

NORTHWEST UNIVERSITY, KANO - NIGERIA



SENIOR NON-TEACHING STAFF SCHEME OF SERVICE (REVISED 2025)

Table of Contents

PREAMBLE	xxxviii
INTRODUCTION.....	xxxix
1. ACADEMIC PLANNING OFFICER CADRE	1
1.1 Posts and Salaries	1
1.2 DUTIES	1
i) ACADEMIC PLANNING OFFICER II - CONTISS 07	1
ii) ACADEMIC PLANNING OFFICER I - CONTISS 08.....	1
iii) SENIOR ACADEMIC PLANNING OFFICER - CONTISS 09	1
iv) ASSISTANT CHIEF ACADEMIC PLANNING OFFICER - CONTISS 12	1
v) CHIEF ACADEMIC PLANNING OFFICER - CONTISS 13	2
vi) DEPUTY DIRECTOR (QUALITY ASSURANCE) - CONTISS 14	2
vii) DEP. DIRECTOR (ACADEMIC SUPPPORT SERVICES) - CONTISS 14.....	2
viii) DEPUTY DIRECTOR (STRATEGIC PLANNING) - CONTISS 14	3
ix) DIRECTOR - CONTISS 15.....	3
1.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	3
ACADEMIC PLANNING OFFICER II - CONTISS 07.....	3
ACADEMIC PLANNING OFFICER I - CONTISS 08.....	4
SENIOR ACADEMIC PLANNING OFFICER - CONTISS 09.....	4
PRINCIPAL ACADEMIC PLANNING OFFICER - CONTISS 11.....	4
ASSISTANT CHIEF ACADEMIC PLANNING OFFICER - CONTISS 12	5
CHIEF ACADEMIC PLANNING OFFICER - CONTISS 13	5
DEPUTY DIRECTOR - CONTISS 14	6
DIRECTOR - CONTISS 15.....	6
2. ACCOUNTANT CADRE	7
2.1 Posts and Salaries	7
2.2 DUTIES	7
i) ACCOUNTANT II - CONTISS 07.....	7
ii) ACCOUNTANT I - CONTISS 08	7
iii) SENIOR ACCOUNTANT - CONTISS 09.....	8
iv) PRINCIPAL ACCOUNTANT - CONTISS 11.....	8
v) ASSISTANT CHIEF ACCOUNTANT - CONTISS 12.....	8
vi) CHIEF ACCOUNTANT - CONTISS 13	9
vii) DEPUTY BURSAR - CONTISS 14.....	10
viii) SENIOR DEPUTY BURSA - CONTISS 15	10
ix) DIRECTOR - CONTISS 15	11
x) BURSAR - FIXED SALARY	11
2.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	12
ACCOUNTANT II - CONTISS 07.....	12

ACCOUNTANT I - CONTISS 08.....	12
SENIOR ACCOUNTANT - CONTISS 09.....	13
PRINCIPAL ACCOUNTANT - CONTISS 11.....	13
ASSISTANT CHIEF ACCOUNTANT - CONTISS 12	14
CHIEF ACCOUNTANT - CONTISS 13.....	14
DEPUTY BURSAR - CONTISS 14.....	14
SENIOR DEPUTY BURSAR- CONTISS 15.....	14
DIRECTOR - CONTISS 15.....	15
BURSAR - FIXED SALARY	15
3. ADMINISTRATIVE OFFICER CADRE	16
3.1 Posts and Salaries	16
3.2 DUTIES.....	16
i) ADMINISTRATIVE ASSISTANT - CONTISS 07	16
ii) ADMINISTRATIVE OFFICER - CONTISS 08.....	16
iii) ASSISTANT REGISTRAR - CONTISS 09.....	16
iv) SENIOR ASSISTANT REGISTRAR II - CONTISS 11.....	17
v) SENIOR ASSISTANT REGISTRAR I - CONTISS 12.....	17
vi) PRINCIPAL ASSISTANT REGISTRAR - CONTISS 13.....	17
vii) DEPUTY REGISTRAR - CONTISS 14.....	18
viii) SENIOR DEPUTY REGISTRAR - CONTISS 15.....	18
ix) DIRECTOR - CONTISS 15.....	19
x) REGISTRAR - FIXED SALARY	19
3.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	19
ADMINISTRATIVE ASSISTANT - CONTISS 07	19
ADMINISTRATIVE OFFICER - CONTISS 08.....	20
ASSISTANT REGISTRAR - CONTISS 09.....	20
SENIOR ASSISTANT REGISTRAR II - CONTISS 11	21
SENIOR ASSISTANT REGISTRAR I - CONTISS 12.....	21
PRINCIPAL ASSISTANT REGISTRAR - CONTISS 13	22
DEPUTY REGISTRAR - CONTISS 14.....	22
SENIOR DEPUTY REGISTRAR - CONTISS 15.....	22
DIRECTOR - CONTISS 15	22
REGISTRAR - FIXED	22
4. AGRICULTURAL/LIVESTOCK/FORESTRY/FISHERIES SUPERINTENDENT CADRE.....	23
4.1 Posts and Salaries	23
4.2 DUTIES.....	23
i) ASSISTANT AGRICULTURAL OFFICER - CONTISS 06	23
ii) AGRICULTURAL OFFICER - CONTISS 07	23
iii) HIGHER AGRICULTURAL OFFICER - CONTISS 08.....	23
iv) SENIOR AGRICULTURAL OFFICER - CONTISS 09	23

v)	PRINCIPAL AGRICULTURAL OFFICER - CONTISS 11	24
vi)	ASSISTANT CHIEF AGRIC OFFICER - CONTISS 12.....	24
vii)	CHIEF AGRIC OFFICER - CONTISS 13.....	24
viii)	SENIOR CHIEF AGRIC OFFICER - CONTISS 14.....	24
4.3	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	24
	ASSISTANT AGRICULTURAL OFFICER - CONTISS 06.....	24
	AGRICULTURAL OFFICER - CONTISS 07.....	25
	HIGHER AGRICULTURAL OFFICER - CONTISS 08.....	25
	SENIOR AGRICULTURAL OFFICER - CONTISS 09.....	25
	PRINCIPAL AGRICULTURAL OFFICER - CONTISS 11.....	26
	ASSISTANT CHIEF AGRIC OFFICER - CONTISS 12	26
	CHIEF AGRIC OFFICER - CONTISS 13.....	26
	SENIOR CHIEF AGRIC OFFICER - CONTISS 14.....	27
5.	ARCHITECT CADRE.....	28
5.1	Posts and Salaries	28
5.2	DUTIES.....	28
i)	ARCHITECT II - CONTISS 07.....	28
ii)	ARCHITECT I - CONTISS 08.....	28
iii)	SENIOR ARCHITECT - CONTISS 09.....	28
iv)	PRINCIPAL ARCHITECT - CONTISS 11.....	29
v)	ASSISTANT CHIEF ARCHITECT - CONTISS 12.....	29
vi)	CHIEF ARCHITECT - CONTISS 13.....	29
vii)	DEPUTY DIRECTOR - CONTISS 14	30
viii)	DIRECTOR - CONTISS 15.....	30
5.3	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	31
i)	ARCHITECT II - CONTISS 07.....	31
ii)	ARCHITECT I - CONTISS 08	31
iii)	SENIOR ARCHITECT - CONTISS 09.....	31
iv)	PRINCIPAL ARCHITECT - CONTISS 11.....	32
v)	ASSISTANT CHIEF ARCHITECT - CONTISS 12	33
vi)	CHIEF ARCHITECT - CONTISS 13.....	33
vii)	DEPUTY DIRECTOR - CONTISS 14.....	33
viii)	DIRECTOR - CONTISS 15.....	33
6.	ARCHIVIST CADRE.....	34
6.1	Posts and Salaries	34
6.2	DUTIES.....	34
i)	ARCHIVIST II - CONTISS 07	34
ii)	ARCHIVIST I - CONTISS 08.....	34
iii)	SENIOR ARCHIVIST - CONTISS 09.....	34
iv)	PRINCIPAL ARCHIVIST - CONTISS 11.....	35

v)	ASSISTANT CHIEF ARCHIVIST - CONTISS 12	35
vi)	CHIEF ARCHIVIST - CONTISS 13.....	36
vii)	DEPUTY DIRECTOR - CONTISS 14	36
6.3	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	37
i)	ARCHIVIST II - CONTISS 07	37
ii)	ARCHIVIST I - CONTISS 08.....	37
iii)	SENIOR ARCHIVIST - CONTISS 09	38
iv)	PRINCIPAL ARCHIVIST - CONTISS 11.....	38
v)	ASSISTANT CHIEF ARCHIVIST - CONTISS 12.....	39
vi)	CHIEF ARCHIVIST - CONTISS 13.....	39
vii)	DEPUTY DIRECTOR - CONTISS 14	39
7.	BINDERY OFFICER CADRE.....	40
7.1	Posts and Salaries	40
7.2	DUTIES	40
i)	BINDERY OFFICER - CONTISS 06	40
ii)	HIGHER BINDERY OFFICER - CONTISS 07	40
iii)	SENIOR BINDERY OFFICER - CONTISS 08.....	40
iv)	PRINCIPAL BINDERY OFFICER II - CONTISS 09.....	40
v)	PRINCIPAL BINDERY OFFICER I - CONTISS 11	41
vi)	ASSISTANT CHIEF BINDERY OFFICER - CONTISS 12	41
vii)	CHIEF BINDERY OFFICER - CONTISS 13.....	41
7.3	METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	41
i)	BINDERY OFFICER - CONTISS 06.....	41
ii)	HIGHER BINDERY OFFICER - CONTISS 07	42
iii)	SENIOR BINDERY OFFICER - CONTISS 08	42
iii)	PRINCIPAL BINDERY OFFICER II - CONTISS 09	42
iii)	PRINCIPAL BINDERY OFFICER I - CONTISS 11.....	43
iv)	ASSISTANT CHIEF BINDERY OFFICER - CONTISS 12	43
v)	CHIEF BINDERY OFFICER - CONTISS 13.....	43
8.	BUILDING OFFICER CADRE	44
8.1	Posts and Salaries	44
8.2	DUTIES	44
i)	BUILDING OFFICER II - CONTISS 07	44
ii)	BUILDING OFFICER I - CONTISS 08.....	44
iii)	SENIOR BUILDING OFFICER - CONTISS 09	44
iv)	PRINCIPAL BUILDING OFFICER - CONTISS 11	45
v)	ASSISTANT CHIEF BUILDING OFFICER - CONTISS 12.....	45
vi)	CHIEF BUILDING OFFICER - CONTISS 13.....	45
vii)	DEPUTY DIRECTOR - CONTISS 14	46
8.3	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	46

BUILDING OFFICER II - CONTISS 07	46
BUILDING OFFICER I - CONTISS 08.....	46
SENIOR BUILDING OFFICER - CONTISS 09	47
PRINCIPAL BUILDING OFFICER - CONTISS 11	48
ASSISTANT CHIEF BUILDING OFFICER - CONTISS 12.....	49
CHIEF BUILDING OFFICER - CONTISS 13.....	49
DEPUTY DIRECTOR, BUILDING - CONTISS 14.....	49
9. CAMPUS PLANNING OFFICER CADRE.....	50
9.1 Posts and Salaries	50
9.2 DUTIES.....	50
i) CAMPUS PLANNER II - CONTISS 07.....	50
ii) CAMPUS PLANNER I - CONTISS 08.....	50
iii) SENIOR CAMPUS PLANNER - CONTISS 09	50
iv) PRINCIPAL CAMPUS PLANNER - CONTISS 11	51
v) ASSISTANT CHIEF CAMPUS PLANNER - CONTISS 12.....	51
vi) CHIEF CAMPUS PLANNER - CONTISS 13.....	51
vii) DEPUTY DIRECTOR - CONTISS 14	51
9.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	52
CAMPUS PLANNING OFFICER II - CONTISS 07.....	52
CAMPUS PLANNING OFFICER I - CONTISS 08.....	52
SENIOR CAMPUS PLANNING OFFICER - CONTISS 09.....	52
PRINCIPAL CAMPUS PLANNING OFFICER - CONTISS 11	53
ASSISTANT CHIEF CAMPUS PLANNING OFFICER - CONTISS 12	53
CHIEF CAMPUS PLANNING OFFICER - CONTISS 13	54
DEPUTY DIRECTOR - CONTISS 14	54
10. CATERING OFFICER CADRE.....	55
10.1 Posts and Salary.....	55
10.2 DUTIES	55
CATERING OFFICER - CONTISS 06	55
HIGHER CATERING OFFICER - CONTISS 07	55
SENIOR CATERING OFFICER - CONTISS 08.....	55
PRINCIPAL CATERING OFFICER II - CONTISS 09.....	56
PRINCIPAL CATERING OFFICER I - CONTISS 11.....	56
ASSISTANT CHIEF CATERING OFFICER - CONTISS 12	56
CHIEF CATERING OFFICER - CONTISS 13.....	56
10.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	57
CATERING OFFICER - CONTISS 06	57
HIGHER CATERING OFFICER - CONTISS 07	57
SENIOR CATERING OFFICER - CONTISS 08.....	57
PRINCIPAL CATERING OFFICER II - CONTISS 09.....	58

PRINCIPAL CATERING OFFICER I - CONTISS 11.....	58
ASSISTANT CHIEF CATERING OFFICER - CONTISS 12.....	59
CHIEF CATERING OFFICER - CONTISS 13.....	59
11. CLERICAL OFFICER CADRE.....	60
11.2 DUTIES.....	60
CHIEF CLERICAL OFFICER - CONTISS 06.....	60
11.3 METHOD OF ENTRY INTO THE CADRE.....	60
CHIEF CLERICAL OFFICER - CONTISS 06.....	60
12. COACH CADRE.....	61
12.1 Posts and Salaries.....	61
12.2 DUTIES.....	61
i) ASSISTANT COACH - CONTISS 06.....	61
i) COACH II - CONTISS 07.....	61
ii) COACH I - CONTISS 08.....	61
iii) SENIOR COACH - CONTISS 09.....	62
iv) PRINCIPAL COACH - CONTISS 11.....	62
v) ASSISTANT CHIEF COACH - CONTISS 12.....	62
vi) CHIEF COACH - CONTISS 13.....	63
vii) DEPUTY DIRECTOR OF SPORTS - CONTISS 14.....	64
viii) DIRECTOR OF SPORTS - CONTISS 15.....	64
12.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	65
COACH II - CONTISS 07.....	65
COACH I - CONTISS 08.....	66
SENIOR COACH - CONTISS 09.....	66
PRINCIPAL COACH - CONTISS 11.....	67
ASSISTANT CHIEF COACH - CONTISS 12.....	67
CHIEF COACH - CONTISS 13.....	67
DEPUTY DIRECTOR - CONTISS 14.....	68
DIRECTOR - CONTISS 15.....	68
13. COMMUNITY HEALTH OFFICERS CADRE.....	69
13.1 Posts and Salaries.....	69
13.2 DUTIES.....	69
i) COMMUNITY HEALTH OFFICER II - CONHESS 07.....	69
ii) COMMUNITY HEALTH OFFICER I - CONHESS 08.....	69
iii) SENIOR COMMUNITY HEALTH OFFICER - CONHESS 09.....	69
iv) PRINCIPAL SENIOR COMMUNITY HEALTH OFFICER - CONHESS 11.....	70
v) ASSISTANT CHIEF COMMUNITY HEALTH OFFICER - CONHESS 12.....	70
vi) CHIEF COMMUNITY HEALTH OFFICER - CONHESS 13.....	70
vii) SENIOR CHIEF COMMUNITY HEALTH OFFICER - CONHESS 14.....	71
13.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	71

COMMUNITY HEALTH OFFICER II - CONHESS 07	71
COMMUNITY HEALTH OFFICER I - CONHESS 08.....	71
SENIOR COMMUNITY HEALTH OFFICER - CONHESS 09	72
PRINCIPAL COMMUNITY HEALTH OFFICER - CONHESS 11	72
ASSISTANT CHIEF COMMUNITY HEALTH OFFICER - CONHESS 12.....	72
CHIEF COMMUNITY HEALTH OFFICER - CONHESS 13	72
SENIOR CHIEF COMMUNITY HEALTH OFFICER - CONHESS 14	72
14. COMMUNITY HEALTH TECHNICIAN CADRE	73
14.1 Posts and Salaries	73
14.2 DUTIES	73
a) COMMUNITY HEALTH TECHNICIAN - CONHESS 06.....	73
ii) HIGHER COMMUNITY HEALTH TECHNICIAN - CONHESS 07.....	73
iii) SENIOR COMMUNITY HEALTH TECHNICIAN - CONHESS 08.....	73
iv) PRINCIPAL COMMUNITY HEALTH TECHNICIAN II - CONHESS 09.....	74
v) PRINCIPAL COMMUNITY HEALTH TECHNICIAN I - CONHESS 11	74
vi) ASSISTANT CHIEF COMMUNITY HEALTH TECHNICIAN - CONHESS 12	74
vii) CHIEF COMMUNITY HEALTH TECHNICIAN - CONHESS 13.....	74
14.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	75
COMMUNITY HEALTH TECHNICIAN - CONHESS 06	75
HIGHER COMMUNITY HEALTH TECHNICIAN - CONHESS 07	75
SENIOR COMMUNITY HEALTH TECHNICIAN - CONHESS 08	75
PRINCIPAL COMMUNITY HEALTH TECHNICIAN II - CONHESS 09.....	75
PRINCIPAL COMMUNITY HEALTH TECHNICIAN I - CONHESS 11.....	76
ASSISTANT CHIEF COMMUNITY HEALTH TECHNICIAN - CONHESS 12.....	76
CHIEF COMMUNITY HEALTH TECHNICIAN - CONHESS 13.....	76
15. COMPUTER ENGINEER CADRE.....	77
15.1 Posts and Salaries	77
15.2 DUTIES	77
i) COMPUTER ENGINEER II - CONTESS 07	77
ii) COMPUTER ENGINEER I - CONTESS 08.....	77
iii) SENIOR COMPUTER ENGINEER - CONTESS 09	77
iv) PRINCIPAL COMPUTER ENGINEER - CONTESS 11	78
v) ASSISTANT CHIEF COMPUTER ENGINEER - CONTESS 12.....	78
vi) CHIEF COMPUTER ENGINEER - CONTESS 13.....	78
vii) DEPUTY DIRECTOR - CONTESS 14	78
viii) DIRECTOR - CONTESS 15.....	79
13.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	79
COMPUTER ENGINEER II - CONTESS 07	79
COMPUTER ENGINEER I - CONTESS 08.....	79
SENIOR COMPUTER ENGINEER - CONTESS 09	80

PRINCIPAL COMPUTER ENGINEER - CONTISS 11	80
ASSISTANT CHIEF COMPUTER ENGINEER - CONTISS 12.....	81
CHIEF COMPUTER ENGINEER - CONTISS 13	81
DEPUTY DIRECTOR - CONTISS 14	81
DIRECTOR - CONTISS 15	82
16. COMPUTER HARDWARE/MAINTENANCE ENGINEER CADRE	83
16.1 Post and Salary.....	83
16.2 DUTIES	83
i) COMPUTER HARDWARE/MAINTENANCE ENGINEER II - CONTISS 07	83
ii) COMPUTERHARDWARE/MAINTENANCEENGINEER I - CONTISS 08.....	83
iii) SENIOR COMPUTER HARDWARE/MAINTENANCE ENGINEER-CONTISS 09	83
iv) PRINCIPAL COMPUTER HARDWARE/MAINTENANCE ENGINEER-CONTISS 11	83
v) ASST. CHIEF COMPUTER HARDWARE/MAINTENANCE ENGINEER-CONTISS 12.....	84
vi) CHIEF COMPUTER HARDWARE/MAINTENANCE ENGINEER-CONTISS 13	84
vii) DEPUTY DIRECTOR - CONTISS 14.....	84
ix) DIRECTOR - CONTISS 15.....	84
16.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	85
COMPUTER HARDWARE/MAINTENANCE ENGINEER II - CONTISS 07.....	85
COMPUTER HARDWARE/MAINTENANCE ENGINEER I - CONTISS 08.....	85
SENIOR COMPUTER HARDWARE/ MAINTENANCE ENGINEER- CONTISS 09.....	86
PRINCIPAL COMPUTER HARDWARE/ MAINTENANCE ENGINEER- CONTISS 11	86
ASST. CHIEF COMPUTER HARDWARE/ MAINTENANCE ENGINEER -CONTISS 12.....	87
CHIEF COMPUTER HARDWARE/ MAINTENANCE ENGINEER - CONTISS 13	87
DEPUTY DIRECTOR - CONTISS 14.....	87
DIRECTOR - CONTISS 15	88
17. COMPUTER HARDWARE TECHNICIAN CADRE	89
17.1 Post and Salary.....	89
17.2 DUTIES	89
i) COMPUTER HARDWARE TECHNICIAN - CONTISS 06	89
ii) HIGHER COMPUTER HARDWARE TECHNICIAN - CONTISS 07.....	89
iii) SENIOR COMPUTER HARDWARE TECHNICIAN - CONTISS 08.....	89
iv) PRINCIPAL COMPUTER HARDWARE TECHNICIAN II - CONTISS 09.....	90
v) PRINCIPAL COMPUTER HARDWARE TECHNICIAN I - CONTISS 11	90
vi) ASST. CHIEF COMPUTER HARDWARE TECHNICIAN - CONTISS 12.....	90
vii) CHIEF COMPUTER HARDWARE TECHNICIAN - CONTISS 13	90
17.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	91
COMPUTER HARDWARE TECHNICIAN - CONTISS 06.....	91
HIGHER COMPUTER HARDWARE TECHNICIAN - CONTISS 07.....	91
SENIOR COMPUTER HARDWARE TECHNICIAN - CONTISS 08	91
PRINCIPAL COMPUTER HARDWARE TECHNICIAN II - CONTISS 09	92

PRINCIPAL COMPUTER HARDWARE TECHNICIAN I - CONTISS 11.....	92
ASST. CHIEF COMPUTER HARDWARE TECHNICIAN - CONTISS 12.....	93
CHIEF COMPUTER HARDWARE TECHNICIAN - CONTISS 13.....	93
18. COMPUTER OPERATOR CADRE	94
18.1 Posts and Salaries	94
18.2 DUTIES	94
i) SENIOR COMPUTER OPERATOR - CONTISS 06.....	94
ii) PRINCIPAL COMPUTER OPERATOR - CONTISS 07.....	94
iii) ASST CHIEF COMPUTER OPERATOR - CONTISS 08.....	94
iv) CHIEF COMPUTER OPERATOR - CONTISS 09.....	95
18.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	95
SENIOR COMPUTER OPERATOR - CONTISS 06.....	95
PRINCIPAL COMPUTER OPERATOR - CONTISS 07.....	95
ASSISTANT CHIEF COMPUTER OPERATOR - CONTISS 08.....	95
CHIEF COMPUTER OPERATOR - CONTISS 09.....	96
19. CONFIDENTIAL SECRETARY CADRE.....	97
19.1 Posts and Salaries	97
19.2 DUTIES	97
i) CONFIDENTIAL SECRETARY II - CONTISS 06.....	97
ii) CONFIDENTIAL SECRETARY I - CONTISS 07.....	97
iii) SENIOR CONFIDENTIAL SECRETARY - CONTISS 08.....	97
iv) PRINCIPAL CONFIDENTIAL SECRETARY II - CONTISS 09.....	98
v) PRINCIPAL CONFIDENTIAL SECRETARY I - CONTISS 11.....	98
vi) ASSISTANT CHIEF CONFIDENTIAL SECRETARY - CONTISS 12.....	98
vii) CHIEF CONFIDENTIAL SECRETARY - CONTISS 13.....	99
19.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	99
CONFIDENTIAL SECRETARY II - CONTISS 06.....	99
CONFIDENTIAL SECRETARY I - CONTISS 07.....	100
SENIOR CONFIDENTIAL SECRETARY - CONTISS 08.....	100
PRINCIPAL CONFIDENTIAL SECRETARY II - CONTISS 09.....	101
PRINCIPAL CONFIDENTIAL SECRETARY I - CONTISS 11.....	101
ASSISTANT CHIEF CONFIDENTIAL SECRETARY - CONTISS 12.....	101
CHIEF CONFIDENTIAL SECRETARY - CONTISS 13.....	101
20. DATABASE ADMINISTRATORS CADRE	102
20.1 Post and Salary.....	102
20.2 DUTIES	102
i) DATABASE ADMINISTRATOR II - CONTISS 07.....	102
ii) DATABASE ADMINISTRATOR I - CONTISS 08.....	102
iii) SENIOR DATABASE ADMINISTRATOR - CONTISS 09.....	102
iv) PRINCIPAL DATABASE ADMINISTRATOR - CONTISS 11.....	103

v)	ASST. CHIEF DATABASE ADMINISTRATOR - CONTISS 12	103
vi)	CHIEF DATABASE ADMINISTRATOR - CONTISS 13	103
vii)	DEPUTY DIRECTOR - CONTISS 14.....	103
i)	DIRECTOR - CONTISS 15	104
20.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE		104
DATABASE ADMINISTRATOR II - CONTISS 07.....		104
DATABASE ADMINISTRATOR I - CONTISS 08.....		104
SENIOR DATABASE ADMINISTRATOR - CONTISS 09.....		105
PRINCIPAL DATABASE ADMINISTRATOR - CONTISS 11.....		105
ASST. CHIEF DATABASE ADMINISTRATOR - CONTISS 12		106
CHIEF DATABASE ADMINISTRATOR - CONTISS 13.....		106
DEPUTY DIRECTOR - CONTISS 14.....		107
DIRECTOR - CONTISS 15		107
21. DATA PROCESSING OFFICER CADRE.....		108
21.1 Posts and Salaries		108
21.2 DUTIES		108
i)	DATA PROCESSING OFFICER - CONTISS 06.....	108
ii)	HIGHER DATA PROCESSING OFFICER - CONTISS 07	108
iii)	SENIOR DATA PROCESSING OFFICER - CONTISS 08.....	108
iv)	PRINCIPAL DATA PROCESSING OFFICER II - CONTISS 09.....	108
v)	PRINCIPAL DATA PROCESSING OFFICER I - CONTISS 11	108
v)	ASSISTANT CHIEF DATA PROCESSING OFFICER - CONTISS 12	109
vii)	CHIEF DATA PROCESSING OFFICER - CONTISS 13.....	109
21.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....		109
DATA PROCESSING OFFICER - CONTISS 06.....		109
HIGHER DATA PROCESSING OFFICER - CONTISS 07.....		110
SENIOR DATA PROCESSING OFFICER - CONTISS 08.....		110
PRINCIPAL DATA PROCESSING OFFICER II - CONTISS 09		110
PRINCIPAL DATA PROCESSING OFFICER I - CONTISS 11.....		111
ASSISTANT CHIEF DATA PROCESSING OFFICER - CONTISS 12.....		111
CHIEF DATA PROCESSING OFFICER - CONTISS 13.....		111
22. DENTAL MEDICAL OFFICER CADRE		112
22.1 Posts and Salaries		112
22.2 DUTIES		112
i)	SENIOR DENTAL MEDICAL OFFICER II - CONMESS 03.....	112
ii)	SENIOR DENTAL MEDICAL OFFICER I - CONMESS 04	112
iii)	PRINCIPAL DENTAL MEDICAL OFFICER II - CONMESS 05	113
iv)	PRINCIPAL DENTAL MEDICAL OFFICER I - CONMESS 06.....	113
v)	CHIEF DENTAL MEDICAL OFFICER - CONMESS 07	114
22.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....		115

SENIOR DENTAL MEDICAL OFFICER II - CONMESS 03.....	115
SENIOR DENTAL MEDICAL OFFICER I - CONMESS 04.....	115
PRINCIPAL DENTAL MEDICAL OFFICER II - CONMESS 05	115
PRINCIPAL DENTAL MEDICAL OFFICER I - CONMESS 06.....	116
CHIEF DENTAL MEDICAL OFFICER - CONMESS 07	116
23. DENTAL TECHNOLOGIST CADRE	117
23.1 Post and Salaries	117
23.2 DUTIES.....	117
DENTAL TECHNOLOGIST II - CONHESS 07.....	117
DENTAL TECHNOLOGIST I - CONHESS 08	117
SENIOR DENTAL TECHNOLOGIST - CONHESS 09.....	117
PRINCIPAL DENTAL TECHNOLOGIST - CONHESS 11.....	118
ASSISTANT CHIEF DENTAL TECHNOLOGIST - CONHESS 12.....	118
CHIEF DENTAL TECHNOLOGIST - CONHESS 13.....	118
23.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	118
DENTAL TECHNOLOGIST II - CONHESS 07.....	118
DENTAL TECHNOLOGIST I - CONHESS08	119
SENIOR DENTAL TECHNOLOGIST - CONHESS 09.....	119
PRINCIPAL DENTAL TECHNOLOGIST - CONHESS 11.....	119
ASSISTANT CHIEF DENTAL TECHNOLOGIST - CONHESS 12.....	120
CHIEF DENTAL TECHNOLOGIST - CONHESS 13.....	120
24. DENTAL THERAPIST CADRE	121
24.1 Posts and Salaries	121
24.2 DUTIES.....	121
i) DENTAL THERAPIST II - CONHESS 07.....	121
ii) DENTAL THERAPIST I - CONHESS 08.....	121
iii) SENIOR DENTAL THERAPIST - CONHESS 09.....	121
iv) PRINCIPAL DENTAL THERAPIST - CONHESS11	122
v) ASSISTANT CHIEF DENTAL THERAPIST - CONHESS 12.....	122
vi) CHIEF DENTAL THERAPIST - CONHESS 13	122
24.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	122
DENTAL THERAPIST II - CONHESS 07.....	122
DENTAL THERAPIST I - CONHESS 08	123
SENIOR DENTAL THERAPIST - CONHESS 09.....	123
PRINCIPAL DENTAL THERAPIST - CONHESS 11.....	123
ASSISTANT CHIEF DENTAL THERAPIST - CONHESS 12	124
CHIEF DENTAL THERAPIST - CONHESS 13.....	124
25. DIETICIAN AND NUTRITION OFFICER CADRE	125
25.1 Posts and Salaries	125
25.2 DUTIES.....	125

i) DIETICIAN/NUTRITION OFFICER - CONHESS 06.....	125
ii) HIGHER DIETICIAN/HIGHER NUTRITION OFFICER - CONHESS 07	125
iii) SENIOR DIETICIAN/SENIOR NUTRITION OFFICER - CONHESS 08.....	125
iv) PRINCIPAL DIETICIAN II/PRINCIPAL NUTRITION OFFICER II - CONHESS.....	126
v) PRINCIPAL DIETICIAN I/PRINCIPAL NUTRITION OFFICER I - CONHESS 11.....	126
vi) ASST. CHIEF DIETICIAN/ASST. NUTRITION OFFICER - CONHESS12.....	126
vii) CHIEF DIETICIAN/CHIEF NUTRITION OFFICER - CONHESS 13	126
viii) SENIOR CHIEF DIETICIAN/SENIOR CHIEF NUTRITION OFFICER - CONHESS 14.....	127
25.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	127
DIETICIAN/NUTRITION OFFICER - CONHESS 06.....	127
HIGHER DIETICIAN/HIGHER NUTRITION OFFICER - CONHESS 07	127
SENIOR DIETICIAN/SENIOR NUTRITION OFFICER - CONHESS 08.....	127
PRINCIPAL DIETICIAN II/PRINCIPAL NUTRITION OFFICER II - CONHESS 09	128
PRINCIPAL DIETICIAN I/PRINCIPAL NUTRITION OFFICER I - CONHESS 11	128
ASST. CHIEF DIETICIAN/ASST. CHIEF NUTRITION OFFICER - CONHESS 12	129
CHIEF DIETICIAN/CHIEF NUTRITION OFFICER - CONHESS 13	129
SENIOR CHIEF DIETICIAN/CHIEF NUTRITION OFFICER - CONHESS 14	129
26. DRIVER/MECHANIC CADRE	130
26.1 Posts and Salary.....	130
26.2 DUTIES	130
i) PRINCIPAL MOTOR DRIVER/MECHANIC - CONTISS 06.....	130
ii) ASSISTANT CHIEF MOTOR DRIVER/MECHANIC - CONTISS 07	130
iii) CHIEF MOTOR DRIVER/MECHANIC - CONTISS 08.....	130
iv) TRANSPORT OFFICER - CONTISS 09.....	131
26.3 METHODS OF ADVANCEMENT WITHIN THE CADRE.....	131
PRINCIPAL MOTOR DRIVER/MECHANIC - CONTISS 06.....	131
ASSISTANT CHIEF MOTOR DRIVER/MECHANIC - CONTISS 07.....	131
CHIEF MOTOR DRIVER/MECHANIC - CONTISS 08.....	131
TRANSPORT OFFICER - CONTISS 09.....	132
27. ENGINEER CADRE.....	133
(Electrical, Civil and Mechanical).....	133
27.1 Posts and Salaries	133
27.2 DUTIES	133
i) ENGINEER II - CONTISS 07	Error! Bookmark not defined.
ii) ENGINEER I - CONTISS 08.....	133
iii) SENIOR ENGINEER - CONTISS 09.....	133
iv) PRINCIPAL ENGINEER - CONTISS 11	134
v) ASSISTANT CHIEF ENGINEER - CONTISS 12.....	134
vi) CHIEF ENGINEER - CONTISS 13.....	134
vii) DEPUTY DIRECTOR - CONTISS 14	135

viii) DIRECTOR - CONTISS 15.....	135
27.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	136
ENGINEER II - CONTISS 07.....	Error! Bookmark not defined.
ENGINEER I - CONTISS 08.....	136
SENIOR ENGINEER - CONTISS 09.....	136
PRINCIPAL ENGINEER - CONTISS 11.....	137
ASSISTANT CHIEF ENGINEER - CONTISS 12.....	137
CHIEF ENGINEER - CONTISS 13.....	137
DEPUTY DIRECTOR - CONTISS 14.....	137
DIRECTOR - CONTISS 15.....	137
28. ENVIRONMENTAL HEALTH OFFICER CADRE.....	139
28.1 Posts and Salaries	139
28.2 DUTIES.....	139
i) ENVIRONMENTAL HEALTH OFFICER II - CONHESS 07.....	139
ii) ENVIRONMENTAL HEALTH OFFICER I - CONHESS 08.....	139
iii) SENIOR ENVIRONMENTAL HEALTH OFFICER - CONHESS 09.....	140
iv) PRINCIPAL ENVIRONMENTAL HEALTH OFFICER - CONHESS 11.....	140
v) ASST CHIEF ENVIRONMENTAL HEALTH OFFICER - CONHESS 12.....	140
vii) CHIEF ENVIRONMENTAL HEALTH OFFICER - CONHESS 13.....	141
iv) SENIOR CHIEF ENVIRONMENTAL OFFICER - CONHESS 14.....	141
28.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	142
ENVIRONMENTAL HEALTH OFFICER II - CONHESS 07.....	142
ENVIRONMENTAL HEALTH OFFICER I - CONHESS 08.....	142
SENIOR ENVIRONMENTAL HEALTH OFFICER - CONHESS 09	142
PRINCIPAL ENVIRONMENTAL HEALTH OFFICER - CONHESS 11.....	143
ASSISTANT CHIEF ENVIRONMENTAL HEALTH OFFICER - CONHESS 12.....	143
CHIEF ENVIRONMENTAL HEALTH OFFICER - CONHESS 13.....	143
SENIOR CHIEF ENVIRONMENTAL HEALTH OFFICER - CONHESS 14	143
29. ENVIRONMENTAL HEALTH SUPERINTENDENT CADRE.....	144
29.1 Posts and Salaries	144
29.2 DUTIES	144
i) ENVIRONMENTAL HEALTH SUPERINTENDENT - CONHESS 06.....	144
ii) HIGHER ENVIRONMENTAL HEALTH SUPERINTENDENT - CONHESS 07.....	144
iii) SENIOR ENVIRONMENTAL HEALTH SUPERINTENDENT- CONHESS 08.....	145
iv) PRINCIPAL ENVIRONMENTAL HEALTH SUPERINTENDENT I-CONHESS 11	145
v) ASST. CHIEF ENVIRONMENTAL HEALTH SUPERINTENDENT- CONHESS 12	146
vi) CHIEF ENVIRONMENTAL HEALTH SUPERINTENDENT - CONHESS 13.....	146
29.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	147
ENVIRONMENTAL HEALTH SUPERINTENDENT - CONHESS 06.....	147
HIGHER ENVIRONMENTAL HEALTH SUPERINTENDENT- CONHESS 07	147

