

NORTHWEST UNIVERSITY, KANO - NIGERIA



SCHEME OF SERVICE FOR JUNIOR NON-TEACHING STAFF

(Revised, 2025)

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JUNIOR STAFF SCHEMES OF SERVICE

SECTION 1: INTRODUCTION

This Document shall be cited as Northwest University, Kano and Scheme of Service for Junior Staff and shall apply to all Staff on the appointment of the University, except where otherwise stated or necessitated by circumstances.

Where the provision of this Scheme is silent on any issue, recourse shall be made to the Federal Civil Service and/or the Public Service Scheme of the Kano State Government. Where any provision of this Scheme is inconsistent with any provision of the Yusuf Maitama Sule University, Kano Establishment Act No. 8 of 2012 (or any amendment thereto), the provision of the later shall prevail. Extant Circulars or Policies from the Government or any decision of Council shall take precedence over the provisions of this Document. All employees have the same Scheme of Service except where otherwise stated.

Where there is a dispute in the interpretations of any provision of this Scheme, the matter shall be referred to the Registrar. In such cases the decision of the Vice-Chancellor shall be final, except in cases where the Document provides for further appeal.

1. ANIMAL HEALTH/WILDLIFE/FORESTRY CADRE

POSTS AND SALARY GRADES

ANIMAL HEALTH/WILDLIFE/FORESTRY ATTENDANT - CONTISS 02

ANIMAL HEALTH/WILDLIFE/FORESTRY ASSISTANT - CONTISS 03

HIGHER ANIMAL HEALTH/WILDLIFE/FORESTRY ASSISTANT - CONTISS 04

SENIOR ANIMAL HEALTH/WILDLIFE/FORESTRY ASSISTANT - CONTISS 05

DUTIES

i) ANIMAL HEALTH/WILDLIFE/FORESTRY-ATTENDANT - CONTISS 02
Performing Animal Health duties as may be assigned.

ii) ANIMAL HEALTH/WILDLIFE/FORESTRY-ASSISTANT - CONTISS 03
Performing Animal Health duties as may be assigned.

iii) HIGHER ANIMAL HEALTH/WILDLIFE/FORESTRY- ASSISTANT - CONTISS 04
Performing Animal Health duties as may be assigned.

iv) SENIOR ANIMAL HEALTH/WILDLIFE/FORESTRY- SENIOR - CONTISS 05

- a) Training subordinate staff.
- b) Supervising Subordinate staff
- c) Carrying out routine duties as may be assigned.

METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

i) ANIMAL HEALTH/WILDLIFE/FORESTRY-ATTENDANT - CONTISS 02
By direct appointment of an able bodied qualified and suitable candidate with a minimum of 3 credits in SSCE including a pass in English.

ii) ANIMAL HEALTH/WILDLIFE/FORESTRY-ASSISTANT - CONTISS 03

- a) By direct appointment of an able bodied qualified and suitable candidate with a minimum of 3 credits in SSCE including a pass in English and a minimum of 3 years relevant working experience.

In addition, a candidate shall be required to pass a practical test.

b) By promotion of a confirmed and suitably qualified Animal Health/Wildlife/Forestry Attendant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) HIGHER ANIMAL HEALTH/WILDLIFE/FORESTRY-ASSISTANT - CONTISS 04

- a) By direct appointment of an able bodied qualified and suitable candidate with a minimum of 3 credits in SSCE including a pass in English and a minimum of 6 years relevant working experience.

In addition, a candidate shall be required to pass a practical test.

b) By promotion of a confirmed and suitably qualified Animal Health/Wildlife/Forestry Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) SENIOR ANIMAL HEALTH/WILDLIFE/FORESTRY ASSISTANT - CONTISS 05

- a) By appointment of a suitable candidate with Agricultural Science/ND in Animal Health and any other relevant field.

b) By promotion of a confirmed and suitably qualified Animal Health/Wildlife/Forestry Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

Next position is Animal Health/Wildlife/Forestry-Superintendent -CONTISS 06 and should be a Senior Staff Cadre:

DUTIES

- a) Training subordinate staff.
- b) Supervising Subordinate staff
- c) Carrying out routine duties as may be assigned.

2.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

- a) By appointment of a suitable candidate with Agricultural Science/ND in Animal Health and any other relevant field with three years cognate experience.

b) By promotion of a confirmed and suitably qualified Assistant Animal Health Superintendent who has obtained ND in Animal Health Science and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

2. ARTISAN/CRAFTSMAN CADRE

Welding & Fitting (Gas & Electric), Carpentry & Joinery, Painting & Decoration, Painting & Sign-work, Masonry & Bricklaying, Plumbing & Pipe-filtering, Electrical & Mechanical work, Refrigerator & Air-conditioning work, Linesman-ship & Wireman-ship work.

1.1 Posts and Salary Grades

ATTENDANT ARTISAN/CRAFTSMAN	-	CONTISS	02
ASSISTANT ARTISAN/CRAFTSMAN	-	CONTISS	03
HIGHER ARTISAN/CRAFTSMAN	-	CONTISS	04
SENIOR ARTISAN/CRAFTSMAN	-	CONTISS	05

1.2 Duties

i) ATTENDANT ARTISAN/CRAFTSMAN - CONTISS 02

- Assist in the performance of routine trade job that requires fabrication, processing, installation, maintenance or repairs of building, furniture, electrical/mechanical system, vehicles, mobile and stationery machines, material and equipment.
- Participate as a team member on large trade jobs in various skilled trades e.g. plumbing, carpentry and joinery, bricklaying and masonry, auto-electrical work, etc.
- Carry out other duties as may be assigned.

ii) ASSISTANT ARTISAN/CRAFTSMAN - CONTISS 03

- Perform the duties of Assistant Artisan/Craftsman at a higher level of responsibility.
- Carry out other duties as may be assigned.

iii) HIGHER ARTISAN/CRAFTSMAN - CONTISS 04

- Perform a complex individual trade jobs requiring estimating, calculating, reading, drawings and specification.
- Lay out the work, set up equipment, select tools and materials, determine work procedure and modify techniques to meet varying job requirement.
- Supervise subordinates
- Carry out other duties as may be assigned.

iv) SENIOR ARTISAN/CRAFTSMAN - CONTISS 05

- Supervise a group of skilled tradesmen engaged in the fabrication, processing, installation, maintenance, repairs and inspection of building, furniture, electrical/mechanical systems, vehicles, mobile and stationery machines and other materials and equipment in a large work unit.
- Establish work priorities, estimate job time and material requirements, analyse complex repair problems, provide drawings and instructions for fabrication of parts and provide technical advice concerning repairs and replacement of machines and vehicles.
- Co-coordinate workshop activities with those of other trades.
- Carry out other duties as may be assigned.

1.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

i) ATTENDANT ARTISAN/CRAFTSMAN - CONTISS 02

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE/NABTEB or equivalent and a pass in Trade Test Grade III in the appropriate trade from any relevant issuing body.

b) A candidate shall be subjected to an interview that may require practical competency examination.

ii) ASSISTANT ARTISAN/CRAFTSMAN - CONTISS 03

a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE/NABTEB or equivalent and a pass in Trade Test Grade II in the appropriate trade from any relevant issuing body plus 3 years experience. A candidate shall be subjected to an interview that may require practical competency examination.

b) By promotion of a confirmed and suitably qualified Attendant Artisan/Craftsman who obtained Trade Test Grade II from any relevant issuing body and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) HIGHER ARTISAN/CRAFTSMAN - CONTISS 04

a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE/NABTEB or equivalent and a pass in Trade Test Grade I in the appropriate trade from any relevant issuing body plus 6 years experience. A candidate shall be subjected to an interview that may require practical competency examination.

b) By promotion of a confirmed and suitably qualified Assistant Artisan/Craftsman who has obtained Trade Test Grade I from any relevant issuing body and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) SENIOR ARTISAN/CRAFTSMAN - CONTISS 05

By promotion of a confirmed and suitably qualified Higher Artisan/Craftsman who has obtained Trade Test Grade I from any relevant issuing body and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

2. ASSISTANT DATA PROCESSING OFFICER CADRE

2.1 Posts and Salary Grades

ASSISTANT DATA PROCESSING OFFICER - CONTISS 05

2.2 Duties

ASSISTANT DATA PROCESSING OFFICER - CONTISS 05

- a) Keep records arising from data processing operations
- b) Assist in on-the-job training of data entry personnel
- c) Prepare computed jobs for dispatch to the data entry points
- d) Report equipment faults and breakdowns
- e) Carry out other duties as may be assigned

2.3 Method of Entry into the Cadre

ASSISTANT DATA PROCESSING OFFICER - CONTISS 05

- a) By direct appointment of a qualified and suitable candidate with a National Diploma in Computer Studies, Data Processing and any other relevant qualification obtained from a recognized institution.

3. ASSISTANT EXECUTIVE OFFICER (ACCOUNTS/ AUDITS) CADRE

3.1 Posts and Salary Grades

ASSISTANT EXECUTIVE OFFICER (ACCOUNTS/ AUDIT) - CONTISS 05

3.2 Duties

ASSISTANT EXECUTIVE OFFICER (ACCOUNTS/ AUDIT) - CONTISS 05

- a) Assist in issuing out signed cheques
- b) Assist in keeping Advances Register
- c) Assist in financial and treasury duties generally
- d) Carry out other duties as may be assigned

3.3 METHOD OF ENTRY INTO THE CADRE

ASSISTANT EXECUTIVE OFFICER (ACCOUNTS/ AUDIT) - CONTISS 05

- a) By direct appointment of a qualified and suitable candidate with a National Diploma in Accounting or its equivalent obtained from a recognized institution. Computer literacy is an added advantage.
- b) a candidate shall be subjected to an interview that may require writing competency examination.

4. ASSISTANT EXECUTIVE OFFICER (ADMINISTRATION) CADRE

4.1 Posts and Salary Grades

ASSISTANT EXECUTIVE OFFICER (ADMINISTRATION) - CONTISS 05

4.2 Duties

ASSISTANT EXECUTIVE OFFICER (ADMINISTRATION) - CONTISS 05

- a) Assist in taking charge of specific assignments under supervision
- b) Demonstrate a basic understanding of the University system
- c) Carry out other duties as may be assigned

3.3 METHOD OF ENTRY INTO THE CADRE

ASSISTANT EXECUTIVE OFFICER (ADMINISTRATION) - CONTISS 05

- a) By direct appointment of a qualified and suitable candidate with a National Diploma in Public Administration or any other relevant qualification obtained from a recognized institution. Computer literacy is an added advantage.
- b) a candidate shall be subjected to an interview that may require writing competency examination.

