmental publications, reports and news magazines 11. Assisting in training junior staff 			
7	Ethnographer II	<p>By direct appointment of a candidate possessing a good Honours Degree in Anthropology, Archaeology, Social Anthropology, History, Ethnography, Sociology Fine Arts or Music from a recognized University.</p>	<ol style="list-style-type: none"> 1) Collecting data 2) Assisting in collecting ethnographer/archaeological research materials. 3) Conserving or restoring and storing antiquities 4) Assisting in preparing guide books on archaeology 5) Assisting in rescue work 6) Assisting in conducting preliminary examination of fresh accessories of records to determine their archival value 7) Making preparation for acquisition tours of private paper 	08	07	Ethnographer I

			8) Describing archives by means of inventories, specialist etc.			
--	--	--	---	--	--	--

FIRE SUPERINTENDENT CADRE

- 1.1. Chief Principal Fire Superintendent
 1.2. Assistant Chief Fire Superintendent
 1.3. Principal Fire Superintendent I
 1.4. Principal Fire Superintendent II
 1.5. Senior Fire Superintendent
 1.6. Higher Fire Superintendent
 1.7. Fire Superintendent

CONTISS 13
 CONTISS 12
 CONTISS 11
 CONTISS 09
 CONTISS 08
 CONTISS 07
 CONTISS 06

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY GRADE LEVEL	CONTISS	NEXT RANK
	Chief Fire Superintendent	By promotion of a Assistant Chief Fire Superintendent after three years of satisfactory service.	1) Assisting in day-day running of the station 2) Coordinating the activities of a number of subordinate.	13	13	
	Assistant Chief Fire Superintendent	By promotion of a Principal Fire Superintendent I after three years of satisfactory service.	1) Assisting in supervising and coordinating the activities of a number of fire 2) Supervising subordinate officers and reporting to the Chief Fire Officer	13	12	Chief Fire Superintendent
	Principal Fire Superintendent I	By promotion of a Principal Fire Superintendent II after three years of satisfactory service.	1) Assisting in supervising and coordinating the activities of a number of fire station 2) Supervising the activities of a number of subordinates	12	11	Assistant Chief Fire Superintendent
	Principal Fire Superintendent II	1) By promotion of a Senior Fire Superintendent after three years of satisfactory service. 2) By direct of candidate possessing the Graduate Membership Diploma in Institute of Fire Engineers or HND in Building, Mechanical or Electrical plus 6 years of post qualification cognate experience.	1) Coordinating the activities of subordinates officers in operations 2) Supervising activities in the communications control room 3) Supervising subordinate officers on inspection of building. 4) Vetting reports on fire incidences prepared by subordinates 5) Assisting in day-day running of the station	10	09	Principal Fire Superintendent I
	Senior Fire Superintendent	1) By promotion of a confirmed and suitable Higher Fire	1) Planning operations at site	09	08	Principal Fire

		<p>Superintendent after three years of satisfactory service.</p> <p>2) By direct appointment of a candidate possessing the Graduate Membership Diploma in Institute of Fire Engineers or HND in building, Mechanical or Electrical Engineering plus 3 years post qualification experience.</p>	<p>2) Supervising and controlling subordinate officer</p> <p>3) Carrying out inspectorate functions as provided by law</p> <p>4) Allocating specific tasks to subordinate officers</p>			Superintendent II
Higher Fire Superintendent	<p>1) By promotion of Fire Superintendent after three years of satisfactory service and who has obtained Advanced Certificate of Competence AFCC.</p> <p>2) By direct appointment of a candidate possessing the Graduate Membership of Diploma in Institute of Fire Engineers with 3 years cognate experience or HND in building, Mechanical or Electrical Engineering.</p>	<p>1) Taking control of specialist training, such as fire prevention, breathing apparatus and communications</p> <p>2) Taking control on men drills and emergencies in the absence of more senior officer</p> <p>3) Advising the general public, industries and institution on fire prevention</p> <p>4) Carrying out fire investigation and writing reports.</p>	08	07	Senior Fire Superintendent	
Fire Superintendent	<p>1) By direct appointment of candidates possessing OND in Building, Mechanical or Electrical Engineering with 3 years post qualification experience.</p> <p>2) Direct appointment of a candidate possessing Fireman Certificate of</p>	<p>1) Participating in firefighting, disaster handling and rescue operations.</p> <p>2) Handling telecommunications equipment for incoming and outgoing messages</p>	07	06	Higher Fire Superintendent	

		Competence (FCC).				
--	--	-------------------	--	--	--	--

* All promotions beyond Level 13 must be for staff who holds a good honors degree or HND from a recognized Institution.