SENIOR ENVIRONMENTAL HEALTH SUPERINTENDENT- CONHESS 08.....	147
PRINCIPAL ENVIRONMENTAL HEALTH SUPERINTENDENT II - CONHESS 09.....	148
PRINCIPAL ENVIRONMENTAL HEALTH SUPERINTENDENT I -CONHESS 11.....	148
ASSISTANT CHIEF ENVIRONMENTAL HEALTH SUPERINTENDENT-CONHESS12.....	149
CHIEF ENVIRONMENTAL HEALTH SUPERINTENDENT - CONHESS 13	149
30. ESTATE PLANNING OFFICER CADRE.....	150
30.1 Posts and Salaries	150
30.2 DUTIES	150
ESTATE PLANNING OFFICER II - CONTISS 07.....	150
ESTATE PLANNING OFFICER I - CONTISS 08.....	150
SENIOR ESTATE PLANNING OFFICER - CONTISS 09.....	150
PRINCIPAL ESTATE PLANNING OFFICER - CONTISS 11.....	150
CHIEF ESTATE PLANNING OFFICER - CONTISS 13.....	151
DEPUTY DIRECTOR - CONTISS 14.....	151
30.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	151
ESTATE PLANNING OFFICER II - CONTISS 07.....	151
ESTATE PLANNING OFFICER I - CONTISS 08.....	151
SENIOR ESTATE PLANNING OFFICER - CONTISS 09.....	152
PRINCIPAL ESTATE PLANNING OFFICER - CONTISS 11.....	152
CHIEF ESTATE PLANNING OFFICER - CONTISS 13.....	153
DEPUTY DIRECTOR - CONTISS 14.....	153
31. EXECUTIVE OFFICER (ACCOUNTS/AUDIT) CADRE.....	154
31.1 Posts and Salaries	154
31.2 DUTIES.....	154
i) EXECUTIVE OFFICER (Accounts/Audit) - CONTISS 06.....	154
ii) HIGHER EXECUTIVE OFFICER (Accounts/Audit) - CONTISS 07.....	154
iii) SENIOR EXECUTIVE OFFICER (Accounts/Audit) - CONTISS 08	154
iv) PRINCIPAL EXECUTIVE OFFICER II (Accounts/Audit)- CONTISS 09	155
v) PRINCIPAL EXECUTIVE OFFICER I (Accounts/Audit) - CONTISS 11	155
vi) ASST. CHIEF EXECUTIVE OFFICER (Accounts/Audit) - CONTISS 12.....	155
vii) CHIEF EXECUTIVE OFFICER (Accounts/Audit) - CONTISS 13.....	156
31.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	156
EXECUTIVE OFFICER (Accounts/Audit) - CONTISS 06.....	156
HIGHER EXECUTIVE OFFICER (Accounts/Audits) - CONTISS 07	156
SENIOR EXECUTIVE OFFICER (Accounts/Audit) - CONTISS 08.....	157
PRINCIPAL EXECUTIVE OFFICER II (Accounts/Audit) - CONTISS 09.....	157
PRINCIPAL EXECUTIVE OFFICER I (Accounts/Audit) - CONTISS 11	158
ASSISTANT CHIEF EXECUTIVE OFFICER (Accounts/Audit) - CONTISS 12	158
CHIEF EXECUTIVE OFFICER (Accounts/Audit) - CONTISS 13	158
32 EXECUTIVE OFFICER (ADMINISTRATION) CADRE.....	159

32.1	Posts and Salaries	159
32.2	DUTIES	159
i)	EXECUTIVE OFFICER (ADMINISTRATION) - CONTISS 06	159
ii)	HIGHER EXECUTIVE OFFICER (ADMINISTRATION) - CONTISS 07	159
iii)	SENIOR EXECUTIVE OFFICER (ADMINISTRATION) - CONTISS 08.....	159
iv)	PRINCIPAL EXECUTIVE OFFICER II (ADMIN) - CONTISS 09.....	159
v)	PRINCIPAL EXECUTIVE OFFICER I (ADMIN) - CONTISS 11	160
vi)	ASSISTANT CHIEF EXECUTIVE OFFICER (ADMIN) - CONTISS 12.....	160
vii)	CHIEF EXECUTIVE OFFICER (ADMINISTRATION) - CONTISS 13.....	160
32.3	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	161
	EXECUTIVE OFFICER (ADMINISTRATION) - CONTISS 06	161
	HIGHER EXECUTIVE OFFICER (ADMINISTRATION) - CONTISS 07	161
	SENIOR EXECUTIVE OFFICER (ADMINISTRATION) - CONTISS 08.....	161
	PRINCIPAL EXECUTIVE OFFICER II (ADMIN) - CONTISS 09.....	162
	PRINCIPAL EXECUTIVE OFFICER I (ADMIN) - CONTISS 11.....	162
	ASSISTANT CHIEF EXECUTIVE OFFICER (ADMIN) - CONTISS 12.....	163
	CHIEF EXECUTIVE OFFICER (ADMINISTRATION) - CONTISS 13	163
33	EXECUTIVE OFFICER (INFORMATION/PHOTOGRAPHY) CADRE.....	164
33.1	Posts and Salaries	164
33.2	DUTIES	164
i)	EXECUTIVE OFFICER (INFORMATION/PHOTOGRAPHY) - CONTISS 06	164
ii)	HIGHER EXECUTIVE OFFICER (INFORMATION/PHOTOGRAPHY)- CONTISS 07.....	164
iii)	SENIOR EXECUTIVE OFFICER (INFORMATION/PHOTOGRAPHY)- CONTISS 08.....	164
iv)	PRINCIPAL EXECUTIVE OFFICER II (INFORMATION/PHOTOGRAPHY) -CONTISS 09 165	
v)	PRINCIPAL EXECUTIVE OFFICER I (INFORMATION/PHOTOGRAPHY) - CONTISS 11 165	
vi)	ASSISTANT CHIEF EXECUTIVE OFFICER (INFORMATION/PHOTOGRAPHY) - CONTISS 12.....	165
vii)	CHIEF EXECUTIVE OFFICER (INFORMATION/PHOTOGRAPHY) - CONTISS 13.....	165
33.3	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	166
	EXECUTIVE OFFICER (INFORMATION/PHOTOGRAPHY) - CONTISS 06.....	166
	HIGHER EXECUTIVE OFFICER (INFORMATION/PHOTOGRAPHY)- CONTISS 07	166
	SENIOR EXECUTIVE OFFICER (INFORMATION/PHOTOGRAPHY)- CONTISS 08.....	166
34	FIRE OFFICER CADRE.....	169
34.1	Posts and Salaries	169
34.2	DUTIES	169
i)	FIRE OFFICER II - CONTISS 07.....	169
ii)	FIRE OFFICER I - CONTISS 08.....	169
iii)	SENIOR FIRE OFFICER - CONTISS 09.....	169
iv)	PRINCIPAL FIRE OFFICER - CONTISS 11.....	169

v) ASSISTANT CHIEF FIRE OFFICER - CONTISS 12.....	170
vi) CHIEF FIRE OFFICER - CONTISS 13.....	170
viii) DEPUTY DIRECTOR - CONTISS 14.....	170
34.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	171
FIRE OFFICER II - CONTISS 07.....	171
FIRE OFFICER I - CONTISS 08.....	171
SENIOR FIRE OFFICER - CONTISS 09.....	172
PRINCIPAL FIRE OFFICER - CONTISS 11.....	172
ASSISTANT CHIEF FIRE OFFICER - CONTISS 12.....	172
CHIEF FIRE OFFICER - CONTISS 13.....	173
DEPUTY DIRECTOR - CONTISS 14.....	173
DIRECTOR - CONTISS 15.....	173
35 FIRE SUPERINTENDENT CADRE.....	174
35.1 Posts and Salaries	174
35.2 DUTIES	174
i) FIRE SUPERINTENDENT - CONTISS 06.....	174
ii) HIGHER FIRE SUPERINTENDENT - CONTISS 07.....	174
iii) SENIOR FIRE SUPERINTENDENT - CONTISS 08.....	174
iv) PRINCIPAL FIRE SUPERINTENDENT II - CONTISS 09.....	174
v) PRINCIPAL FIRE SUPERINTENDENT I - CONTISS 11.....	175
vi) ASSISTING CHIEF FIRE SUPERINTENDENT - CONTISS 12.....	175
vii) CHIEF FIRE SUPERINTENDENT - CONTISS 13.....	175
35.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	175
FIRE SUPERINTENDENT - CONTISS 06.....	175
HIGHER FIRE SUPERINTENDENT - CONTISS 07.....	175
SENIOR FIRE SUPERINTENDENT - CONTISS 08.....	176
PRINCIPAL FIRE SUPERINTENDENT II - CONTISS 09.....	176
PRINCIPAL FIRE SUPERINTENDENT I - CONTISS 11.....	177
ASSISTANT CHIEF FIRE SUPERINTENDENT - CONTISS 12.....	177
CHIEF FIRE SUPERINTENDENT - CONTISS 13.....	177
36. GUIDANCE AND COUNSELLING OFFICER CADRE	178
36.1 Posts and Salaries	178
36.2 DUTIES	178
GUIDANCE AND COUNSELLING OFFICER - CONTISS 07.....	178
SENIOR GUIDANCE AND COUNSELLING OFFICER - CONTISS 08.....	178
PRINCIPAL GUIDANCE AND COUNSELLING OFFICER II- CONTISS 09.....	178
PRINCIPAL GUIDANCE AND COUNSELLING OFFICER I- CONTISS 11.....	179
DEPUTY CHIEF GUIDANCE AND COUNSELLING OFFICER -CONTISS 12.....	179
CHIEF GUIDANCE AND COUNSELLING OFFICER - CONTISS 13.....	179
DEPUTY DIRECTOR GUIDANCE AND COUNSELLING - CONTISS 14.....	179

36.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	180
GUIDANCE AND COUNSELLING OFFICER - CONTISS 07.....	180
SENIOR GUIDANCE AND COUNSELLING OFFICER - CONTISS 08.....	180
PRINCIPAL GUIDANCE AND COUNSELLING OFFICER II - CONTISS 09.....	180
PRINCIPAL GUIDANCE AND COUNSELLING OFFICER I - CONTISS 11.....	181
ASSISTANT CHIEF GUIDANCE AND COUNSELLING OFFICER - CONTISS 12.....	181
CHIEF GUIDANCE AND COUNSELLING OFFICER - CONTISS 13.....	182
DEPUTY DIRECTOR GUIDANCE AND COUNSELLING - CONTISS 14.....	182
37. HALL OFFICER CADRE	183
37.1 Posts and Salaries	183
37.2 DUTIES	183
i) HALL OFFICER III - CONTISS 06.....	183
ii) HALL OFFICER II - CONTISS 07.....	183
iii) HALL OFFICER I - CONTISS 08.....	183
iv) CHIEF HALL OFFICER - CONTISS 09.....	183
37.3 METHODS OF ENTRY ADVANCEMENT WITHIN THE CADRE	184
HALL OFFICER III - CONTISS 06.....	184
HALL OFFICER II - CONTISS 07.....	184
HALL OFFICER I - CONTISS 08.....	184
CHIEF HALL OFFICER - CONTISS 09.....	185
38. HEALTH ASSISTANT CADRE.....	186
38.1 Posts and Salaries	186
38.2 DUTIES	186
i) PRINCIPAL HEALTH ASSISTANT - CONHESS 06.....	186
ii) CHIEF HEALTH ASSISTANT - CONHESS 07.....	186
39.3 METHODS OF ADVANCEMENT WITHIN THE CADRE.....	186
PRINCIPAL HEALTH ASSISTANT - CONHESS 06.....	186
CHIEF HEALTH ASSISTANT - CONHESS 07.....	186
39. HORTICULTURIST CADRE	187
39.2 Posts and Salaries	187
39.2 Duties.....	187
i) HORTICULTURE SUPERINTENDENT - CONTISS 06.....	187
ii) HORTICULTURIST II - CONTISS 07.....	187
iii) HORTICULTURIST I - CONTISS 08.....	187
iv) SENIOR HORTICULTURIST I - CONTISS 09.....	188
v) PRINCIPAL HORTICULTURIST I - CONTISS 11.....	188
vi) ASSISTANT CHIEF HORTICULTURIST - CONTISS 12.....	188
vii) CHIEF HORTICULTURIST - CONTISS 13.....	189
viii) SENIOR CHIEF HORTICULTURIST - CONTISS 14.....	189
ix) PRINCIPAL CHIEF HORTICULTURIST - CONTISS 15.....	189

39.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	190
HORTICULTURE SUPERINTENDENT - CONTISS 06.....	190
HORTICULTURIST II - CONTISS 07	190
HORTICULTURIST I - CONTISS 8.....	191
SENIOR HORTICULTURIST - CONTISS 09	191
PRINCIPAL HORTICULTURIST - CONTISS 11	192
ASSISTANT CHIEF HORTICULTURIST - CONTISS 12.....	192
CHIEF HORTICULTURIST - CONTISS 13.....	192
SENIOR CHIEF HORTICULTURIST - CONTISS 14.....	193
PRINCIPAL CHIEF HORTICULTURIST - CONTISS 15.....	193
40. INFORMATION AND PROTOCOL OFFICER CADRE.....	194
40.1 Posts and Salaries	194
40.2 DUTIES	194
INFORMATION AND PROTOCOL OFFICER II - CONTISS 07	194
INFORMATION AND PROTOCOL OFFICER I - CONTISS 08.....	194
SENIOR INFORMATION AND PROTOCOL OFFICER - CONTISS 09.....	194
PRINCIPAL INFORMATION & PROTOCOL OFFICER - CONTISS 11.....	195
ASST CHIEF INFORMATION & PROTOCOL OFFICER - CONTISS 12.....	195
CHIEF INFORMATION & PROTOCOL OFFICER - CONTISS 13	195
DEPUTY DIRECTOR INFORMATION & PROTOCOL - CONTISS 14	196
DIRECTOR INFORMATION & PROTOCOL - CONTISS 15.....	196
40.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	197
INFORMATION AND PROTOCOL OFFICER II - CONTISS 07	197
INFORMATION AND PROTOCOL OFFICER I - CONTISS 08.....	197
SENIOR INFORMATION AND PROTOCOL OFFICER - CONTISS 09.....	197
PRINCIPAL INFORMATION AND PROTOCOL OFFICER - CONTISS 11	198
ASSIST. CHIEF INFORMATION AND PROTOCOL OFFICER - CONTISS 12	198
CHIEF INFORMATION AND PROTOCOL OFFICER - CONTISS 13	199
DEPUTY DIRECTOR INFORMATION AND PROTOCOL - CONTISS 14.....	199
DEPUTY DIRECTOR INFORMATION AND PROTOCOL - CONTISS 15.....	199
41 INTERNAL AUDITOR CADRE.....	200
41.1 Posts and Salaries	200
41.2 DUTIES	200
i) INTERNAL AUDITOR II - CONTISS 07	200
ii) INTERNAL AUDITOR I - CONTISS 08.....	200
iii) SENIOR INTERNAL AUDITOR - CONTISS 09.....	200
iv) PRINCIPAL INTERNAL AUDITOR - CONTISS 11.....	201
v) ASSISTANT CHIEF INTERNAL AUDITOR - CONTISS 12	201
vi) CHIEF INTERNAL AUDITOR - CONTISS 13.....	201
vii) DEPUTY DIRECTOR AUDIT - CONTISS 14.....	202

viii) DIRECTOR AUDIT - CONTISS 15	202
41.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	203
INTERNAL AUDITOR II - CONTISS 07	203
INTERNAL AUDITOR I - CONTISS 08	203
SENIOR INTERNAL AUDITOR - CONTISS 09.....	203
PRINCIPAL INTERNAL AUDITOR - CONTISS 11.....	204
ASSISTANT CHIEF INTERNAL AUDITOR - CONTISS 12.....	204
CHIEF INTERNAL AUDITOR - CONTISS 13.....	205
DEPUTY DIRECTOR AUDIT - CONTISS 14.....	205
DIRECTOR AUDIT - CONTISS 15.....	205
42 LABORATORY SCIENTIST / TECHNOLOGIST CADRE.....	206
42.1 Posts and Salaries	206
42.2 DUTIES	206
i) LABORATORY SCIENTIST/TECHNOLOGIST II - CONTISS 07	206
ii) LABORATORY SCIENTIST/TECHNOLOGIST I - CONTISS 08.....	206
iii) SENIOR LABORATORY SCIENTIST/TECHNOLOGIST - CONTISS 09.....	207
iv) PRINCIPAL LABORATORY SCIENTIST/TECHNOLOGIST- CONTISS 11.....	207
v) ASST CHIEF LABORATORY SCIENTIST/TECHNOLOGIST - CONTISS 12	208
vi) CHIEF LABORATORY SCIENTIST/TECHNOLOGIST - CONTISS 13.....	208
vii) SENIOR CHIEF LABORATORY SCIENTIST/TECHNOLOGIST -CONTISS 14.....	209
viii) PRINCIPAL CHIEF LABORATORY SCIENTIST/TECHNOLOGIST-CONTISS 15.....	209
42.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	209
LABORATORY SCIENTIST/TECHNOLOGIST II - CONTISS 07	209
LABORATORY SCIENTIST/TECHNOLOGIST I - CONTISS 08.....	210
SENIOR LABORATORY SCIENTIST/TECHNOLOGIST - CONTISS 09.....	210
PRIN. LABORATORY SCIENTIST/TECHNOLOGIST - CONTISS 11	210
ASST. CHIEF LABORATORY SCIENTIST/TECHNOLOGIST - CONTISS 12.....	211
CHIEF LABORATORY SCIENTIST/TECHNOLOGIST - CONTISS 13.....	211
SENIOR CHIEF LABORATORY SCIENTIST/TECHNOLOGIST - CONTISS 14	211
PRINCIPAL CHIEF LABORATORY SCIENTIST/TECHNOLOGIST - CONTISS 15.....	212
43. LABORATORY TECHNICIAN CADRE.....	213
43.1 Posts and Salaries	213
43.2 DUTIES	213
i) LABORATORY TECHNICIAN - CONTISS 06.....	213
ii) SENIOR LABORATORY TECHNICIAN - CONTISS 07.....	213
iii) PRINCIPAL LABORATORY TECHNICIAN - CONTISS 08.....	213
iv) CHIEF LABORATORY TECHNICIAN - CONTISS 09.....	213
43.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	214
LABORATORY TECHNICIAN - CONTISS 06.....	214
SENIOR LABORATORY TECHNICIAN - CONTISS 07	214

PRINCIPAL LABORATORY TECHNICIAN - CONTISS 08	214
CHIEF LABORATORY TECHNICIAN - CONTISS 09	215
44 LAUNDRY OFFICER CADRE.....	216
44.1 Post and salaries.....	216
44.2 DUTIES	216
i) LAUNDRY OFFICER - CONTISS 07.....	216
ii) HIGHER LAUNDRY OFFICER - CONTISS 08.....	216
iii) SENIOR LAUNDRY OFFICER - CONTISS 09.....	216
iv) PRINCIPAL LAUNDRY OFFICER - CONTISS 11.....	217
v) ASSISTANT CHIEF LAUNDRY OFFICER - CONTISS 12	217
vi) CHIEF LAUNDRY OFFICER - CONTISS 13.....	218
vii) SENIOR CHIEF LAUNDRY OFFICER - CONTISS 14.....	218
44.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	219
LEGAL OFFICER - CONTISS 07.....	219
HIGHER LAUNDRY OFFICER - CONTISS 08	219
SENIOR LAUNDRY OFFICER - CONTISS 09	220
PRINCIPAL LAUNDRY OFFICER - CONTISS 11	220
ASSISTANT CHIEF LAUNDRY OFFICER - CONTISS 12.....	220
CHIEF LAUNDRY OFFICER - CONTISS 13.....	221
SENIOR CHIEF LAUNDRY OFFICER - CONTISS 14.....	221
45 LAUNDRY TECHNICIAN CADRE.....	222
45.1 Post and salaries.....	222
45.2 DUTIES	222
i) LAUNDRY TECHNICIAN - CONTISS 06.....	222
ii) HIGHER LAUNDRY TECHNICIAN - CONTISS 07	222
iii) SENIOR LAUNDRY TECHNICIAN - CONTISS 08.....	222
iv) PRINCIPAL LAUNDRY TECHNICIAN II - CONTISS 09.....	223
v) PRINCIPAL LAUNDRY TECHNICIAN I - CONTISS 11	223
vi) ASSISTANT CHIEF LAUNDRY TECHNICIAN - CONTISS 12	224
vii) CHIEF LAUNDRY TECHNICIAN - CONTISS 13	225
45.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	225
LAUNDRY TECHNICIAN - CONTISS 06.....	225
HIGHER LAUNDRY TECHNICIAN - CONTISS 07.....	226
SENIOR LAUNDRY TECHNICIAN - CONTISS 08.....	226
PRINCIPAL LAUNDRY TECHNICIAN II - CONTISS 09	226
PRINCIPAL LAUNDRY TECHNICIAN I - CONTISS 11.....	227
ASSISTANT CHIEF LAUNDRY TECHNICIAN - CONTISS 12.....	227
CHIEF LAUNDRY TECHNICIAN - CONTISS 13.....	227
46 LEGAL OFFICER CADRE.....	228
46.1 Posts and Salaries	228

45.2 DUTIES	228
viii) LEGAL OFFICER - CONTISS 08.....	228
ii) SENIOR LEGAL OFFICER - CONTISS 09.....	228
iii) PRINCIPAL LEGAL OFFICER II - CONTISS 11.....	228
iv) PRINCIPAL LEGAL OFFICER I - CONTISS 12.....	228
v) ASSISTANT CHIEF LEGAL OFFICER - CONTISS 13.....	229
vi) CHIEF LEGAL OFFICER - CONTISS 14.....	229
vii) DIRECTOR, LEGAL SERVICES - CONTISS 15.....	229
45.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	230
LEGAL OFFICER - CONTISS 08.....	230
SENIOR LEGAL OFFICER - CONTISS 09.....	230
PRINCIPAL LEGAL OFFICER II - CONTISS 11.....	230
PRINCIPAL LEGAL OFFICER I - CONTISS 12.....	231
ASSISTANT CHIEF LEGAL OFFICER - CONTISS 13.....	231
CHIEF LEGAL OFFICER - CONTISS 14.....	231
DIRECTOR, LEGAL SERVICES - CONTISS 15.....	231
47 LIBRARY OFFICER CADRE.....	232
47.1 Posts and Salaries.....	232
47.2 DUTIES.....	232
i) LIBRARY OFFICER - CONTISS 06.....	232
ii) HIGHER LIBRARY OFFICER - CONTISS 07.....	232
iii) SENIOR LIBRARY OFFICER - CONTISS 08.....	232
iv) PRINCIPAL LIBRARY OFFICER II - CONTISS 09.....	232
v) PRINCIPAL LIBRARY OFFICER I - CONTISS 11.....	233
vi) ASSISTANT CHIEF LIBRARY OFFICER - CONTISS 12.....	233
vii) CHIEF LIBRARY OFFICER - CONTISS 13.....	233
viii) SENIOR CHIEF LIBRARY OFFICER - CONTISS 14.....	233
47.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	234
LIBRARY OFFICER - CONTISS 06.....	234
HIGHER LIBRARY OFFICER - CONTISS 07.....	234
SENIOR LIBRARY OFFICER - CONTISS 08.....	234
PRINCIPAL LIBRARY OFFICER II - CONTISS 09.....	235
PRINCIPAL LIBRARY OFFICER I - CONTISS 11.....	236
ASSISTANT CHIEF LIBRARY OFFICER - CONTISS 12.....	236
CHIEF LIBRARY OFFICER - CONTISS 13.....	236
SENIOR CHIEF LIBRARY OFFICER - CONTISS 14.....	236
48 MEDICAL LABORATORY ASSISTANT CADRE.....	237
48.1 Posts and Salaries.....	237
48.2 DUTIES.....	237
i) PRINCIPAL MEDICAL LABORATORY ASSISTANT - CONHESS 06.....	237

ii) CHIEF MEDICAL LABORATORY ASSISTANT - CONHESS 07	237
48.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	237
PRINCIPAL MEDICAL LABORATORY ASSISTANT - CONHESS 06	237
CHIEF MEDICAL LABORATORY ASSISTANT - CONHESS 07	237
49 MEDICAL RECORDS ASSISTANT CADRE	238
49.1 Posts and Salaries	238
49.2 DUTIES	238
i) PRINCIPAL MEDICAL RECORDS ASSISTANT - CONHESS 06	238
ii) CHIEF MEDICAL RECORDS ASSISTANT - CONHESS 07	238
49.3 METHODS OF ADVANCEMENT WITHIN THE CADRE	238
PRINCIPAL MEDICAL RECORDS ASSISTANT - CONHESS 06	238
CHIEF MEDICAL RECORDS ASSISTANT - CONHESS 07	238
50 MEDICAL HEALTH RECORDS/HEALTH INFORMATION MANAGEMENT (HIM) TECHNICIAN CADRE	239
50.1 Posts and Salaries	239
50.2 DUTIES	239
i) MEDICAL RECORDS/HIM TECHNICIAN - CONHESS 06	239
ii) HIGHER MEDICAL RECORDS/HIM TECHNICIAN II - CONHESS 07	239
iii) SENIOR MEDICAL RECORDS/HIM TECHNICIAN - CONHESS 08	239
iv) PRINCIPAL MEDICAL RECORDS/HIM TECHNICIAN II - CONHESS 09	239
v) PRINCIPAL MEDICAL RECORDS/HIM TECHNICIAN I - CONHESS 11	240
vi) ASSISTANT CHIEF MEDICAL RECORDS/HIM TECHNICIAN - CONHESS 12	240
vii) CHIEF MEDICAL REDORDS/HIM TECHNICIAN - CONHESS 13	240
50.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	241
MEDICAL RECORDS/HIM TECHNICIAN - CONHESS 06	241
HIGHER MEDICAL RECORDS/HIM TECHNICIAN - CONHESS 07	241
SENIOR MEDICAL RECORDS/HIM TECHNICIAN - CONHESS 08	241
PRINCIPAL MEDICAL RECORDS/HIM TECHNICIAN II - CONHESS 09	242
PRINCIPAL MEDICAL RECORDS/HIM TECHNICIAN I - CONHESS 11	242
ASSISTANT CHIEF MEDICAL RECORDS/HIM TECHNICIAN - CONHESS 12	242
CHIEF MEDICAL RECORDS/HIM TECHNICIAN - CONHESS 13	243
51 MEDICAL OFFICER CADRE	244
51.1 Posts and Salaries	244
51.2 DUTIES	244
i) SENIOR MEDICAL OFFICER II - CONMESS 03	244
ii) SENIOR MEDICAL OFFICER I - CONMESS 04	244
iii) CONSULTANT /PRINCIPAL MEDICAL OFFICER II - CONMESS 05	244
iv) CONSULTANT /PRINCIPAL MEDICAL OFFICER I - CONMESS 06	245
v) CHIEF CONSULTANT/CHIEF MEDICAL OFFICER - CONMESS 07	245
iv) DIRECTOR, UNIVERSITY HEALTH SERVICES - CONMESS 07	246

51.3	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	246
	SENIOR MEDICAL OFFICER II - CONMESS 03	246
	SENIOR MEDICAL OFFICER I - CONMESS 04.....	246
	CONSULTANT /PRINCIPAL MEDICAL OFFICER II - CONMESS 05.....	247
	CONSULTANT /PRINCIPAL MEDICAL OFFICER I - CONMESS 06.....	247
	CHIEF CONSULTANT/CHIEF MEDICAL OFFICER - CONMESS 07	247
	DIRECTOR, UNIVERSITY HEALTH SERVICES - CONMESS 07.....	248
52	MEDICAL LABORATORY SCIENTIST CADRE	249
52.1	Posts and Salaries	249
52.2	DUTIES	249
i)	MEDICAL LABORATORY SCIENTIST - CONHESS 09	249
ii)	SENIOR MEDICAL LABORATORY SCIENTIST - CONHESS 11.....	249
iii)	PRINCIPAL MEDICAL LABORATORY SCIENTIST - CONHESS 12.....	250
iv)	CHIEF MEDICAL LABORATORY SCIENTIST - CONHESS 13.....	250
v)	SENIOR CHIEF MEDICAL LABORATORY SCIENTIST - CONHESS 14.....	250
vi)	PRINCIPAL CHIEF MEDICAL LABORATORY SCIENTIST - CONHESS 15.....	251
52.3	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	251
	MEDICAL LABORATORY SCIENTIST - CONHESS 09	251
	SENIOR MEDICAL LABORATORY SCIENTIST - CONHESS 11.....	251
	PRINCIPAL MEDICAL LABORATORY SCIENTIST - CONHESS 12.....	251
	CHIEF MEDICAL LABORATORY SCIENTIST - CONHESS 13	252
	SENIOR CHIEF MEDICAL LABORATORY SCIENTIST - CONHESS 14	252
	PRINCIPAL CHIEF MEDICAL LABORATORY SCIENTIST - CONHESS 15.....	252
53.	MEDICAL LABORATORY TECHNICIAN CADRE.....	253
53.1	Posts and Salaries	253
53.2	DUTIES	253
i)	MEDICAL LABORATORY TECHNICIAN - CONHESS 06.....	253
ii)	HIGHER MEDICAL LABORATORY TECHNICIAN - CONHESS 07	253
iii)	SENIOR MEDICAL LABORATORY TECHNICIAN - CONHESS 08.....	253
iv)	PRINCIPAL MEDICAL LABORATORY TECHNICIAN II - CONHESS 09.....	254
v)	PRINCIPAL MEDICAL LABORATORY TECHNICIAN I - CONHESS 11.....	254
vi)	ASSISTANT CHIEF MEDICAL LABORATORY TECHNICIAN- CONHESS 12	254
vii)	CHIEF MEDICAL LABORATORY TECHNICIAN - CONHESS 13.....	254
53.3	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	254
	MEDICAL LABORATORY TECHNICIAN - CONHESS 06.....	255
	HIGHER MEDICAL LABORATORY TECHNICIAN - CONHESS 07	255
	SENIOR MEDICAL LABORATORY TECHNICIAN - CONHESS 08.....	255
	PRINCIPAL MEDICAL LABORATORY TECHNICIAN II - CONHESS 09	256
	PRINCIPAL MEDICAL LABORATORY TECHNICIAN I - CONHESS 11.....	256
	ASSISTANT CHIEF MEDICAL LABORATORY TECHNICIAN - CONHESS 12	257