5. ASSISTANT TECHNICAL OFFICER (PHOTOGRAPHY) CADRE

5.1 Posts and Salary Grades

ASSISTANT TECHNICAL OFFICER (PHOTOGRAPHY) - CONTISS 05

5.2 Duties

ASSISTANT TECHNICAL OFFICER (PHOTOGRAPHY) - CONTISS 05

- a) Assist in the coverage of visits of important personalities to the University
- b) Assist in the coverage of University events and Ceremonies
- c) Assist in photographing and video recording of structures and other works that need to be recorded in the University
- d) Assist in maintaining photographic records and materials for easy retrieval
- e) Assist in maintaining and storing photographic equipment
- f) Carry out other duties as may be assigned

5.3 METHOD OF ENTRY INTO THE CADRE

ASSISTANT TECHNICAL OFFICER PHOTOGRAPHY - CONTISS 05

By direct appointment of a qualified and suitable candidate with a minimum of National Diploma in Photography obtained from a recognized institution. Computer literacy is an added advantage.

6. PRINTING/BINDERY CADRE

6.1 Posts and Salary Grades

PRINTING/BINDERY ATTENDANT	-	CONTISS	02
PRINTING/BINDERY ASSISTANT	-	CONTISS	03
HIGHER PRINTING/BINDERY ASSISTANT	-	CONTISS	04
SENIOR PRINTING/BINDERY ASSISTANT	-	CONTISS	05

6.2 DUTIES

- i) PRINTING/BINDERY ATTENDANT - CONTISS 02**
- a) Clean machines and workshop premises
 - b) Move materials from one section to another within the bindery
 - c) Off-loading printing materials and moving them to where they are needed within the Bindery
 - d) Carry out other duties as may be assigned
- ii) PRINTING/BINDERY ASSISTANT - CONTISS 03**
- a) Clean machines and other equipment
 - b) Assist in off-load printing materials to where they are needed within the Bindery
 - c) Assist in moving materials from one section to another within the bindery
 - d) Carry out other duties as may be assigned
- iii) HIGHER PRINTING/BINDERY ASSISTANT - CONTISS 04**
- a) Carry out the duties of Printing/Bindery Assistant at a higher level of responsibility
 - b) Sort out and place printing materials
 - c) Assist in the supervision of subordinates
 - d) Carry out other duties as may be assigned
- iv) SENIOR PRINTING/BINDERY ASSISTANT - CONTISS 05**
- a) Perform the duties of a Higher Printing/ Bindery Assistant at a higher level of responsibility
 - b) Service and maintain machines in the Bindery
 - c) Supervise subordinates
 - d) Carry out other duties as may be assigned

e) 6.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THECADRE)

i) PRINTING/BINDERY ATTENDANT - CONTISS 02

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE, NABTEB or any other relevant qualification obtained from recognised institution.

ii) PRINTING/BINDERY ASSISTANT - CONTISS 03

a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE, NABTEB or any other relevant qualification obtained from recognised institution with 3 years relevant working experience.

b) By promotion of a confirmed and suitably qualified Printing/Bindery Attendant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) HIGHER PRINTING/BINDERY ASSISTANT -CONTISS 04

a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE, NABTEB or any other relevant qualification obtained from recognised institution with 6 years relevant working experience.

b) By promotion of confirmed and suitably qualified Printing/Bindery Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) SENIOR PRINTING/BINDERY ASSISTANT - CONTISS 05

a) By direct appointment of a qualified and suitable candidate with a National Diploma in Printing/Bindery Technology or any other relevant area obtained from a recognized institution.

b) By promotion of a confirmed and suitably qualified Higher Bindery Assistant who has obtained a Certificate in Printing/Bindery Technology or any other relevant area from a recognized institution and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

7. CATERING CADRE

7.1 Posts and Salary Grade

Senior Catering Assistant - CONITSS 05

7.2 DUTIES

SENIOR CATERING ASSISTANT - CONTISS 05

- a) Assist in planning daily menus
- b) Assist in supervising the preparation and serving of food
- c) Ensuring cleanliness and orderliness
- d) Assist in preparing daily sells to ensure proper accounts.
- e) Carry out other duties as may be assigned.

7.3 METHODS OF ENTRY WITHIN THE CADRE

SENIOR CATERING ASSISTANT - CONTISS 05

- a) By direct appointment of a qualified and suitable candidate with a minimum of National Diploma in Catering/Hotel Management or its equivalents from a recognized institution.
- b) a candidate shall be subjected to an interview that may require writing competency examination.

8. CLERICAL CADRE

(Administration, Accounts and Audit)

8.1 Posts and Salary Grades

CLERICAL ATTENDANT	-	CONTISS	02
CLERICAL ASSISTANT	-	CONTISS	03
HIGHER CLERICAL ASSISTANT	-	CONTISS	04
SENIOR CLERICAL ASSISTANT	-	CONTISS	05

8.2 Duties

- i) CLERICAL ATTENDANT - CONTISS 02**
- a) Perform routine clerical duties under supervision
 - b) Assist the Clerical Officer and other senior officers
 - c) Keep official secrets
 - d) Carry out other duties as may be assigned
- ii) CLERICAL ASSISTANT - CONTISS 03**
- a) Performing the duties of a Clerical Assistant at a higher level of responsibility
 - b) Keep official secrets
 - c) Carry out other duties as may be assigned
- iii) HIGHER CLERICAL ASSISTANT - CONTISS 04**
- a) Take charge of correspondences and/or records
 - b) Supervise and train subordinates
 - c) Keep official secrets
 - d) Carry out other duties as may be assigned
- iv) SENIOR CLERICAL ASSISTANT - CONTISS 05**
- a) Perform the duties of a Higher Clerical Assistant at a higher level of responsibility
 - b) Keep official secrets
 - c) Carry out other duties as may be assigned

8.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

i) CLERICAL ATTENDANT - CONTISS 02

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits and at least a pass in English Language in SSCE for those in Administration and Mathematics for those in Accounts/Audit.

ii) CLERICAL ASSISTANT - CONTISS 03

a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits and at least a pass in English Language in SSCE for those in Administration and Mathematics for those in Accounts/Audit with 3 years relevant working experience and evidence of Computer Literacy.

b) By promotion of a confirmed and suitably qualified Clerical Attendant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) HIGHER CLERICAL ASSISTANT - CONTISS 04

By promotion of a confirmed and suitably qualified Clerical Assistant who has obtained a Clerical Officer's certificate and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) SENIOR CLERICAL ASSISTANT - CONTISS 05

a) By promotion of a confirmed and suitably qualified Higher Clerical Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

9. COACHING/SPORTS CADRE

9.1 Posts and Salary Grades

COACHING/SPORTS ATTENDANT	-	CONTISS	02
COACHING/SPORTS ASSISTANT	-	CONTISS	03
HIGHER COACHING/SPORTS ASSISTANT	-	CONTISS	04
SENIOR COACHING/SPORTS ASSISTANT	-	CONTISS	05

9.2 Duties

i) COACHING/SPORTS ATTENDANT - CONTISS 02

- e) Assist in taking custody of sports facilities.
- f) Assist in organizing fields for training activities.
- g) Carry out other duties as may be assigned

ii) COACHING/SPORTS ASSISTANT- CONTISS 03

- d) Performing the duties of a Coaching Assistant at a higher level of responsibility
- e) Assist in taking custody of sports facilities.
- f) Assist in organizing fields for training activities.
- g) Carry out other duties as may be assigned

iii) HIGHER COACHING/SPORTS ASSISTANT - CONTISS 04

- e) Performing the duties of a Coaching Assistant at a higher level of responsibility
- f) Taking custody of sports facilities.
- g) Organizing fields for training activities.
- h) Carry out other duties as may be assigned

iv) SENIOR COACHING/SPORTS ASSISTANT - CONTISS 05

- d) Performing the duties of a Higher Coaching Assistant at a higher level of responsibility
- e) Coordinate custody of sports facilities.
- f) Coordinate in organizing fields for training activities.
- g) Carry out other duties as may be assigned

9.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

i) COACHING/SPORTS ATTENDANT - CONTISS 02

a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits and at least a pass in English Language in SSCE.

b) a candidate shall be subjected to an interview that may require writing competency examination.

ii) COACHING/SPORTS ASSISTANT - CONTISS 03

a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits and at least a pass in English Language in SSCE **with 3 years relevant working experience** and evidence of Computer Literacy is an added advantage.

b) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits and at least a pass in English Language in SSCE **with Certificate in Sports activities from a recognised institution** and evidence of Computer Literacy is an added advantage.

c) By promotion of a confirmed and suitably qualified Coaching Attendant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) HIGHER COACHING/SPORTS ASSISTANT - CONTISS 04

a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits and at least a pass in English Language in SSCE Certificate in Sports activities from a recognised institution with 6 years cognate working experience and a candidate shall be subjected to an interview that may require writing competency examination.

b) By promotion of a confirmed and suitably qualified Coaching Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) SENIOR COACHING/SPORTS ASSISTANT - CONTISS 05

a) By direct appointment of a qualified and suitable candidate possessing an accredited Diploma in Sports or any relevant qualification from a recognised institution. The candidate may be subjected to an interview that may require writing competency examination.

b) By promotion of a confirmed and suitably qualified Higher Coaching Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

10. COMPUTER OPERATOR CADRE

10.1 Posts and Salary Grades

COMPUTER OPERATOR - CONTISS 05

10.2 DUTIES

COMPUTER OPERATOR - CONTISS 05

- a) Handle word processing, spreadsheet, database and other applications
- b) Input data and produce it when required
- c) Carry out other duties as may be assigned

10.3 METHOD OF ENTRY INTO THE CADRE

COMPUTER OPERATOR - CONTISS 05

- a) By direct appointment of a qualified and suitable candidate with a National Diploma Certificate in Computer Science or its equivalent obtained from a recognized institution.
- b) A candidate may be subjected to an interview that may require writing and practical competency examination.

11. CONFIDENTIAL SECRETARY CADRE

11.1 Posts and Salary Grades

CONFIDENTIAL SECRETARY IV	-	CONTISS	04
CONFIDENTIAL SECRETARY III	-	CONTISS	05

11.2 DUTIES

- i) CONFIDENTIAL SECRETARY IV - CONTISS 04**
- a) Provide secretarial assistance such as taking dictation in shorthand and reproducing in typescript form.
 - b) Receive visitors and telephone calls on behalf of the officer to whom he is attached.
 - c) Keep official secrets.
 - d) Carry out other duties as may be assigned.
- ii) CONFIDENTIAL SECRETARY III - CONTISS 05**
- a) Perform the duties of the Confidential Secretary IV at a higher level of responsibility.
 - b) Keep official secrets.
 - c) Carry out other duties as may be assigned.