* Any staff with a University Degree or HND from a recognized Institution shall move in the course of the promotion from level 11 to level 13 while those with qualifications below Degree or HND will move from Level 11 to Level 12

* Direct Appointments may be made to posts in CONTISS 12 and above; but these would be preceded by specific advertisement

* advancement to Level 15 shall only be by appointment of suitably qualified candidate(s) have initially attained post(s) Level 14

PUBLIC RELATIONS CADRE

1.1. Deputy Director	CONTISS 14
1.2. Chief Public Relations Officer	CONTISS 13
1.3. Principal Public Relations Officer	CONTISS 11
1.4. Senior Public Relations Officer	CONTISS 09
1.5. Public Relations Officer I	CONTISS 08
1.6. Public Relations Officer II	CONTISS 07

S/N	Post	Method of entry and advancement within the cadre	Duties	SALARY GRADE LEVEL	CON TISS	NEXT RANK
	Deputy Director	1) By promotion of a confirmed and Suitable Chief Public Relations Officer after 4 years of satisfactory service subject to successful interview. 2) By direct appointment of a candidate with qualifications as in Chief Public Relations Officer	1) Responding to requests for information release or press conference from the media or designating a spokesperson or source of information. 2) Establishing and maintaining relationships with consumer, community, employee, and public interest groups.	15	14	Director

		with 15 years experience or Ph.D with 9 years experience and Membership of Nigerian Institute of Public Relations or other relevant professional body.				
	Chief Public Relations Officer	1) By promotion of confirmed and suitable Principal Public Relations Officer after 3 years of satisfactory service and Membership of Nigerian Institute of Public Relations.	1. Writing press releases and other media communications 2. Planning or directing the development of programs to maintain favorable public and stockholder views of the University's agenda and accomplishments.	14	13	Deputy Director
	Principal Public Relations Officer	1) By promotion of a confirmed and suitable Senior Chief Public Relations Officer after three years of satisfactory service. 2) Direct appointment of candidate with relevant degree with 9 years experience or Masters degree with 6 years experience and Membership of Nigerian Institute of Public Relations or other professional body.	1) Updating and maintaining Web content. 2) Create with innovative and engaging public relations and media campaigns. 3) Collaborate with other teams such as marketing and designers to create promotional content	12	11	

	Senior Public Relations Officer	<ol style="list-style-type: none"> 1) Promotion of a Public Relation Officer I after three years of satisfactory service 2) By direct appointment of a candidate who possess a good Honours Degree with 6 years experience or Masters with 3 years experience or Ph.D and Membership of Nigerian Institute of Public Relations or other relevant professional. 	<ol style="list-style-type: none"> 1) Maintain good relationships with media houses. 2) Keep up with media and audience opinions regularly. 3) Study PR trends and use best practices. 	10	09	Principal Public Relations Officer
	Public Relations Officer I	<ol style="list-style-type: none"> 1) By promotion of a confirmed and suitable Public Relations Officer II after three years of satisfactory service. 2) By direct appointment of a candidate possessing Master's degree in relevant field or a good Honours Degree with 3 years post qualification cognate experience 	<ol style="list-style-type: none"> 1) Write, edit and review all media content and press releases. 2) Other duties that may be assigned. 	09	08	Senior Public Relations Officer
	Public Relations Officer II	By direct appointment of a candidate possessing a good Honours Degree in Master	Carrying out routine duties	08	07	Public Relations Officer I

		Communication, Journalism, English and Literary Studies or any other equivalent qualifications plus NYSC Discharge/Exemption/ Exclusion Certificate.				
--	--	---	--	--	--	--