CHIEF MEDICAL LABORATORY TECHNICIAN - CONHESS 13.....	257
54. NETWORK ENGINEER CADRE.....	258
54.1 Post and Salary.....	258
54.2 DUTIES	258
i) NETWORK ENGINEER II - CONTISS 07	258
ii) NETWORK ENGINEER I - CONTISS 08	258
iii) SENIOR NETWORK ENGINEER - CONTISS 9.....	258
iv) PRINCIPAL NETWORK ENGINEER - CONTISS 11.....	259
v) ASSISTANT CHIEF NETWORK ENGINEER - CONTISS 12.....	259
vi) CHIEF NETWORK ENGINEER - CONTISS 13.....	259
v) DEPUTY DIRECTOR - CONTISS 14.....	259
vi) DIRECTOR - CONTISS 15.....	260
54.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	260
NETWORK ENGINEER II - CONTISS 07	260
NETWORK ENGINEER I - CONTISS 08.....	260
SENIOR NETWORK ENGINEER - CONTISS 09	261
PRINCIPAL NETWORK ENGINEER - CONTISS 11.....	261
ASSISTANT CHIEF NETWORK ENGINEER - CONTISS 12.....	262
CHIEF NETWORK ENGINEER - CONTISS 13	262
DEPUTY DIRECTOR - CONTISS 14.....	262
DIRECTOR - CONTISS 15	262
55. NETWORK/SYSTEM TECHNICIAN CADRE.....	264
55.1 Post and Salary.....	264
55.2 DUTIES.....	264
i) NETWORK/SYSTEM TECHNICIAN - CONTISS 06	264
ii) HIGHER NETWORK / SYSTEM TECHNICIAN - CONTISS 07.....	264
iii) SENIOR NETWORK / SYSTEM TECHNICIAN - CONTISS 08.....	264
iv) PRINCIPAL NETWORK / SYSTEM TECHNICIAN II - CONTISS 09.....	265
v) PRINCIPAL NETWORK / SYSTEM TECHNICIAN I - CONTISS 11.....	265
vi) ASST. CHIEF NETWORK / SYSTEM TECHNICIAN - CONTISS 12	265
vii) CHIEF NETWORK / SYSTEM TECHNICIAN - CONTISS 13.....	265
55.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	266
NETWORK/SYSTEM TECHNICIAN - CONTISS 06.....	266
HIGHER NETWORK / SYSTEM TECHNICIAN - CONTISS 07.....	266
SENIOR NETWORK / SYSTEM TECHNICIAN - CONTISS 08	266
PRINCIPAL NETWORK / SYSTEM TECHNICIAN II - CONTISS 09.....	267
PRINCIPAL NETWORK / SYSTEM TECHNICIAN I - CONTISS 11.....	267
ASST. CHIEF NETWORK / SYSTEM TECHNICIAN - CONTISS 12.....	268
CHIEF NETWORK / SYSTEM TECHNICIAN - CONTISS 13.....	268
56. NURSING OFFICER CADRE	269

56.1 Posts and Salaries	269
56.2 DUTIES	269
i) NURSING OFFICER - CONHESS 09	269
ii) SENIOR NURSING OFFICER - CONHESS 11	269
iii) PRINCIPAL NURSING OFFICER - CONHESS 12	269
iv) CHIEF NURSING OFFICER - CONHESS 13.....	270
v) SENIOR CHIEF NURSING OFFICER - CONHESS 14	270
vi) PRINCIPAL CHIEF NURSING OFFICER - CONHESS 15	270
56.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	270
NURSING OFFICER - CONHESS 09	271
SENIOR NURSING OFFICER - CONHESS 11	271
PRINCIPAL NURSING OFFICER - CONHESS 12	271
CHIEF NURSING OFFICER - CONHESS 13.....	272
SENIOR CHIEF NURSING OFFICER - CONHESS 14.....	272
PRINCIPAL CHIEF NURSING OFFICER - CONHESS 15	273
57. OPTOMETRIST CADRE.....	274
57.1 Posts and Salaries	274
57.2 DUTIES	274
i) OPTOMETRIST - CONHESS 09	274
ii) SENIOR OPTOMETRIST - CONHESS 11.....	274
iii) PRINCIPAL OPTOMETRIST - CONHESS 12.....	274
vi) CHIEF OPTOMETRIST - CONHESS 13.....	275
vii) SENIOR CHIEF OPTOMETRIST - CONHESS 14	275
viii) PRINCIPAL CHIEF OPTOMETRIST - CONHESS 15	275
57.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	275
OPTOMETRIST - CONHESS 09.....	275
SENIOR OPTOMETRIST - CONHESS 11.....	276
PRINCIPAL OPTOMETRIST - CONHESS 12	276
CHIEF OPTOMETRIST - CONHESS 13.....	276
SENIOR CHIEF OPTOMETRIST - CONHESS 14.....	277
PRINCIPAL CHIEF OPTOMETRIST - CONHESS 15.....	277
58. PHARMACIST CADRE.....	278
58.1 Posts and Salaries	278
58.2 DUTIES	278
i) PHARMACIST - CONHESS 09.....	278
ii) SENIOR PHARMACIST - CONHESS 11.....	278
iii) PRINCIPAL PHARMACIST - CONHESS 12.....	278
iv) CHIEF PHARMACIST - CONHESS 13.....	280
v) SENIOR CHIEF PHARMACIST - CONHESS 14.....	280
vi) PRINCIPAL CHIEF PHARMACIST - CONHESS 15.....	280

58.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	281
PHARMACIST - CONHESS 09.....	281
SENIOR PHARMACIST - CONHESS 11.....	281
PRINCIPAL PHARMACIST - CONHESS 12.....	282
CHIEF PHARMACIST - CONHESS 13.....	282
SENIOR CHIEF PHARMACIST - CONHESS 14.....	282
PRINCIPAL CHIEF PHARMACIST - CONHESS 15.....	283
59. PHARMACY TECHNICIAN CADRE.....	284
59.1 Posts and Salaries	284
59.2 DUTIES	284
i) PHARMACY TECHNICIAN - CONHESS 06.....	284
ii) HIGHER PHARMACY TECHNICIAN - CONHESS 07.....	284
iii) SENIOR PHARMACY TECHNICIAN - CONHESS 08.....	284
iv) PRINCIPAL PHARMACY TECHNICIAN II - CONHESS 09.....	284
v) PRINCIPAL PHARMACY TECHNICIAN I - CONHESS 11.....	285
vi) ASSISTANT CHIEF PHARMACY TECHNICIAN - CONHESS 12	285
vii) CHIEF PHARMACY TECHNICIAN - CONHESS 13.....	285
59.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	286
PHARMACY TECHNICIAN - CONHESS 06.....	286
HIGHER PHARMACY TECHNICIAN - CONHESS 07.....	286
SENIOR PHARMACY TECHNICIAN - CONHESS 08.....	287
PRINCIPAL PHARMACY TECHNICIAN II - CONHESS 09.....	287
PRINCIPAL PHARMACY TECHNICIAN I - CONHESS 11.....	287
ASSISTANT CHIEF PHARMACY TECHNICIAN - CONHESS 12	288
CHIEF PHARMACY TECHNICIAN - CONHESS 13.....	288
60. PHYSIOTHERAPIST CADRE.....	289
60.1 Posts and Salaries	289
60.2 DUTIES	289
i) PHYSIOTHERAPIST - CONHESS 09.....	289
ii) SENIOR PHYSIOTHERAPIST - CONHESS 11.....	289
iii) PRINCIPAL PHYSIOTHERAPIST - CONHESS 12.....	289
iv) CHIEF PHYSIOTHERAPIST - CONHESS 13	290
v) SENIOR CHIEF PHYSIOTHERAPIST - CONHESS 14.....	290
vi) PRINCIPAL CHIEF PHYSIOTHERAPIST - CONHESS 15	290
60.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	291
PHYSIOTHERAPIST - CONHESS 09.....	291
SENIOR PHYSIOTHERAPIST - CONHESS 11.....	291
PRINCIPAL PHYSIOTHERAPIST - CONHESS 12.....	291
CHIEF PHYSIOTHERAPIST - CONHESS 13.....	292
SENIOR CHIEF PHYSIOTHERAPIST - CONHESS 14.....	292

PRINCIPAL CHIEF PHYSIOTHERAPIST - CONHESS 15.....	292
DEPUTY DIRECTOR - CONHESS 14.....	292
61. PROCUREMENT OFFICER CADRE.....	293
61.1 Posts and Salaries	293
61.2 DUTIES.....	293
i) PROCUREMENT OFFICER II - CONTISS 07.....	293
ii) PROCUREMENT OFFICER I - CONTISS 08.....	293
iii) SENIOR PROCUREMENT OFFICER - CONTISS 09	293
iv) PRINCIPAL PROCUREMENT OFFICER - CONTISS 11	293
v) ASSISTANT CHIEF PROCUREMENT OFFICER - CONTISS 12.....	294
vi) CHIEF PROCUREMENT OFFICER - CONTISS 13.....	294
vii) DEPUTY DIRECTOR - CONTISS 14.....	295
viii) DIRECTOR - CONTISS 15.....	295
61.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	296
PROCUREMENT OFFICER II - CONTISS 07.....	296
PROCUREMENT OFFICER I - CONTISS 08.....	296
SENIOR PROCUREMENT OFFICER - CONTISS 09.....	296
PRINCIPAL CHIEF PROCUREMENT OFFICER - CONTISS 11.....	297
ASSISTANT CHIEF PROCUREMENT OFFICER - CONTISS 12.....	297
CHIEF PROCUREMENT OFFICER - CONTISS 13	298
DEPUTY DIRECTOR PROCUREMENT - CONTISS 14.....	298
DIRECTOR - CONTISS 15.....	298
62. PROGRAMMER/SOFTWARE DEVELOPER CADRE.....	299
62.1 Post and Salary.....	299
62.2 DUTIES	299
i) PROGRAMMER II/SOFTWARE DEVELOPER II - CONTISS 07.....	299
ii) PROGRAMMER I/SOFTWARE DEVELOPER I - CONTISS 08.....	299
iii) SENIOR PROGRAMMER/SENIOR SOFTWARE DEVELOPER - CONTISS 09.....	299
iv) PRINCIPAL PROGRAMMER/PRINCIPAL SOFTWARE DEVELOPER-CONTISS 11	300
v) ASST. CHIEF PROGRAMMER/ASST. CHIEF SOFTWARE DEVELOPER II-CONTISS 12	300
vi) CHIEF PROGRAMMER/CHIEF SOFTWARE DEVELOPE - CONTISS 13.....	300
vii) DEPUTY DIRECTOR - CONTISS 14.....	301
ii) DIRECTOR - CONTISS 15	301
62.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	301
PROGRAMMER II/SOFTWARE DEVELOPER II - CONTISS 07.....	301
PROGRAMMER I/SOFTWARE DEVELOPER I - CONTISS 08.....	301
SENIOR PROGRAMMER/SENIOR SOFTWARE DEVELOPER - CONTISS 09.....	302
PRINCIPAL PROGRAMMER/PRINCIPAL SOFTWARE DEVELOPER - CONTISS 11	302
ASST. CHIEF PROGRAMMER/ASST. CHIEF SOFTWARE DEVELOPER- CONTISS 12	303
CHIEF PROGRAMMER/CHIEF SOFTWARE DEVELOPER - CONTISS 13	303

DEPUTY DIRECTOR - CONTISS 14.....	303
DIRECTOR - CONTISS 15.....	304
63. PUBLIC RELATIONS AND PUBLICITY OFFICER CADRE	305
63.1 Posts and Salaries	305
63.2 DUTIES	305
i) PUBLIC RELATIONS AND PUBLICITY OFFICER II - CONTISS 07.....	305
ii) PUBLIC RELATIONS AND PUBLICITY OFFICER I - CONTISS 08.....	305
iii) SENIOR PUBLIC RELATIONS & PUBLICITY OFFICER - CONTISS 09	305
iv) PRIN. PUBLIC RELATIONS & PUBLICITY OFFICER - CONTISS 11.....	306
v) ASST CHIEF PUBLIC RELATIONS & PUBLICITY OFFICER - CONTISS 12.....	306
vi) CHIEF PUBLIC RELATIONS & PROTOCOL OFFICER - CONTISS 13.....	306
vii) DEPUTY DIRECTOR PUBLIC RELATIONS AND PUBLICITY -CONTISS 14.....	307
viii) DIRECTOR PUBLIC RELATIONS AND PUBLICITY - CONTISS 15.....	308
62.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	308
PUBLIC RELATIONS AND PUBLICITY OFFICER II - CONTISS 07.....	308
PUBLIC RELATIONS AND PUBLICITY OFFICER I - CONTISS 08	309
SENIOR PUBLIC RELATIONS AND PUBLICITY OFFICER - CONTISS 09.....	309
PRIN. PUBLIC RELATIONS AND PUBLICITY OFFICER - CONTISS 11	310
ASST. CHIEF PUBLIC RELATIONS AND PUBLICITY OFFICER - CONTISS 12	310
CHIEF PUBLIC RELATIONS AND PUBLICITY OFFICER - CONTISS 13.....	311
DEPUTY DIRECTOR PUBLIC RELATIONS AND PUBLICITY - CONTISS 14.....	311
DIRECTOR PUBLIC RELATIONS AND PUBLICITY - CONTISS 15	311
64. QUANTITY SURVEYOR CADRE.....	312
64.1 Posts and Salaries	312
64.2 DUTIES	312
i) QUANTITY SURVEYOR II - CONTISS 07.....	312
ii) QUANTITY SURVEYOR I - CONTISS 08.....	312
iii) SENIOR QUANTITY SURVEYOR - CONTISS 09	312
iv) PRINCIPAL QUANTITY SURVEYOR - CONTISS 11	312
v) ASSISTANT CHIEF QUANTITY SURVEYOR - CONTISS 12.....	313
vi) CHIEF QUANTITY SURVEYOR - CONTISS 13.....	313
vii) DEPUTY DIRECTOR - CONTISS 14	313
64.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	314
QUANTITY SURVEYOR II - CONTISS 07	314
QUANTITY SURVEYOR I - CONTISS 08.....	314
SENIOR QUANTITY SURVEYOR - CONTISS 09	314
PRINCIPAL QUANTITY SURVEYOR - CONTISS 11	315
ASSISTANT CHIEF QUANTITY SURVEYOR - CONTISS 12.....	315
CHIEF QUANTITY SURVEYOR - CONTISS 13	316
DEPUTY DIRECTOR - CONTISS 14	316

65. RADIOGRAPHER CADRE.....	317
65.1 Posts and Salaries	317
65.2 DUTIES	317
i) RADIOGRAPHER - CONHESS 09	317
ii) SENIOR RADIOGRAPHER - CONHESS 11.....	317
iii) PRINCIPAL RADIOGRAPHER - CONHESS 12.....	317
vi) CHIEF RADIOGRAPHER - CONHESS 13.....	318
iv) DEPUTY DIRECTOR - CONHESS 14.....	318
65.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	319
RADIOGRAPHER - CONHESS 09.....	319
SENIOR RADIOGRAPHER - CONHESS 11.....	319
PRINCIPAL RADIOGRAPHER - CONHESS 12	320
CHIEF RADIOGRAPHER - CONHESS 13.....	320
DEPUTY DIRECTOR - CONHESS 14.....	320
66. SECURITY OFFICER CADRE.....	321
66.1 Posts and Salaries	321
66.2 DUTIES	321
i) ASSISTANT SECURITY OFFICER - CONTISS 06.....	321
ii) SECURITY OFFICER - CONTISS 07	321
iii) SENIOR SECURITY OFFICER - CONTISS 08	322
iv) PRINCIPAL SECURITY OFFICER II - CONTISS 09	322
v) PRINCIPAL SECURITY OFFICER I - CONTISS 11.....	322
vi) ASSISTANT CHIEF SECURITY OFFICER - CONTISS 12	323
vii) CHIEF SECURITY OFFICER - CONTISS 13.....	323
viii) DEPUTY DIRECTOR OF SECURITY - CONTISS 14	324
ix) DIRECTOR - CONTISS 15.....	324
66.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	325
ASSISTANT SECURITY OFFICER - CONTISS 06.....	325
SECURITY OFFICER - CONTISS 07.....	325
SENIOR SECURITY OFFICER - CONTISS 08	326
PRINCIPAL SECURITY OFFICER II - CONTISS 09	326
PRINCIPAL SECURITY OFFICER I - CONTISS 11.....	327
ASSISTANT CHIEF SECURITY OFFICER - CONTISS 12.....	327
CHIEF SECURITY OFFICER - CONTISS 13.....	328
DEPUTY DIRECTOR OF SECURITY - CONTISS 14	328
DIRECTOR OF SECURITY - CONTISS 15.....	328
67. SECURITY SUPERINTENDENT CADRE	329
67.1 Posts and Salaries	329
67.2 DUTIES	329
i) SECURITY SUPERINTENDENT - CONTISS 06.....	329

ii)	HIGHER SECURITY SUPERINTENDENT - CONTISS 07	329
iii)	SENIOR SECURITY SUPERINTENDENT - CONTISS 08.....	329
iv)	PRINCIPAL SECURITY SUPERINTENDENT II - CONTISS 09	330
v)	PRINCIPAL SECURITY SUPERINTENDENT I - CONTISS 11	330
vi)	ASSISTANT CHIEF SECURITY SUPERINTENDENT - CONTISS 12.....	330
vii)	CHIEF SECURITY SUPERINTENDENT - CONTISS 13.....	331
67.3	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	331
	SECURITY SUPERINTENDENT - CONTISS 06.....	331
	HIGHER SECURITY SUPERINTENDENT - CONTISS 07	331
	SENIOR SECURITY SUPERINTENDENT - CONTISS 08.....	332
	PRINCIPAL SECURITY SUPERINTENDENT II- CONTISS09.....	332
	PRINCIPAL SECURITY SUPERINTENDENT I - CONTISS 11	333
	ASSISTANT CHIEF SECURITY SUPERINTENDENT - CONTISS 12.....	333
	CHIEF SECURITY SUPERINTENDENT - CONTISS 13.....	333
68.	SPORTS OFFICER CADRE	334
68.1	Posts and Salaries	334
68.2	DUTIES	334
i)	SPORTS OFFICER II - CONTISS 07.....	334
ii)	SPORTS OFFICER I - CONTISS 08	334
iii)	SENIOR SPORTS OFFICER - CONTISS 09.....	334
iv)	PRINCIPAL SPORTS OFFICER - CONTISS 11	335
v)	ASSISTANT CHIEF SPORTS OFFICER - CONTISS 12.....	335
vi)	CHIEF SPORTS OFFICER - CONTISS 13.....	336
vii)	DEPUTY DIRECTOR OF SPORTS - CONTISS 14	336
viii)	DIRECTOR OF SPORTS - CONTISS 15	337
68.3	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	338
	SPORTS OFFICER II - CONTISS 07	338
	SPORTS OFFICER I - CONTISS 08.....	338
	SENIOR SPORTS OFFICER - CONTISS 09.....	338
	PRINCIPAL SPORTS OFFICER - CONTISS 11.....	339
	ASSISTANT CHIEF SPORTS OFFICER - CONTISS 12	340
	CHIEF SPORTS OFFICER - CONTISS 13.....	340
	DEPUTY DIRECTOR - CONTISS 14	340
	DIRECTOR - CONTISS 15	341
69.	STAFF NURSE/MIDWIFE CADRE.....	342
69.1	Posts and Salaries	342
69.2	DUTIES	342
i)	STAFF NURSE/MIDWIFE - CONHESS 06.....	342
ii)	NURSING SISTER/SUPERINTENDENT/MIDWIFERY SISTERS- CONHESS 07.....	342
iii)	SENIOR NURSING SISTER/SUPERINTENDENT - CONHESS 08.....	343

iv)	MATRON/PRINCIPAL NURSING SUPERINTENDENT II - CONHESS 09	343
iv)	MATRON/PRINCIPAL NURSING SUPERINTENDENT I - CONHESS 11	343
v)	SENIOR MATRON/ASST. CHIEF NURSING SUPERINTENDENT - CONHESS 12	344
vi)	CHIEF MATRON/ CHIEF NURSING SUPERINTENDENT - CONHESS 13.....	344
69.3	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	344
	STAFF NURSE/MIDWIFE - CONHESS 06.....	344
	NURSING SISTER/SUPERINTENDENT/MIDWIFERY SISTERS - CONHESS 07	344
	SENIOR NURSING SISTER/SUPERINTENDENT - CONHESS 08	345
	MATRON/PRINCIPAL NURSING SUPERINTENDENT II - CONHESS 09.....	345
	MATRON/PRINCIPAL NURSING SUPERINTENDENT I - CONHESS 11.....	346
	SENIOR MATRON/ASST. CHIEF NURSING SUPERINTENDENT -CONHESS 12.....	346
	CHIEF MATRON/NURSING SUPERINTENDENT - CONHESS 13	346
70.	STATISTICAL OFFICER CADRE	347
70.1	Posts and Salaries	347
70.2	DUTIES	347
i)	STATISTICAL OFFICER II - CONTISS 07.....	347
ii)	STATISTICAL OFFICER I - CONTISS 08.....	347
iii)	SENIOR STATISTICAL OFFICER - CONTISS 09.....	347
iv)	PRINCIPAL STATISTICAL OFFICER - CONTISS 11.....	347
v)	ASSISTANT CHIEF STATISTICAL OFFICER - CONTISS 12	348
vi)	CHIEF STATISTICAL OFFICER - CONTISS 13	348
vii)	DEPUTY DIRECTOR - CONTISS 14.....	348
70.3	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	348
	STATISTICAL OFFICER II - CONTISS 07.....	348
	STATISTICAL OFFICER I - CONTISS 08	349
	SENIOR STATISTICAL OFFICER - CONTISS 09	349
	PRINCIPAL STATISTICAL OFFICER - CONTISS 11	350
	ASSIST CHIEF STATISTICAL OFFICER - CONTISS 12.....	350
	CHIEF STATISTICAL OFFICER - CONTISS 13.....	351
	DEPUTY DIRECTOR - CONTISS 14.....	351
71.	STORES OFFICER CADRE	352
71.1	Posts and Salaries	352
71.2	DUTIES	352
i)	STORES OFFICER - CONTISS 06.....	352
ii)	HIGHER STORES OFFICER - CONTISS 07	352
iii)	SENIOR STORES OFFICER - CONTISS 08.....	352
iv)	PRINCIPAL STORES OFFICER II - CONTISS 09.....	353
v)	PRINCIPAL STORES OFFICER I - CONTISS 11	353
vi)	ASSISTANT CHIEF STORES OFFICER - CONTISS 12.....	353
vii)	CHIEF STORES OFFICER - CONTISS 13.....	354

71.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	354
STORES OFFICER - CONTISS 06.....	354
HIGHER STORES OFFICER - CONTISS 07	354
SENIOR STORES OFFICER - CONTISS 08.....	355
PRINCIPAL STORES OFFICER II - CONTISS 09.....	355
PRINCIPAL STORES OFFICER I - CONTISS 11	356
ASSISTANT CHIEF STORES OFFICER - CONTISS 12	356
CHIEF STORES OFFICER - CONTISS 13.....	356
72. SYSTEM ADMINISTRATOR CADRE.....	357
72.1 Post and Salaries	357
72.2 DUTIES	357
i) SYSTEMS ADMINISTRATOR III - CONTISS 06	357
ii) SYSTEMS ADMINISTRATOR II - CONTISS 07.....	357
iii) SYSTEMS ADMINISTRATOR I - CONTISS 08.....	358
iv) SENIOR SYSTEMS ADMINISTRATOR - CONTISS 09.....	358
v) PRINCIPAL SYSTEMS ADMINISTRATOR - CONTISS 11.....	358
v) ASSISTANT CHIEF SYSTEMS ADMINISTRATOR - CONTISS 12	359
vi) CHIEF SYSTEMS ADMINISTRATOR - CONTISS 13.....	359
vii) DEPUTY DIRECTOR, SYSTEMS ADMINISTRATOR - CONTISS 14.....	360
viii) DIRECTOR - CONTISS 15	360
72.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	360
SYSTEMS ADMINISTRATOR III - CONTISS 06.....	360
SYSTEMS ADMINISTRATOR II - CONTISS 07	361
SYSTEMS ADMINISTRATOR I - CONTISS 08.....	361
SENIOR SYSTEMS ADMINISTRATOR - CONTISS 09.....	362
PRINCIPAL SYSTEMS ADMINISTRATOR - CONTISS 11.....	362
ASSISTANT CHIEF SYSTEMS ADMINISTRATOR - CONTISS 12.....	363
CHIEF SYSTEMS ADMINISTRATOR - CONTISS 13	363
DEPUTY DIRECTOR - CONTISS 14.....	363
DIRECTOR - CONTISS 15	363
73. SYSTEM ANALYST CADRE	364
73.1 Posts and Salaries	364
73.2 DUTIES	364
i) SYSTEM ANALYST II - CONTISS 07.....	364
iii) SYSTEM ANALYST I - CONTISS 08.....	364
iv) SENIOR SYSTEM ANALYST - CONTISS 09.....	364
v) PRINCIPAL SYSTEM ANALYST - CONTISS 11.....	365
vi) ASSISTANT CHIEF SYSTEM ANALYST - CONTISS 12.....	365
vii) CHIEF SYSTEM ANALYST - CONTISS 13	366
viii) DEPUTY DIRECTOR - CONTISS 14	366

ix) DIRECTOR - CONTISS 15.....	366
73.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	367
SYSTEM ANALYST II - CONTISS 07.....	367
SYSTEM ANALYST I - CONTISS 08.....	367
SENIOR SYSTEM ANALYST - CONTISS 09.....	367
PRINCIPAL SYSTEM ANALYST - CONTISS 11.....	368
ASSISTANT CHIEF SYSTEM ANALYST - CONTISS 12.....	368
CHIEF SYSTEM ANALYST - CONTISS 13.....	369
DEPUTY DIRECTOR - CONTISS 14.....	369
DIRECTOR - CONTISS 15.....	369
74. TECHNICAL OFFICER CADRE.....	370
(Electrical, Civil and Mechanical).....	370
75.1 Posts and Salaries	370
75.2 DUTIES	370
i) TECHNICAL OFFICER - CONTISS 06.....	370
ii) HIGHER TECHNICAL OFFICER - CONTISS 07.....	370
iii) SENIOR TECHNICAL OFFICER - CONTISS 08.....	370
iv) PRINCIPAL TECHNICAL OFFICER II - CONTISS 09.....	371
v) PRINCIPAL TECHNICAL OFFICER I - CONTISS 11.....	371
vi) ASSISTANT CHIEF TECHNICAL OFFICER - CONTISS 12.....	371
vii) CHIEF TECHNICAL OFFICER - CONTISS 13.....	371
75.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	371
TECHNICAL OFFICER - CONTISS 06.....	371
HIGHER TECHNICAL OFFICER - CONTISS 07.....	372
SENIOR TECHNICAL OFFICER - CONTISS 08.....	372
PRINCIPAL TECHNICAL OFFICER II - CONTISS 09.....	373
PRINCIPAL TECHNICAL OFFICER I - CONTISS 11.....	373
ASSISTANT CHIEF TECHNICAL OFFICER - CONTISS 12.....	373
CHIEF TECHNICAL OFFICER - CONTISS 13.....	374
75. TECHNICAL OFFICER (PRINTING/BINDERY) CADRE (BUK).....	375
76.1 Posts and Salaries	375
76.2 DUTIES	375
i) TECHNICAL OFFICER (PRINTING/BINDERY) - CONTISS 06.....	375
ii) HIGHER TECHNICAL OFFICER (PRINTING/BINDERY) - CONTISS 07.....	375
iii) SENIOR TECHNICAL OFFICER (PRINTING/BINDERY) - CONTISS 08.....	375
iv) PRINCIPAL TECHNICAL OFFICER II (PRINTING/BINDERY)- CONTISS 09.....	376
v) PRINCIPAL TECHNICAL OFFICER I (PRINTING/BINDERY) - CONTISS 11.....	376
vi) ASSISTANT CHIEF TECHNICAL OFFICER (PRINTING/BINDERY)- CONTISS 12.....	376
vii) CHIEF TECHNICAL OFFICER (PRINTING/BINDERY) - CONTISS 13.....	377
76.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.....	377

TECHNICAL OFFICER PRINTING/BINDERY - CONTISS 06	377
HIGHER TECHNICAL OFFICER (PRINTING/BINDERY) - CONTISS 07	377
SENIOR TECHNICAL OFFICER (PRINTING/BINDERY) - CONTISS 8	378
PRINCIPAL TECHNICAL OFFICER II (PRINTING/BINDERY) - CONTISS 9	378
PRINCIPAL TECHNICAL OFFICER I (PRINTING/BINDERY) - CONTISS 11	379
ASSISTANT CHIEF TECHNICAL OFFICER (PRINTING/BINDERY) - CONTISS 12	379
CHIEF TECHNICAL OFFICER (PRINTING/BINDERY) - CONTISS 13	379
76. TECHNICAL OFFICER (CARTOGRAPHY) CADRE	380
77.1 Posts and Salaries	380
77.2 DUTIES	380
i) TECHNICAL OFFICER (CARTOGRAPHY) - CONTISS 06	380
ii) HIGHER TECHNICAL OFFICER (CARTOGRAPHY) - CONTISS 07	380
iii) SENIOR TECHNICAL OFFICER (CARTOGRAPHY) - CONTISS 08	380
iv) PRINCIPAL TECHNICAL OFFICER II (CARTOGRAPHY) - CONTISS 09	381
v) PRINCIPAL TECHNICAL OFFICER I (CARTOGRAPHY) - CONTISS 11	381
vi) ASST CHIEF TECHNICAL OFFICER (CARTOGRAPHY) - CONTISS 12	381
vii) CHIEF TECHNICAL OFFICER (CARTOGRAPHY) - CONTISS 13	382
77.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	382
TECHNICAL OFFICER (CARTOGRAPHY) - CONTISS 06	382
HIGHER TECHNICAL OFFICER (CARTOGRAPHY) - CONTISS 07	383
SENIOR TECHNICAL OFFICER (CARTOGRAPHY) - CONTISS 08	383
PRINCIPAL TECHNICAL OFFICER II (CARTOGRAPHY) - CONTISS 09	383
PRINCIPAL TECHNICAL OFFICER I (CARTOGRAPHY) - CONTISS 11	384
ASSISTANT CHIEF TECHNICAL OFFICER (CARTOGRAPHY) - CONTISS 12	384
CHIEF TECHNICAL OFFICER (CARTOGRAPHY) - CONTISS 13	385
77. TECHNICAL OFFICER (PHOTOGRAPHY) CADRE	386
77.1 Posts and Salaries	386
77.2 DUTIES	386
i) TECHNICAL OFFICER (PHOTOGRAPHY) - CONTISS 06	386
ii) HIGHER TECHNICAL OFFICER (PHOTOGRAPHY) - CONTISS 07	386
iii) SENIOR TECHNICAL OFFICER (PHOTOGRAPHY) - CONTISS 08	386
iv) PRIN. TECHNICAL OFFICER II (PHOTOGRAPHY) - CONTISS 09	387
v) PRIN. TECHNICAL OFFICER I (PHOTOGRAPHY) - CONTISS 11	387
vi) ASSISTANT CHIEF TECHNICAL OFFICER - CONTISS 12	388
vii) CHIEF TECHNICAL OFFICER - CONTISS 13	388
77.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	388
TECHNICAL OFFICER (PHOTOGRAPHY) - CONTISS 06	388
HIGHER TECHNICAL OFFICER (PHOTOGRAPHY) - CONTISS 07	389
SENIOR TECHNICAL OFFICER (PHOTOGRAPHY) - CONTISS 08	389
PRINCIPAL TECHNICAL OFFICER II (PHOTOGRAPHY) - CONTISS 09	389