11.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

- i) CONFIDENTIAL SECRETARY IV - CONTISS 04**
- a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits including English Language in SSCE and a certificate in computer studies obtained from a recognized institution.
 - b) a candidate shall be subjected to an interview that may require writing competency examination.
- ii) CONFIDENTIAL SECRETARY III - CONTISS 05**
- a) By direct appointment of a qualified and suitable candidate with a National Diploma in Secretarial Studies and a certificate in computer studies or a National Diploma in Office Technology Management (OTM), or any other relevant qualification obtained from a recognized institution.
 - b) a candidate shall be subjected to an interview that may require writing competency examination.
 - c) By promotion of a confirmed and suitably qualified Confidential Secretary IV who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

12. COOK/STEWARD CADRE

12.1 Posts and Salary Grades

ATTENDANT COOK/STEWARD	-	CONTISS	02
ASSISTANT COOK/STEWARD	-	CONTISS	03
HIGHER ASSISTANT COOK/STEWARD	-	CONTISS	04
SENIOR ASSISTANT COOK/STEWARD	-	CONTISS	05

12.2 DUTIES

i) ATTENDANT COOK/STEWARD - CONTISS 02

- a) Assist in preparing and serving meals.
- b) Clean and wash Kitchen and Kitchen utensils.
- c) Carry out other duties as may be assigned.

ii) ASSISTANT COOK/STEWARD - CONTISS 03

- a) Prepare and serve meals.
- b) Assist in preparing special dishes.
- c) Take custody of kitchen utensils.
- d) Assist in cleaning and washing the Kitchen and Kitchen utensils.
- e) Carry out other duties as may be assigned.

iii) HIGHER COOK/STEWARD - CONTISS 04

- a) Prepare and supervise serving of meals.
- b) Prepare special dishes.
- c) Assist in training junior Cooks/Stewards.
- d) Assist in the purchase and proper storage of foodstuff, beverages, fruits and drinks.
- e) Assist in supervising of Cooks/Stewards.
- f) Assist in taking custody of Kitchen utensils and materials.
- g) Carry out other duties as may be assigned.

iv) SENIOR COOK/STEWARD - CONTISS 05

- a) Prepare special dishes.
- b) Take charge and ensure cleanliness of Kitchen and Kitchen utensils.
- c) Supervise the activities of other Cooks/Stewards.
- d) Responsible for the custody of Kitchen utensils and materials.
- e) Responsible for purchase and proper storage of foodstuff, beverages, fruits and drinks.
- f) Carry out other duties as may be assigned.

12.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

i) ATTENDANT COOK/STEWARD - CONTISS 02

By direct appointment of a qualified and suitable candidate with SSCE or any other equivalent qualification.

In addition, a candidate may be required to pass a practical test.

a. ASSISTANT COOK/STEWARD - CONTISS 03

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or any other equivalent qualification with minimum of 3 years working experience.

In addition, a candidate shall be required to pass a practical test.

a) By promotion of a confirmed and suitably qualified Attendant Cook/Steward who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) HIGHER COOK/STEWARD - CONTISS 04

a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or any other equivalent qualification with minimum of 6 years working experience with a professional catering certificate from a recognized institution.

In addition, a candidate shall be required to pass a practical test.

b) By promotion of a confirmed and suitably qualified Assistant Cook/Steward who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period and obtained a professional catering certificate from a recognized institution.

iv) SENIOR COOK/STEWARD - CONTISS 05

a) By direct appointment of a qualified and suitable candidate with a minimum of a National Diploma in Catering Services/Hotel Management obtained from a recognized institution.

In addition, a candidate shall be required to pass a practical test.

b) By promotion of a confirmed and suitably qualified Higher Cook/Steward who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period and obtained a relevant Certificate from a recognized institution.

13. ENVIRONMENTAL HEALTH SUPERINTENDENT CADRE

13.1 Posts and Salary Grades

Assistant Environmental Health Superintendent - CONHESS 05

13.2 DUTIES

i) ASSISTANT ENVIRONMENTAL HEALTH SUPERINTENDENT - CONHESS 05

- a) Assist in ensuring proper environmental sanitation in and around the University
- b) Assist in the control of communicable diseases, their vectors and animal pests
- c) Assist in the regular sanitary inspection of students' hostels, residential and academic areas
- d) Assist in maintaining statistical records of immunization
- e) Carry out other duties as may be assigned

13.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

ASSISTANT ENVIRONMENTAL HEALTH SUPERINTENDENT - CONHESS 05

- i) For appointment as Assistant Environmental Health Superintendent, a candidate shall possess the following requirements:
 - a) A Certificate in Environmental Health Science/Technology obtained from a recognized institution. Computer Literacy is an added advantage.
 - b) The candidate shall be subjected to an interview that may require writing competency examination.

14. EXECUTIVE OFFICER (INFORMATION/PHOTOGRAPHY) CADRE

14.1 Posts and Salary Grades

ASSISTANT EXECUTIVE OFFICER - CONTISS 05

14.2 DUTIES

ASSISTANT EXECUTIVE OFFICER - CONTISS 05

- a) Assist in editing and writing press release/photography and coverage of the University events.
- b) Assist in preparing scripts for publicity/photographing and video recording of structures and other works that need to be recorded in the University
- c) Assist in performing routine movement or materials for general information and publicity/photographic duties under supervision, including the coverage of activities and operation equipment of a photographic library.
- d) Assist in maintaining and storing photographic equipment
- e) Carry out other duties as may be assigned

14.3 METHOD OF ENTRY INTO THE CADRE

ASSISTANT EXECUTIVE OFFICER - CONTISS 05

- a) By direct appointment of a qualified and suitable candidate with a minimum of National Diploma obtained from a recognized institution. Computer literacy is an added advantage.
- b) a candidate shall be subjected to an interview that may require writing competency examination.

15. FIREMAN CADRE

11.1 Posts and Salary Grades

FIREMAN ATTENDANT	-	CONTISS 02
FIREMAN ASSISTANT	-	CONTISS 03
HIGHER FIREMAN ASSISTANT	-	CONTISS 04
SENIOR FIREMAN ASSISTANT	-	CONTISS 05

15.2 Duties

i) FIREMAN ATTENDANT - CONTISS 02

- a) Clean premises
- b) Test and maintain equipment
- c) Participate in drills and physical training
- d) Ride on a fire appliance as a crew member
- e) Take charge of the control room and communications
- f) Record messages and reports
- g) Mobilize fire appliances in response to fire calls and other emergencies
- h) Carry out other duties as may be assigned

ii) FIREMAN ASSISTANT - CONTISS 03

- a) Carry out regular testing and maintenance of equipment
- b) Train in fire prevention, communications and driving
- c) Take charge of crew on a fire appliance and assume command of a fire incident until the arrival of a more senior officer
- d) Maintain discipline and control of personnel under him
- e) Supervise drill sessions, instruction periods
- f) Ensure maximum safety of personal at all times
- g) Supervise the checking and standard testing of equipment detailed for inspection by a more senior officer
- h) Carry out other duties as may be assigned

iii) HIGHER FIEMAN ASSISTANT - CONTISS 04

- a) Participate in firefighting, disaster handling and rescue operations
- b) Operate telecommunications equipment
- c) Drive utility vehicles and fire appliance
- d) Assist in fire prevention inspection of buildings
- e) Carry out other duties as may be assigned

iv) SENIOR FIREMAN ASSISTANT - CONTISS 05

- a) Taking control of a watch or shift or a small one-pump station
- b) Handle specialist training after suitable training, such as fire prevention, breathing apparatus and communications training
- c) Take control of men on drills and emergencies in the absence of a more senior officer
- d) Supervise subordinates and allocating specific tasks to them.
- e) Carry out other duties as may be assigned.

15. 3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

i) FIREMAN ATTENDANT - CONTISS 02

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE including a pass in English.

In addition, a candidate must have passed a competitive selection test and meet the appropriate medical fitness condition.

ii) FIREMAN ASSISTANT - CONTISS 03

a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE including a pass in English with 3 years working experience.

In addition, a candidate must have passed a competitive selection test and meet the appropriate medical fitness condition.

b) By promotion of a confirmed and suitably qualified Fireman Attendant who has spent not less than 3 years of satisfactory service with favourable Annual Performance Evaluation Reports for the period.

iii) HIGHER FIREMAN ASSISTANT - CONTISS 04

a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE including a pass in English and the Firemen Certificate of Competency (FCC) Class II from a recognized institution.

In addition, a candidate must have passed a competitive selection test and meet the appropriate medical fitness condition.

By promotion of a confirmed and suitably qualified Fireman Assistant who has spent not less than 3 years on the rank, with favourable Annual Performance Evaluation Reports for the period and obtained the Firemen Certificate of Competency (FCC) Class II.

iv) SENIOR FIREMAN ASSISTANT - CONTISS 05

a) By direct appointment of a qualified and suitable candidate with a National Diploma in Building Engineering, Building Technology or any other relevant area obtained from a recognized institution.

In addition, a candidate must have passed a competitive selection test and meet the appropriate medical fitness condition.

b) By promotion of a confirmed and suitably qualified Higher Fireman Assistant who has spent not less than 3 years on the grade, with favourable Annual Performance Evaluation Reports for the period and obtained the Firemen Certificate of Competency (FCC) Class I.

16. GARDENER CADRE

16.1 Posts and Salary Grades

GARDENER ATTENDANT		-CONTISS	02
GARDENER ASSISTANT	-	CONTISS	03
HIGHER GARDENER ASSISTANT		-CONTISS	04
SENIOR GARDENER ASSISTANT		-CONTISS	05

16.2 DUTIES

- i) GARDENER ATTENDANT** **-CONTISS 02**
- a) Perform such duties as planting and watering grass, flowers, fruits and vegetables
 - b) Maintain existing lawns, flowers, fruits and gardens
 - c) Weed and prune flowers, fruits and gardens
 - d) Carry out other duties as may be assigned.
- ii) GARDENER ASSISTANT** **- CONTISS 03**
- a) Perform such duties as planting and watering grass, flowers, fruits and vegetables
 - b) Maintain existing lawns, flowers, fruits and gardens
 - c) Weed and prune flowers, fruits and gardens
 - d) Carry out other duties as may be assigned.
- iii) HIGHER GARDENER ASSISTANT** **-CONTISS 04**
- a) Perform the duties of Gardener I at a higher level of responsibility
 - b) Assist in Supervising subordinates
 - c) Carry out other duties as may be assigned.
- iv) SENIOR GARDENER ASSISTANT** **-CONTISS 05**
- a) Perform the duties of Higher Gardener at a higher level of responsibility
 - b) Supervise subordinates
 - c) Carry out other duties as may be assigned.

16.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

- i) GARDENER ATTENDANT** **-CONTISS 02**
By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE including a pass in English.
- ii) GARDENER ASSISTANT** **-CONTISS 03**
a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE including a pass in English and a minimum of 3 years relevant working experience.

In addition, a candidate shall be required to pass a practical test.

b) By promotion of a confirmed and suitably qualified Gardener Attendant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) HIGHER GARDENER ASSISTANT

-CONTISS 04

- a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE including a pass in English and a minimum of 6 years relevant working experience.