PRINCIPAL TECHNICAL OFFICER I (PHOTOGRAPHY) - CONTESS 11.....	390
ASST CHIEF TECHNICAL OFFICER (PHOTOGRAPHY) - CONTESS 12.....	390
CHIEF TECHNICAL OFFICER (PHOTOGRAPHY) - CONTESS 13.....	390
78. TECHNICIAN (MEDICAL) CADRE.....	391
[Dental, Dietician/ Nutritionist, Radiography, Orthopaedic Cast etc.].....	391
78.1 Posts and Salaries	391
78.2 DUTIES	391
(A)	391
i) DENTAL TECHNICIAN - CONHESS 06.....	391
ii) HIGHER DENTAL TECHNICIAN - CONHESS 07.....	391
iii) SENIOR DENTAL TECHNICIAN - CONHESS 08.....	391
iv) PRINCIPAL DENTAL TECHNICIAN II - CONHESS 09.....	392
v) PRINCIPAL DENTAL TECHNICIAN I - CONHESS 11.....	392
vi) ASSISTANT CHIEF DENTAL TECHNICIAN - CONHESS 12.....	392
vii) CHIEF DENTAL TECHNICIAN - CONHESS 13.....	392
(B)	393
i) DIETICIAN/NUTRITIONIST TECHNICIAN - CONHESS 06.....	393
ii) HIGHER DIETICIAN/NUTRITIONIST TECHNICIAN - CONHESS 07	393
iii) SENIOR DIETICIAN/NUTRITIONIST TECHNICIAN - CONHESS 08.....	393
iv) PRINCIPAL DIETICIAN/NUTRITIONIST TECHNICIAN II - CONHESS 09.....	393
v) PRINCIPAL DIETICIAN/NUTRITIONIST TECHNICIAN I - CONHESS 11	393
vi) ASSISTANT CHIEF DIETICIAN/NUTRITIONIST TECHNICIAN- CONHESS 12.....	394
vii) CHIEF DIETICIAN/NUTRITIONIST TECHNICIAN - CONHESS 13	394
(C).....	Error! Bookmark not defined.
i) RADIOGRAPHY TECHNICIAN - CONHESS 06.....	395
ii) HIGHER RADIOGRAPHY TECHNICIAN - CONHESS 07	395
iii) SENIOR RADIOGRAPHY TECHNICIAN - CONHESS 08.....	395
iv) PRINCIPAL RADIOGRAPHY TECHNICIAN II - CONHESS 09.....	395
v) PRINCIPAL RADIOGRAPHY TECHNICIAN I - CONHESS 11.....	395
vi) ASSISTANT CHIEF RADIOGRAPHY TECHNICIAN - CONHESS 12	396
vii) CHIEF RADIOGRAPHY TECHNICIAN - CONHESS 13.....	396
(D)	397
i) ORTHOPAEDIC CAST TECHNICIAN - CONHESS 06	397
ii) HIGHER ORTHOPAEDIC CAST TECHNICIAN - CONHESS 07	397
iii) SENIOR ORTHOPAEDIC CAST TECHNICIAN - CONHESS 08.....	397
iv) PRINCIPAL ORTHOPAEDIC CAST TECHNICIAN II - CONHESS 09.....	398
v) PRINCIPAL ORTHOPAEDIC CAST TECHNICIAN I - CONHESS 11	398
vi) ASSISTANT CHIEF ORTHOPAEDIC CAST TECHNICIAN - CONHESS 12.....	399
vii) CHIEF ORTHOPAEDIC CAST TECHNICIAN - CONHESS 13.....	399
78.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	399

TECHNICIAN - CONHESS 06	399
HIGHER TECHNICIAN - CONHESS 07	399
SENIOR TECHNICIAN - CONHESS 08	400
PRINCIPAL TECHNICIAN II - CONHESS 09	400
PRINCIPAL TECHNICIAN I - CONHESS 11	401
ASSISTANT CHIEF TECHNICIAN - CONHESS 12	401
CHIEF TECHNICIAN - CONHESS 13	401
79. TECHNOLOGIST (FOR ENGINEERING) CADRE	402
79.1 Posts and Salaries	402
79.2 DUTIES	402
i) TECHNOLOGIST II - CONTISS 07	402
ii) TECHNOLOGIST I - CONTISS 08	402
iii) SENIOR TECHNOLOGIST - CONTISS 09	403
iv) PRINCIPAL TECHNOLOGIST - CONTISS 11	403
v) ASSISTANT CHIEF TECHNOLOGIST - CONTISS 12	404
vi) CHIEF TECHNOLOGIST - CONTISS 13	404
79.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	405
TECHNOLOGIST II - CONTISS 07	405
TECHNOLOGIST I - CONTISS 08	405
SENIOR TECHNOLOGIST - CONTISS 09	406
PRINCIPAL TECHNOLOGIST - CONTISS 11	406
ASSISTANT CHIEF TECHNOLOGIST - CONTISS 12	406
CHIEF TECHNOLOGIST - CONTISS 13	407
80. WEB DEVELOPER CADRE	408
80.1 Post and Salary	408
80.2 DUTIES	408
i) WEB DEVELOPER III - CONTISS 06	408
ii) WEB DEVELOPER II - CONTISS 07	408
iii) WEB DEVELOPER I - CONTISS 08	409
iv) SENIOR WEB DEVELOPER - CONTISS 9	409
v) PRINCIPAL WEB DEVELOPER - CONTISS 11	409
vi) ASSISTANT CHIEF WEB DEVELOPER - CONTISS 12	410
vii) CHIEF WEB DEVELOPER - CONTISS 13	410
viii) DEPUTY DIRECTOR - CONTISS 14	410
ix) DIRECTOR - CONTISS 15	411
80.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	411
WEB DEVELOPER III - CONTISS 06	411
WEB DEVELOPER II - CONTISS 07	411
WEB DEVELOPER I - CONTISS 08	412
SENIOR WEB DEVELOPER - CONTISS 09	413

PRINCIPAL WEB DEVELOPER - CONTISS 11	413
ASSISTANT CHIEF WEB DEVELOPER - CONTISS 12	414
CHIEF WEB DEVELOPER - CONTISS 13	415
DEPUTY DIRECTOR - CONTISS 14	415
DIRECTOR - CONTISS 15	415
81. ZOO CURATOR CADRE	416
81.1 Posts and Salaries	416
81.2 DUTIES	416
i) ZOO CURATOR - CONTISS 06	416
81.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	417
ZOO CURATOR - CONTISS 06	417
HIGHER ZOO CURATOR - CONTISS 07	418
SENIOR ZOO CURATOR - CONTISS 08	418
PRINCIPAL ZOO CURATOR II - CONTISS 09	418
PRINCIPAL ZOO CURATOR I - CONTISS 11	419
ASSISTANT CHIEF ZOO CURATOR - CONTISS 12	419
CHIEF ZOO CURATOR - CONTISS 13	419
82. ZOO TECHNICIAN CADRE	420
82.1 Posts and Salaries	420
82.2 DUTIES	420
i) ZOO TECHNICIAN - CONTISS 06	420
ii) HIGHER ZOO TECHNICIAN - CONTISS 07	420
iii) SENIOR ZOO TECHNICIAN - CONTISS 08	420
iv) PRINCIPAL ZOO TECHNICIAN II - CONTISS 09	420
v) PRINCIPAL ZOO TECHNICIAN I - CONTISS 11	421
vi) ASSISTANT CHIEF ZOO TECHNICIAN - CONTISS 12	421
vi) CHIEF ZOO TECHNICIAN - CONTISS 13	421
82.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	421
ZOO TECHNICIAN - CONTISS 06	421
HIGHER ZOO TECHNICIAN - CONTISS 07	422
SENIOR ZOO TECHNICIAN - CONTISS 08	422
PRINCIPAL ZOO TECHNICIAN II - CONTISS 09	423
PRINCIPAL ZOO TECHNICIAN I - CONTISS 11	423
ASSISTANT CHIEF ZOO TECHNICIAN - CONTISS 12	423
CHIEF ZOO TECHNICIAN - CONTISS 13	424

PREAMBLE

The Governing Council of Northwest University Kano directed the management to constitute a committee to review the University service books with a view to updating them in line with global practice. The Committee consulted similar documents from selected Nigerian Universities, relevant circulars, guidelines and Federal Government Scheme of Service with a view to producing a comprehensive document for the University which will stand the test of time.

The document is to serve as a guide in the areas of Appointments and career progression for all Senior Staff Cadres in the University.

The document would be subjected to review from time to time as deemed necessary by Council.

INTRODUCTION

This Regulation shall be cited as Northwest University Scheme of Service for Senior Non-Teaching Staff and shall apply to all relevant Staff on the appointment of the University, except where otherwise stated or necessitated by circumstances.

Where the provisions of this Scheme is silent on any issue, recourse shall be made to the Federal Government Scheme of Service or Scheme of Service for use in the civil service of Kano State. Where any provision of this Scheme is inconsistent with any provision of the Northwest University Establishment Act No. 8 of 2012 (or as amendment thereto), the provision of the latter shall prevail. Extant Circulars or Policies from the Government or any decision of Council shall take precedence over the provisions of this Regulation.

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 all such cases the decision of the Vice-Chancellor shall be final, except in cases where the Regulation provides for further appeal.

1. ACADEMIC PLANNING OFFICER CADRE

1.1 Posts and Salaries

Academic Planning Officer II	-	CONTISS 07
Academic Planning Officer I	-	CONTISS 08
Senior Academic Planning Officer	-	CONTISS 09
Principal Academic Planning Officer	-	CONTISS 11
Assistant Chief Academic Planning Officer	-	CONTISS 12
Chief Academic Planning Officer	-	CONTISS 13
Deputy Director	-	CONTISS 14
Director	-	CONTISS 15

1.2 DUTIES

i) ACADEMIC PLANNING OFFICER II - *CONTISS 07*

- a) Canvas for information and data required for academic planning
- b) Collate all information collected
- c) Analyse, where necessary, such data as might be assigned for analysis.
- d) Participate in the administration of the Lecturer Evaluation Form
- e) Carry out other duties as may be assigned
- f) Provide professional and community services

ii) ACADEMIC PLANNING OFFICER I - *CONTISS 08*

- a) Show competence in communication skills and data handling
- b) Collect and collate and information needed for planning
- c) Participate in sourcing and analysing information on students and staff
- d) Participate in preparing the various documents required
- e) Monitor the Academic Planning Officer II
- f) Carry out other duties as may be assigned
- g) Provide professional and community services

iii) SENIOR ACADEMIC PLANNING OFFICER - *CONTISS 09*

- a) Show competence in communication skills and information management
- b) Show familiarity with the functions of the Unit
- c) Coordinate the duties assigned to the Academic Planning Officer I
- d) Participate in sourcing and analysing information on students and staff
- e) Participate in the preparation of the various documents produced by the Unit
- f) Carry out other duties as may be assigned
- g) Provide professional and community services

iv) ASSISTANT CHIEF ACADEMIC PLANNING OFFICER - *CONTISS 12*

- a) Show competence in communication skills and information management
- b) Show familiarity with the functions of the Unit

- c) Coordinate and monitor the duties assigned to subordinates
- d) Participate in sourcing, collating analysing information needed for academic planning
- e) Participate in the preparation of all the documents required from the Unit
- f) Carry out other duties as may be assigned
- g) Provide professional and community services

v) CHIEF ACADEMIC PLANNING OFFICER - CONTISS 13

- a) Show competence in communication skills and information management
- b) Show familiarity with the functions of the Unit
- c) Supervise and mentor the offices below him
- d) Participate in and coordinate the production of the various documents required from the Unit
- e) Respond to requests made on the Unit by other Units of the University and external bodies
- f) Carry out other duties as may be assigned
- g) Provide professional and community services

vi) DEPUTY DIRECTOR (QUALITY ASSURANCE) - CONTISS 14

- a) Liaise with NUC on behalf of the University
- b) Handle accreditation and related issues
- c) Take charge of quality assurance
- d) Take charge of classroom/lecture venue inspection
- e) Take charge of Lecturer evaluation form administration
- f) Assist the Director in the preparation of Annual Budget Estimates for the Unit
- g) Assist the Director in the preparation of periodic and Annual Reports
- h) Carry out other duties as may be assigned
- i) Provide professional and community services

vii) DEP. DIRECTOR (ACADEMIC SUPPORT SERVICES) - CONTISS 14

- a) Participate in the specification and acquisition of all teaching and research equipment
- b) Develop and maintain an equipment database
- c) Responsible for the maintenance and proper functioning of all major teaching and research equipment
- d) Monitor appropriate use of equipment by Departments and Units
- e) Respond to request from external bodies on existing equipment in the university
- f) Take inventory of all available lecture venues
- g) Assist the Director in the preparation of Annual Budget Estimates for the Unit
- h) Assist the Director in the preparation of periodic and Annual Reports
- i) Carry out other duties as may be assigned
- j) Provide professional and community services

viii) DEPUTY DIRECTOR (STRATEGIC PLANNING) - CONTISS 14

- a) Responsible for monitoring and evaluation of the implementation of the university's Strategic Plan
- b) Assist the Director in developing the University's strategic plan
- c) Develop an implementation log frame for the plan
- d) Responsible for data capture and analysis for evaluation
- e) Prepare an annual report on the implementation of the plan for submission to management
- f) Assist the Director in carrying out periodic review of the plan
- g) Assist the Director in the preparation of Annual Budget Estimates for the Unit
- h) Assist the Director in the preparation of periodic and Annual Reports
- i) Any other duties as may be assigned
- j) Provide professional and community services

ix) DIRECTOR - CONTISS 15

- a) Responsible to the Vice Chancellor for the overall administration of the Unit
- b) Responsible for developing realistic and achievable strategic plan for the University
- c) Formulate policies for smooth administration of the Unit
- d) Set targets, in consultation with the Deputy Directors, for the Unit
- e) Monitor the performance of the officers in the Unit
- f) Take responsibility for all information released by the Unit
- g) Allocate specific responsibilities to staff as and when the need arises
- h) Report periodically to the Vice-Chancellor on the activities of the Unit
- i) Ensure the preparation of Annual Budget Estimates for the Unit
- j) Ensure the preparation of periodic and Annual Reports
- k) Provide professional and community services

1.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

ACADEMIC PLANNING OFFICER II - CONTISS 07

- i) For appointment as Academic Planning Officer II, a candidate shall possess the following requirements:
 - a) Any class of Degree in Statistics, Economics or any relevant area obtained from a recognized institution, NYSC Certificate and knowledge of Information Technology (IT).
 - b) A candidate shall be subjected to an interview that may require writing competency examination.

ACADEMIC PLANNING OFFICER I

- **CONTISS 08**

i) For appointment as Academic Planning Officer I, a candidate shall possess any of the following requirements:

a) Master's degree in Statistics, Economics or any relevant area obtained from a recognized institution, NYSC Certificate and be conversant with the knowledge of IT.

b) Any Class of Degree in Statistics, Economics or any relevant area obtained from a recognized institution, NYSC Certificate and be conversant with the knowledge of IT and a minimum of 3 years relevant experience.

c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Academic Planning Officer I, an Academic Planning Officer II must be conversant with the knowledge of IT, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR ACADEMIC PLANNING OFFICER

- **CONTISS 09**

ii) For appointment as Senior Academic Planning Officer, a candidate shall possess any of the following requirements:

a) Master's degree in Statistics, Economics or any relevant area obtained from a recognized institution, NYSC Certificate and be conversant with the knowledge of IT and a minimum of 3 years relevant experience.

b) Any Class of Degree in Statistics, Economics or any relevant area obtained from a recognized institution, NYSC Certificate and be conversant with the knowledge of IT and a minimum of 6 years relevant experience.

c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

i) For promotion to the rank of Senior Academic Planning Officer, an Academic Planning Officer I must be proficient in IT, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL ACADEMIC PLANNING OFFICER

- **CONTISS 11**

i) For appointment as Principal Academic Planning Officer, a candidate shall possess any of the following requirements:

a) Master's degree in Statistics, Economics or any relevant area obtained from a recognized institution, NYSC Certificate and be conversant with the knowledge of

IT and a minimum of 6 years relevant experience.

b) Any Class of Degree in Statistics, Economics or any relevant area obtained from a recognized institution, NYSC Certificate and be conversant with the knowledge of IT and a minimum of 6 years relevant experience.

c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Principal Academic Planning Officer, a Senior Academic Planning Officer must be proficient in IT, served efficiently for a minimum of 9 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF ACADEMIC PLANNING OFFICER - CONTISS 12

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

i) For appointment as Assistance Chief Academic Planning Officer, a candidate shall possess any of the following requirements:

a) Master's degree in Statistics, Economics or any relevant area obtained from a recognized institution, NYSC Certificate and be conversant with the knowledge of IT and a minimum of 9 years relevant experience.

b) Any Class of Degree in Statistics, Economics or any relevant area obtained from a recognized institution, NYSC Certificate and be conversant with the knowledge of IT and a minimum of 12 years relevant experience.

c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Assistant Chief Academic Planning Officer, a Principal Academic Planning Officer must be versatile in IT, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF ACADEMIC PLANNING OFFICER - CONTISS 13

i) For promotion to the rank of Chief Academic Planning Officer, an Assistant Chief Academic Planning Officer must be versatile in IT, served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ii) The Assistant Chief Academic Planning Officer must have attended and passed a Senior Management Training in Planning from a reputable institution such as ASCON.

DEPUTY DIRECTOR

- **CONTISS 14**

i) For promotion to the rank of Deputy Director of Academic Planning, a Chief Academic Planning Officer must be versatile in use of IT, served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

ii) The Chief Academic Planning Officer must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day work flow in the unit and have the capacity to provide leadership.

DIRECTOR

- **CONTISS 15**

For appointment of a candidate with a minimum of PhD obtained from a recognized institution, NYSC Certificate and versatility in the use of IT with a minimum of 15 years cognate experience.

2. ACCOUNTANT CADRE

2.1 Posts and Salaries

Accountant II	-	CONTISS 07
Accountant I	-	CONTISS 08
Senior Accountant	-	CONTISS 09
Principal Accountant	-	CONTISS 11
Assistant Chief Accountant	-	CONTISS 12
Chief Accountant	-	CONTISS 13
Deputy Bursar	-	CONTISS 14
Senior Deputy Bursar	-	CONTISS 15
Director	-	CONTISS 15
Bursar	-	FIXED

2.2 DUTIES

i) ACCOUNTANT II - *CONTISS 07*

- a) Assist in carrying out financial and treasury duties.
- b) Assist in taking charge of receipts and disbursement of funds.
- c) Assist in accounting for University funds.
- d) Assist in indenting for, controlling and issuing of treasury books and forms.
- e) Assist in reconciling internally generated revenue accounts and Government subventions; and render financial returns and reports.
- f) Assist in the production of Final Accounts and Financial Reports.
- g) Carry out other duties as may be assigned.
- h) Provide professional and community services.

ii) ACCOUNTANT I - *CONTISS 08*

- a) Assist in carrying out financial and treasury duties.
- b) Assist in taking charge of receipts and disbursement of funds.
- c) Assist in accounting for University funds.
- d) Assist in indenting for, controlling and issuing of treasury books and forms.
- e) Assist in reconciling internally generated revenue accounts and Government subventions; and render financial returns and reports.
- f) Assist in the production of Final Accounts and Financial Reports.
- g) Demonstrate understanding of University Accounting System and Financial Regulations.
- h) Carry out other duties as may be assigned.
- i) Provide professional and community services.

iii) SENIOR ACCOUNTANT

- **CONTISS 09**

- a) Participate in carrying out financial and treasury duties
- b) Demonstrate ability to interpret financial regulations in handling financial matters of the University
- c) Assist in accounting for University funds.
- d) Indent for, control and issue treasury books and forms.
- e) Reconcile internally generated revenue accounts and Government subventions; and render financial returns and reports.
- f) Assist in the production of Final Accounts and Financial Reports.
- g) Assist in examining revenue collection procedures to ensure compliance.
- h) Assist in analyzing Accounting Data for Management Information.
- i) Demonstrate knowledge of University Accounting System and Financial Regulations.
- j) Carry out other duties as may be assigned.
- k) Provide professional and community services.

iv) PRINCIPAL ACCOUNTANT

- **CONTISS 11**

- a) Carry out financial and treasury duties.
- b) Take charge of receipts and disbursement of funds.
- c) Participate in Accounting for University funds.
- d) Indent for, control and issue treasury books and forms.
- e) Reconcile internally generated revenue accounts and Government subventions; and render financial returns and report.
- f) Participate in the production of Final Accounts and Financial Reports.
- g) Examine revenue collection procedures to ensure compliance.
- h) Analyze Accounting Data for Management Information.
- i) Demonstrate good knowledge of University Accounting System and Financial Regulations.
- j) Assist in training subordinates.
- k) Carry out other duties as may be assigned.
- l) Provide professional and community services.

v) ASSISTANT CHIEF ACCOUNTANT

- **CONTISS 12**

- a) Carry out financial and treasury duties.
- b) Take charge of receipts and disbursement of funds.
- c) Participate in Accounting for University funds.
- d) Indent for, controls and issues treasury books and forms.

- e) Reconcile internally generated revenue accounts and Government subventions; and render financial returns and reports.
- f) Participate in the production of Final Accounts and Financial Reports.
- g) Examine revenue collection procedures to ensure compliance.
- h) Analyze Accounting Data for Management Information.
- i) Exhibit good knowledge of University Accounting Manual and Financial Regulations.
- j) May be appointed to take charge of Unit/Division as the case may be.
- k) Assist in interpretation and application of accounting regulations and procedures.
- l) Assist in implementation of Financial Policies.
- m) Participate in training of subordinates.
- n) Carry out other duties as may be assigned.
- o) Provide professional and community services.

vi) CHIEF ACCOUNTANT

-

CONTISS 13

- a) Carry out financial and treasury duties.
- b) Take charge of receipts and disbursement of funds.
- c) Participate in Accounting for University funds.
- d) Indent for, control and issue treasury books and forms.
- e) Reconcile internally generated revenue accounts and Government subventions; and render financial returns and report.
- f) Participate in the production of Final Accounts and Financial Reports.
- g) Examine revenue collection procedures to ensure compliance.
- h) Analyze Accounting Data for Management Information.
- i) Exhibit very good knowledge of University Accounting Manual and Financial Regulations.
- j) Train subordinates.
- k) Take charge of Unit/Division as the case may be.
- l) Participate in implementation of Financial Policies.
- m) Participate in interpretation and application of accounting regulations and procedures.
- n) Assist in the preparation of Annual Budget Estimates.
- o) Assist in the preparation of Quarterly and Annual Financial Reports.
- p) Initiate development and training programmes for Bursary Staff.
- q) Carry out other duties as may be assigned.
- r) Provide professional and community services.

vii) DEPUTY BURSAR

- CONTISS 14

- a) Assist the Bursar in the management of Financial Resources of the University.
- b) Serve as Head of Division/Unit and provide good leadership.
- c) Make recommendations on the control and management of funds, investments and loans.
- d) Assist in the formulation and implementation of Financial Policies.
- e) Assist in the production and revision of Accounting Manuals and Financial Regulations.
- f) Interpretation and application of Financial Regulations, Accounting Manual and procedures, including the use of Government Accounting Terms e.g. Codes, Below-the-Line, AIE, etc.
- g) Participate in the preparation of Annual Budget Estimates.
- h) Participate in the preparation of Quarterly and Annual Financial Reports.
- i) Identify training needs for manpower development and advise the Bursar on training programmes for staff.
- j) Participate in the periodic development and installation of efficient accounting system.
- k) Make recommendations on redeployment of staff for efficient service delivery.
- l) Make recommendations on financial matters.
- m) Carry out other duties as may be assigned.
- n) Provide professional and community services.

viii) SENIOR DEPUTY BURSAR

- CONTISS 15

- a) Assisting the Bursar in the management of financial resources of the University.
- b) Serving as Head of Division/Unit and providing good leadership quality.
- c) Making recommendations on the control and management of funds, investments and loans.
- d) Assisting in the formulation and implementation of Financial Policies.
- e) Assisting in the production and revision of Accounting Manuals and Financial Regulations.
- f) Interpretation and application of Financial Regulations, Accounting Manual; and procedures, including the use of Government Accounting Terms e.g. Codes, Below-the-Line, AIE, etc.
- g) Participation in the preparation of Annual Budget Estimates.
- h) Participation in the preparation of Quarterly and Annual Financial Reports.
- i) Identifying needs and advising the Bursar on manpower training.
- j) Advising the Bursar on training programmes for staff.

- k) Participating in the periodic development and installation of efficient accounting system,
- l) Making recommendations on redeployment of staff for efficient service delivery.
- m) Making recommendations on financial matters.
- n) Providing community services.
- o) Performing any other duties as may be assigned by the Head of Department.

ix) DIRECTOR

- *CONTISS 15*

- a) Head the Directorate and be answerable to the Bursar in the day-to-day management of Financial Resources of the University.
- b) Carry out special assignments as may be specified or assigned by the Vice-Chancellor/Bursar as the case may be.
- c) Show high sense of responsibility and commitment in the discharge of duties
- d) Assist the Vice-Chancellor/Bursar in the management of the affairs of University
- e) Assist in implementing decisions of Management
- f) Assist in the formulation and implementation of Financial Policies.
- g) Assist in the production and revision of Accounting Manuals and Financial Regulations.
- h) Interpretation and application of Financial Regulations, Accounting Manual and procedures, including the use of Government Accounting Terms e.g. Codes, Below-the-Line, AIE, etc.
- i) Participate in the preparation of Annual Budget Estimates.

x) BURSAR

- *FIXED SALARY*

- Chief financial officer of the University responsible to the Vice-Chancellor for day-to-day administration and control of financial matters.
- Provide outstanding leadership and be the custodian of all Financial Records of the University.
- Advise on financial Policies, budgeting, disbursement of fund, purchases and contracts.
- Responsible for preparation and presentation of Annual Budget Estimates for the University.
- Responsible for planning and control of periodic evaluation of University Accounting and Treasury Services.
- Responsible for control, management and investment of funds.
- Prepare and update the Accounting Manual or financial procedures.
- Identify training needs for manpower development, initiate training programmes for staff

- and ensure implementation of same.
- Responsible for purchase of stock and equipment.
- Ensure strict compliance with the provisions of Financial Regulation and Due Process in all transactions of the University.
- Prepare Quarterly and Annual Financial Reports.
- Participate in the preparation of University Tenure/Annual Reports.
- Periodic development and installation of efficient accounting system.
- Deploy staff periodically.
- Carry out other duties as may be assigned.
- Provide professional and community services.

2.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

ACCOUNTANT II

- ***CONTISS 07***

i) For appointment as Accountant II, a candidate shall possess the following requirements:

- a) Any Class of Degree in Accounting obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy in Accounting Software.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

ACCOUNTANT I

- ***CONTISS 08***

i) For appointment as Accountant I, a candidate shall possess any of the following requirements:

- a) A minimum of Lower Second Class degree and Professional Qualification in Accounting obtained through qualifying examination or a Master's degree in Accounting obtained from a recognized institution, NYSC Certificate and evidence of versatility in Accounting Software.
- b) Any Class of Degree in Accounting obtained from a recognized institution, NYSC Certificate and evidence of versatility in Accounting Software with a minimum of 3 years relevant post-graduation experience.
- c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Accountant I, an Accountant II must have served

satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR ACCOUNTANT

- **CONTISS 09**

i) For appointment as Senior Accountant, a candidate shall possess any of the following requirements:

a) A minimum of Lower Second Class degree and Professional Qualification in Accounting obtained through qualifying examination or a Master's degree in

Accounting obtained from a recognized institution, NYSC Certificate and evidence of versatility in Accounting Software with a minimum of 3 years relevant post- graduation experience.

b) Any Class of Degree in Accounting obtained from a recognized institution, NYSC Certificate and evidence of versatility in Accounting Software with a minimum of 6 years relevant post-graduation experience.

c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Senior Accountant, an Accountant I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL ACCOUNTANT

- **CONTISS 11**

i) For appointment as Principal Accountant, a candidate shall possess any of the following requirements:

a) A minimum of Lower Second Class degree and Professional Qualification in Accounting obtained through qualifying examination or a Master's degree in Accounting obtained from a recognized institution, NYSC Certificate and evidence of versatility in Accounting Software with a minimum of 6 years relevant post- graduation experience.

b) Any Class of Degree in Accounting obtained from a recognized institution, NYSC Certificate and evidence of versatility in Accounting Software with a minimum of 9 years cognate post-graduation experience.

- c) In cases in (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Principal Accountant, a Senior Accountant must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF ACCOUNTANT

- **CONTISS 12**

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Accountant, a Principal Accountant must have a Professional Qualification in Accounting obtained through qualifying examination, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF ACCOUNTANT

- **CONTISS 13**

- i) For promotion to the rank of Chief Accountant, an Assistant Chief Accountant must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.
- ii) The Assistant Chief Accountant must have a Professional Qualification in Accounting obtained through a qualifying examination.

DEPUTY BURSAR

- **CONTISS 14**

- i) For promotion to the rank of Deputy Bursar, a Chief Accountant must have a Professional Qualification in Accounting obtained through qualifying examination, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.
- ii) The Chief Accountant must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day work flow in the unit and have the capacity to provide leadership.

SENIOR DEPUTY BURSAR-

CONTISS 15

- i) For promotion to the rank of Senior Deputy Bursar, a Deputy Bursar must have served for a minimum period of 3 years, obtained a Professional Qualification in Accounting through a qualifying examination, performed outstanding and excellent Annual Performance Evaluation Reports for the period.

ii) The Senior Deputy Bursar must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day work flow in the unit and have the capacity to provide leadership.

DIRECTOR

- **CONTISS 15**

i) For appointment to the rank of Director, a Deputy Bursar must have served outstandingly for a minimum of 4 years and obtained excellent Annual Performance Evaluation Reports for the period.

ii) The Deputy Bursar must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide leadership.

BURSAR

- **FIXED SALARY**

The appointment of the Bursar is governed by the provisions of the University Law.

3. ADMINISTRATIVE OFFICER CADRE

3.1 Posts and Salaries

Administrative Assistant	-	CONTISS 07
Administrative Officer	-	CONTISS 08
Assistant Registrar	-	CONTISS 09
Senior Assistant Registrar II	-	CONTISS 11
Senior Assistant Registrar I	-	CONTISS 12
Principal Assistant Registrar	-	CONTISS 13
Deputy Registrar	-	CONTISS 14
Senior Deputy Registrar	-	CONTISS 15
Director	-	CONTISS 15
Registrar	-	FIXED

3.2 DUTIES

i) ADMINISTRATIVE ASSISTANT - *CONTISS 07*

- a) Be familiar with the organizational Structure of the University.
- b) Assist in the general administration of the University.
- c) Assist in minutes and report writing.
- d) Show high sense of dedication to duty.
- e) Demonstrate competence in communication skills.
- f) Carry out other duties as may be assigned.
- g) Provide professional and community services.

ii) ADMINISTRATIVE OFFICER - *CONTISS 08*

- a) Performing the duties of the Administrative Assistant at a higher level of responsibility
- b) Display good knowledge of the organizational structure of the University
- c) Be conversant with University Rules and Regulations
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

iii) ASSISTANT REGISTRAR - *CONTISS 09*

- a) Participate in the administration of the University
- b) Demonstrate the potential to supervise others
- c) Show a good grasp of the organizational structure of the University

- d) Apply University Rules, Regulations and Procedure to issues
- e) Participate in minutes and report writing
- f) Show a high sense of commitment and dedication to duty
- g) Carry out other duties as may be assigned
- h) Provide professional and community services.

iv) SENIOR ASSISTANT REGISTRAR II - CONTISS 11

- a) Perform the responsibilities of an Assistant Registrar at a higher level
- b) Participate in the general administration of the University
- c) Show maturity and the ability to supervise and coordinate subordinates in general administrative work
- d) Show initiative and high sense of responsibility
- e) Assist in the management of the administrative workflow in the Unit
- f) Apply University Rules, Regulations and Procedure in the management of the affairs of the University
- g) Be conversant with the University Law and other related laws guiding the administration of the University
- h) Carry out other duties as may assigned
- i) Provide professional and community services.

v) SENIOR ASSISTANT REGISTRAR I - CONTISS 12

- a) Performing the duties of Senior Assistant Registrar II at a higher level
- b) Assist the Principal Assistant Registrar/Deputy Registrar in the discharge of their responsibility
- c) Take charge of a Unit in the absence of a Principal Assistant Registrar
- d) Prepare minutes, reports and participate in the drafting of memos
- e) Serve as Secretary to important Management Committees
- f) Show capacity to provide leadership in the general administrative work of the University
- g) Carry out other duties as may be assigned
- h) Provide professional and community services.

vi) PRINCIPAL ASSISTANT REGISTRAR - CONTISS 13

- a) Perform the duties of Senior Assistant Registrar I at a higher level
- b) Demonstrate the ability to write and communicate effectively
- c) Demonstrate ability and capacity to provide leadership in the general administrative work of the University
- d) Serve as Head of Unit and could be appointed to head a division in the absence of a Deputy Registrar
- e) Assist the Director/Deputy Registrar in the discharge of administrative work of the University

- f) Assist the Director/Deputy Registrar in the supervision and coordination of the work of subordinates in the Unit or Division
- g) Serve as Secretary to important University Committees
- h) Draft memos
- i) Demonstrate a high sense of responsibility and a good understanding of the interpretation and application of Laws, Rules, Regulations and Procedures of the University
- j) Carry out other duties as may be assigned
- k) Provide professional and community services.

vii) DEPUTY REGISTRAR

- CONTISS 14

- a) Perform the duties of a Principal Assistant Registrar at a higher level and in particular to assist the Senior Deputy Registrar in the day-to-day administrative work of the University
- b) Serve as head of division and could be appointed to take charge of a Directorate
- c) Provide leadership in the Division
- d) Serve as Secretary to major committees of the University
- e) Assist the Director in ensuring efficient day to day administration of the Directorate
- f) Advise the Director on matters relating to the general administration of the Directorate
- g) Follow up on all major decisions as the Director may assign
- h) Carry out other duties as may be assigned
- i) Provide professional and community services.

viii) SENIOR DEPUTY REGISTRAR

-

CONTISS 15

- a) Serving as Secretary to larger Unit.
- b) Carrying out special assignment as may be specified or assigned by the Registrar.
- c) Displaying high sense of responsibility, integrity and commitment in the discharge of duties.
- d) Providing mentorship and good leadership skills to subordinate staff.
- e) Assisting the Registrar in the management of the affairs of university.
- f) Assisting the Registrar on periodic staff audit and manpower planning
- g) Assisting in preparing Annual Reports and Budget Estimate for Registry Department.
- h) Participating in the preparation of Annual Report and Budget Estimates.
- i) Providing professional and community services.
- j) Performing any other duties as may be assigned by the Head of Department.

ix) DIRECTOR

- **CONTISS 15**

- a) Head the Directorate and be answerable to the Registrar in the day-to-day management and general administration, coordination and supervision of the activities of the Directorate
- b) Carry out special assignments as may be specified or assigned by the Vice-Chancellor/Registrar as the case may be
- c) Show high sense of responsibility and commitment in the discharge of duties
- d) Show exemplary leadership and capacity to manage human and material resources very well
- e) Assist the Vice-Chancellor/Registrar in the management of the affairs of university
- f) Assist in implementing decisions of Management
- g) Advise the Registrar on periodic redeployment of staff
- h) Participate in the preparation of Annual Report and Budget Estimates
- i) Carry out other duties as may be assigned
- j) Provide professional and community services.

x) REGISTRAR

- **FIXED SALARY**

- a) The Registrar is the Chief Administrative Officer of the University and shall be responsible to the Vice-Chancellor for the efficient day-to-day administration and management of the University.
- b) Serve as the Secretary to the Council, Senate, Congregation and Convocation
- c) Provide outstanding administrative leadership in the University and be the custodian of all the Laws, Rules and Regulations of the University
- d) Be the custodian of all University records and the University Seal
- e) Attend all meetings of administrative committees and be the Chief Adviser to the Vice-Chancellor on matters affecting staff, students and University administration generally
- f) Initiate and advise on training needs and manpower development.
- g) Prepare Annual Reports and Budget Estimates for Registry Department
- h) Participate in the preparation of Annual Reports
- i) Periodic redeployment of staff for efficient service delivery
- j) Provide professional and community services.
- k) Carry out other duties as may be assigned by the Vice-Chancellor/Council.

3.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

ADMINISTRATIVE ASSISTANT

- **CONTISS 07**

- i) For appointment as Administrative Assistant, a candidate shall possess the following requirements:

- a) Any Class of Degree in Humanities/Social Sciences/Law/Public Administration obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

ADMINISTRATIVE OFFICER

- **CONTISS 08**

i) For appointment as Administrative Officer, a candidate shall possess any of the following requirements:

- a) A Master's degree in Humanities/Social Sciences/Public Administration obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy.
- b) LL.B. with a minimum of Lower Second Class Honours obtained from a recognized institution and B.L., NYSC Certificate and evidence of Computer Literacy.
- c) Any Class of Degree in Humanities/Social Sciences/Law/Public Administration obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 3 years relevant post-graduation experience.
- d) In all the cases in (a) to (c) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Administrative Officer, an Administrative Assistant must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

ASSISTANT REGISTRAR

- **CONTISS 09**

i) For appointment as Assistant Registrar, a candidate shall possess any of the following requirements:

- a) LL.M. degree obtained from a recognized institution and B.L., NYSC Certificate and evidence of Computer Literacy.
- b) A Master's degree in Humanities/Social Sciences/Public Administration obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 3 years relevant post-graduation experience.
- c) LL.B. with a minimum of Lower Second Class Honours obtained from a recognized institution and B.L., NYSC Certificate, and evidence of Computer Literacy and a minimum of 3 years relevant post-graduation experience.

d) Any Class of Degree in Humanities/Social Sciences/Law/Public Administration obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 6 years relevant post-graduation experience.

e) In all the cases in (a) to (d) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Assistant Registrar, an Administrative Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR ASSISTANT REGISTRAR II

- **CONTISS 11**

i) For appointment as Senior Assistant Registrar II, a candidate shall possess any of the following requirements:

a) LL.M. degree obtained from a recognized institution and B.L., NYSC Certificate and evidence of Computer Literacy with a minimum of 3 years cognate post-graduation experience.

b) A Master's degree in Humanities/Social Sciences/Public Administration obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 6 years cognate post-graduation experience.

c) LL.B. with a minimum of Lower Second Class Honours obtained from a recognized institution and B.L., NYSC Certificate and evidence of Computer Literacy with a minimum of 6 years cognate post-graduation experience.

d) Any Class of Degree in Humanities/Social Sciences/Law/Public Administration obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 9 years cognate post-graduation experience.

e) In all the cases in (a) to (d) above, a candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Senior Assistant Registrar II, an Assistant Registrar must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

SENIOR ASSISTANT REGISTRAR I

- **CONTISS 12**

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Senior Assistant Registrar I, a Senior Assistant Registrar II must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

PRINCIPAL ASSISTANT REGISTRAR

- **CONTISS 13**

- i) For promotion to the rank of Principal Assistant Registrar, a Senior Assistant Registrar I must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.
- ii) The Senior Assistant Registrar I shall attend and pass a Senior Management Training Programme in a reputable professional training institution such as ASCON or registration with relevant professional body.

DEPUTY REGISTRAR

- **CONTISS 14**

- i) For promotion to the rank of Deputy Registrar, a Principal Assistant Registrar must have served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.
- ii) The Principal Assistant Registrar must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide leadership.

SENIOR DEPUTY REGISTRAR

- **CONTISS 15**

- i) For promotion to the rank of Senior Deputy Registrar, a Deputy Registrar must have served efficiently and effectively for a minimum of 3 years, registered with relevant professional body and obtained excellent Annual Performance Evaluation Reports for the period.
- ii) The Senior Deputy Registrar must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide leadership.

DIRECTOR

- **CONTISS 15**

- i) For appointment to the rank of Director, a Senior Deputy Registrar must have served outstandingly and obtained excellent Annual Performance Evaluation Reports for the period.
- ii) The Senior Deputy Registrar must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide leadership.

The appointment of Registrar is governed by the provisions of the University Law.

SENIOR STAFF SCHEME OF SERVICE

4. AGRICULTURAL/LIVESTOCK/FORESTRY/FISHERIES SUPERINTENDENT CADRE

4.1 Posts and Salaries

Assistant Agricultural Officer	-	CONTISS 06
Agricultural Officer	-	CONTISS 07
Higher Agricultural Officer	-	CONTISS 08
Senior Agricultural Officer	-	CONTISS 09
Principal Agricultural Officer	-	CONTISS 11
Asst Chief Agric Officer	-	CONTISS 12
Chief Agric Officer	-	CONTISS 13
Senior Chief Agric Officer	-	CONTISS 14

4.2 DUTIES

i) ASSISTANT AGRICULTURAL OFFICER - CONTISS 06

- a) Supervising the activities of a number of Junior workers within a defined area.
- b) Taking charge of an agricultural project or operation.
- c) Assisting Senior Officers in carrying out specified assignments.
- d) Carry out other duties that may be assigned.

ii) AGRICULTURAL OFFICER - CONTISS 07

- a) Supervising and training agricultural extension workers.
- b) Taking charge of an agricultural project of operations requiring no supervision.
- c) Assisting Senior Officers in carrying out specified assignments.
- d) Carry out other duties that may be assigned.

iii) HIGHER AGRICULTURAL OFFICER - CONTISS 08

- a) Supervising the activities of a number of Junior Officers in a project or extension service.
- b) Taking charge of a large agricultural projects or operation.
- c) Carry out other duties that may be assigned.

iv) SENIOR AGRICULTURAL OFFICER - CONTISS 09

- a) Managing a large agricultural project.
- b) Any other work that may assigned to him.
- c) Carry out other duties that may be assigned.

v) **PRINCIPAL AGRICULTURAL OFFICER** - **CONTISS 11**

- a) Co-ordinating the activities of Agricultural Superintendents on a number of projects.
- b) Supervising and Co-ordinating the operations in large service areas.
- c) Carry out other duties that may be assigned.

vi) **ASSISTANT CHIEF AGRIC OFFICER** - **CONTISS 12**

- a) Assisting in the administration of the section.
- b) Organizing training programmes for Agricultural and extension services workers.
- c) Carry out other duties that may be assigned.

vii) **CHIEF AGRIC OFFICER** - **CONTISS 13**

- a) Coordinating the activities of number of a number of Agricultural Superintendents and other extension service workers in a specified area.
- b) Carry out other duties that may be assigned.

viii) **SENIOR CHIEF AGRIC OFFICER** - **CONTISS 14**

- a) Directing and coordinating the activities of number of a number of Agricultural Superintendents and other extension service workers in a specified area.
- b) Supervising in administration of the section.
- c) Organizing training programmes for Agricultural and extension services workers.

4.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

ASSISTANT AGRICULTURAL OFFICER - **CONTISS 06**

For appointment as Assistant Agricultural Officer, a candidate shall possess the following requirements:

- a) A possessing National Diploma (ND) in Agriculture/Animal Health/Forestry/Fishery or its equivalent 3 years cognate experience and evidence of Computer Literacy.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Assistant Agricultural Officer, a candidate must have served efficiently and effectively for a minimum of 3 years, registered with relevant professional body and obtained excellent Annual Performance Evaluation Reports for the period.

AGRICULTURAL OFFICER

- **CONTISS 07**

For appointment as Agricultural Officer, a candidate shall possess the following requirements:

- a) A possessing National Diploma (ND) in Agriculture/Animal Health/Forestry/Fishery or its equivalent 6 years cognate experience and evidence of Computer Literacy.
- b) A candidate possessing Degree/HND in Agriculture/Fisheries management or its equivalent from a recognized institution, completion of NYSC and proficiency knowledge in Information Technology (IT).
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Agricultural Officer, an Assistant Agricultural Officer must have served efficiently and effectively for a minimum of 3 years, registered with relevant professional body and obtained excellent Annual Performance Evaluation Reports for the period.

HIGHER AGRICULTURAL OFFICER

- **CONTISS 08**

For appointment as Higher Agricultural Officer, a candidate shall possess the following requirements:

- a) A possessing National Diploma (ND) in Agriculture/Animal Health/Forestry/Fishery or its equivalent 9 years cognate experience and evidence of Computer Literacy.
- b) A candidate possessing Degree/HND in Agriculture/Fisheries management or its equivalent from a recognized institution with 3 years working experience, completion of NYSC and proficiency knowledge in Information Technology (IT).
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Higher Agricultural Officer, an Agricultural Officer must have served efficiently and effectively for a minimum of 3 years, registered with relevant professional body and obtained excellent Annual Performance Evaluation Reports for the period.

SENIOR AGRICULTURAL OFFICER

- **CONTISS 09**

For appointment as Senior Agricultural Officer, a candidate shall possess the following requirements:

- a) A candidate possessing Degree/HND in Agriculture/Fisheries management or its equivalent from a recognized institution with 6 years working experience,

completion of NYSC and proficiency knowledge in Information Technology (IT).

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

For promotion to the rank of Senior Agricultural Officer, a Higher Agricultural Officer must have served efficiently and effectively for a minimum of 3 years, registered with relevant professional body and obtained excellent Annual Performance Evaluation Reports for the period.

PRINCIPAL AGRICULTURAL OFFICER

- **CONTISS 11**

For appointment as Principal Agricultural Officer, a candidate shall possess the following requirements:

- a) A candidate possessing Degree/HND in Agriculture/Fisheries management or its equivalent from a recognized institution with 9 years working experience, completion of NYSC and proficiency knowledge in Information Technology (IT).
- b) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Principal Agricultural Officer, a Senior Agricultural Officer must have served efficiently and effectively for a minimum of 3 years, registered with relevant professional body and obtained excellent Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF AGRIC OFFICER

- **CONTISS 12**

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For appointment as Assistant Chief Agricultural Officer, a candidate shall possess the following requirements:

- a) A candidate possessing Degree/HND in Agriculture/Fisheries management or its equivalent from a recognized institution with 12 years working experience, completion of NYSC and proficiency knowledge in Information Technology (IT).
- b) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Assistant Chief Agricultural Officer, a Principal Agricultural Officer must have served efficiently and effectively for a minimum of 3 years, registered with relevant professional body and obtained excellent Annual Performance Evaluation Reports for the period.

For promotion to the rank of Chief Agricultural Officer, an Assistant Chief Agricultural Officer must have served efficiently and effectively for a minimum of 3 years, registered with relevant professional body and obtained excellent Annual Performance Evaluation Reports for the period.

SENIOR STAFF SCHEME OF SERVICE

For promotion to the rank of Senior Chief Agricultural Officer, a Chief Agricultural Officer must have served efficiently and effectively for a minimum of 3 years, registered with relevant professional body and obtained excellent Annual Performance Evaluation Reports for the period.

SENIOR STAFF SCHEME OF SERVICE

5. ARCHITECT CADRE

5.1 Posts and Salaries

Architect II	-	CONTISS 07
Architect I	-	CONTISS 08
Senior Architect	-	CONTISS 09
Principal Architect	-	CONTISS 11
Assistant Chief Architect	-	CONTISS 12
Chief Architect	-	CONTISS 13
Deputy Director	-	CONTISS 14
Director	-	CONTISS 15

5.2 DUTIES

i) ARCHITECT II - *CONTISS 07*

- a) Assist in carrying out basic architectural designs for new and rehabilitation works
- b) Assist in assessing design briefs/proposals
- c) Assist in supervising draughts-men in producing working architectural drawings
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

ii) ARCHITECT I - *CONTISS 08*

- a) Assist in carrying out basic architectural designs for new and rehabilitation works
- b) Assist in assessing design briefs/proposals
- c) Assist in supervising draughts-men in producing working architectural drawings
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

iii) SENIOR ARCHITECT - *CONTISS 09*

- a) Assist in carrying out basic architectural designs for new and rehabilitation works
- b) Assist the Project Architect on capital projects
- c) Assist in assessing architectural design briefs/proposals

- d) Supervise draughts-men in producing working architectural drawings
- e) Carry out other duties as may be assigned
- f) Provide professional and community services.

iv) PRINCIPAL ARCHITECT

- **CONTISS 11**

- a) Participate in architectural designs for new and rehabilitation works
- b) Serve as Project Architect on minor and medium Capital Projects
- c) Participate in assessing architectural design briefs/proposals
- d) Participate in Supervising draughts-men in producing working architectural drawings
- e) Carry out other duties as may be assigned
- f) Provide professional and community services.

v) ASSISTANT CHIEF ARCHITECT

- **CONTISS 12**

- a) Undertake architectural designs for new and rehabilitation works
- b) Serve as Project Architect on some major Capital Projects
- c) Assist in assessing architectural design briefs/proposals
- d) Assist in supervising draughts-men in producing working architectural drawings
- e) Assist in the preparation of Annual Capital Estimates and cost-effective physical allocation to project
- f) Assist in the up-dating the inventory of building spaces
- g) Carry out other duties as may be assigned
- h) Provide professional and community services.

vi) CHIEF ARCHITECT

- **CONTISS 13**

- a) Carry out architectural designs for new and rehabilitation works
- b) Serve as Project Architect on major Capital Projects
- c) Assess architectural design briefs/proposals
- d) Supervise draughts-men in producing working architectural drawings
- e) Assist in the preparation of Annual Capital Estimates and cost-effective physical allocation to projects
- f) Assess and coordinate architectural design and proposal from Executive Design Consultants
- g) Assist in the preparation and up-dating of the University Master Plan, Environmental Policy and Assets Register
- h) Participate in preparing Annual Budget Estimates for the Unit
- i) Participate in preparing Quarterly and Annual Reports for the Unit

- j) Carry out other duties as may be assigned
- k) Provide professional and community services.

vii) DEPUTY DIRECTOR

- **CONTISS 14**

- a) Responsible for the planning, design, construction, monitoring and supervision of new facilities
- b) Ensure cost effectiveness in the execution of Architectural Designs
- c) Provide effective supervision of other professionals in the Unit
- d) Cross check all working drawings to ensure that there are no discrepancies
- e) Cross check all drawings against Bill of Quantities to ensure conformity
- f) Participate in meetings with contractors/consultants on Architectural Project Proposals
- g) Participate in the preparation and maintenance of University Waster Plan, Environmental Policy and Fixed Assets Register
- h) Prepare Annual Budget Estimate for the Unit
- i) Prepare Quarterly and Annual Reports for the Unit
- j) Initiate manpower training and staff development programmes
- k) Carry out other duties as may be assigned
- l) Provide professional and community services.

viii) DIRECTOR

- **CONTISS 15**

- a) Responsible to the Vice-Chancellor for providing very good leadership in the department and ensuring the attainment of proper:
 - i) physical planning and development of the University
 - ii) maintenance, rehabilitation and care of existing University facilities i.e. roads, electricity, machinery, Generators, vehicles, equipment and furniture
 - iii) cost effectiveness in all University projects
- b) Ensure constant water and electricity supply in the University
- c) Prepare and maintain University Fixed Assets Register
- d) Prepare Annual Capital Estimates and Budgetary Allocations for all engineering projects and services for the University
- e) Recommend on the updating of the University Master Plan and Environmental Policy
- f) Prepare Quarterly and Annual Reports for the Department
- g) Prepare Annual Budget Estimates for the Department
- h) Make periodic reports to Management and Council on the physical state of the University
- i) Ensure manpower training and staff development programmes
- j) Ensure period redeployment of staff for efficient service delivery

- k) Carry out other duties as may be assigned
- l) Provide professional and community services.

5.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

i) ARCHITECT II - CONTISS 07

For appointment as Architect II, a candidate shall possess any of the following requirements:

- a) Any Class of Degree in Architecture obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy in professional software.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

ii) ARCHITECT I - CONTISS 08

i) For appointment as Architect I, a candidate shall possess any of the following requirements:

- a) A Master's degree in Architecture obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy in professional software.
- b) Any Class of Degree in Architecture obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy in professional software with a minimum of 3 years relevant post-graduation experience.
- c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Architect I, an Architect II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

iii) SENIOR ARCHITECT - CONTISS 09

i) For appointment as Senior Architect, a candidate shall possess any of the following requirements:

a) A Master's degree in Architecture obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy in professional software with a minimum of 3 years relevant post-graduation experience.

b) Any Class of Degree in Architecture obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy in professional software with a minimum of 6 years relevant post-graduation experience.

c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Senior Architect, an Architect I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

iv) *PRINCIPAL ARCHITECT*

- *CONTISS 11*

i) For appointment as Principal Architect, a candidate shall possess any of the following requirements:

a) A Master's degree in Architecture obtained from a recognized institution, NYSC Certificate, registered with ARCON and evidence of versatility in professional software with a minimum of 6 years relevant post-graduation experience.

b) Any Class of Degree in Architecture obtained from a recognized institution, NYSC Certificate, registered with ARCON and evidence of versatility in professional software with a minimum of 9 years relevant post-graduation experience.

c) In cases in (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Principal Architect, a Senior Architect must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

v) ASSISTANT CHIEF ARCHITECT

- CONTISS 12

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Architect, a Principal Architect must have registered with ARCON, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

vi) CHIEF ARCHITECT

- CONTISS 13

i) For promotion to the rank of Chief Architect, an Assistant Chief Architect must have registered with ARCON, served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ii) The Assistant Chief Architect must be conversant with the computer applications in architectural designs.

vii) DEPUTY DIRECTOR

- CONTISS 14

i) For promotion to the rank of Deputy Director, a Chief Architect must have registered with ARCON, served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

ii) The Chief Architect must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day work flow in the unit and have the capacity to provide leadership.

iii) The Chief Architect must be proficient in the application computer in architectural designs.

viii) DIRECTOR

- CONTISS 15

For appointment of a candidate with Any Class of Degree in Architecture, obtained from a recognized institution, NYSC Certificate, registered with ARCON with a minimum of 15 years post-qualification and 12 years post-registration experience.

6. ARCHIVIST CADRE

6.1 Posts and Salaries

Archivist II	-	CONTISS 07
Archivist I	-	CONTISS 08
Senior Archivist	-	CONTISS 09
Principal Archivist	-	CONTISS 11
Assistant Chief Archivist	-	CONTISS 12
Chief Archivist	-	CONTISS 13
Deputy Director	-	CONTISS 14

6.2 DUTIES

i) ARCHIVIST II - *CONTISS 07*

- a) Assist in providing archival services.
- b) Assist in the selection of materials for permanent preservation.
- c) Assist in describing archives by means of inventories.
- d) Perform record management functions.
- e) Assist in providing guidelines on the production, appraisal and selection of records for permanent preservation.
- f) Carry out other duties as may be assigned.
- g) Provide professional and community services.

ii) ARCHIVIST I - *CONTISS 08*

- a) Assist in providing archival services.
- b) Assist in the selection of materials for permanent preservation.
- c) Undertake training in specialized field.
- d) Perform record management functions.
- e) Assist in providing guidelines on the production, appraisal and selection of records for permanent preservation.
- f) Carry out other duties as may be assigned.
- g) Provide professional and community services.

iii) SENIOR ARCHIVIST - *CONTISS 09*

- a) Assist in providing archival services.
- b) Undertake training in specialized field.
- c) Assist in the selection of materials.
- d) Assist in describing archives by means of inventories.

- e) Perform records management functions.
- f) Assist in providing guidelines on the production, appraisal and selection of records for permanent preservation.
- g) Assist in the management of University Archives.
- h) Assist in preparing retention/disposal schedules and supervision of repository.
- i) Apply recent developments in archival practices.
- j) Train subordinates.
- k) Carry out any other duties as may be assigned.
- l) Perform professional and community services.

iv) PRINCIPAL ARCHIVIST

- **CONTISS 11**

- a) Assist in providing archival services.
- b) Undertake training in specialized field.
- c) Assist in the selection of materials.
- d) Assist in describing archives by means of inventories.
- e) Perform records management functions.
- f) Assist in providing guidelines on the production, appraisal and selection of records for permanent preservation.
- g) Participate in the university archives.
- h) Assist in preparing retention/disposal schedules and supervision of repository.
- i) Apply recent developments in archival practices.
- j) Train subordinates.
- k) Assist in preparing Quarterly and Annual Reports of the Unit.
- l) Assist in preparing Annual Budget Estimate for the Unit.
- m) Participate in recommending the use of new schemes and policies.
- n) Participate in initiating the use of equipment relevant to archives development and processes.
- o) Carry out other duties as may be assigned.
- p) Provide professional and community services.

v) ASSISTANT CHIEF ARCHIVIST

- **CONTISS 12**

- a) Assist in providing archival services.
- b) Participate in providing guidelines on the production, appraisal and selection of records for permanent preservation.
- c) Participate in preparing Quarterly and Annual Reports for the Unit.
- d) Participate in the selection of materials for the Archives.
- e) Participate in the training of junior officers.

- f) Participate in recommending the use of new schemes and policies in Archival development.
- g) Carry out other duties as may be assigned.
- h) Provides professional and community services.

vi) CHIEF ARCHIVIST

- *CONTISS 13*

- a) Responsible to the Head of Department in providing good leadership in the Unit and oversee the provision of Archival services in the University.
- b) Undertake training of staff in specialized field.
- c) Recommend materials for permanent preservation.
- d) Describe archives by means of inventories.
- e) Perform records management functions.
- f) Recommend guidelines on the production, appraisal and selection of records for permanent preservation.
- g) Participate in the management University Archives.
- h) Prepare retention/disposal schedules and supervision of repository.
- i) Apply recent developments in archival practices to the management of archival services in the University.
- j) Train subordinates.
- k) Prepare Quarterly and Annual Reports of the Unit.
- l) Prepare Annual Budget Estimate for the Unit.
- m) Recommend the use of new schemes and policies in the management of archival services in the University.
- n) Recommend the procurement of equipment relevant to the development of archival services in the University.
- o) Initiate the review of the organization, processes, techniques and development of documentation.
- p) Formulate new systems of achieve classification.
- q) Carry out other duties as may be assigned.
- r) Perform professional and community services.

vii) DEPUTY DIRECTOR

- *CONTISS 14*

- a) Responsible for the monitoring and supervision of facilities
- b) Coordinating staff training programmes of the unit
- c) Provide effective supervision of other professionals in the Unit
- d) Editing Archival Publications
- e) Liaison with universities and other local and international organizations on matters related to the use of archives.
- f) Organizing archives exhibition.
- g) Initiating action on the review of archive policies and programmes

- h) Carry out other duties as may be assigned
- i) Provide professional and community services.

6.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

i) ARCHIVIST II - CONTISS 07

ii) For appointment as Archivist II, a candidate shall possess the following requirements:

- a) Any Class of Degree in Library and Information Science, Library Science or History obtained from a recognized institution, NYSC Certificate and be conversant with Information Technology.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

ii) ARCHIVIST I - CONTISS 08

i) For appointment as Archivist I, a candidate shall possess any of the following requirements:

- a) A minimum of Master's degree in Library and Information Science, Library Science or History obtained from a recognized institution, NYSC Certificate and be conversant with Information Technology.
- b) Any Class of Degree in Library and Information Science, Library Science or History obtained from a recognized institution, NYSC Certificate and be conversant with Information Technology with a minimum of 3 years cognate experience.
- c) In cases (a) and (b) above a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Archivist I, an Archivist II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

iii) SENIOR ARCHIVIST

- CONTISS 09

i) For appointment as Senior Archivist, a candidate shall possess any of the following requirements:

a) A minimum Master's degree in Library and Information Science, Library Science or History obtained from a recognized institution, NYSC Certificate and be proficient in the usage of Information Technology with a minimum of 3 years cognate experience.

b) Any Class of Degree in Library and Information Science, Library Science or History obtained from a recognized institution, NYSC Certificate and be proficient in the usage Information Technology with a minimum of 6 years cognate experience.

c) In cases (a) and (b) above a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Senior Archivist, an Archivist I must have served satisfactorily for a minimum of 3 years, undergo professional training in Archiving and obtained a favourable Annual Performance Evaluation Report for the period.

iv) PRINCIPAL ARCHIVIST

- CONTISS 11

i- For appointment as Principal Archivist, a candidate shall possess any of the following requirements:

a) A minimum Master's degree in Library and Information Science, Library Science or History obtained from a recognized institution, NYSC Certificate and be proficient in the usage of Information Technology with a minimum of 6 years cognate experience.

b) Any Class of Degree in Library and Information Science, Library Science or History obtained from a recognized institution, NYSC Certificate and be proficient in the usage of Information Technology with a minimum of 9 years cognate experience.

c) In cases (a) and (b) above a candidate shall be subjected to an interview that may require writing competency examination.

ii- For promotion to the rank of Principal Archivist, a Senior Archivist must have served efficiently for a minimum of 3 years, undergo a professional training in Archiving and obtained a very good Annual Performance Evaluation Reports for the period.

v) ASSISTANT CHIEF ARCHIVIST

- CONTISS 12

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Archivist, a Principal Archivist must have served efficiently and effectively for a minimum of 3 years and obtained satisfactory Annual Performance Evaluation Report for the period.

vi) CHIEF ARCHIVIST

- CONTISS 13

i) For promotion to the rank of Chief Archivist, an Assistant Chief Archivist must have registered with archive regulatory body, served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Report for the period.

ii) The Assistant Chief Archivist must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day work flow in the unit and have the capacity to provide leadership.

vii) DEPUTY DIRECTOR

- CONTISS 14

i) For promotion to the rank of Deputy Director, a Chief Archivist must have registered with archive regulatory body, served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Report for the period.

ii) The Chief Archivist must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day work flow in the unit and have the capacity to provide leadership.

iii) The Chief Archivist must be proficient in the application of computer in archive activities.

7. BINDERY OFFICER CADRE

7.1 Posts and Salaries

Bindery Officer	-	CONTISS 06
Higher Bindery Officer	-	CONTISS 07
Senior Bindery Officer	-	CONTISS 08
Principal Bindery Officer II	-	CONTISS 09
Principal Bindery Officer I	-	CONTISS 11
Assistant Chief Bindery Officer	-	CONTISS 12
Chief Bindery Officer	-	CONTISS 13

7.2 DUTIES

i) BINDERY OFFICER - *CONTISS 06*

- a) Assisting in preparing books.
- b) Assisting in laminating books.
- c) Assisting in supervision of subordinates.
- d) Assisting in pulling and coupling books.
- e) Report writing and record keeping.
- f) Performing any other duties as may be assigned by Superior Officers.

ii) HIGHER BINDERY OFFICER - *CONTISS 07*

- a) Preparation of Types.
- b) Pulling and Coupling books.
- c) Blocking and decorating of books.
- d) Assisting in the use of Guillotine.
- e) Performing any other duties as may be assigned by Superior Officers.

iii) SENIOR BINDERY OFFICER - *CONTISS 08*

- a) Shifting Head.
- b) Mending and correcting of materials for binding.
- c) Using of Guillotine.
- d) Performing any other duties as may be assigned by Superior Officers.

iv) PRINCIPAL BINDERY OFFICER II - *CONTISS 09*

- a) Supervising and monitoring subordinates.
- b) Pulling and coupling of books.
- c) Technical management of books.

- d) Training of new staff/students on attachment.
- e) Performing any other duties as may be assigned by Superior Officers.

v) *PRINCIPAL BINDERY OFFICER I* - *CONTISS 11*

- a) Training and mentoring of subordinates.
- b) Mending and decorating books.
- c) Supervising the subordinates.
- d) Performing professional and community services.
- e) Performing any other duties as may be assigned by Superior Officers.

vi) *ASSISTANT CHIEF BINDERY OFFICER* - *CONTISS 12*

- a) Participating in the use of modern technology of repairs and rebinding books.
- b) Participating in orientation and training of new subordinates.
- c) Supervising of the Unit
- d) Performing professional and community services.
- e) Performing any other duties as may be assigned by the Head of Unit.

vii) *CHIEF BINDERY OFFICER* - *CONTISS 13*

- a) Providing general supervision of the Unit.
- b) Initiating new innovation and research.
- c) Providing general maintenance and management of books and periodicals.
- d) Performing professional and community services.
- e) Performing any other duties as may be assigned by the Head of Department.

7.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

i) *BINDERY OFFICER* - *CONTISS 06*

For appointment as Bindery Officer, a candidate should possess the following qualifications:

- a) ND in Printing or Bindery not below Lower Credit from a recognised institution. Knowledge of computer as an added advantage.
- b) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Bindery Officer, an Assistant Bindery Officer must have served satisfactorily for a minimum of three (3) years, obtained National Diploma in relevant field and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

ii) HIGHER BINDERY OFFICER

-

CONTISS 07

For appointment as Higher Bindery Officer, a candidate may possess the following qualifications:

- a) HND in Printing or Bindery not below Lower Credit from a recognised institution, knowledge of computer as an added advantage plus NYCS Certificate.
- b) ND in Printing or Bindery not below Lower Credit from a recognised institution, knowledge of computer as an added advantage with three (3) years post qualification cognate experience in tertiary institution.
- c) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Higher Bindery Officer, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

iii) SENIOR BINDERY OFFICER

-

CONTISS 08

For appointment as Senior Bindery Officer, a candidate should possess the following qualifications:

- a) HND in Printing or Bindery not below Lower Credit from a recognised institution, knowledge of computer as an added advantage, NYSC Certificate with three (3) years post qualification cognate experience in tertiary institution.
- b) ND in Printing or Bindery not below Lower Credit from a recognised institution, knowledge of computer as an added advantage with six (6) years post qualification cognate experience in tertiary institution/MDAs.
- c) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Senior Bindery Officer, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

iii) PRINCIPAL BINDERY OFFICER II

-

CONTISS 09

For appointment as Principal Bindery Officer II, a candidate should possess the following qualifications:

- a) HND in Printing or Bindery not below Lower Credit from a recognised institution, knowledge of computer as an added advantage, NYSC Certificate with six (6) years post qualification cognate experience in tertiary institution/MDAs.
- b) ND in Printing or Bindery not below Lower Credit from a recognised institution, knowledge of computer as an added advantage with nine (9) years post qualification cognate experience in tertiary institution/MDAs.
- c) A candidate may be subjected to an interview that may require writing competency

examination.