In addition, a candidate shall be required to pass a practical test.

a) By promotion of a confirmed and suitably qualified Gardener Assistant who has spent not less than 3 years on the grade and obtained favourable Annual Performance Evaluation Reports for the period.

iv) SENIOR GARDENER ASSISTANT

-CONTISS 05

- a) By direct appointment of a qualified and suitable candidate with a minimum of National Diploma in Horticulture, Forestry and any other relevant qualification.

In addition, a candidate shall be required to pass a practical test.

- b) By promotion of a confirmed and suitably qualified Higher Gardener Assistant who has spent not less than 3 years on the grade and obtained favourable Annual Performance Evaluation Reports for the period.

17. HEALTH ASSISTANT CADRE

(Clinical, Medical, Dietician, Nutrician etc)

17.1 Posts and Salary Grades

HEALTH ATTENDANT	-	CONTISS 02
HEALTH ASSISTANT	-	CONTISS 03
HIGHER HEALTH ASSISTANT	-	CONTISS 04
SENIOR HEALTH ASSISTANT	-	CONTISS 05

17.2 Duties

i) HEALTH ATTENDANT - CONTISS 02

- a) Clean the environment and equipment.
- a) Attend to the needs of patients.
- b) Carry out other duties as may be assigned.

ii) HEALTH ASSISTANT - CONTISS 03

- a) Carry out the duties of Health Attendant at a higher level of responsibility.
- b) Wait on Nurses and Doctors in the clinics.
- c) Carry out other duties as may be assigned.

iii) HIGHER HEALTH ASSISTANT - CONTISS 04

- a) Wait on Nurses and Doctors in the clinics.
- b) Assist in preparing and removing of plasters, as the case may be.
- c) Assist in dressing and treating wounds under supervision, as the case may be.
- d) Assist in collection of drugs from the main store.
- e) Assist in supervising the activities of subordinates.
- f) Carry out other duties as may be assigned.

SENIOR HEALTH ASSISTANT - CONTISS 05

- a) Wait on Nurses and Doctors in the clinics.
- b) Partake in the preparation and removal of plasters, as the case may be.
- c) Dress and treat wounds under supervision, as the case may be.
- d) Collect drugs from the main store.
- e) Supervise the activities of subordinates.
- f) Carry out other duties as may be assigned.

17.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

HEALTH ATTENDANT - CONTISS 02

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE, preferably in the Sciences.

HEALTH ASSISTANT - CONTISS 03

- a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE who has successfully completed the 2-year Training

Programme in the School of Health Technology or any recognized Health Institution and obtained the National Certificate for Health Assistant Cadres.

b) By promotion of a confirmed and suitably qualified Health Attendant who has successfully completed the 2-year Training Programme in the School of Health Technology or any recognized Health Institution, obtained the National certificate for Health Assistant Cadres and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period for the period.

HIGHER HEALTH ASSISTANT - CONTISS 04

a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE who has successfully completed the 2-year Training Programme in the School of Health Technology or any recognized Health Institution and obtained the National certificate for Health Assistant Cadres with at least 2 years post-qualification cognate experience.

b) By promotion of a confirmed and suitably qualified Health Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period for the period.

SENIOR HEALTH ASSISTANT - CONTISS 05

a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE who has successfully completed the 2-year Training Programme in the School of Health Technology or any recognized Health Institution and obtained the National certificate for Health Assistant Cadres with at least 4 years post-qualification cognate experience.

b) By promotion of a confirmed and suitably qualified Higher Health Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period for the period.

18. INFORMATION & COMMUNICATION ASSISTANT CADRE

18.1 Posts and Salary Grades

ICT ATTENDANT	-	CONTISS 02
ICT ASSISTANT	-	CONTISS 03
HIGHER ICT ASSISTANT	-	CONTISS 04
SENIOR ICT ASSISTANT	-	CONTISS 05

18.2 DUTIES

i) ICT ATTENDANT - CONTISS 02

- a) Clean and keep the COMPUTER Laboratory tidy at all times.
- b) Assist in cleaning of Computers.
- c) Carry out other duties as may be assigned.

ii) ICT ASSISTANT - CONTISS 03

- a) Maintaining cleanliness and orderliness of the computer centre.
- b) Assist in the assembling new IT equipment.
- c) Maintain the computer equipment.
- d) Partake in the maintenance of computer Laboratory equipment.
- e) Assist in taking care of materials and instruments used in the computer
- f) Set up new equipment
- g) Carry out other duties as may be assigned.

iii) HIGHER ICT ASSISTANT -CONTISS 04

- a) Assist in repairs and maintenance of Computer equipment.
- b) Assist in installation of software's, antivirus, computer peripheral.
- c) Assist in carrying out annual report on computer maintenance.
- d) Carry out other duties as may be assigned.

iv) SENIOR ICT ASSISTANT - CONTISS 05

- a) Prepare report on all computer equipment such as desktop computers, laptop computers, monitors, printers, fax machines, scanners in the Laboratory
- b) Ensure cleanliness of IT equipment.
- c) Take care of materials and instruments used in the computer Laboratory
- d) Set up new Computer equipment
- e) Supervise the activities of subordinates
- f) Carry out other duties as may be assigned.

18.3 METHOD OF ENTRY INTO THE CADRE

i) ICT ATTENDANT - CONTISS 02

- a) By direct appointment of a qualified and suitable candidate with SSCE plus a Certificate in Computer application/appreciation.

ii) ICT ASSISTANT

- CONTISS 03

- a) By direct appointment of a qualified and suitable candidate with SSCE plus a Certificate in Computer application/appreciation with 3 years working experience.
- b) By promotion of a confirmed and suitable ICT Attendant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) HIGHER ICT ASSISTANT

- CONTISS 04

- a) By direct appointment of a qualified and suitable candidate with SSCE plus a Certificate in Computer application/appreciation with 6 years working experience.
- b) By promotion of a confirmed and suitable ICT Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) SENIOR ICT ASSISTANT

- CONTISS 05

- a) By direct appointment of a qualified and suitable candidate with National Diploma in computer science, ICT or any other relevant qualification.
- b) By promotion of a confirmed and suitable Higher ICT Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

19. LANGUAGE LABORATORY CADRE

19.1 Posts and Salary Grades

LANGUAGE LABORATORY ATTENDANT	-	CONTISS	02
LANGUAGE LABORATORY ASSISTANT	-	CONTISS	03
HIGHER LANGUAGE LABORATORY ASSISTANT	-	CONTISS	04
SENIOR LANGUAGE LABORATORY ASSISTANT	-	CONTISS	05

19.2 DUTIES

- i) LANGUAGE LABORATORY ATTENDANT - CONTISS 02**
- a) Taking charge of the Language Laboratory and performs other routine duties as may be assigned.
 - b) Ensure cleanness of the Language Laboratory and its equipment.
 - c) Reporting of any faults discovered in the Language Laboratory.
 - d) Preventing unauthorised entry into the Language Laboratory.
- ii) LANGUAGE LABORATORY ASSISTANT - CONTISS 03**
- a) Performing the duties specified as stated above.
 - b) Ensuring the security of all equipment in the Language Laboratory.
- iii) HIGHER LANGUAGE LABORATORY ASSISTANT - CONTISS 04**
- a) Performing same duties as those of the Language Laboratory Assistant.
 - b) Assisting in supervising students in the Language Laboratory.
- iv) SENIOR LANGUAGE LABORATORY ASSISTANT - CONTISS 05**
- a) Supervising the activities and movements of students while in the Language Laboratory.
 - b) Supervising subordinate staff.
 - c) Vetting duty rosters.

19.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE)

- i) LANGUAGE LABORATORY ATTENDANT - CONTISS 02**
- By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE, NABTEB or any other relevant qualification obtained from recognised institution.
- ii) LANGUAGE LABORATORY ASSISTANT - CONTISS 03**
- c) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE, NABTEB or any other relevant qualification obtained from recognised institution with 3 years relevant working experience.
 - d) By promotion of a confirmed and suitably qualified Language Laboratory Attendant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) HIGHER LANGUAGE LABORATORY ASSISTANT - CONTISS 04

c) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE, NABTEB or any other relevant qualification obtained from recognised institution with 6 years relevant working experience.

d) By promotion of confirmed and suitably qualified Assistant Language Laboratory who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) SENIOR LANGUAGE LABORATORY ASSISTANT - CONTISS 05

c) By direct appointment of a qualified and suitable candidate with a National Diploma in the relevant area obtained from a recognized institution.

d) By promotion of a confirmed and suitably qualified Higher Language Laboratory Assistant who has obtained a relevant Certificate in Language Laboratory or any other relevant area from a recognized institution and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

20. ASSISTANT MEDICAL LABORATORY TECHNICIAN CADRE

20.1 Posts and Salary Grades

Senior Assistant Medical Laboratory Technician - CONTISS 05

20.2 Duties

i) SENIOR ASSISTANT MEDICAL LABORATORY TECHNICIAN- CONTISS 05

- e) Assist in repairs and maintenance of laboratory equipment.
- f) Assist in preparing chemical solutions, reagent, microscope slides and culture media for laboratory tests.
- g) Assist in carrying out microscopic examination for specimens.
- h) Carry out other duties as may be assigned.

20.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

SENIOR ASSISTANT MEDICAL LABORATORY TECHNICIAN CONTIS 05

i) For appointment as Senior Assistant Medical Laboratory Technician, a candidate shall possess the following requirements:

- a) A National Diploma in relevant area obtained from a recognized institution and evidence of Computer Literacy.
- b) a candidate shall be subjected to an interview that may require writing competency examination.

21. LAUNDRY CADRE

21.1 Posts and Salary Grades

LAUNDRY ATTENDANT	-	CONTISS 02
LAUNDRY ASSISTANT	-	CONTISS 03
HIGHER LAUNDRY ASSISTANT	-	CONTISS 04
SENIOR LAUNDRY ASSISTANT	-	CONTISS 05

21.2 DUTIES

- i) LAUNDRYMAN ATTENDANT** - **CONTISS 02**
- a) Washing used textile materials and ironing them.
 - b) Performing other related duties that may be assigned.
- ii) LAUNDRY ASSISTANT** - **CONTISS 03**
- a) Washing used textile materials and ironing them.
 - b) Performing the duties of Laundry Attendant at a higher level of responsibility.
 - c) Performing other related duties that may be assigned.
- iii) HIGHER LAUNDRY ASSISTANT** - **CONTISS 04**
- a) Performing the duties of Laundry Assistant at a higher level of responsibility.
 - b) Keeping Laundry records.
 - c) Performing other related duties that may be assigned.
- iv) SENIOR LAUNDRYMAN ASSISTANT** - **CONTISS 05**
- a) Supervising the activities of subordinate staff.
 - b) Taking charge of Laundry equipment.
 - c) Performing other related duties that may be assigned.

21.3 METHOD OF ENTRY INTO THE CADRE

- i) LAUNDRY ATTENDANT** **CONTIS 02**
- a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE including English Language.
- ii) LAUNDRY ASSISTANT** - **CONTISS 03**
- a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE including English Language with 3 years relevant working experience.

- b) By promotion of a confirmed and suitable Laundry Attendant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) HIGHER LAUNDRY ASSISTANT CONTISS 04

- a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE including English Language with 6 years relevant working experience.
- b) By promotion of a confirmed and suitable Higher Laundry Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) SENIOR LAUNDRY ASSISTANT -CONTISS 05

- a) By direct appointment of a qualified and suitable candidate with a minimum accredited Diploma in Laundry or any other relevant qualification.
- b) By promotion of a confirmed and suitable Higher Laundry Assistant
- c) who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

22. LIBRARY ASSISTANT CADRE

22.1 Posts and Salary Grades

LIBRARY ATTENDANT	-	CONTISS 02
LIBRARY ASSISTANT	-	CONTISS 03
HIGHER LIBRARY ASSISTANT	-	CONTISS 04
SENIOR LIBRARY ASSISTANT	-	CONTISS 05

22.2 Duties

- i) LIBRARY ATTENDANT - CONTISS 02**
- a) Ensure cleanliness of the Library and dusting of Library books.
 - b) Assist in shelving of books in the Library
 - c) Ensure safety of books and other materials in the Library.
 - d) Carry out other duties as may be assigned.
 - e) Ensure electrical appliances are off at the close of work.
- ii) LIBRARY ASSISTANT - CONTISS 03**
- a) Perform the duties of a Library Attendant at a higher level of responsibility
 - b) Ensure shelving and reshelving of books in the Library
 - c) Carry out other duties as may be assigned.
 - d) Ensure electrical appliances are off at the close of work.
- iii) HIGHER LIBRARY ASSISTANT - CONTISS 04**
- a) Assist in routine Library duties.
 - b) Carry out other duties as may be assigned.
- iv) SENIOR LIBRARY ASSISTANT - CONTISS 05**
- a) Assist in providing Library services such as indexing, circulation, receiving and filing, cataloguing, record and shelving and reshelving of books, journals and newspapers.
 - b) Supervise subordinates.
 - c) Carry out other duties as may be assigned.

22.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

- i) LIBRARY ATTENDANT - CONTISS 02**
By direct appointment of a qualified and suitable candidate with a minimum of 3 credits with at least a pass in English language in SSCE or equivalent qualification.
- ii) LIBRARY ASSISTANT - CONTISS 03**
- a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or equivalent qualification with at least a pass in English language and a Certificate in Computer Studies obtained from a recognised institution with 3 years relevant working experience.
 - b) By promotion of a confirmed and suitably qualified Library Attendant who has obtained a Certificate in Computer Studies obtained from a recognized

institution and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) HIGHER LIBRARY ASSISTANT - CONTISS 04

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or equivalent qualification with at least a pass in English language and a Certificate in Computer Studies obtained from a recognised institution with 6 years relevant working experience.

By promotion of a confirmed and suitably qualified Library Assistant who has obtained the Library Assistant Certificate from a recognized institution and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) SENIOR LIBRARY ASSISTANT - CONTISS 05

a) By direct appointment of a qualified and suitable candidate with a National Diploma in Library and Information Science obtained from a recognized institution.

b) By promotion of a confirmed and suitably qualified Higher Library Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

23. LIVESTOCK ASSISTANT CADRE

23.1 Posts and Salary Grades

LIVESTOCK ATTENDANT	-	CONTISS 02
LIVESTOCK ASSISTANT	-	CONTISS 03
HIGHER LIVESTOCK ASSISTANT	-	CONTISS 04
SENIOR LIVESTOCK ASSISTANT	-	CONTISS 05

23.2 Duties

- i) LIVESTOCK ATTENDANT - CONTISS 02**
 - a) Feed Livestock
 - b) Clean areas where livestock are kept
 - c) Carry out other duties as may be assigned.
- ii) LIVESTOCK ASSISTANT - CONTISS 03**
 - a) Perform the duties of a Livestock Attendant at a higher level of responsibility.
 - b) Perform the duties of animal disease control, animal production/management and veterinary health, under supervision.
 - c) Carry out other duties as may be assigned.
- iii) HIGHER LIVESTOCK ASSISTANT - CONTISS 04**
 - a) Assist in inoculating livestock and keeping records of vaccination
 - b) Assist in collecting data on information required for research and other livestock development processes
 - c) Assist in keeping records and writing reports on livestock development activities
 - d) Assist in the supervision and training of subordinate staff in the unit
 - e) Carry out other duties as may be assigned.
- iv) SENIOR LIVESTOCK ASSISTANT - CONTISS 05**
 - a) Inoculate livestock and keep records of vaccination
 - b) Collect data on information required for research and other livestock development processes
 - c) Keep records and write reports on livestock development activities
 - d) Supervise and train subordinate staff in the unit
 - e) Carry out other duties as may be assigned.

23.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

i) LIVESTOCK ATTENDANT - CONTISS 02

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in the sciences with at least a pass in English language in SSCE or equivalent qualification.

ii) LIVESTOCK ASSISTANT - CONTISS 03

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in sciences with at least a pass in English language in SSCE or equivalent qualification with a minimum of 3 years experience.

a) By promotion of a confirmed and suitably qualified Livestock Attendant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports.

iii) HIGHER LIVESTOCK ASSISTANT - CONTISS 04

a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in the sciences with at least pass in English in SSCE or equivalent qualification with a minimum of 6 years experience.

b) By promotion of a confirmed and suitably qualified Livestock Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) SENIOR LIVESTOCK ASSISTANT - CONTISS 05

By direct appointment of a qualified and suitable candidate with a minimum of National Diploma in Livestock or any relevant qualification in the field.

By promotion of a confirmed and suitably qualified Higher Livestock Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

24. MACHINE OPERATOR ASSISTANT (PLANT, LIFT, etc.) CADRE

24.1 Posts and Salary Grades

MACHINE OPERATOR ATTENDANT	-	CONTISS	02
MACHINE OPERATOR ASSISTANT	-	CONTISS	03
HIGHER MACHINE OPERATOR ASSISTANT	-	CONTISS	04
SENIOR MACHINE OPERATOR ASSISTANT	-	CONTISS	05

24.2 Duties

- i) MACHINE OPERATOR ATTENDANT - CONTISS 02**
- a) Assist in operating machines, plants and boreholes and their maintenance under supervision
 - b) Carry out other duties as may be assigned.
- ii) MACHINE OPERATOR ASSISTANT - CONTISS 03**
- a) Perform the duties of Machine Operator III at a higher level of responsibility.
 - b) Carry out other duties as may be assigned.
- iii) HIGHER MACHINE OPERATOR ASSISTANT CONTISS 04**
- a) Operate machines, plants and boreholes and handle their maintenance
 - b) Supervise subordinates
 - c) Carry out other duties as may be assigned.
- iv) SENIOR MACHINE OPERATOR ASSISTANT CONTISS 05**
- a) Assist the Technical Officer in the supervision of the work of Machine Operators
 - b) Operate and maintain machines, plants and boreholes
 - c) Carry out other duties as may be assigned.

24.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

i) MACHINE OPERATOR ATTENDANT
- CONTISS 02

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or equivalent and a pass in Trade Test Grade III in the appropriate trade from recognised issuing body.

ii) MACHINE OPERATOR ASSISTANT CONTISS 03

a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or equivalent and a pass in Test Grade II in the appropriate trade from recognised issuing body and 3 years relevant working experience.

b) By promotion of a confirmed and suitably qualified Machine Operator Attendant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) HIGHER MACHINE OPERATOR ASSISTANT - CONTISS 04

a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE/NABTEB, a pass in Trade Test Grade I in the appropriate trade from recognised issuing body and 6 years relevant working experience.

b) By promotion of a confirmed and suitably qualified Higher Machine Operator Assistant who has obtained Trade Test Grade II in the appropriate trade from recognised body and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) SENIOR MACHINE OPERATOR ASSISTANT -CONTISS05

a) By direct appointment of a qualified and suitable candidate with a minimum of National Diploma in the relevant area obtained from a recognised institution.

b) By promotion of a confirmed and suitably qualified Higher Machine Assistant who has obtained Trade Test Grade I in the appropriate trade from recognised body and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

37. MATRON CADRE

37.1 Posts and Salary Grades

MATRON ATTENDANT	-	CONTISS	02
ASSISTANT MATRON	-	CONTISS	03
HIGHER MATRON ASSISTANT	-	CONTISS	04
SENIOR MATRON ASSISTANT	-	CONTISS	05

37.2 DUTIES

- i) MATRON ATTENDANT - CONTISS 02**
- a) Taking charge of the University buildings and controlling the entry of visitors into the building and female hostels.
 - b) Serving as Ushers and Guides to visitors to the University buildings and female hostels.
 - c) Taking care of the female students' halls of residence.
- ii) ASSISTANT MATRON - CONTISS 03**
- c) Performing the duties specified as stated above.
 - d) Ensuring the security of inner University properties e.g. Computers, typewriters etc.
- iii) HIGHER ASSISTANT MATRON - CONTISS 04**
- c) Performing same duties as those of the Assistant MATRON.
 - d) Assisting in supervising a number of MATRONS.
 - e) Preparing duty rosters & vetting.
- iv) SENIOR ASSISTANT MATRON - CONTISS 05**
- d) Supervising subordinate staff.
 - e) Vetting duty rosters.
 - f) Requisitioning stationery items for use by staff.
 - g) Deploying of staff.
 - h) Safe keeping of lost and found items before handing them over to the Security Directorate.
 - i) Reporting cases of missing items.