For promotion to Principal Bindery Officer II, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

iii) PRINCIPAL BINDERY OFFICER I

- **CONTISS 11**

For appointment as Principal Bindery Officer I, a candidate should possess the following qualifications:

HND in Printing or Bindery not below Lower Credit from a recognised institution, knowledge of computer is required, NYSC Certificate with nine (9) years post qualification cognate experience in tertiary institution.

For promotion to Principal Bindery Officer I, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

iv) ASSISTANT CHIEF BINDERY OFFICER

-

CONTISS 12

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to Assistant Chief Bindery Officer, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

v) CHIEF BINDERY OFFICER

-

CONTISS 13

For promotion to Chief Bindery Officer, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

8. BUILDING OFFICER CADRE

8.1 Posts and Salaries

Building Officer II	-	CONTISS 07
Building Officer I	-	CONTISS 08
Senior Building Officer	-	CONTISS 09
Principal Building Officer	-	CONTISS 11
Assistant Chief Building Officer	-	CONTISS 12
Chief Building Officer	-	CONTISS 13
Deputy Director	-	CONTISS 14

8.2 DUTIES

i) BUILDING OFFICER II - *CONTISS 07*

- a) Prepare construction programmes
- b) Participate in the execution of maintenance works
- c) Supervise and monitor projects
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

ii) BUILDING OFFICER I - *CONTISS 08*

- a) Carry out work study and analytical estimates including productivity measurement
- b) Prepare materials, plant and labour schedules
- c) Participate in planning the production and control of furniture
- d) Participate in supervising and monitoring of projects under construction to ensure compliance with approved quality of materials
- e) Carry out other duties as may be assigned
- f) Provide professional and community services.

iii) SENIOR BUILDING OFFICER - *CONTISS 09*

- a) Participate in the planning, execution and control of maintenance works
- b) Prepare programmes for preventive and routine maintenance of all University buildings
- c) Assist in the training of junior building officers and support staff
- d) Maintain and update Building Register
- e) Supervise and monitor projects under construction to ensure compliance with approved quality of materials

- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

iv) PRINCIPAL BUILDING OFFICER - CONTISS 11

- a) Monitor all projects under construction and ensure compliance with the required standard
- b) Carry out building surveys and recommend maintenance of buildings
- c) Coordinate the preparation of building progress reports, registers and planning methods
- d) Supervise the activities of subordinate staff
- e) Train subordinates
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

v) ASSISTANT CHIEF BUILDING OFFICER - CONTISS 12

- a) Monitor all on-going projects to ensure compliance with the required standard
- b) Assist in preparing Annual Budget Estimates for the Unit
- c) Assist in preparing Quarterly and Annual Report for the Unit
- d) Prepare Building Officers Final Reports on all building projects
- e) Supervise the execution of maintenance and construction works
- f) Scrutinize progress reports on projects and prepare periodic reports on them
- g) Coordinate the activities of subordinates
- h) Assist in the general administration of the Unit
- i) Initiate manpower training and staff development programmes
- j) Assist in the review of building policies and programmes
- k) Perform other duties as may be assigned
- l) Provide professional and community services.

vi) CHIEF BUILDING OFFICER - CONTISS 13

- a) Liaise with professional bodies in building matters for the benefit of the University
- b) Advise on the formulation, execution and review of policies and programmes on building matters
- c) Participate in preparing Annual Budget Estimates for the Unit
- d) Participate in preparing Quarterly and Annual Report for the Unit
- e) Recommend manpower training and staff development programmes
- f) Recommend periodic redeployment of staff for efficient service delivery
- g) Assist in ensuring compliance with the code of Professional Ethics

- h) Carry out other duties as may be assigned
- i) Provide professional and community services.

vii) DEPUTY DIRECTOR

- ***CONTISS 14***

- a) Responsible to the Director in providing good leadership in the administration of the Unit
- b) Oversee the construction of all University building projects
- c) Advise on matters related to building construction and maintenance
- d) Participate in the commissioning of all building projects
- e) Prepare Annual Budget Estimates for the Unit
- f) Prepare Quarterly and Annual Reports for the Unit
- g) Handle manpower training and staff development
- h) Periodic redeployment of staff for efficient service delivery
- i) Ensure compliance with the code of professional ethics
- j) Carry out other duties as may be assigned
- k) Provide professional and community services.

8.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

BUILDING OFFICER II

- ***CONTISS 07***

i) For appointment as Building Officer II, a candidate shall possess any of the following requirements:

- a) Any Class of Degree in Building or Building Technology obtained from a recognized institution, NYSC Certificate and be conversant with professional software.
- b) A pass in the Final Part II Examination of the Nigerian Institute of Builders (NIB) and be conversant with professional software.
- c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

BUILDING OFFICER I

- ***CONTISS 08***

i) For appointment as Building Officer I, a candidate shall possess any of the following requirements:

- a) A Master's degree in Building or Building Technology obtained from a recognized institution, NYSC Certificate and be proficient in the usage of professional software.
 - b) Any Class of Degree in Building or Building Technology obtained from a recognized institution, NYSC Certificate and be proficient in the usage of professional software with a minimum of 3 years cognate experience.
 - c) A pass in the Final Part II Examination of the NIB and be proficient in the usage of professional software with a minimum of 3 years cognate experience.
 - d) Corporate membership of the NIB and be proficient in the usage of professional software.
 - e) In cases (a) to (d) above, a candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Building Officer I, a Building Officer II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR BUILDING OFFICER

- **CONTISS 09**

- i) For appointment as Senior Building Officer, a candidate shall possess any of the following requirements:
- a) A Master's degree in Building or Building Technology obtained from a recognized institution, NYSC Certificate and be proficient in the usage of professional software with a minimum of 3 years cognate experience.
 - b) Any Class of Degree in Building or Building Technology obtained from a recognized institution, NYSC Certificate and be proficient in the usage of professional software with a minimum of 6 years cognate experience.
 - c) A pass in the Final Part II Examination of the NIB and be proficient in the usage of professional software with a minimum of 6 years cognate experience.
 - d) Corporate membership of the NIB and be proficient in the usage of professional software with a minimum of 3 years cognate working experience

e) In cases (a) to (d) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Senior Building Officer, a Building Officer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL BUILDING OFFICER

- **CONTISS 11**

i) For appointment as Principal Building Officer, a candidate shall possess any of the following requirements:

a) A Master's degree in Building or Building Technology obtained from a recognized institution, NYSC Certificate and be versatile in the usage of professional software with a minimum of 6 years cognate experience.

b) Any Class of Degree in Building or Building Technology obtained from a recognized institution, NYSC Certificate and be versatile in the usage of professional software with a minimum of 9 years cognate experience.

c) A pass in the Final Part II Examination of the NIB and be versatile in the usage of professional software with a minimum of 9 years cognate experience.

d) Corporate membership of the NIB and be versatile in the usage of professional software with a minimum of 6 years cognate working experience.

e) In cases (a) to (d) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Principal Building Officer, a Senior Building Officer must have registered with the Council of Registered Builders of Nigeria (CORBON), served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF BUILDING OFFICER

- **CONTISS 12**

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Building Officer, a Principal Building Officer must have registered with the CORBON, served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF BUILDING OFFICER

- **CONTISS 13**

i) For promotion to the rank of Chief Building Officer, an Assistant Chief Building Officer must have registered with CORBON, served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ii) The Assistant Chief Building Officer must be up-to-date with computer applications in Building Engineering drawings.

DEPUTY DIRECTOR, BUILDING

- **CONTISS 14**

i) For promotion to the rank of Deputy Director, a Chief Building Officer must have registered with CORBON, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

ii) The Chief Building Officer must be up-to-date with computer applications in Building Engineering drawings.

iii) The Chief Building Officer must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day work flow in the unit and have the capacity to provide leadership.

9. CAMPUS PLANNING OFFICER CADRE

9.1 Posts and Salaries

Campus Planning Officer II	-	CONTISS 07
Campus Planning Officer I	-	CONTISS 08
Senior Campus Planning Officer	-	CONTISS 09
Principal Campus Planning Officer	-	CONTISS 11
Assistant Chief Campus Planning Officer	-	CONTISS 12
Chief Campus Planning Officer	-	CONTISS 13
Deputy Director, Campus Planning	-	CONTISS 14

9.2 DUTIES

i) CAMPUS PLANNER II - *CONTISS 07*

- a) Assist in the environmental management and beautification of the Campus
- b) Assist in establishing records and documents relating to the University land area and land use.
- c) Carry out other duties as may be assigned
- d) Provide professional and community services.

ii) CAMPUS PLANNER I - *CONTISS 08*

- a) Assist in the environmental management and beautification of the campus
- b) Assist in establishing records and documents relating to the University land area and land use
- c) Carry out other duties as may be assigned
- d) Provide professional and community services.

iii) SENIOR CAMPUS PLANNER - *CONTISS 09*

- a) Participate in establishing records and documents relating to the University land area and land use
- b) Assist in the demarcation, survey and management of University land
- c) Participate in environmental management and the beautification of the campus
- d) Assist in the site layout of construction projects
- e) Carry out other duties as may be assigned
- f) Provide professional and community services.

iv) PRINCIPAL CAMPUS PLANNER

- CONTISS 11

- a) Participate in establishing and maintaining records and documents relating to the University land area and land use
- b) Participate in the demarcation, survey and management of University land
- c) Participate in the environmental management and beautification of the campus
- d) Participate in the site layout of construction projects
- e) Carry out other duties as may be assigned
- f) Provide professional and community services.

v) ASSISTANT CHIEF CAMPUS PLANNER

- CONTISS 12

- a) Maintain records and document relating to the University land area and land use
- b) Demarcate, survey and manage University land
- c) Manage the environment and the beautification of the campus
- d) Lay out construction projects
- e) Carry out other duties as may be assigned
- f) Provide professional and community services.

vi) CHIEF CAMPUS PLANNER

- CONTISS 13

- a) Establish and maintain records and documents relating to land area and land use
- b) Participate in updating the University Master Plan and Fixed Assets Register
- c) Participate in evolving a University environmental policy
- d) Participate in preparing Annual Budget Estimates for the Unit
- e) Participate in preparing Quarterly and Annual Reports for the Unit
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

vii) DEPUTY DIRECTOR

- CONTISS 14

- a) Responsible to the Director for providing good leadership in the Unit
- b) Establish and maintain records and documents relating to land area and land use
- c) Update the University Master Plan and Fixed Assets Register
- d) Recommend on the University environmental policy
- e) Prepare Annual Budget Estimates for the Unit
- f) Prepare Quarterly and Annual Reports for the Unit

- g) Initiate manpower training and staff development programmes
- h) Carry out other duties as may be assigned
- i) Provide professional and community services.

9.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

CAMPUS PLANNING OFFICER II

- ***CONTISS 07***

i) For appointment as Campus Planning Officer II, a candidate shall possess the following requirements:

- a) Any Class of Degree in Urban and Regional Planning, Campus Planning or any other relevant area obtained from a recognized institution, NYSC Certificate and usage of professional software.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

CAMPUS PLANNING OFFICER I

- ***CONTISS 08***

i) For appointment as Campus Planning Officer I, a candidate shall possess any of the following requirements:

- a) A Master's degree in Urban and Regional Planning or Town Planning obtained from a recognized institution, NYSC Certificate and be conversant with professional software.
- b) Any Class of Degree in Urban and Regional Planning, Town Planning or any other relevant area obtained from a recognized institution, NYSC Certificate, be conversant with usage of professional software and a minimum of 3 years cognate experience.
- c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Campus Planning Officer I, a Campus Planning Officer II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR CAMPUS PLANNING OFFICER

- ***CONTISS 09***

i) For appointment as Senior Campus Planning Officer, a candidate shall possess any of the following requirements:

a) A Master's degree in Urban and Regional Planning, Town Planning or any other relevant area obtained from a recognized institution, NYSC Certificate, be proficient in the usage of software, with a minimum of 3 years cognate experience.

b) Any Class of Degree in Urban and Regional Planning, Town Planning or any other relevant area obtained from a recognized institution, NYSC Certificate and be proficient in the usage of professional software with a minimum of 6 years cognate experience.

c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Senior Campus Planning Officer, a Campus Planning Officer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL CAMPUS PLANNING OFFICER - CONTISS 11

i) For appointment as Principal Campus Planning Officer, a candidate shall possess any of the following requirements:

a) A Master's degree in Urban and Regional Planning, Town Planning or any other relevant area obtained from a recognized institution, NYSC Certificate, registration with the Town Planning Registration Council of Nigeria (TOPREC), be proficient in usage of professional software with a minimum of 6 years cognate experience.

b) Any Class of Degree in Urban and Regional Planning, Town Planning or any other relevant area obtained from a recognized institution, NYSC Certificate, registration with the TOPREC, be proficient in usage of professional software with a minimum of 9 years cognate experience.

c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Principal Campus Planning Officer, a Senior Campus Planning Officer must have registered with the Town Planning Registration Council of Nigeria (TOPREC), served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF CAMPUS PLANNING OFFICER - CONTISS 12

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Campus Planning Officer, a Principal Campus Planning Officer must have registered with the TOPREC, served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF CAMPUS PLANNING OFFICER

- **CONTISS 13**

For promotion to the rank of Chief Campus Planning Officer, an Assistant Chief Campus Planning Officer must have registered with the TOPREC, served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

DEPUTY DIRECTOR

- **CONTISS 14**

i) For promotion to the rank of Deputy Director, a Chief Campus Planning Officer must have registered with the TOPREC, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

ii) The Chief Campus Planning Officer must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day work flow in the unit and have the capacity to provide leadership.

10. CATERING OFFICER CADRE

10.1 Posts and Salary

Catering Officer	-	CONTISS 06
Higher Catering Officer	-	CONTISS 07
Senior Catering Officer	-	CONTISS 08
Principal Catering Officer II	-	CONTISS 09
Principal Catering Officer I	-	CONTISS 11
Asst Chief Catering Officer	-	CONTISS 12
Chief Catering Officer	-	CONTISS 13

10.2 DUTIES

CATERING OFFICER - **CONTISS 06**

- a) Functioning as a Catering Officer or Hostel Officer in a staff canteen, Catering Rest House, Guest House, School, College or Student Hostel at a higher level of responsibility
- b) Planning daily menus
- c) Supervising the preparation and serving of food
- d) Ensuring cleanliness and orderliness
- e) Taking charge of welfare of students, student nurses/midwives in the hostel and enforcing hostels rules.
- f) Checking daily sells to ensure proper accounts.
- g) Carrying out other duties as may be assigned.

HIGHER CATERING OFFICER - **CONTISS 07**

- a) Perform the duties of Catering Officer at a higher level of responsibility
- b) Take charge of specific assignment and handling routine catering services
- c) Taking charge of VIP Guest House.
- d) Demonstrate abilities to understand general catering services.
- e) Carry out other duties as may be assigned
- f) Provide professional and community services

SENIOR CATERING OFFICER - **CONTISS 08**

- a) Perform the duties of Higher Catering Officer at a higher level of responsibility
- b) Take charge of Catering Department of a large institution.
- c) Coordinating the activities of a number of Catering Rest/Guest Houses.
- d) Carry out other duties as may be assigned.
- e) Provide professional and community service

PRINCIPAL CATERING OFFICER II

- **CONTISS 09**

- a) Perform the duties of Senior Catering Officer at a higher level of responsibility
- b) Ensure proper maintenance of Kitchen utensils and equipment
- c) Taking charge of the training program of staff.
- d) Inspecting and supervising subordinate officers on duties assigned
- e) Assist in training subordinates' staff in catering activities.
- f) Carry out other duties as may be assigned.
- g) Provide professional and community services

PRINCIPAL CATERING OFFICER I

- **CONTISS 11**

- a) Perform the duties of Principal Catering Officer II at a higher level of responsibility.
- b) Take charge of assigned responsibilities and handling related catering services
- c) Planning and coordinating catering activities programme
- d) Supervise the activities of number of subordinate officers.
- e) Maintaining records of food stuff price lists and advises on purchases.
- f) Carry out other duties as may be assigned.
- g) Provide professional and community services

ASSISTANT CHIEF CATERING OFFICER

- **CONTISS 12**

- a) Assist the Chief Catering Officer in performing his responsibilities.
- b) Planning and coordinating catering activities programme.
- c) Participating in Seminars and Conferences on matters relating to Catering Services.
- d) Supervise the activities of number of subordinate officers.
- e) Organize training programme(s) in the Unit for subordinate staff in catering activities.
- f) Responsible for purchases and supply of food stuff.
- g) Carry out other duties as may be assigned.
- h) Provide professional and community services

CHIEF CATERING OFFICER

- **CONHESS 13**

Responsible to the Head of Department for the day-to-day administration of the Unit and specifically to:

- a) Offer advice on the provision of Catering Services in the system
- b) Assisting in the formulation of policies on the Catering Services including training programme.
- c) Developing Catering Services.
- d) Implementing Government policies on Catering.
- e) Taking charge of Catering Staff.
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

10.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

CATERING OFFICER

- **CONTISS 06**

For Appointment as Catering Officer a candidate shall possess any of the following requirements

- a) Must have obtained a minimum of National Diploma in Catering/Hotel Management or its equivalents from a recognized institution with 3 years cognate working experience.
- b) Must have obtained a minimum of National Diploma in Catering/Hotel Management and must have been a registered member with National Regulatory Body.
- c) In cases a) & b) above, a candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Catering Officer, an Assistant Catering Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

HIGHER CATERING OFFICER

- **CONTISS 07**

For Appointment as Higher Catering Officer a candidate shall possess any of the following requirements

- a) Must have obtained a minimum of National Diploma in Catering/Hotel Management or its equivalents from a recognized institution with minimum of 3 years cognate working experience and must have been a registered member with National Regulatory Body.
- b) Must have obtained a minimum of Higher National Diploma in Catering/Hotel Management.
- c) In cases a) & b) above, a candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Higher Catering Officer, a Catering Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR CATERING OFFICER

- **CONTISS 08**

For Appointment as Senior Catering Officer a candidate shall possess any of the following requirements

- a) Must have obtained a minimum of Higher National Diploma in Catering/Hotel Management or its equivalents from a recognized institution with 3 years cognate working experience.
- b) Must have obtained a minimum of Higher National Diploma in Catering/Hotel Management and must have been a registered member with National Regulatory Body.
- c) In cases a) & b) above, a candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Senior Catering Officer, a Higher Catering Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL CATERING OFFICER II

- **CONTISS 09**

For Appointment as Principal Catering Officer II a candidate shall possess any of the following requirements

- a) Must have obtained Higher National Diploma in Catering/Hotel Management or its equivalents from a recognized institution at a minimum of Lower Credit with 6 years cognate working experience.
- b) Must have obtained a minimum of Higher National Diploma in Catering/Hotel Management with 3 years cognate working experience and must have been a registered member with National Regulatory Body.
- c) In cases a) & b) above, a candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Principal Catering Officer II, a Senior Catering Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL CATERING OFFICER I

- **CONTISS 11**

For promotion to the rank of Principal Catering Officer I, a Principal Catering Officer II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF CATERING OFFICER

- **CONTISS 12**

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Catering Officer I, a Principal Catering Officer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period and must have been a registered member with National Regulatory Body.

CHIEF CATERING OFFICER

- **CONTISS 13**

For promotion to the rank of Chief Catering Officer I, an Assistant Chief Catering Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period and must have been a registered member with National Regulatory Body.

11. CLERICAL OFFICER CADRE

11.1 Post and Salary

Chief Clerical Officer - CONTISS 06

11.2 DUTIES

CHIEF CLERICAL OFFICER - **CONTISS 06**

- a) Take charge of correspondences and mails in the Unit
- b) In-charge of file movement Register
- c) Custody of files and records in the Unit
- d) Supervise the work of subordinates
- e) Keep official secrets
- f) Carry out other duties as may be assigned.

11.3 METHOD OF ENTRY INTO THE CADRE

CHIEF CLERICAL OFFICER - **CONTISS 06**

By promotion of a suitable and qualified Assistant Chief Clerical Officer who obtained a relevant National Diploma from a recognized institution, served satisfactorily for a minimum of 3 years, obtained favorable Annual Performance Evaluation Reports for the period and evidence of computer literacy.

ADVANCEMENT BEYOND THE CADRE

An officer in the clerical cadre who acquires any of the relevant qualifications for appointment to any higher cadre is eligible for conversion/promotion to the cadre.

12. COACH CADRE

12.1 Posts and Salaries

Assistant Coach	-	CONTISS 06
Coach II	-	CONTISS 07
Coach I	-	CONTISS 08
Senior Coach	-	CONTISS 09
Principal Coach	-	CONTISS 11
Assistant Chief Coach	-	CONTISS 12
Chief Coach	-	CONTISS 13
Deputy Director of Sports	-	CONTISS 14
Director of Sports	-	CONTISS 15

12.2 DUTIES

i) ASSISTANT COACH - *CONTISS 06*

- a) Assist in training sports men and women (students and staff) in various sporting activities
- b) Assist in ensuring safe custody of sporting equipment
- c) Assist in ensuring the good upkeep of sporting arenas/fields
- d) Carry out other duties as may be assigned

i) COACH II - *CONTISS 07*

- a) Assist in training sports men and women (students and staff) in various sporting activities
- b) Assist in leading participants to sporting competitions and ensuring their good conduct
- c) Assist in ensuring safe custody of sporting equipment
- d) Assist in ensuring the good upkeep of sporting arenas/fields
- e) Carry out other duties as may be assigned
- f) Provide professional and community services.

ii) COACH I - *CONTISS 08*

- a) Assist in carrying out training sports men and women (students and staff) in various sporting activities
- b) Assist in leading participants to sporting competitions and ensuring their good conduct

- c) Assist in ensuring safe custody of sporting equipment
- d) Assist in taking inventory and upkeep of sporting equipment
- e) Assist in ensuring the good upkeep of sporting arenas/fields
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

iii) SENIOR COACH

- **CONTISS 09**

- a) Participate in carrying out training sports men and women (student and staff) in various sporting activities
- b) Participate in leading participants to sporting competitions and ensuring their good conduct
- c) Participate in ensuring safe custody of sporting equipment
- d) Assist in taking inventory and upkeep of sporting equipment
- e) Participate in ensuring the good upkeep of sporting arenas/fields
- f) Assist in scouting for and developing talents in various sporting fields
- g) Carry out other duties as may be assigned
- h) Provide professional and community services.

iv) PRINCIPAL COACH

- **CONTISS 11**

- a) Carry out training sports men and women (students and staff) in various sporting activities
- b) Assist in leading participants to sporting competitions and ensuring their good conduct
- c) Participate in ensuring safe custody of sporting equipment
- d) Participate in taking inventory and upkeep of sporting equipment
- e) Assist in ensuring the good upkeep of sporting arenas/fields
- f) Assist in scouting for and developing talents in various sporting fields
- g) Assist in developing and strengthening linkages with outside bodies
- h) Assist in organizing Inter-Hall or Inter-Departmental/Faculty competitions in relevant sports
- i) Carry out other duties as may be assigned
- j) Provide professional and community services.

v) ASSISTANT CHIEF COACH

- **CONTISS 12**

- a) Carry out training sports men and women (student and staff) in various sporting activities

- b) Assist in leading participants to sporting competitions and ensuring their good conduct
- c) Participate in ensuring safe custody of sporting equipment
- d) Participate in taking inventory and upkeep of sporting equipment
- e) Assist in ensuring the good upkeep of sporting arenas/fields
- f) Assist in scouting for and developing talents in various sporting fields
- g) Participate in developing and strengthening linkages with outside bodies
- h) Assist in recommending sporting activities in the University
- i) Participate in recommending the use of up-to-date training methods and equipment in sporting activities
- j) Participate in organizing Inter-Hall or Inter-Departmental/Faculty competitions in relevant sports
- k) Participate in scouting for and developing talents in various sporting areas
- l) Carry out other duties as may be assigned
- m) Provide professional and community services.

vi) CHIEF COACH

- *CONTISS 13*

- a) Carry out training sports men and women (student and staff) in various sporting activities
- b) Assist in leading participants to sporting competitions and ensuring their good conduct
- c) Participate in ensuring safe custody of sporting equipment
- d) Assist in taking inventory and upkeep of sporting equipment
- e) Responsible for the good upkeep of sporting arenas/fields
- f) Scout for and develop talents of sports men and women in various sporting fields
- g) Develop and strengthen linkages with outside bodies
- h) Organize Inter-Hall /Departmental/Faculty competitions in the relevant sports
- i) Recommend the use of up-to-date training methods and equipment in sporting activities
- j) Participate in recommending sporting activities in the University
- k) Assist in preparing Quarterly and Annual Reports on sporting activities and competitions in the University
- l) Assist in preparing Annual Budget Estimates for Directorate
- m) Assist in recommending manpower development and staff training programmes
- n) Assist in purchasing sporting equipment
- o) Assist in coordinating the activities of NUSSA, NUGA and WAUG

- p) Carry out other duties as may be assigned
- q) Provide professional and community services.

vii) DEPUTY DIRECTOR OF SPORTS

- **CONTISS 14**

- a) Assist the Director in the general administration of the Directorate
- b) Carry out training sports men and women (student and staff) in various sporting activities
- c) Assist in leading participants to sporting competitions and ensuring their good conduct
- d) Ensure safe custody of sporting equipment
- e) take inventory and upkeep of sporting equipment
- f) Responsible for the good upkeep of sporting arenas/fields
- g) Scout for and develops talents of sports men and women in various sporting fields
- h) Develop and strengthen linkages with outside bodies
- i) Take charge of organizing Inter-Hall or Inter-Departmental/Faculty competitions in the relevant sports
- j) Recommend the use of up-to-date training methods and equipment in sporting activities
- k) Participate in recommending sporting activities in the University
- l) Participate in preparing Quarterly and Annual Reports on sporting activities and Competitions in the University
- m) Participate in preparing Annual Budget Estimates for the Directorate
- n) Participate in recommending manpower training and staff development programmes
- o) Participate in purchasing sporting equipment
- p) Participate in coordinating the activities of NUSSA, NUGA and WAUG
- q) Assist in enhancing the carrier prospects of high performers in any game
- r) Carry out other duties as may be assigned
- s) Provide professional and community services.

viii) DIRECTOR OF SPORTS

- **CONTISS 15**

- a) Responsible to the Vice-Chancellor for providing very good leadership in the department and proper development of exercise, sporting and recreational activities in the University
- b) Coordinate all sporting activities in the University
- c) Determine the sporting requirements and activities for staff and students
- d) Coordinate and develop sporting competitions

- e) Organize activities to inculcate the culture of exercise and recreational values, which are essential to good health in staff and students
- f) Exhibit the capacity to attract funds to develop sporting activities
- g) Ensure enhancing the career prospects of high performers in any game
- h) Prepare Quarterly and Annual Reports on sporting activities and Competitions to the University Management
- i) Prepare Annual Budget Estimates for the Directorate
- j) Serve as a member of the University Sports Consultative Committee
- k) Ensure manpower development and staff training
- l) Participate in purchasing sporting equipment
- m) Take charge of coordinating the activities of NUSSA, NUGA and WAUG
- n) Lead the University delegates to national and international competitions
- o) Recommend the types of sporting facilities to be constructed and their locations
- p) Prepare and draft memos and speeches for the Vice-Chancellor on sporting activities
- q) Recommend the formulation, execution and reviewing of policies affecting sports and sporting activities in the University
- r) Responsible for the custody, security and upkeep of all sporting equipment and arena in the University
- s) Carry out other duties as may be assigned
- t) Provide professional and community services.

12.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

COACH II

- CONTISS 07

- i) For appointment as Coach II, a candidate shall possess the following requirements:
 - a) Any Class of Degree in Physical Education or Physical Health Education obtained from a recognized institution or A Graded Coaching Certificate from the Nigerian Institute of Sports (NIS) or from a recognized Sports Institute, NYSC Certificate and evidence of Computer Literacy.
 - b) A candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Coach II, an Assistant Coach must be Computer Literate, have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

COACH I

- **CONTISS 08**

i) For appointment a Coach I, a candidate shall possess any of the following requirements:

a) A Master's degree in Physical Education or Physical Health Education obtained from a recognized institution or A Graded Coaching Certificate from the Nigerian Institute of Sports (NIS) or from a recognized Sports Institute, NYSC Certificate and evidence of Computer Literacy.

b) Any Class of Degree in Physical Education or Physical Health Education obtained from a recognized institution or A Graded Coaching Certificate from the Nigerian Institute of Sports (NIS) or from a recognized Sports Institute, NYSC Certificate and evidence of Computer Literacy with a minimum of 3 years relevant post- graduation experience.

c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Coach I, a Coach II must be Computer Literate, have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR COACH

- **CONTISS 09**

i) For appointment as Senior Coach, a candidate shall possess any of the following requirements:

a) A Master's degree in Physical Education or Physical Health Education obtained from a recognized institution, or A Graded Coaching Certificate from the Nigerian Institute of Sports (NIS) or from a recognized Sports Institute, NYSC Certificate and evidence of Computer Literacy with a minimum of 3 years relevant post-graduation experience.

b) Any Class of Degree in Physical Education or Physical Health Education obtained from a recognized institution or A Graded Coaching Certificate from the Nigerian Institute of Sports (NIS) or from a recognized Sports Institute, NYSC Certificate and evidence of Computer Literacy with a minimum of 6 years relevant post- graduation experience.

c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination

ii) For promotion to the rank of Senior Coach, a Coach I must be Computer Literate, have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL COACH

- **CONTISS 11**

i) For appointment as Principal Coach, a candidate shall possess any of the following requirements:

a) A Master's degree in Physical Education or Physical Health Education obtained from a recognized institution or A Graded Coaching Certificate from the Nigerian Institute of Sports (NIS) or from a recognized Sports Institute, NYSC Certificate and evidence of Computer Literacy with a minimum of 6 years cognate post-graduation experience.

b) Any Class of Degree in Physical Education or Physical Health Education obtained from a recognized institution or A Graded Coaching Certificate from the Nigerian Institute of Sports (NIS) or from a recognized Sports Institute, NYSC Certificate and evidence of Computer Literacy with a minimum of 9 years cognate post-graduation experience.

c) In cases (a) and (b) above, a candidate shall be required to show skills and proficiency in one or more sporting fields and be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Principal Coach, a Senior Coach must be Computer Literate, have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF COACH

- **CONTISS 12**

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Coach, a Principal Coach must be computer-literate, have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF COACH

- **CONTISS 13**

- i) For promotion to the rank of Chief Coach, an Assistant Chief Coach must be Computer Literate, have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

DEPUTY DIRECTOR

- **CONTISS 14**

- i) For promotion to the rank of Deputy Director, a Chief Coach must be Computer Literate, have served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

- ii) The Chief Coach must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day administrative work flow in the unit and have the capacity to provide leadership.

DIRECTOR

- **CONTISS 15**

For appointment to the rank of Director, a candidate must have a record of outstanding performance with a minimum of 15 years cognate experience and must be on the rank of Deputy Director. He must have the capacity to provide leadership and demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years. He must possess the skill and proficiency in various fields of sports needed for high performance in sporting events.

13. COMMUNITY HEALTH OFFICERS CADRE

13.1 Posts and Salaries

Community Health Officer II	-	CONHESS 07
Community Health Officer I	-	CONHESS 08
Senior Community Health Officer	-	CONHESS 09
Principal Community Health Officer	-	CONHESS 11
Assistant Chief Community Health Officer	-	CONHESS 12
Chief Community Health Officer	-	CONHESS 13
Senior Chief Community Health Officer	-	CONHESS 14

13.2 DUTIES

- i) COMMUNITY HEALTH OFFICER II* - *CONHESS 07*
- a) Coordinating and supervising the activities of the Community Health Technicians and other members of the primary Health care
 - b) Giving intensive care in the clinic and the community with the use of standing order.
 - c) Supervising the mobilization of community for health actions.
 - d) Facilitating effective functioning of the community health development committee.
 - e) Keeping records of community health activities and problems.
 - f) Assisting in monitoring administration of drugs.
 - g) Performing any other duties as may be assigned by the superior officer.
- ii) COMMUNITY HEALTH OFFICER I* - *CONHESS 08*
- a) Updating numbering and placement of home-based records.
 - b) Participating in the community health development committee meetings.
 - c) Assisting in organizing training programs for subordinates.
 - d) Monitoring administration of drugs.
 - e) Assist in carrying out immunization program
 - f) Performing simple health related investigations.
 - g) Performing any other duties as may be assigned by the superior officer
- iii) SENIOR COMMUNITY HEALTH OFFICER* - *CONHESS 09*
- a) Supervising the activities of subordinates.
 - b) Assisting in organizing and conducting workshops and seminars for staff.
 - c) Ensuring efficient logistic supports of drugs, equipment and supplies

- d) Assisting in preparing budgets for the implementation of community health plans.
- e) Assisting in managing referral cases.
- f) Initiating periodic health education campaigns within the community.
- g) Maintaining a roster for regular servicing of community health equipment.
- h) Responsible for carrying out immunization
- i) Performing simple health related investigations
- j) Performing any other duties as may be assigned by the superior officer

iv) *PRINCIPAL SENIOR COMMUNITY HEALTH OFFICER* - *CONHESS 11*

- a) Analyzing statistical and other data for Primary Health care planning.
- b) Giving technical advice on the training of Community Health workers and development of primary Health care policy.
- c) Supervising the activities of subordinates.
- d) Identifying available resources for solving community health problems.
- e) Assisting in developing indicators for evaluating community health plans.
- f) Managing referral and emergency cases, applying Standing Orders.
- g) Assisting in organizing training programs for subordinates.
- h) Performing any other duties as may be assigned.

v) *ASSISTANT CHIEF COMMUNITY HEALTH OFFICER* - *CONHESS 12*

- a) Supervising the activities of subordinates.
- b) Identifying available resources for solving community health problems.
- c) Assisting in developing indicators for evaluating community health plans.
- d) Managing referral and emergency cases, applying Standing Orders.
- e) Assisting in organizing training programs for subordinates.
- f) Performing any other duties as may be assigned.

vi) *CHIEF COMMUNITY HEALTH OFFICER* - *CONHESS 13*

- a) Providing mentoring and leadership skills.
- b) Developing staff work plans.
- c) Coordinating the activities of subordinates.
- d) Preparing schedule of duties.