37.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE)

ii) MATRON ATTENDANT - CONTISS 02

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE, NABTEB or any other relevant qualification obtained from recognised institution.

ii) ASSISTANT MATRON - CONTISS 03

e) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE, NABTEB or any other relevant qualification obtained from recognised institution with 3 years relevant working experience.

f) By promotion of a confirmed and suitably qualified MATRON Attendant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) HIGHER ASSISTANT MATRON -CONTISS 04

e) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE, NABTEB or any other relevant qualification obtained from recognised institution with 6 years relevant working experience.

f) By promotion of confirmed and suitably qualified Assistant MATRON who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) SENIOR ASSISTANT MATRON - CONTISS 05

e) By direct appointment of a qualified and suitable candidate with a National Diploma in the relevant area obtained from a recognized institution.

f) By promotion of a confirmed and suitably qualified Higher Assistant MATRON who has obtained a Certificate in Printing/Bindery Technology or any other relevant area from a recognized institution and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

23. MEDICAL RECORDS ASSISTANT CADRES

25.1 Posts and Salary Grades

MEDICAL RECORDS ATTENDANT	-	CONTISS 02
MEDICAL RECORDS ASSISTANT	-	CONTISS 03
HIGHER MEDICAL RECORDS ASSISTANT	-	CONTISS 04
SENIOR MEDICAL RECORDS ASSISTANT	-	CONTISS 05

25.2 Duties

i) MEDICAL RECORDS ATTENDANT - CONTISS 02

- a) Perform medical records clerical duties under supervision.
- b) Assist the Medical Records Officer and other senior officers.
- c) Keep official medical records secrets.
- d) Carry out other duties as may be assigned

ii) MEDICAL RECORDS ASSISTANT - CONTISS 03

- a) Performing the duties of a Medical Records Attendant at a higher level of responsibility
- b) Keep official medical records secrets.
- c) Carry out other duties as may be assigned

iii) HIGHER MEDICAL RECORDS ASSISTANT- CONTISS 04

- a) Performing the duties of a Medical Records Assistant at a higher level of responsibility
- b) Take charge of correspondence and/or medical records
- c) Keep official medical records secrets.
- d) Carry out other duties as may be assigned

iv) SENIOR MEDICAL RECORDS ASSISTANT- CONTISS 05

- a) Performing the duties of a Higher Medical Records Assistant at a higher level of responsibility
- b) Keep official medical records secrets.
- c) Carry out other duties as may be assigned

25.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

MEDICAL RECORDS ATTENDANT - CONTISS 02

- a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE in Sciences with at least pass in English.
- b) a candidate shall be subjected to an interview that may require writing competency examination.

MEDICAL RECORDS ASSISTANT - CONTISS 03

- a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE in Sciences with at least 3 years experience.
- b) a candidate shall be subjected to an interview that may require writing competency examination.

c) By promotion of a confirmed and suitably qualified Medical Records Attendant who spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period for the period.

HIGHER MEDICAL RECORDS ASSISTANT - CONTISS 04

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE in Sciences with at least 6 years experience.

b) a candidate shall be subjected to an interview that may require writing competency examination.

By promotion of a confirmed and suitably qualified Medical Records Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period for the period.

SENIOR MEDICAL RECORDS ASSISTANT - CONTISS 05

a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE in Sciences with at least 9 years experience.

b) a candidate shall be subjected to an interview that may require writing competency examination.

By promotion of a confirmed and suitably qualified Higher Medical Records Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period for the period.

27. CLEANER CADRE

27.1 Posts and Salary Grades

ATTENDANT CLEANER	-	CONTISS	02
ASSISTANT CLEANER	-	CONTISS	03
HIGHER ASSISTANT CLEANER	-	CONTISS	04
SENIOR ASSISTANT CLEANER	-	CONTISS	05

27.2 Duties

i) ATTENDANT CLEANER - CONTISS 02

- a) Open, clean and close offices and entrances to University buildings.
- b) Control the entry of visitors to offices, student's halls of residence and other University buildings.
- c) Clean the surrounding environment.
- d) Responsible for movement and security of files and official documents.
- e) Carry and deliver letters, articles and mails.
- f) Carry out other duties as may be assigned

ii) ASSISTANT CLEANER - CONTISS 03

- a) Open, clean and close offices and entrances to the University buildings.
- b) Control the entry of visitors to offices, student's halls of residence and other University buildings.
- c) Clean the surrounding environment.
- d) Responsible for movement and security of files and official documents
- e) Carry and deliver letters, articles and mails
- f) Carry out other duties as may be assigned

iii) HIGHER ASSISTANT CLEANER - CONTISS 04

- a) Open, clean and close offices and entrances to the University buildings
- b) Control the entry of visitors to offices, students halls of residence and other University buildings
- c) Clean the surrounding environment
- d) Responsible for movement and security of files and official documents
- e) Carry and deliver letters, articles and mails
- f) Supervise subordinates
- g) Carry out other duties as may be assigned

iv) SENIOR ASSISTANT CLEANER - CONTISS 05

- a) Open, clean and close offices and entrances to the University buildings
- b) Control the entry of visitors to offices, students halls of residence and other University buildings
- c) Clean the surrounding environment

- d) Responsible for movement and security of files and official documents
- e) Carry and deliver letters, articles and mails
- f) Supervise subordinates
- g) Carry out other duties as may be assigned

27.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

i) ATTENDANT CLEANER - CONTISS 02

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or any other equivalent qualification

ii) ASSISTANT CLEANER - CONTISS 03

a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or any other equivalent qualification with at least 3 years working experience.

b) By promotion of a confirmed and suitably qualified Attendant Cleaner who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) HIGHER ASSISTANT CLEANER - CONTISS 04

a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or any other equivalent qualification with at least 6 years working experience.

b) By promotion of a confirmed and suitably qualified Assistant Cleaner who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) SENIOR ASSISTANT CLEANER - CONTISS 05

By promotion of a confirmed and suitably qualified Higher Assistant Cleaner who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

28. MOTOR DRIVER /MECHANIC CADRE

28.1 Posts and Salary Grades

MOTOR DRIVER	-	CONTISS 02
MOTOR DRIVER/MECHANIC	-	CONTISS 03
HIGER DRIVER/MECHANIC	-	CONTISS 04
SENIOR DRIVER/MECHANIC	-	CONTISS 05

28.2 Duties

- i) MOTOR DRIVER - CONTISS 02**
- a) Drive with care and caution, a motor vehicle assigned
 - b) Keep an accurate and up-to-date log book of the movement of the vehicle
 - c) Keep clean and understand the general condition of the vehicle assigned
 - d) Report promptly to the appropriate officer, any faults or defects discovered
 - e) Carry out other duties as may be assigned.
- ii) MOTOR DRIVER/MECHANIC - CONTISS 03**
- a) Drive with care and caution, a motor vehicle assigned
 - b) Keep an accurate and up-to-date log book of the movement of the vehicle
 - c) Keep clean and understand the general condition of the vehicle assigned
 - d) Report promptly to the appropriate officer, any faults or defects discovered
 - e) Carry out other duties as may be assigned.
- iii) HIGHER DRIVER/MECHANIC - CONTISS 04**
- a) Drive with care and caution, a motor vehicle assigned
 - b) Keep an accurate and up-to-date log book of the movement of the vehicle
 - c) Keep clean and understand the general condition of the vehicle assigned
 - d) Report promptly to the appropriate officer, any faults or defects discovered
 - e) Undertake emergency repairs of the vehicle with the approval of the HOD
 - f) Carry out other duties as may be assigned.
- iv) SENIOR DRIVER/MECHANIC - CONTISS 05**
- a) Drive with care and caution, a motor vehicle assigned
 - b) Keep an accurate and up-to-date log book of the movement of the vehicle
 - c) Keep clean and understand the general condition of the vehicle assigned
 - d) Report promptly to the appropriate officer, any faults or defects discovered
 - e) Undertake emergency repairs with the approval of the HOD
 - f) Carry out other duties as may be assigned.

28.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

i) MOTOR DRIVER - CONTISS 02

By direct appointment of a qualified and suitable candidate with a valid Class C Driving License, Driving and Physical Fitness tests conducted by the University.

ii) MOTOR DRIVER/MECHANIC - CONTISS 03

By direct appointment of a qualified and suitable candidate with a valid Class C Driving License, Driving and Physical Fitness tests conducted by the University and a Trade Test Grade III with at least 3 years experience.

By promotion of a confirmed and suitably qualified Motor Driver who has obtained Class E Driving License, Trade Test Grade III and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) HIGHER MOTOR DRIVER/MECHANIC - CONTISS 04

By direct appointment of a qualified and suitable candidate with a valid Class C Driving License, Driving and Physical Fitness tests conducted by the University and a Trade Test Grade II with at least 6 years experience.

By promotion of a confirmed and suitably qualified Motor Driver/Mechanic who has obtained the Federal Ministry of Labour Trade Test Grade II and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) SENIOR MOTOR DRIVER/MECHANIC - CONTISS 05

By direct appointment of a qualified and suitable candidate with a valid Class C Driving License, Driving and Physical Fitness tests conducted by the University and a Trade Test Grade I with at least 9 years experience.

By promotion of a confirmed and suitably qualified Higher Motor Driver/Mechanic who has obtained a Trade Test Grade I and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

36. PORTER CADRE

36.1 Posts and Salary Grades

PORTER ATTENDANT	-	CONTISS	02
ASSISTANT PORTER	-	CONTISS	03
HIGHER PORTER ASSISTANT	-	CONTISS	04
SENIOR PORTER ASSISTANT	-	CONTISS	05

36.2 DUTIES

i) PORTER ATTENDANT - CONTISS 02

- a) Taking charge of the University buildings and controlling the entry of visitors into the building and male hotels.
- b) Serving as Ushers and Guides to visitors to the University buildings and male.
- c) Taking care of the male students' halls of residence.

ii) ASSISTANT PORTER - CONTISS 03

- e) Performing the duties specified as stated above.
- f) Ensuring the security of inner University properties e.g. Computers, typewriters etc.

iii) HIGHER ASSISTANT PORTER - CONTISS 04

- a) Performing same duties as those of the Assistant Porter.
- b) Assisting in supervising a number of Porters.
- c) Preparing duty rosters & vetting.

iv) SENIOR ASSISTANT PORTER - CONTISS 05

- a) Supervising subordinate staff.
- b) Vetting duty rosters.
- c) Requisitioning stationery items for use by staff.
- d) Deploying of staff.
- e) Safe keeping of lost and found items before handing them over to the Security Directorate.
- f) Reporting cases of missing items.

36.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE)

iii) PORTER ATTENDANT - CONTISS 02

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE, NABTEB or any other relevant qualification obtained from recognised institution.

ii) ASSISTANT PORTER - CONTISS 03

g) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE, NABTEB or any other relevant qualification obtained from recognised institution with 3 years relevant working experience.

h) By promotion of a confirmed and suitably qualified Porter Attendant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) HIGHER ASSISTANT PORTER - CONTISS 04

g) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE, NABTEB or any other relevant qualification obtained from recognised institution with 6 years relevant working experience.

h) By promotion of confirmed and suitably qualified Assistant Porter who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) SENIOR ASSISTANT PORTER - CONTISS 05

g) By direct appointment of a qualified and suitable candidate with a National Diploma in the relevant area obtained from a recognized institution.

h) By promotion of a confirmed and suitably qualified Higher Assistant Porter who has obtained a Certificate in Printing/Bindery Technology or any other relevant area from a recognized institution and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

29. ROADS OVERSEER CADRE

29.1 Posts and Salary Grades

ATTENDANT ROADS OVERSEER	-	CONTISS	02
ASISTANT ROADS OVERSEER	-	CONTISS	03
HIGHER ROADS OVERSEER	-	CONTISS	04
SENIOR ROADS OVERSEER	-	CONTISS	05

29.2 Duties

i) ATTENDANT ROADS OVERSEER - CONTISS 02

- a) To assist in roads and drainage maintenance work.
- b) To assist in the construction or reconstruction repairs of roads and drainage.
- c) Carry out other duties as may be assigned.

ii) ASSISTANT ROADS OVERSEER - CONTISS 03

- a) Undertake roads and drainage maintenance work.
- b) Participate in the construction or reconstruction repairs of roads and drainage.
- c) Carry out other duties as may be assigned.

iii) HIGHER ROADS OVERSEER - CONTISS 04

- a) Undertake roads maintenance work
- b) Assist in supervising, maintenance re-surfacing and re-sealing and repairs of roads and drainage.
- c) Participate in the construction or repairs of culverts and minor retaining walls
- f) Assist in the supervision of subordinates
- g) Carry out other duties as may be assigned.

iv) SENIOR ROADS OVERSEER - CONTISS 05

- a) Undertake roads maintenance work
- b) Supervise re-surfacing and re-sealing
- c) Construct or repair culverts and minor retaining walls
- d) Prepare estimates and schedules of materials
- e) Check and prepare list of work materials required
- f) Coordinate and supervise subordinates
- g) Carry out other duties as may be assigned.