- e) Ensuring proper execution of community health programs within a specified area.
- f) Coordinating the training programs of staff.
- g) Performing any other duties that may be assigned.

vii) SENIOR CHIEF COMMUNITY HEALTH OFFICER - CONHESS 14

- a) Providing mentoring and leadership skills.
- b) Developing staff work plans.
- c) Coordinating the activities of subordinates.
- d) Preparing schedule of duties.
- e) Ensuring proper execution of community health programs within a specified area.
- f) Coordinating the training programs of staff.
- g) Performing any other duties that may be assigned.

13.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

COMMUNITY HEALTH OFFICER II - CONHESS 07

For appointment as Community Health Officer, a candidate should possess the following qualification:

- a) A candidate must obtain a Bachelor's degree in Community Health from recognized institution, NYSC Certificate and registration with Community Health Practitioners Registration Board of Nigeria (CHPRBN).
- b) A candidate may be subjected to an interview that may require writing competency examination

COMMUNITY HEALTH OFFICER I - CONHESS 08

For appointment as Community Health Officer I, a candidate should possess the following qualification:

- a) A candidate must obtain a Bachelor's degree in Community Health from recognized institution, NYSC Certificate and registration with Community Health Practitioners Registration Board of Nigeria (CHPRBN) with 3 years' experience.
- b) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Community Health Officer I, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report.

SENIOR COMMUNITY HEALTH OFFICER

- **CONHESS 09**

For appointment as Senior Community Health Officer, a candidate should possess the following qualification:

- a) A candidate must obtain a Bachelor's degree in Community Health from recognized institution, NYSC Certificate and registration with Community Health Practitioners Registration Board of Nigeria (CHPRBN) with 6 years' experience.
- b) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Senior Community Health Officer, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report.

PRINCIPAL COMMUNITY HEALTH OFFICER

- **CONHESS 11**

For appointment as Principal Community Health Officer, a candidate should possess the following qualification:

- a) A candidate must obtain a Bachelor's degree in Community Health from recognized institution, NYSC Certificate and registration with Community Health Practitioners Registration Board of Nigeria (CHPRBN) with 9 years' experience.
- b) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Principal Community Health Officer, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report.

ASSISTANT CHIEF COMMUNITY HEALTH OFFICER

- **CONHESS 12**

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to Chief Community Health Officer, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report.

CHIEF COMMUNITY HEALTH OFFICER

- **CONHESS 13**

For promotion to Chief Community Health Officer, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report.

For promotion to Senior Chief Community Health Officer, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report.

SENIOR STAFF SCHEME OF SERVICE

14. COMMUNITY HEALTH TECHNICIAN CADRE

14.1 Posts and Salaries

Community Health Technician	-	CONHESS 06
Higher Community Health Technician	-	CONHESS 07
Senior Community Health Technician	-	CONHESS 08
Principal Community Health Technician II	-	CONHESS 09
Principal Community Health Technician I	-	CONHESS 11
Assistant Chief Community Health Technician	-	CONHESS 12
Chief Community Health Technician	-	CONHESS 13

14.2 DUTIES

a) COMMUNITY HEALTH TECHNICIAN - CONHESS 06

- Familiarizing with target population and health service facilities within the community.
- Initiating preliminary contact with community leaders on health matters.
- Assisting in collecting data on community health matters.
- Participating in identifying community major health problems.
- Dispensing drugs as prescribed in the Standing Orders.
- Performing any other duties as may be assigned by the superior officer

ii) HIGHER COMMUNITY HEALTH TECHNICIAN - CONHESS 07

- Supervising the mobilization of community for health actions.
- Facilitating effective functioning of the community health development committee.
- Assisting in training and mentoring of subordinates.
- Keeping records of community health activities and problems.
- Compiling periodic returns.
- Assisting in monitoring administration of drugs.
- Performing any other duties as may be assigned by the superior officer.

iii) SENIOR COMMUNITY HEALTH TECHNICIAN - CONHESS 08

- Updating numbering and placement of home-based records.
- Participating in the community health development committee meetings.
- Assisting in organizing training programs for subordinates.
- Collecting and reviewing records.
- Monitoring administration of drugs.
- Assist in carrying out immunization program

- g) Performing simple health related investigations.
- h) Performing any other duties as may be assigned by the superior officer

iv) PRINCIPAL COMMUNITY HEALTH TECHNICIAN II - CONHESS 09

- a) Carrying out general survey of community's social and cultural characteristics.
- b) Assisting in preparing budgets for the implementation of community health plans.
- c) Assisting in managing referral cases.
- d) Initiating periodic health education campaigns within the community.
- e) Maintaining a roster for regular servicing of community health equipment.
- f) Responsible for carrying out immunization
- g) Performing simple health related investigations
- h) Performing any other duties as may be assigned by the superior officer

v) PRINCIPAL COMMUNITY HEALTH TECHNICIAN I - CONHESS 11

- a) Supervising the activities of subordinates.
- b) Identifying available resources for solving community health problems.
- c) Assisting in developing indicators for evaluating community health plans.
- d) Managing referral and emergency cases, applying Standing Orders.
- e) Organizing training programs for subordinates.
- f) Performing any other duties as may be assigned by the Director.

vi) ASSISTANT CHIEF COMMUNITY HEALTH TECHNICIAN - CONHESS 12

- a) Supervising the activities of subordinates.
- b) Identifying available resources for solving community health problems.
- c) Assisting in developing indicators for evaluating community health plans.
- d) Managing referral and emergency cases, applying Standing Orders.
- e) Organizing training programs for subordinates.
- f) Performing any other duties as may be assigned by the Director.

vii) CHIEF COMMUNITY HEALTH TECHNICIAN - CONHESS 13

- a) Providing mentoring and leadership skills.
- b) Developing staff work plans.
- c) Coordinating the activities of subordinates.
- d) Preparing schedule of duties.
- e) Ensuring proper execution of community health programs within a specified area.
- f) Coordinating the training programs of staff.
- g) Performing any other duties that may be assigned by the Director, HS.

14.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

COMMUNITY HEALTH TECHNICIAN

- ***CONHESS 06***

For appointment as Community Health Technician a candidate should possess the following qualification:

- a) A candidate must obtain a recognized National Diploma in Community Health and registration with Community Health Practitioners Registration Board of Nigeria (CHPRBN) for Technician Cadres.
- b) A candidate may be subjected to an interview that may require writing competency examination.

HIGHER COMMUNITY HEALTH TECHNICIAN

- ***CONHESS 07***

For appointment as Higher Community Health Technician, a candidate should possess the following qualification:

- a) A candidate must obtain a recognized National Diploma in Community Health and registration with Community Health Practitioners Registration Board of Nigeria (CHPRBN) for Technician Cadres with 3 years' experience.
- b) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Higher Community Health Technician, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

SENIOR COMMUNITY HEALTH TECHNICIAN

- ***CONHESS 08***

For appointment as Senior Community Health Technician, a candidate should possess the following qualification:

- c) A candidate must obtain a recognized Diploma in Community Health and registration with Community Health Practitioners Registration Board of Nigeria (CHPRBN) for Technician Cadres with 6 years' experience.
- d) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Senior Community Health Technician, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

PRINCIPAL COMMUNITY HEALTH TECHNICIAN II

- ***CONHESS 09***

For appointment as Principal Community Health Technician, a candidate should possess

the following qualification:

- c) A candidate must obtain a recognized Diploma in Community Health and registration with Community Health Practitioners Registration Board of Nigeria (CHPRBN) with 9 years' experience.
- d) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Principal Community Health Technician, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

PRINCIPAL COMMUNITY HEALTH TECHNICIAN I - CONHESS 11

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to Higher Community Health Technician, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

ASSISTANT CHIEF COMMUNITY HEALTH TECHNICIAN - CONHESS 12

For promotion to Chief Community Health Technician, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

CHIEF COMMUNITY HEALTH TECHNICIAN - CONHESS 13

For promotion to Chief Community Health Technician, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report.

15. COMPUTER ENGINEER CADRE

15.1 Posts and Salaries

Computer Engineer II	-	CONTISS 07
Computer Engineer I	-	CONTISS 08
Senior Computer Engineer	-	CONTISS 09
Principal Computer Engineer	-	CONTISS 11
Assistant Chief Computer Engineer	-	CONTISS 12
Chief Computer Engineer	-	CONTISS 13
Deputy Director	-	CONTISS 14
Director	-	CONTISS 15

15.2 DUTIES

i) COMPUTER ENGINEER II - *CONTISS 07*

- a) Assist in network administration
- b) Install and support networking equipment
- c) Carry out other duties as may be assigned
- d) Provide professional and community services.

ii) COMPUTER ENGINEER I - *CONTISS 08*

- a) Support network administration
- b) Ensure network uptime and security
- c) Troubleshoot network and report
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

iii) SENIOR COMPUTER ENGINEER - *CONTISS 09*

- a) Design and implement network infrastructures and network security
- b) Produce technical documentation
- c) Troubleshoot network and report
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

iv) PRINCIPAL COMPUTER ENGINEER - ***CONTISS 11***

- a) Provide operational support and management of networks
- b) Assist in providing training and support for the team of engineers
- c) Supervise subordinates
- d) Implement solutions
- e) Provide estimates and plan networks
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

v) ASSISTANT CHIEF COMPUTER ENGINEER - ***CONTISS 12***

- a) Provide operational support and management of networks
- b) Evaluate the existing and proposed systems and designs
- c) Assist in providing training and support for the team of engineers
- d) Supervise subordinates
- e) Evaluate and recommend system hardware and software changes
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

vi) CHIEF COMPUTER ENGINEER - ***CONTISS 13***

- a) Provide team leadership in operational support and management of networks
- b) Project future requirements of hardware and software
- c) Participate in providing training and support for the team of engineers
- d) Supervise subordinates
- e) Assist in preparing Quarterly and Annual Reports for the Unit
- f) Assist in preparing Annual Budget Estimates for the Unit
- g) Carry out other duties as may be assigned
- h) Provide professional and community services.

vii) DEPUTY DIRECTOR - ***CONTISS 14***

- a) Responsible to the Director in all tasks as may be assigned
- b) Head specialized technical teams
- c) Take charge of logistics, planning, implementation, operation, maintenance and business process workflow
- d) Provide training and support for the team of engineers
- e) Supervise subordinates
- f) Initiate manpower training and staff development programmes
- g) Participate in preparing Quarterly and Annual Reports for the Unit

- h) Participate in preparing Annual Budget Estimates for the Unit
- i) Carry out periodic redeployment of staff for efficient service delivery
- j) Carry out other duties as may be assigned
- k) Provide professional and community services.

viii) DIRECTOR

- **CONTISS 15**

- a) Responsible to the Vice-Chancellor for providing very good leadership in day-to-day administration
- b) Advise the University Administration on the review of ICT policies and programmes
- c) Ensure training and support for the engineers in the Unit
- d) Recommend manpower training and staff development programmes
- e) Ensure proper supervision of subordinates
- f) Prepare Quarterly and Annual Reports for the Unit
- g) Prepare Annual Budget Estimates for the Unit
- h) Carry out periodic redeployment of staff for efficient service delivery
- i) Recommend procurement of the appropriate ICT hardware and software
- j) Implement ICT policies and programmes
- k) Carry out other duties as may be assigned
- l) Provide professional and community services.

13.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

COMPUTER ENGINEER II

- **CONTISS 07**

- i) For appointment as Computer Engineer II, a candidate shall possess the following requirements:
 - a) Any Class of Degree in Computer or Software Engineering obtained from a recognized institution and NYSC Certificate.
 - b) A candidate shall be subjected to an interview that may require writing competency examination.

COMPUTER ENGINEER I

- **CONTISS 08**

- i) For appointment as Computer Engineer I, a candidate shall possess any of the following requirements:

a) A Master's degree in Computer or Software Engineering obtained from a recognized institution and NYSC Certificate.

b) Any Class of Degree in Computer or Software Engineering obtained from a recognized institution and NYSC Certificate with a minimum of 3 years relevant post-graduation experience.

c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Computer Engineer I, a Computer Engineer II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR COMPUTER ENGINEER

- CONTISS 09

ii) For appointment as Senior Computer Engineer, a candidate shall possess any of the following requirements:

a) A Master's degree in Computer or Software Engineering obtained from a recognized institution and NYSC Certificate with a minimum of 3 years relevant post-graduation experience.

b) Any Class of Degree in Computer or Software Engineering obtained from a recognized institution and NYSC Certificate with a minimum of 6 years relevant post-graduation experience.

c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

iii) For promotion to the rank of Senior Computer Engineer, a Computer Engineer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL COMPUTER ENGINEER

- CONTISS 11

i) For appointment as Principal Computer Engineer, a candidate shall possess any of the following requirements:

a) A Master's degree in Computer or Software Engineering obtained from a recognized institution, NYSC Certificate, registration with the relevant

professional body and a minimum of 6 years relevant post-graduation experience.

b) Any Class of Degree in Computer or Software Engineering obtained from a recognized institution, NYSC Certificate, registration with the relevant professional body and with a minimum of 9 years relevant post-graduation experience.

c) In cases in (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Principal Computer Engineer, a Senior Computer Engineer must have registered with the relevant professional body, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF COMPUTER ENGINEER - CONTISS 12

For promotion to the rank of Assistant Chief Computer Engineer, a Principal Computer Engineer must have registered with the relevant professional body, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF COMPUTER ENGINEER - CONTISS 13

For promotion to the rank of Chief Computer Engineer, an Assistant Chief Computer Engineer must have registered with the relevant professional body, served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

DEPUTY DIRECTOR - CONTISS 14

i) For promotion to the rank of Deputy Director, a Chief Computer Engineer must have registered with the relevant professional body, served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

ii) The Chief Computer Engineer must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day administrative work flow in the unit and have the capacity to provide leadership.

For appointment of a candidate with Any Class of Degree in Computer Engineering, obtained from a recognized institution, NYSC Certificate, registered with the relevant professional body with a minimum of 15 years post- qualification and 12 years post-registration experience. This is subject to availability of vacancy in ICT Directorate.

SENIOR STAFF SCHEME OF SERVICE

16. COMPUTER HARDWARE/MAINTENANCE ENGINEER CADRE

16.1 Post and Salary

Computer Hardware/Maintenance Engineer II	-	CONTISS 07
ComputerHardware/MaintenanceEngineer I	-	CONTISS 08
Senior Computer Hardware/Maintenance Engineer	-	CONTISS 09
Principal Computer Hardware/Maintenance Engineer	-	CONTISS 11
Asst. Chief Computer Hardware/Maintenance Engineer	-	CONTISS 12
Chief Computer Hardware/Maintenance Engineer	-	CONTISS 13
Deputy Director	-	CONTISS 14
Director	-	CONTISS 15

16.2 DUTIES

i) COMPUTER HARDWARE/MAINTENANCE ENGINEER II - CONTISS 07

- a) Trouble shooting and Basic principle of operation.
- b) Keeping the hardware in a functional mode.
- c) Preventive and corrective maintenance.

ii) COMPUTERHARDWARE/MAINTENANCEENGINEER I - CONTISS 08

- a) Create and implement system designs relating to hardware and software.
- b) Identify root causes of complex technical and non-technical problems.
- c) Record keeping for Trouble shooting and Computer Hardware.

iii) SENIOR COMPUTER HARDWARE/MAINTENANCE ENGINEER-CONTISS 09

- a) Having idea of Networking and Trouble shooting.
- b) Define test and assembly processes.
- c) Create test plans and run tests
- d) Identify root causes of complex technical and non-technical problems
- e) Stock taking of Hardware.

iv) PRINCIPAL COMPUTER HARDWARE/MAINTENANCE ENGINEER-CONTISS 11

- a) Debug hardware for the integration of products phase.
- b) Maintain and update complete design documentation.
- c) Manage technical aspects and monitor efficient deployment of new technologies and systems.
- d) Analyze and evaluate alternate approaches to solve technical land non-technical problems.
- e) Determine and identify requirements for electronics design tasks.

v) ASST. CHIEF COMPUTER HARDWARE/MAINTENANCE ENGINEER-CONTISS 12

- a) Debug hardware for the integration of products phase.
- b) Maintain and update complete design documentation.
- c) Manage technical aspects and monitor efficient deployment of new technologies and systems.
- d) Analyze and evaluate alternate approaches to solve technical and non-technical problems.
- e) Determine and identify requirements for electronics design tasks.

vi) CHIEF COMPUTER HARDWARE/MAINTENANCE ENGINEER -CONTISS 13

- a) Prepare statistical reports for product deployment schedules and provide recommendation to management for review and approval
- b) Collaborate with outsourced Validation and Manufacturing partners to ensure timely supply of systems and devices as per specification.
- c) Evaluate new software and hardware during deployment to ensure smooth functioning of system.
- d) Coordinate with client's engineering team and management to ensure efficiency

vii) DEPUTY DIRECTOR - CONTISS 14

- a) Plan, implement and monitor changes in hardware infrastructure configurations.
- b) Supervise the Installation and configuration of new server hardware.
- c) Develop and monitor the maintenance of system standards
- d) Develop best practices and written documentation for all server maintenance; and
- e) Any other duties that may be assigned

ix) DIRECTOR - CONTISS 15

- a) Responsible to the Vice-Chancellor for providing very good leadership in day-to-day administration
- b) Advise the University Administration on the review of ICT policies and programmes
- c) Ensure training and support for the engineers in the Unit
- d) Recommend manpower training and staff development programmes
- e) Ensure proper supervision of subordinates
- f) Prepare Quarterly and Annual Reports for the Unit
- g) Prepare Annual Budget Estimates for the Unit
- h) Carry out periodic redeployment of staff for efficient service delivery
- i) Recommend procurement of the appropriate ICT hardware and software
- j) Implement ICT policies and programmes
- k) Carry out other duties as may be assigned
- l) Provide professional and community services.

16.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

COMPUTER HARDWARE/MAINTENANCE ENGINEER II - CONTISS 07

For appointment as Computer Hardware/Maintenance II, a candidate shall possess the following requirements:

- a) Any Class of Degree in Computer Science/Computer Engineering/Information Technology or any other related area obtained from a recognized institution and NYSC Certificate.
- b) HND with minimum of Lower Credit in Computer Science/Computer Engineering/Information Technology or any other related area obtained from a recognized institution and NYSC Certificate.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

COMPUTER HARDWARE/MAINTENANCE ENGINEER I - CONTISS 08

For appointment as Computer Hardware/Maintenance I, a candidate shall possess the following requirements:

- a) Any Class of Degree in Computer Science/Computer Engineering/Information Technology or any other related area obtained from a recognized institution and NYSC Certificate with 3 years cognate experience. Registration & certifications with relevant professional bodies will be an added advantage.
- b) HND with minimum of Lower Credit in Computer Science/Computer Engineering/Information Technology or any other related area obtained from a recognized institution and NYSC Certificate with 3 years cognate experience. Registration & certifications with relevant professional bodies will be an added advantage.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Computer Hardware/Maintenance I, a Computer Hardware/Maintenance II must have registered with the relevant professional body, served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

SENIOR COMPUTER HARDWARE/ MAINTENANCE ENGINEER- CONTSS 09

For appointment as Senior Computer Hardware/Maintenance, a candidate shall possess the following requirements:

- a) Any Class of Degree in Computer Science/Computer Engineering/Information Technology or any other related area obtained from a recognized institution and NYSC Certificate with 6 years cognate experience and registration & certifications with relevant professional bodies
e.g. CPN, COMPTIA, IEEE.
- b) HND with minimum of Lower Credit in Computer Science/Computer Engineering/Information Technology or any other related area obtained from a recognized institution and NYSC Certificate with 6 years cognate experience and registration & certifications with relevant professional bodies e.g. CPN, COMPTIA, IEEE.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Senior Computer Hardware/Maintenance I, a Computer Hardware/Maintenance I must have registered with the relevant professional body, served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

PRINCIPAL COMPUTER HARDWARE/ MAINTENANCE ENGINEER-CONTISS 11

For appointment as Principal Computer Hardware/Maintenance, a candidate shall possess the following requirements:

- a) Any Class of Degree in Computer Science/Computer Engineering/Information Technology or any other related area obtained from a recognized institution and NYSC Certificate with 9 years cognate experience and registration & certifications with relevant professional bodies
e.g. CPN, COMPTIA, IEEE.
- b) HND with minimum of Lower Credit in Computer Science/Computer Engineering/Information Technology or any other related area obtained from a recognized institution and NYSC Certificate with 9 years cognate experience and registration & certifications with relevant professional bodies e.g. CPN, COMPTIA, IEEE.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Principal Computer Hardware/Maintenance I, a Senior Computer Hardware/Maintenance must have registered with the relevant professional

body, served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

ASST. CHIEF COMPUTER HARDWARE/ MAINTENANCE ENGINEER-CONTISS 12

For appointment as Assistant Chief Computer Hardware/Maintenance, a candidate shall possess the following requirements:

- a) Any Class of Degree in Computer Science/Computer Engineering/Information Technology or any other related area obtained from a recognized institution and NYSC Certificate with 12 years cognate experience and registration & certifications with relevant professional bodies. e.g. CPN, COMPTIA, IEEE.
- b) HND with a minimum of Lower Credit in Computer Science/Computer Engineering/Information Technology or any other related area obtained from a recognized institution and NYSC Certificate with 12 years cognate experience and registration & certifications with relevant professional bodies e.g. CPN, COMPTIA, IEEE.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Assistant Chief Computer Hardware/Maintenance, a Principal Computer Hardware/Maintenance must have registered with the relevant professional body, served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

CHIEF COMPUTER HARDWARE/ MAINTENANCE ENGINEER - CONTISS 13

For promotion to the rank of Assistant Chief Computer Hardware/Maintenance Engineer, a Principal Computer Hardware/Maintenance must have registered with the relevant professional body, served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

DEPUTY DIRECTOR - CONTISS 14

For promotion to the rank of Deputy Director, Computer Hardware/Maintenance Engineer, an Assistant Chief Computer Hardware/Maintenance must have registered with the relevant professional body, served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

For appointment of a candidate with Any Class of Degree in Computer Engineering, obtained from a recognized institution, NYSC Certificate, registered with the relevant professional body with a minimum of 15 years post- qualification and 12 years post-registration experience. This is subject to availability of vacancy in ICT Directorate.

SENIOR STAFF SCHEME OF SERVICE

17. COMPUTER HARDWARE TECHNICIAN CADRE

17.1 Post and Salary

Computer Hardware Technician	-	CONTISS 06
Higher Computer Hardware Technician	-	CONTISS 07
Senior Computer Hardware Technician	-	CONTISS 08
Principal Computer Hardware Technician II	-	CONTISS 09
Principal Computer Hardware Technician I	-	CONTISS 11
Asst. Chief Computer Hardware Technician	-	CONTISS 12
Chief Computer Hardware Technician	-	CONTISS 13

17.2 DUTIES

i) COMPUTER HARDWARE TECHNICIAN - CONTISS 06

- a) Installation, configuration, and maintenance of computer hardware systems
- b) Troubleshooting and repair of faulty computer hardware components.
- c) Conduct routine maintenance and upgrades of computer systems.
- d) Install and configure operating systems and software applications.
- e) Provide technical support to users.
- f) Carry out other duties as may be assigned

ii) HIGHER COMPUTER HARDWARE TECHNICIAN - CONTISS 07

- a) Lead the installation, configuration, and maintenance of complex computer hardware systems.
- b) Supervise and coordinate the work of junior computer hardware technicians.
- c) Troubleshoot and repair advanced hardware faults in computers, servers, and network devices.
- d) Conduct routine audits and assessments of computer hardware infrastructure.
- e) Develop and implement computer maintenance schedules and standards.

iii) SENIOR COMPUTER HARDWARE TECHNICIAN - CONTISS 08

- a) Lead and supervise a team of computer hardware technicians.
- b) Design, implement, and manage complex computer hardware infrastructure.
- c) Troubleshoot and resolve critical hardware faults in computers, servers, and network devices.
- d) Develop and enforce IT policies, procedures, and standards.
- e) Conduct performance evaluations and provide training to junior technicians.

iv) PRINCIPAL COMPUTER HARDWARE TECHNICIAN II - CONTISS 09

- a) Lead and manage a team of computer hardware technicians.
- b) Develop and implement strategic plans for computer hardware infrastructure.
- c) Oversee the design, implementation, and maintenance of complex computer hardware systems.
- d) Provide expert technical guidance and support to users and junior technicians.
- e) Conduct performance evaluations and provide training to junior technicians.

v) PRINCIPAL COMPUTER HARDWARE TECHNICIAN I - CONTISS 11

- a) Provide strategic leadership in computer hardware management.
- b) Oversee the design, implementation, and maintenance of complex computer hardware infrastructure.
- c) Develop and implement policies and procedures for hardware management.
- d) Supervise and coordinate the work of junior technicians.
- e) Provide expert technical guidance and support to users.

vi) ASST. CHIEF COMPUTER HARDWARE TECHNICIAN - CONTISS 12

- b) Plan, design, and implement hardware upgrades and expansions.
- c) Conduct risk assessments and recommend mitigation strategies.
- d) Develop and manage budgets for hardware procurement and maintenance.
- e) Collaborate with IT staff to resolve complex technical issues.
- f) Provide technical guidance on hardware-related projects.
- g) Conduct audits and assessments of computer hardware infrastructure.
- h) Develop and maintain technical documentation for hardware infrastructure.
- i) Participate in IT projects and initiatives.

vii) CHIEF COMPUTER HARDWARE TECHNICIAN - CONTISS 13

- a) Provide strategic leadership in computer hardware management.
- b) Oversee the design, implementation, and maintenance of complex computer hardware infrastructure.
- c) Develop and implement policies and procedures for hardware management.
- d) Supervise and coordinate the work of junior technicians.
- e) Provide expert technical guidance and support to users.
- f) Develop and implement IT strategic plans.

17.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

COMPUTER HARDWARE TECHNICIAN

- **CONTISS 06**

For appointment as Computer Hardware Technician, a candidate shall possess the following requirement:

- a) A minimum of ND in Computer Science, Electrical/Electronic Engineering or any related field Studies obtained from a recognized institution. Experience in computer hardware maintenance and repair.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Computer Hardware Technician, a candidate must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

HIGHER COMPUTER HARDWARE TECHNICIAN

- **CONTISS 07**

For appointment as Higher Computer Hardware Technician, a candidate shall possess the following requirements:

- a) HND in Computer Science, Electrical/Electronic Engineering or any related field obtained from a recognized institution and NYSC Certificate.
- b) ND in computer hardware maintenance and repair, Certification in computer hardware repair e.g., CompTIA A+, Cisco CCNA with 3 years' experience.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Higher Computer Hardware, a Computer Hardware Technician must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

SENIOR COMPUTER HARDWARE TECHNICIAN

- **CONTISS 08**

For appointment as Senior Computer Hardware Technician, a candidate shall possess the following requirements:

- a) HND in Computer Science, Electrical/Electronic Engineering or any related field obtained from a recognized institution and NYSC Certificate.

- b) ND in computer hardware maintenance and repair, Certification in computer hardware repair e.g., CompTIA A+, Cisco CCNA with 6 years' experience.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Senior Computer Hardware Technician, a Higher Computer Hardware Technician must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

PRINCIPAL COMPUTER HARDWARE TECHNICIAN II - CONTISS 09

For appointment as Principal Computer Hardware Technician II, a candidate shall possess the following requirements:

- a) HND in Computer Science, Electrical/Electronic Engineering or any related field obtained from a recognized institution and NYSC Certificate with 9 years of working experience in computer hardware maintenance and repair, Certification in computer hardware repair e.g., CompTIA A+, Cisco CCNA.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Principal Computer Hardware Technician II, a Senior Computer Hardware Technician must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

PRINCIPAL COMPUTER HARDWARE TECHNICIAN I - CONTISS 11

For appointment as Principal Computer Hardware Technician I, a candidate shall possess the following requirements:

- a) HND in Computer Science, Electrical/Electronic Engineering or any related field obtained from a recognized institution and NYSC Certificate, computer hardware maintenance and repair e.g., CompTIA A+, Cisco CCNA with 12 years of working experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Principal Computer Hardware Technician I, a Principal

Computer Hardware Technician II must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASST. CHIEF COMPUTER HARDWARE TECHNICIAN - CONTISS 12

For appointment as Asst. Chief Computer Hardware Technician, a candidate shall possess the following requirements:

- a) HND in Computer Science, Electrical/Electronic Engineering or any related field obtained from a recognized institution and NYSC Certificate, 12 years working experience in computer hardware maintenance and repair e.g., CompTIA A+, Cisco CCNA.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Asst. Chief Computer Hardware Technician, a Principal Computer Hardware I must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF COMPUTER HARDWARE TECHNICIAN - CONTISS 13

For promotion to the rank of Chief Computer Hardware Technician, an Asst. Chief Computer Hardware Technician must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

18. COMPUTER OPERATOR CADRE

18.1 Posts and Salaries

Senior Computer Operator	-	CONTISS 06
Principal Computer Operator	-	CONTISS 07
Assistant Chief Computer Operator	-	CONTISS 08
Chief Computer Operator	-	CONTISS 09

18.2 DUTIES

i) SENIOR COMPUTER OPERATOR - ***CONTISS 06***

- a) Handle word processing, spread sheet and other programmes
- b) Input data and produce as required
- c) Maintain electronic records for easy retrieval
- d) Supervise subordinates
- e) Carry out other duties as may be assigned
- f) Provide professional and community services.

ii) PRINCIPAL COMPUTER OPERATOR - ***CONTISS 07***

- a) Handle word processing, spread sheet and other programmes
- b) Input data and produce as required
- c) Maintain electronic records for easy retrieval
- d) Supervise subordinates
- e) Carry out other duties as may be assigned
- f) Provide professional and community services.

iii) ASST CHIEF COMPUTER OPERATOR - ***CONTISS 08***

- a) Handle word processing, spread sheet and other programmes
- b) Input data and produce as required
- c) Maintain electronic records for easy retrieval
- d) Supervise the activities of subordinate staff
- e) Carry out other duties as may be assigned
- f) Provide professional and community services.

iv) CHIEF COMPUTER OPERATOR

- CONTISS 09

- a) Handle word processing, spread sheet and other programmes
- b) Input data and produce as required
- c) Maintain electronic records for easy retrieval
- d) Supervise the activities of subordinate staff
- e) Report faults and breakdown of computers to the Head of Department/Unit for necessary action
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

18.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

SENIOR COMPUTER OPERATOR

- CONTISS 06

i) For appointment as Senior Computer Operator, a candidate shall possess the following requirement:

- a) A minimum of National Diploma in Computer Science /Studies obtained from a recognized institution with a minimum of 3 years relevant experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Senior Computer Operator, a Computer Operator I must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

PRINCIPAL COMPUTER OPERATOR

- CONTISS 07

For promotion to the rank of Principal Computer Operator, a Senior Computer Operator must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF COMPUTER OPERATOR

- CONTISS 08

For promotion to the rank of Assistant Chief Computer Operator, a Principal Computer Operator must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

For promotion to the rank of Chief Computer Operator, an Assistant Chief Computer Operator must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

SENIOR STAFF SCHEME OF SERVICE

19. CONFIDENTIAL SECRETARY CADRE

19.1 Posts and Salaries

Confidential Secretary II	-	CONTISS 06
Confidential Secretary I	-	CONTISS 07
Senior Confidential Secretary	-	CONTISS 08
Principal Confidential Secretary II	-	CONTISS 09
Principal Confidential Secretary I	-	CONTISS 11
Assistant Chief Confidential Secretary	-	CONTISS 12
Chief Confidential Secretary	-	CONTISS 13

19.2 DUTIES

i) CONFIDENTIAL SECRETARY II - *CONTISS 06*

- a) Carry out secretarial duties and other office management services.
- b) Assist in day-to-day workflow in the Unit/Department
- c) Keep official secrets entrusted to him
- d) Ensure cleanliness of the Unit/Department
- e) Carry out other duties as may be assigned.

ii) CONFIDENTIAL SECRETARY I - *CONTISS 07*

- a) Carry out secretarial duties and other office management services.
- b) Assist the leadership of the Unit or Department in day-to-day workflow and other administrative duties
- c) Ensure cleanliness of the Unit/Department
- d) Keep official secrets entrusted to him
- e) Take minutes of the Unit/Departmental meetings
- f) Keep custody of records and other office equipment
- g) Carry out other duties as may be assigned
- h) Provide professional and community services.

iii) SENIOR CONFIDENTIAL SECRETARY - *CONTISS 08*

- a) Carry out secretarial duties and other office management services.
- b) Assist the leadership of the Unit/Department in day-to-day workflow and other administrative duties
- c) Take minutes of Unit/Departmental meetings and keep custody of records and equipment
- d) Participate in supervision of subordinates and ensure efficient running and

- cleanliness of the Unit/Department
- e) Keep official secrets entrusted to him
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

iv) PRINCIPAL CONFIDENTIAL SECRETARY II

- CONTISS 09

- a) Carry out secretarial duties and other office management services.
- b) Assist the leadership of the Unit/Department in the day-to-day workflow and administrative duties
- c) Take minutes of Unit/Departmental meetings
- d) Keep and ensure security of office records and equipment
- e) Ensure cleanliness of Unit/Department
- f) Supervise subordinates and ensure efficient administration of the Unit/Department
- g) Participate in training subordinates
- h) Keep official secrets entrusted to him
- i) Carry out other duties as may be assigned
- j) Provide professional and community services.

v) PRINCIPAL CONFIDENTIAL SECRETARY I

- CONTISS 11

- a) Carry out secretarial duties and other office management services.
- b) Participate in overseeing the secretarial activities of the Unit/Department
- c) Participate in overseeing administrative activities and ensuring the cleanliness of the Unit/Department
- d) Take minutes of Unit/Departmental meetings
- e) Keep and ensure security of office records and equipment in the Unit/Department
- f) Supervise subordinates and ensure efficient running of the Unit/Department
- g) Train subordinates
- h) Keep official secrets entrusted to him
- i) Carry out other duties as may be assigned
- j) Provide professional and community services.

vi) ASSISTANT CHIEF CONFIDENTIAL SECRETARY - CONTISS 12

- a) Carry out secretarial duties and other office management services.
- b) Assist the leadership in overseeing secretarial and other administrative duties in the Unit/Department
- c) Take minutes of Unit/Departmental and other committee meetings
- d) Ensure security of records and office equipment
- e) Supervision of subordinates and ensuring efficient day to day workflow and

- administrative activities in the Unit/Department
- f) Ensure cleanliness and coordinate activities of other subordinates in the Unit/Department
- g) Train subordinates
- h) Keep official secrets entrusted to him
- i) Carry out other duties as may be assigned
- j) Provide professional and community services.

vii) CHIEF CONFIDENTIAL SECRETARY

- CONTISS 13

- a) Carry out secretarial duties and other office management services.
- b) Provide leadership to the secretariat staff of the Unit/Department
- c) Assist the leadership of the Unit/Department in ensuring smooth administrative workflow and other duties in the Unit/Department
- d) Supervise subordinates and ensure the efficient coordination of the secretarial and administrative duties in the Unit/Department
- e) Take minutes of Unit/Departmental and other committee meetings
- f) Ensure even distribution of responsibilities to subordinates in the Unit/Department
- g) Ensure the training of subordinates by senior ones in the Unit/Department
- h) Show effectiveness and efficiency in service delivery
- i) Show initiative in the execution of responsibilities
- j) Responsible for the security of records and office equipment
- k) Keep official secrets entrusted to him
- l) Provide exemplary leadership in the Unit/Department
- m) Carry out other duties as may be assigned
- n) Provide professional and community services.