31.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

i) ATTENANT ROADS OVERSEER - CONTISS 02

By direct appointment of a qualified and suitable candidate with at least a minimum of 3 credits in SSCE/NABTEB or equivalent.

i) ASSISTANT ROADS OVERSEER - CONTISS 03

By direct appointment of a qualified and suitable candidate with at least a minimum of 3 credits in SSCE or equivalent with at least 3 years working experience.

By promotion of a confirmed and suitably qualified Attendant Road Overseer who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

ii) HIGHER ROADS OVERSEER - CONTISS 04

By direct appointment of a qualified and suitable candidate with at least a minimum of 3 credits in SSCE or equivalent with at least 6 years working experience.

By promotion of a confirmed and suitably qualified Assistant Roads Overseer who has passed Trade Test Grade II from recognised issuing body and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) SENIOR ROADS OVERSEER - CONTISS 05

By promotion of a confirmed and suitably qualified Higher Roads Overseer who has passed Trade Test Grade I from recognised issuing body and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

30. SCIENCE LABORATORY ASSISTANT CADRE

30.1 Posts and Salary Grades

LABORATORY ATTENDANT	-	CONTISS 02
LABORATORY ASSISTANT	-	CONTISS 03
HIGHER LABORATORY ASSISTANT	-	CONTISS 04
SENIOR LABORATORY ASSISTANT	-	CONTISS 05

30.2 Duties

i) LABORATORY ATTENDANT - CONTISS 02

- a) Clean and keep the Laboratory tidy at all times
- b) Assist in cleaning of Laboratory apparatus.
- c) Perform routine manual Laboratory duties under supervision
- d) Carry out other duties as may be assigned.

ii) LABORATORY ASSISTANT - CONTISS 03

- a) Assist in cleaning and keeping the Laboratory tidy at all times
- b) Keep records of Laboratory equipment.
- c) Collect and preserve laboratory specimens.
- d) Participate in cleaning of Laboratory apparatus.
- e) Assist in the preparation of simple chemical solutions in the Laboratory.
- f) Set up Laboratory equipment
- g) Carry out other duties as may be assigned.

iii) HIGHER LABORATORY ASSISTANT - CONTISS 04

- a) Assist in the preparation of specimens for experiment in the Laboratory
- b) Maintain the cleanliness of Laboratory apparatus.
- c) Partake in the maintenance of Laboratory equipment and apparatus
- d) Assist in taking care of materials and instruments used in the Laboratory
- e) Set up Laboratory equipment
- f) Assist in the supervising the activities of subordinates
- g) Carry out other duties as may be assigned.

iv) SENIOR LABORATORY ASSISTANT - CONTISS 05

- g) Prepare specimens for experiment in the Laboratory
- h) Ensure cleanliness of Laboratory apparatus.
- i) Maintain Laboratory equipment and apparatus
- j) Take care of materials and instruments used in the Laboratory
- k) Set up laboratory equipment
- l) Supervise the activities of subordinates
- m) Carry out other duties as may be assigned.

30.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

i) LABORATORY ATTENDANT - CONTISS 02

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE in the Sciences.

ii) LABORATORY ASSISTANT - CONTISS 03

a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE in the Sciences.

b) By promotion of a confirmed and suitably qualified Laboratory Attendant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period and a minimum of 3 credits in SSC in the Sciences.

iii) HIGHER LABORATORY ASSISTANT - CONTISS 04

By promotion of a confirmed and suitably qualified Laboratory Assistant who has obtained a Certificate in Laboratory Science/Technology from a recognized institution and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) SENIOR LABORATORY ASSISTANT - CONTISS 05

a) By direct appointment of a qualified and suitable candidate with a National Diploma in Laboratory Science/Technology from a recognized institution.

b) By promotion of a confirmed and suitably qualified Higher Laboratory Assistant who has obtained a Certificate in Laboratory Science/Technology from a recognized institution and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

31. SECURITY CADRE

31.1 Posts and Salary Grades

PATROLMAN II	-	CONTISS 02
PATROLMAN I	-	CONTISS 03
ASSISTANT PATROL SUPERVISOR	-	CONTISS 04
PATROL SUPERVISOR	-	CONTISS 05

31.2 Duties

i) PATROLMAN II - CONTISS 02

- a) Controlling access, scanning and searching at the point of entry into the University Campuses.
- b) Responding to emergencies.
- c) Controlling traffic.
- d) Deterring and detection of crime.
- e) Keeping good public relations.
- f) Arresting offenders.
- g) Frequent patrolling of the Campus premises.
- h) Guarding the University buildings and other properties.
- i) Monitoring the movement of people and prompt report of any short coming to the Assistant Patrol supervisor/Patrol Supervisor.
- j) Directing or escorting visitors to their destination.
- k) Enforcement of rules and regulations of the University.
- l) Engagement in escort duties as may be required.
- m) Ensuring of protection of lives, property and information
- n) Maintaining Standard Operating Procedure (SOP) enforcement of all policies laid down by the University.

ii) PATROLMAN I - CONTISS 03

- a) Controlling access, scanning and searching at the point of entry into the University Campuses.
- b) Responding to emergencies.
- c) Controlling traffic.
- d) Deterring and detection of crime.
- e) Keeping good public relations.
- f) Arrest offenders.
- g) Frequent patrolling of the Campus premises.
- h) Guarding the University buildings and other properties
- i) Monitoring the movement of people and prompt report of any short coming to the Assistant Patrol supervisor/Patrol Supervisor.
- j) Directing or escorting visitors to their destination.
- k) Enforcement of rules and regulations of the University.
- l) Engagement in escort duties as may be required.
- m) Writing security report while on duty.
- n) Ensure protection of lives, property and information
- o) Maintaining Standard Operating Procedure (SOP) enforcement of all policies laid down by the University.

iii) ASSISTANT PATROL SUPERVISOR - CONTISS 04

- a) Supervision of guards.
- b) Ensuring frequent patrol of the University premises.
- c) Ensuring compliance and obedience to lawful instructions
- d) Enforcing rules and regulations of the University
- e) Ensuring protection of lives, property and information confidentiality.
- f) Ensuring that the University Community are well protected from harm.
- g) Enforcement of discipline among security operatives.
- h) Prompt report of lapse to the Patrol Supervisor.
- i) Maintenance of Standard Operating Procedure (SOP) and enforcement of all policies laid down by the University.
- j) Any other duties as may be assigned by the Management.

iv) PATROL SUPERVISOR - CONTISS 05

- a) Supervision of guards.
- b) Submission of situation report to superior officer.
- c) Ensuring frequent patrol of the University premises.
- d) Ensuring compliance and obedience to lawful instructions.
- e) Ensuring that the University community are well protected from harm.
- f) Ensuring that all security books of records are properly maintained.
- g) Ensuring protection of lives and properties within the University.
- h) Prompt report of lapse to the relevant officer.
- i) Holding brief with guards to ensure that they are acquainted with instructions relating to their duties as may be assign from time to time.
- j) Enforcement of discipline among security operatives.
- k) Preparing of Duty Roster and posting of guards.
- l) Ensuring that guards are in a state of physical fitness, high standard of discipline and alertness.
- m) Collection and evaluation of Intelligence Data required to handle any security problem.
- n) Advising the Unit Head on prevention and potential threat.
- o) Any other duties may be assigned by the Directorate.

31.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

i) PATROLMAN II - CONTISS 02

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE with at least a pass in English.

In addition, a candidate must have passed a competitive selection test and met the appropriate medical fitness condition.

ii) PATROLMAN I - CONTISS 03

a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or its equivalent with at least a pass in English and 3 years relevant working experience.

In addition, a candidate must have passed a competitive selection test and met the appropriate medical fitness condition.

b) By promotion of a confirmed and suitably qualified Patrolman II who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) ASSISTANT PATROL SUPERVISOR - CONTISS 04

a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or its equivalent with at least a pass in English and 6 years relevant working experience.

b) By promotion of a confirmed and suitably qualified Patrolman I who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) PATROL SUPERVISOR - CONTISS 05

a) By direct appointment of a qualified and suitable candidate with a minimum of National Diploma in relevant field. Cognate working experience would be an added advantage.

b) By promotion of a confirmed and suitably qualified Assistant Patrol Supervisor has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

32. SECURITY SUPERINTENDENT CADRE

32.1 Posts and Salary Grades

ASSISTANT SECURITY SUPERINTENDENT - CONTISS 05

32.2 Duties

i) ASSISTANT SECURITY SUPERINTENDENT- CONTISS 05

- a) Assist in coordinating Security activities as may be directed
- b) Assist in the protection of lives and property within and around the University premises.
- c) Assist in preparing periodic security situation reports on the campuses for submission to superior officers
- d) Assist in monitoring and prevention of crime in the University
- e) Carry out other duties as may be assigned.

32.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

ASSISTANT SECURITY SUPERINTENDENT

i) For appointment as Assistant Security Superintendent, a candidate shall possess the following requirements:

- a) A minimum of National Diploma in relevant area obtained from a recognized institution and evidence of Computer Literacy will be an added advantage.

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

19. SENIOR MEDICAL LABORATORY ASSISTANT CADRE

19.1 Posts and Salary Grades

Senior Medical Laboratory Assistant - CONTISS 05

19.2 Duties

i) SENIOR MEDICAL LABORATORY ASSISTANT - CONTISS 05

- i) Assist in repairs and maintenance of laboratory equipment.
- j) Assist in preparing chemical solutions, reagent, microscope slides and culture media for laboratory tests.
- k) Assist in carrying out microscopic examination for specimens.
- l) Carry out other duties as may be assigned

19.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

SENIOR MEDICAL LABORATORY ASSISTANT - CONTISS 05

i) For appointment as *Senior Medical Laboratory Assistant*, a candidate shall possess the following requirements:

- a) A National Diploma in relevant area obtained from a recognized institution and evidence of Computer Literacy.
- b) a candidate shall be subjected to an interview that may require writing competency examination.

33. STORES KEEPER CADRE

33.1 Posts and Salary Grades

STORES ATTENDANT	-	CONTISS 02
STORES ASSISTANT	-	CONTISS 03
STORES KEEPER	-	CONTISS 04
SENIOR STORE KEEPER	-	CONTISS 05

33.2 DUTIES

- i) STORES ATTENDANT - CONTISS 02**
- a) Ensure cleanliness of the store and stores at all times.
 - b) Assist in performing routine and manual stores work under supervision.
 - c) Carry out other duties as may be assigned.
- ii) STORES ASSISTANT - CONTISS 03**
- a) Perform the duties of a Stores Assistant at a higher level of responsibility.
 - b) Carry out other duties as may be assigned.
- iii) STORES KEEPER - CONTISS 04**
- a) Take charge of a store in a Unit/Department.
 - b) Issue and receive materials/equipment.
 - c) Keep relevant records and check stock.
 - d) Carry out other duties as may be assigned.
- iv) SENIOR STORE KEEPER - CONTISS 05**
- a) Perform the duties of Stores Officer at a higher level of responsibility.
 - b) Supervise subordinates.
 - c) Carry out other duties as may be assigned.

33.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

- i) STORES ATTENDANT - CONTISS 02**
By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE with at least a pass in Mathematics.
- ii) STORES ASSISTANT - CONTISS 03**
- a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE with at least a pass in Mathematics and 3 years working experience.
 - b) By promotion of a confirmed and suitably qualified Stores Attendant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) STORE KEEPER - CONTISS 04

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE with at least a pass in Mathematics and 6 years working experience.

By promotion of a confirmed and suitably qualified Stores Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) SENIOR STORES KEEPER - CONTISS 05

a) By direct appointment of a qualified and suitable candidate with a National Diploma in Purchasing and Supply or any other relevant qualification obtained from a recognized institution.

b) By promotion of a confirmed and suitably qualified Store Keeper who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

34. TECHNICAL ASSISTANTS CADRE

(Civil, Electrical, Mechanical etc.)

34.1 Posts and Salary Grades

TECHNICAL ATTENDANT	-	CONTISS	02
TECHNICAL ASSISTANT	-	CONTISS	03
HIGHER TECHNICAL ASSISTANT	-	CONTISS	04
SENIOR TECHNICAL ASSISTANT	-	CONTISS	05

34.2 Duties

i) TECHNICAL ATTENDANT - CONTISS 02

- a) Assist in the performance of routine trade job that requires fabrication, processing, installation, maintenance or repairs of buildings, roads, drainages, sewerage, furniture, electrical/mechanical system, vehicles, mobile and stationery machines, material and equipment.
- b) Participate as a team member on large trade jobs in various skilled trades e.g. plumbing, carpentry and joinery, bricklaying and masonry, auto-electrical work etc.
- c) Carry out other duties as may be assigned.

ii) TECHNICAL ASSISTANT - CONTISS 03

- a) Perform the duties of Technical Attendant at a higher level of responsibility.
- b) Carry out other duties as may be assigned.

iii) HIGHER TECHNICAL ASSISTANT - CONTISS 04

- a) Perform complex individual trade jobs requiring estimating, calculating, reading, drawings and specification.
- b) Lay out the work, set up equipment, select tools and materials, determine work procedure and modify techniques to meet varying job requirement.
- c) Assist in the supervision and training of subordinates
- d) Carry out other duties as may be assigned.

iv) SENIOR TECHNICAL ASSISTANT - CONTISS 05

- a) Supervise a group of skilled tradesmen engaged in the fabrication, processing, installation, maintenance, repairs and inspection of buildings, roads, drainages, sewerages, furniture, electrical/mechanical systems, vehicles, mobile and stationery machines and other materials and equipment in a large work unit.
- b) Establish work priorities, estimate job time and material requirements, analyse complex repair problems, provide drawings and instructions for fabrication of parts and provide technical advice concerning repairs and replacement of machines and vehicles.
- c) Co-coordinate workshop activities with those of other trades.
- d) Carry out other duties as may be assigned.

NB:

- i) **Civil:** includes carpentry, joinery, plumbing, masonry, sewerage, roads, drainages, painting etc

- ii) **Electrical:** includes, fitting, wiring, installation etc
- iii) **Mechanical:** include welding, fabrication, plant and vehicle maintenance etc

34.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

i) TECHNICAL ATTENDANT - CONTISS 02

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE/NABTEB and a pass in relevant Trade Test Grade III from a recognised issuing body.

ii) TECHNICAL ASSISTANT - CONTISS 03

a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE/NABTEB, a pass in relevant Trade Test Grade II from a recognised issuing body and 3 years cognate working experience.

b) By promotion of a confirmed and suitably qualified Technical Attendant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) HIGHER TECHNICAL ASSISTANT - CONTISS 04

a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE/NABTEB, a pass in relevant Trade Test Grade II from a recognised issuing body and 6 years cognate working experience.

b) By promotion of a confirmed and suitable Technical Assistant who has obtained a pass in relevant Trade Test Grade I from a recognised issuing body and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) SENIOR TECHNICAL ASSISTANT - CONTISS 05

a) By direct appointment of a qualified and suitable candidate with a National Diploma in the relevant area obtained from a recognised institution.

b) By promotion of a confirmed and suitably qualified Higher Technical Assistant who has obtained a pass in relevant Trade Test Grade I from a recognised issuing body and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Report.

27. WARD ATTENDANT/ASSISTANT CADRE

27.1 Posts and Salary Grades

WARD ATTENDANT	-	CONTISS	02
WARD ASSISTANT	-	CONTISS	03
HIGHER WARD ASSISTANT	-	CONTISS	04
SENIOR WARD ASSISTANT	-	CONTISS	05

27.2 Duties

i) WARD ATTENDANT - CONTISS 02

- a) Open, clean and close wards and their entrances.
- b) Control the entry of visitors to wards.
- c) Clean the surrounding environment.
- d) Responsible for movement and files and other ward documents.
- e) Carry out other duties as may be assigned.

ii) WARD ASSISTANT - CONTISS 03

- a) Open, clean and close wards and their entrances.
- b) Control the entry of visitors to wards.
- c) Clean the surrounding environment.
- d) Responsible for movement and files and other ward documents.
- e) Carry out other duties as may be assigned.

iii) HIGHER WARD ASSISTANT - CONTISS 04

- a) Open, clean and close wards and entrances to the University buildings
- b) Control the entry of visitors to wards.
- c) Clean the surrounding environment.
- d) Responsible for movement and files and other ward documents.
- e) Carry out other duties as may be assigned.
- f) Supervise subordinates.

iv) SENIOR WARD ASSISTANT - CONTISS 05

- a) Open, clean and close wards and entrances to the University buildings
- b) Control the entry of visitors to wards.
- c) Clean the surrounding environment.
- d) Responsible for movement and files and other ward documents.
- e) Carry out other duties as may be assigned.
- f) Supervise subordinates.

27.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

i) WARD ATTENDANT - CONTISS 02

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or any other equivalent qualification.

ii) WARD ASSISTANT

- CONTISS 03

- a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or any other equivalent qualification with at least 3 years working experience.
- b) By promotion of a confirmed and suitably qualified Ward Attendant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) HIGHER WARD ASSISTANT

- CONTISS 04

- a) By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or any other equivalent qualification with at least 6 years working experience.
- b) By promotion of a confirmed and suitably qualified Assistant WARD who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) SENIOR WARD ASSISTANT

- CONTISS 05

By promotion of a confirmed and suitably qualified Higher Ward Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

35. ZOOKEEPERS CADRE (ADD DUTIES)

1.1 Posts and Salary Grades

ZOO ATTENDANT	-	CONTISS 02
ZOO ASSISTANT	-	CONTISS 03
ZOO KEEPER	-	CONTISS 04
SENIOR ZOO KEEPER	-	CONTISS 05

35.2 Duties

i) ZOO ATTENDANT - CONTISS 02

- a) Helping with basic animal care tasks like feeding, cleaning enclosures, changing water and monitoring animals' behaviors.
- b) Assisting and attending to guests' inquiries and respond to them adequately.
- c) Ensuring that all public areas are clean and tidy.
- d) Assisting with or leading simple educational activities, like interacting with school groups.

ii) ZOO ASSISTANT - CONTISS 03

- a) Assisting in the preparation and delivery of animal meals.
- b) Maintaining cleanliness in animal enclosures by removing wastes, washing surfaces and ensuring proper hygiene to reduce health risks.
- c) Observing animals' behavior and physical health, reporting any concerns to Senior Zookeepers or Veterinarians.
- d) Helping prepare and distribute enrichment materials like toys, objects, or food puzzles to engage animals and encourage natural behaviors.
- e) Managing and organizing supplies to ensure everything is available for daily use.
- f) Performing routine duties as may be assigned.

iii) ZOO KEEPER - CONTISS 04

- a) Feeding, cleaning, and checking the overall health and well-being of the animals in their assigned areas.
- b) Assisting in the upkeep of animal enclosures, ensuring they are secure, clean, and meet the needs of the animals.
- c) Helping to design and implement enrichment activities that upheld animal wellbeing.
- d) Performing routine duties as may be assigned.

iv) SENIOR ZOO KEEPER - CONTISS 05

- a) Observing animals for signs of illness, injuries, or behavioral changes and reporting findings to senior staff.
- b) Assisting with handling animals for medical treatments or behavioral training sessions.
- c) Learning animal training techniques from senior staff and gaining experience in handling and caring for different species.
- f) Assisting with maintaining logs of feeding, medical treatments, and other relevant observations on animals.
- g) Training subordinate staff.
- h) Supervising subordinate staff.

35.3 METHOD OF ENTRY INTO THE CADRE

i) ZOO ATTENDANT - CONTISS 02

- a) By direct appointment of a qualified and suitable candidate with 3 credits in SSCE or equivalent and at least a pass in English.

ii) ZOO ASSISTANT - CONTISS 03

- a) By direct appointment of a qualified and suitable candidate with 3 credits in SSCE or equivalent and at least a pass in English plus 3 years cognate working experience.
- b) By promotion of a confirmed and suitable Zoo Attendant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports.

iii) ZOO KEEPER - CONTISS 04

- a) By direct appointment of a qualified and suitable candidate with Certificate or its equivalent in relevant discipline.
- b) By promotion of a confirmed and suitable Zoo Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports.

iv) SENIOR ZOO KEEPER - CONTISS 05

- a) By promotion of a confirmed and suitable Zoo Keeper assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.