19.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

CONFIDENTIAL SECRETARY II

- CONTISS 06

i) For appointment as Confidential Secretary II, a candidate shall possess any of the following requirements:

- a) A minimum of National Diploma (ND) in Secretarial Studies or Office Technology Management (OTM) obtained from a recognized institution, with proficiency in word processing and other computer applications with 3 years working experience.
- b) A candidate shall be subjected to an interview that may require writing competency test.

ii) For promotion to the rank of Confidential Secretary II, a Confidential Secretary III must have obtained an ND in Secretarial Studies/OTM with proficiency in word processing and other computer applications; and must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

CONFIDENTIAL SECRETARY I

- **CONTISS 07**

i) For appointment as Confidential Secretary I, a candidate shall possess any of the following requirements:

a) A National Diploma (ND) in Secretarial Studies or OTM obtained from a recognized institution, proficiency in word processing and other computer applications with a minimum of 6 years cognate experience.

b) A Higher National Diploma (HND) with a minimum of Lower Credit in Secretarial Studies or OTM obtained from a recognized institution, NYSC Certificate, with proficiency in word processing and other computer applications.

c) A candidate shall be subjected to an interview that may require writing competency test.

ii) For promotion to Confidential Secretary I, a Confidential Secretary II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR CONFIDENTIAL SECRETARY

- **CONTISS 08**

i) For appointment as Senior Confidential Secretary, a candidate shall possess the following requirements:

a) A HND with a minimum of Lower Credit in Secretarial Studies or OTM obtained from a recognized institution, NYSC Certificate with proficiency in word processing and other computer applications; and 3 years cognate experience.

b) A candidate shall be subjected to an interview that may require writing competency test.

ii) For promotion to Senior Confidential Secretary, a Confidential Secretary I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL CONFIDENTIAL SECRETARY II

- **CONTISS 09**

i) For appointment as Principal Confidential Secretary II, a candidate shall possess the following requirements:

- a) A HND with a minimum of Lower Credit in Secretarial Studies / OTM obtained from a recognized institution, NYSC Certificate, proficiency in word processing and other computer applications with a minimum of 6 years cognate experience.
- b) A candidate shall be subjected to an interview that may require writing competency test.

ii) For promotion to Principal Confidential Secretary II, a Senior Confidential Secretary must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL CONFIDENTIAL SECRETARY I

- **CONTISS 11**

i) For appointment as Principal Confidential Secretary I, a candidate shall possess the following requirements:

- a) A HND with a minimum of Lower Credit in Secretarial Studies / OTM obtained from a recognized institution, NYSC Certificate, proficiency in Word Processing and other computer applications with a minimum of 9 years cognate experience.
- b) A candidate shall be subjected to an interview that may require writing competency test.

ii) For promotion to the rank of Principal Confidential Secretary I, a Principal Confidential Secretary II must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF CONFIDENTIAL SECRETARY

- **CONTISS 12**

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Confidential Secretary, a Principal Confidential Secretary I must have served effectively and efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

For promotion to the rank of Chief Confidential Secretary, an Assistant Chief Confidential Secretary must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

SENIOR STAFF SCHEME OF SERVICE

20. DATABASE ADMINISTRATORS CADRE

20.1 Post and Salary

Database Administrator II	-	CONTISS 07
Database Administrator I	-	CONTISS 08
Senior Database Administrator	-	CONTISS 09
Principal Database Administrator	-	CONTISS 11
Asst. Chief Database Administrator	-	CONTISS 12
Chief Database Administrator	-	CONTISS 13
Deputy Director	-	CONTISS 14
Director	-	CONTISS 15

20.2 DUTIES

i) DATABASE ADMINISTRATOR II - CONTISS 07

- a) Responsible for designing and implementing database system that meet organization's requirement
- b) Implementing security measures such as either authentication or access control
- c) To protect and ensure the security of data
- d) To monitor the performance of the database system
- e) To implement data backup and data recovery strategies
- f) To perform routine maintenance tasks such as software patches and updates
- g) Carry out other duties as may be assigned

ii) DATABASE ADMINISTRATOR I - CONTISS 08

- a) Extracting and/or loading data
- b) Setting up cybersecurity measures
- c) Ensuring all hardware and software are updated
- d) Authenticating data
- e) Monitoring the performance of hardware and software
- f) Configuring servers and databases
- g) Preserving data integrity
- h) Collaborate with IT staff to resolve database-related issues.
- i) Provide technical support to users.
- j) Carry out other duties as may be assigned

iii) SENIOR DATABASE ADMINISTRATOR - CONTISS 09

- a) Lead the design, implementation, and maintenance of complex databases.
- b) Ensure database security, integrity, and performance.
- c) Develop and implement database backup and recovery strategies.
- d) Collaborate with IT staff to resolve database-related issues.
- e) Provide professional and community services.

- f) Carry out other duties as may be assigned

iv) PRINCIPAL DATABASE ADMINISTRATOR - CONTISS 11

- a) Plan, design, and implement enterprise database solutions.
- b) Conduct database audits and security assessments.
- c) Develop and implement data modeling and database design standards.
- d) Optimize database performance and query execution.
- e) Develop and maintain technical documentation for databases.
- f) Participate in IT strategic planning.
- g) Carry out other duties as may be assigned

v) ASST. CHIEF DATABASE ADMINISTRATOR - CONTISS 12

- a) Provide strategic leadership in database administration.
- b) Develop and implement database disaster recovery plans.
- c) Ensure database security, integrity, and performance.
- d) Collaborate with IT staff to resolve database-related issues.
- e) Conduct training sessions for users on database operations.
- f) Collaborate with developers to design and implement database-driven applications.

vi) CHIEF DATABASE ADMINISTRATOR - CONTISS 13

- a) Develop and implement database strategic plans and policies.
- b) Conduct database audits and security assessments.
- c) Develop and implement data modeling and database design standards.
- d) Optimize database performance and query execution.
- e) Develop and maintain technical documentation for databases.
- f) Participate in IT strategic planning and decision-making.
- g) Ensure data integrity and consistency across multiple databases.
- h) Develop and implement database disaster recovery plans.

vii) DEPUTY DIRECTOR - CONTISS 14

- a) Provide strategic leadership in database administration and management.
- b) Oversee the design, implementation, and maintenance of complex database architectures.
- c) Ensure database security, integrity, and performance.
- d) Collaborate with IT staff to resolve database-related issues.
- e) Develop and implement data archiving and purging policies.
- f) Stay up-to-date with new database technologies and trends.
- g) Participate in IT policy development.
- h) Evaluate and recommend database software and hardware.
- i) Provide input on IT budgeting and resource allocation.

- j) Represent the IT department in institutional meetings.

i) DIRECTOR

- **CONTISS 15**

- a) Head in charge of day-to-day activities
- b) Provide professional and administrative leadership in the Directorate
- c) Keep up-to-date with new developments techniques
- d) Develop and implement organizational technology roadmap.
- e) Lead IT innovation and digital transformation.
- f) Direct system architecture design and implementation.
- g) Ensure compliance with IT regulations and standards.
- h) Collaborate with cross-functional teams.
- i) Represent the Directorate in organizational decision-making.
- j) Perform any other duty that may be assigned

20.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

DATABASE ADMINISTRATOR II

- **CONTISS 07**

For appointment as Database Administrator II, a candidate shall possess any of the following requirements:

- a) Any Class of Degree in Computer Science/ Software/Computer Engineering/ Information Technology or any relevant degree obtained from a recognized institution and NYSC Certificate with experience in SQL (MySQL, Oracle) and Database Scripting languages.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

DATABASE ADMINISTRATOR I

- **CONTISS 08**

For appointment as Database Administrator I, a candidate shall possess any of the following requirements:

- a) A Master's Degree with experience in SQL (MSSQL, PostgreSQL, MySQL, Oracle) and Database Scripting languages obtained from a recognized institution and NYSC Certificate.
- b) Any Class of Degree in Computer Science/ Software/Computer Engineering/ Information Technology or any relevant degree obtained from a recognized institution and NYSC Certificate with a minimum of 3 years relevant post-graduation experience.
- c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Database Administrator I, a Database Administrator II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR DATABASE ADMINISTRATOR

- **CONTISS 09**

For appointment as Senior Database Administrator, a candidate shall possess any of the following requirements:

- a) A Master's Degree with 3 years experience in SQL (MSSQL, PostgreSQL, MySQL, Oracle) and Database Scripting languages obtained from a recognized institution and NYSC Certificate.
- b) Any Class of Degree in Computer Science/ Software/Computer Engineering/ Information Technology or any relevant degree obtained from a recognized institution and NYSC Certificate with a minimum of 6 years relevant post-graduation experience.
- c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Senior Database Administrator, a Database Administrator I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL DATABASE ADMINISTRATOR

- **CONTISS 11**

For appointment as Principal Database Administrator, a candidate shall possess any of the following requirements:

- a) A Master's Degree with 6 years experience in SQL (MSSQL, PostgreSQL, MySQL, Oracle) and Database Scripting languages obtained from a recognized institution and NYSC Certificate.
- b) Any Class of Degree in Computer Science/ Software/Computer Engineering/ Information Technology or any relevant degree obtained from a recognized institution and NYSC Certificate with a minimum of 9 years relevant post-graduation experience.
- c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Principal Database Administrator, a Senior Database Administrator must have served satisfactorily for a minimum of 3 years, obtained favourable Annual Performance Evaluation Reports for the period and registration with relevant professional bodies.

For appointment as Asst. Chief Database Administrator, a candidate shall possess any of the following requirements:

- a) A Master's Degree with 9 years experience in SQL (MSSQL, PostgreSQL, MySQL, Oracle) and Database Scripting languages obtained from a recognized institution and NYSC Certificate.
- b) Any Class of Degree in Computer Science/ Software/Computer Engineering/ M.I.S. or any relevant degree obtained from a recognized institution and NYSC Certificate with a minimum of 12 years relevant post-graduation experience.
- c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Asst. Chief Database Administrator, a Principal Database Administrator must have served satisfactorily for a minimum of 3 years, obtained favourable Annual Performance Evaluation Reports for the period and registration with relevant professional bodies.

For appointment as Chief Database Administrator, a candidate shall possess any of the following requirements:

- a) A Master's Degree with 12 years experience in SQL (MSSQL, PostgreSQL, MySQL, Oracle) and Database Scripting Languages obtained from a recognized institution and NYSC Certificate.
- b) Any Class of Degree in Computer Science/ Software/Computer Engineering/ Information Technology or any relevant degree obtained from a recognized institution and NYSC Certificate with a minimum of 15 years relevant post-graduation experience.
- c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Chief Database Administrator, an Asst. Chief Database Administrator must have served satisfactorily for a minimum of 3 years, obtained favourable Annual Performance Evaluation Reports for the period and registration with relevant professional bodies.

DEPUTY DIRECTOR

- ***CONTISS 14***

For promotion to the rank of Deputy Director Database Administrator, a Chief Database Administrator must have served satisfactorily for a minimum of 3 years, obtained favourable Annual Performance Evaluation Reports for the period and registration with relevant professional bodies.

DIRECTOR

- ***CONTISS 15***

For appointment to the rank of Director, a candidate must have registered with the relevant Professional Body, if any, served efficiently and effectively for a minimum of 15 years and obtained excellent Annual Performance Evaluation Reports for the period. This appointment is subject to availability of vacancy in the ICT Directorate.

21. DATA PROCESSING OFFICER CADRE

21.1 Posts and Salaries

Data Processing Officer	-	CONTISS 06
Higher Data Processing Officer	-	CONTISS 07
Senior Data Processing Officer	-	CONTISS 08
Principal Data Processing Officer II	-	CONTISS 09
Principal Data Processing Officer I	-	CONTISS 11
Assistant Chief Data Processing Officer	-	CONTISS 12
Chief Data Processing Officer	-	CONTISS 13

21.2 DUTIES

i) DATA PROCESSING OFFICER - *CONTISS 06*

- a) Co-ordinating the activities of a number of subordinate Assistants in the Unit.
- b) Checking all tabulated data and machines to ensure the accuracy of end-production.
- c) Keeping inventory of stationery to ensure that prescribed levels are maintained.

ii) HIGHER DATA PROCESSING OFFICER - *CONTISS 07*

- a) Supervising the different sections in the Data Processing Unit.
- b) Providing Data Processing Officer with working materials.
- c) Taking of Inventory of Data Processing Materials in the Department/Unit.

iii) SENIOR DATA PROCESSING OFFICER - *CONTISS 08*

- a) Keeping records of equipment and hardware.
- b) Enforcing production schedule.
- c) Training subordinate staff

iv) PRINCIPAL DATA PROCESSING OFFICER II - *CONTISS 09*

- a) Supervising and coordinating the activities of the Data Processing Unit/Dept.
- b) Reviewing performance of equipment and subordinate staff.
- c) Preparing Data Processing equipment budget.

v) PRINCIPAL DATA PROCESSING OFFICER I - *CONTISS 11*

- a) Supervising and coordinating the activities of the Data Processing Unit/Dept.
- b) Reviewing performance of equipment and subordinate staff.
- c) Preparing Data Processing equipment budget.

v) ASSISTANT CHIEF DATA PROCESSING OFFICER - CONTISS 12

- a) Coordinating computer and data control and data preparation operations.
- b) Initiating development of job procedures and scheduling.
- c) Training operational staff.
- d) Liaise with systems programming and user sections to ensure operational readiness.
- e) Carry out other duties as may be assigned.
- f) Provide professional and community services.

vii) CHIEF DATA PROCESSING OFFICER - CONTISS 13

- a) Coordinating development of operating methods, standards for computer operation and data preparation.
- b) Specifying equipment and personnel time recording procedures.
- c) Investigating re-curing operating problems.
- d) Develop systems for data and database control.
- e) Ensure equipment, hardware and software evaluation.
- f) Ensure personnel performance evaluation.
- g) Investigate re-curing operational problems and proffer solutions.
- h) Prepare the budget for data processing equipment, hardware and software.
- i) Carry out other duties as may be assigned
- j) Provide professional and community services.

21.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

DATA PROCESSING OFFICER - CONTISS 06

- i) For appointment as Data Processing Officer, a candidate shall possess the following requirements:
 - a) A minimum of National Diploma in Computer Studies/ Computer Science or Data Processing obtained from a recognized institution and 3 years cognate experience.
 - b) A candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Data Processing Officer, an Assistant Data Processing Officer must have a National Diploma in Computer Studies /Science or Data Processing obtained from a recognized institution, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

HIGHER DATA PROCESSING OFFICER

- **CONTISS 07**

i) For appointment as Higher Data Processing Officer, a candidate shall possess any of the following requirements:

- a) A Higher National Diploma in Computer Science or Data Processing obtained from a recognized institution and NYSC Certificate.
- b) A National Diploma in Computer Studies / Computer Science or Data Processing obtained from a recognized institution, with a minimum of 6 years cognate experience.
- c) In cases (a) and (b) above a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Higher Data Processing Officer, a Data Processing Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR DATA PROCESSING OFFICER

- **CONTISS 08**

i) For appointment as Senior Data Processing Officer, a candidate shall possess any of the following requirements:

- a) A Higher National Diploma in Computer Science or Data Processing obtained from a recognized institution, NYSC Certificate with a minimum of 3 years cognate experience.
- b) A National Diploma in Computer Studies / Computer Science or Data Processing obtained from a recognized institution, with a minimum of 9 years cognate experience.
- c) In cases (a) and (b) above a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Senior Data Processing Officer, a Higher Data Processing Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL DATA PROCESSING OFFICER II

- **CONTISS 09**

i) For appointment as Principal Data Processing Officer II, a candidate shall possess any of the following requirements:

- a) A Higher National Diploma in Computer Science or Data Processing obtained from a recognized institution, NYSC Certificate with a minimum of 6 years cognate experience.
 - b) A National Diploma in Computer Studies / Computer Science or Data Processing obtained from a recognized institution, with a minimum of 12 years cognate experience.
 - c) In cases (a) and (b) above a candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Principal Data Processing Officer II, a Senior Data Processing Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

PRINCIPAL DATA PROCESSING OFFICER I - CONTISS 11

i) For appointment as Principal Data Processing Officer I, a candidate shall possess any of the following requirements:

- a) A Higher National Diploma in Computer Science or Data Processing obtained from a recognized institution, NYSC Certificate with a minimum of 9 years cognate experience. And
 - b) A candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Principal Data Processing Officer I, a Principal Data Processing Officer II must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF DATA PROCESSING OFFICER - CONTISS 12

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Data Processing Officer, a Principal Data Processing Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF DATA PROCESSING OFFICER - CONTISS 13

i) For promotion to the rank of Chief Data Processing Officer, an Assistant Chief Data Processing Officer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

22. DENTAL MEDICAL OFFICER CADRE

22.1 Posts and Salaries

Senior Dental Medical Officer II	-	CONMESS 03
Senior Dental Medical Officer I	-	CONMESS 04
Principal Dental Medical Officer II	-	CONMESS 05
Principal Dental Medical Officer I	-	CONMESS 06
Chief Dental Medical Officer	-	CONMESS 07

22.2 DUTIES

i) SENIOR DENTAL MEDICAL OFFICER II - CONMESS 03

- a) Diagnose and manage diseases manifested in the oral cavity
- b) Carry out minor oral surgeries including extraction of erupted and impacted teeth
- c) Give medical and other forms of treatment for dental disorders
- d) Correct mal-position of teeth
- e) Replace lost tooth by bridge work or dentures
- f) Carry out root canal treatment
- g) Replace portions of tooth crown by in-lay or artificial crown
- h) Provide preventive and curative services for dental and oral diseases and disorders
- i) Remove pathological portions of the disordered teeth and restore them to normal form and functions
- j) Participate in carrying out dental health education to staff and students
- k) Assist in the review of the management of patients by subordinates
- l) Carry out other duties as may be assigned
- m) Provide professional and community services.

ii) SENIOR DENTAL MEDICAL OFFICER I - CONMESS 04

- a) Diagnose and manage diseases manifested in the oral cavity
- b) Carry out minor oral surgeries including extraction of erupted and impacted teeth
- c) Give medical and other forms of treatment for dental disorders
- d) Correct mal-position of teeth
- e) Replace lost tooth by bridge work or dentures
- f) Carry out root canal treatment
- g) Replace portions of tooth crown by in-lay or artificial crown

- h) Provide preventive and curative services for dental and oral diseases and disorders
- i) Remove pathological portions of the disordered teeth and restore them to normal form and functions
- j) Participate in carrying out dental health education to staff and students
- k) Participate in the review of the management of patients by subordinates
- l) Assist in updating the professional knowledge and practice of subordinates
- m) Assist in advising on the suitability of various dental equipment
- n) Assist in the maintenance of reasonable store of essential dental consumables
- o) Carry out other duties as may be assigned
- p) Provide professional and community services.

iii) *PRINCIPAL DENTAL MEDICAL OFFICER II* - CONMESS 05

- a) Diagnose and manage diseases manifested in the oral cavity
- b) Carry out minor oral surgeries including extraction of erupted and impacted teeth
- c) Give medical and other forms of treatment for dental disorders
- d) Correct mal-position of teeth
- e) Replace lost tooth by bridge work or dentures
- f) Carry out root canal treatment
- g) Replace portions of tooth crown by in-lay or artificial crown
- h) Provide preventive and curative services for dental and oral diseases and disorders
- i) Remove pathological portions of the disordered teeth and restore them to normal form and functions
- j) Participate in carrying out dental health education to staff and students
- k) Participate in the review of the management of patients by subordinates
- l) Assist in updating the professional knowledge and practice of subordinates
- m) Assist in advising on the suitability of various dental equipment
- n) Assist in the maintenance of reasonable store of essential dental consumables
- o) Assist in the preparation of Quarterly and Annual Reports for the Unit
- p) Assist in advising on the procurement of consumables and dental equipment
- q) Assist in initiating In-Service training programmes for staff
- r) Carry out other duties as may be assigned
- s) Provide professional and community services.

iv) *PRINCIPAL DENTAL MEDICAL OFFICER I* - CONMESS 06

- a) Diagnose and manage diseases manifested in the oral cavity
- b) Carry out minor oral surgeries including extraction of erupted and impacted teeth

- c) Give medical and other forms of treatment for dental disorders
- d) Correct mal-position of teeth
- e) Replace lost tooth by bridge work or dentures
- f) Carry out root canal treatment
- g) Replace portions of tooth crown by in-lay or artificial crown
- h) Provide preventive and curative services for dental and oral diseases and disorders
- i) Remove pathological portions of the disordered teeth and restore them to normal form and functions
- j) Carry out dental health education to staff and students
- k) Participate in recommending on the purchase of suitable dental equipment and consumables
- l) Participate in the maintenance of reasonable dental stores for essential services
- m) Participate in the preparation of Quarterly and Annual Reports for the Unit
- n) Participate in initiating In-Service training programmes for staff
- o) Carry out other duties as may be assigned
- p) Provide professional and community services.

v) **CHIEF DENTAL MEDICAL OFFICER**

- CONMESS 07

- a) Responsible to the Director, University Health Services for providing good leadership in the Unit
- b) Lead in the diagnoses and management of diseases manifested in the oral cavity
- c) Lead in carrying out minor oral surgeries including extraction of erupted and impacted teeth
- d) Give medical and other forms of treatment for dental disorders
- e) Lead in the correction of mal-position of teeth
- f) Lead in the replacement of lost tooth by bridge work or dentures
- g) Carry out root canal treatment
- h) Replace portions of tooth crown by in-lay or artificial crown
- i) Provide preventive and curative services for dental and oral diseases and disorders
- j) Remove pathological portions of the disordered teeth and restores them to normal form and functions
- k) Initiate dental health education programmes for staff and students
- l) Take charge of various dental equipment in the Unit
- m) Take charge of the maintenance of reasonable stores for essential dental service
- n) Provide Quarterly and Annual Reports for the Unit

- o) Recommend on the procurement of consumables and dental equipment
- p) Ensure the training of subordinates
- q) Initiate manpower training and staff development programme
- r) Carry out other duties as may be assigned
- s) Provide professional and community services.

22.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

SENIOR DENTAL MEDICAL OFFICER II

- CONMESS 03

i) For appointment as Senior Dental Medical Officer II, a candidate shall possess the following requirements:

- a) BDS obtained from a recognized institution, one-year housemanship, NYSC Certificate, full MDCN registration.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Senior Dental Medical Officer II, the Dental Medical Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR DENTAL MEDICAL OFFICER I

- CONMESS 04

i) For appointment as Senior Dental Medical Officer I, a candidate shall possess the following requirements:

- a) A Bachelor of Dental Surgery (BDS) obtained from a recognized institution, one-year housemanship, NYSC Certificate, full MDCN registration and 3 years' post-registration experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Senior Dental Medical Officer I, the Senior Dental Medical Officer II must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

PRINCIPAL DENTAL MEDICAL OFFICER II

- CONMESS 05

i) For appointment as Principal Dental Medical Officer II, a candidate shall possess any of the following requirements:

- a) A Bachelor of Dental Surgery (BDS) obtained from a recognized institution, one-

year housemanship, NYSC Certificate, full MDCN registration and 6 years' post-registration experience.

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

ii) For promotion to the rank of Principal Dental Medical Officer II, the Senior Dental Medical Officer I must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

PRINCIPAL DENTAL MEDICAL OFFICER I - CONMESS 06

For promotion to the rank of Principal Dental Medical Officer I, the Principal Dental Medical Officer II must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF DENTAL MEDICAL OFFICER - CONMESS 07

For promotion to the rank of Chief Dental Medical Officer, the Principal Dental Medical Officer I must have served efficiently and effectively for a minimum of 4 years and obtained excellent Annual Performance Evaluation Reports for the period.

23. DENTAL TECHNOLOGIST CADRE

23.1 Post and Salaries

Dental Technologist II	-	CONHESS 07
Dental Technologist I	-	CONHESS 08
Senior Dental Technologist	-	CONHESS 09
Principal Dental Technologist	-	CONHESS 11
Assistant Chief Dental Technologist	-	CONHESS 12
Chief Dental Technologist	-	CONHESS 13

23.2 DUTIES

DENTAL TECHNOLOGIST II - **CONHESS 07**

- a) Perform routine laboratory duties
- b) Assist in undertaking duties in all branches of dental prosthetics including advanced inlay, bridged and orthodontic techniques
- c) Construct oral maxilla facial appliances
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.
- f) Carry out any other duties as may be assigned.

DENTAL TECHNOLOGIST I - **CONHESS 08**

- a) Perform routine laboratory duties
- b) Undertake duties in all branches of dental prosthetics including advanced inlay, bridged and orthodontic techniques
- c) Construct oral maxilla facial appliances
- d) Assist in fabricating dental intricate appliances
- e) Provide professional and community services.
- f) Carry out any other duties as may be assigned.

SENIOR DENTAL TECHNOLOGIST - **CONHESS 09**

- a) Perform intricate laboratory duties
- b) Train junior officers on the job
- c) Repair and service dental instruments and equipment
- d) Construct oral maxilla facial appliances
- e) Fabricate intricate dental appliances such as oral splints, complicated orthodontic appliances, etc.

- f) Provide professional and community services.
- g) Carry out any other duties as may be assigned.

PRINCIPAL DENTAL TECHNOLOGIST - ***CONHESS 11***

- a) Perform intricate laboratory duties
- b) Train junior officers on the job
- c) Coordinate the activities of a number of junior staff
- d) Fabricate and repair appliances
- e) Provide professional and community services.
- f) Carry out any other duties as may be assigned.

ASSISTANT CHIEF DENTAL TECHNOLOGIST - ***CONHESS 12***

- a) Ensure safe-keeping of materials and equipment in various laboratories
- b) Advise on the procurement of equipment
- c) Prepare indents for Dental laboratories
- d) Assist in the administration of the of the Dental laboratories
- e) Provide professional and community services.
- f) Carry out any other duties as may be assigned.

CHIEF DENTAL TECHNOLOGIST - ***CONHESS 13***

- a) Advise on the development of dental technological service
- b) Assist Dental Surgeons
- c) Take charge of the Dental laboratories
- d) Provide professional and community services
- e) Carry out any other duties as may be assigned.

23.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

DENTAL TECHNOLOGIST II - ***CONHESS 07***

i) For appointment as Dental Technologist II, a candidate shall possess the following requirement:

- a) A Higher National Diploma in Dental Technology or equivalent qualification, with a minimum of Lower Credit, obtained from recognized institution; with NYSC Certificate.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

DENTAL TECHNOLOGIST I

- **CONHESS08**

i) For appointment as Dental Technologist I, a candidate shall possess the following requirement:

- a) A Higher National Diploma in Dental Technology or equivalent qualification, with a minimum of Lower Credit, obtained from recognized institution; with NYSC Certificate, and a minimum of 3 years cognate experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Dental Technologist I, a Dental Technologist II must have served for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR DENTAL TECHNOLOGIST

- **CONHESS 09**

i) For appointment as Senior Dental Technologist, a candidate shall possess the following requirement:

- a) A Higher National Diploma in Dental Technology or equivalent qualification, with a minimum of Lower Credit, obtained from recognized institution; with NYSC Certificate, and a minimum of 6 years cognate experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Senior Dental Technologist, the Dental Technologist I must have served for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL DENTAL TECHNOLOGIST

- **CONHESS 11**

i) For appointment as Principal Dental Technologist, a candidate shall possess the following requirement:

- a) A Higher National Diploma in Dental Technology or equivalent qualification, with a minimum of Lower Credit, obtained from recognized institution; with NYSC Certificate, and 9 years cognate experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Principal Dental Technologist, the Senior Dental Technologist must have served for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF DENTAL TECHNOLOGIST

- CONHESS 12

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Dental Technologist, the Principal Dental Technologist must have served effectively and efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF DENTAL TECHNOLOGIST

- CONHESS 13

For promotion to the rank of Chief Dental Technologist, the Assistant Chief Dental Technologist must have served effectively and efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

24. DENTAL THERAPIST CADRE

24.1 Posts and Salaries

Dental Therapist II	-	CONHESS 07
Dental Therapist I	-	CONHESS 08
Senior Dental Therapist	-	CONHESS 09
Principal Dental Therapist	-	CONHESS 11
Assistant Chief Dental Therapist	-	CONHESS 12
Chief Dental Therapist	-	CONHESS 13

24.2 DUTIES

i) DENTAL THERAPIST II - CONHESS 07

- a) Scale and polish teeth of patients as directed by the Dental Surgeon
- b) Instruct patients on correct tooth brushing method
- c) Carry out oral hygiene for patients who are unable to do it themselves
- d) Teach oral hygiene to orthodontic patients
- e) Assist in supervising practical work on phantom heads as well as on patients
- f) Demonstrate how to handle different cases such as fainted or epileptic patients
- g) Provide professional and community services
- h) Carry out other duties as may be assigned

ii) DENTAL THERAPIST I - CONHESS 08

- a) Scale and polish teeth of patients as directed by the Dental Surgeon
- b) Instruct patients on correct tooth brushing method
- c) Carry out oral hygiene for patients who are unable to do themselves
- d) Teach oral hygiene to orthodontic patients
- e) Assist in supervising practical work on phantom heads as well as on patients
- f) Demonstrate how to handle different cases such as fainted or epileptic patients
- g) Provide professional and community services
- h) Carry out other duties as may be assigned.

iii) SENIOR DENTAL THERAPIST - CONHESS 09

- a) Educate the public on oral hygiene
- b) Demonstrate how to handle the different cases such as fainted or epileptic patients
- c) Give lectures on topics like material medicine instrumentation, tooth

morphology and sterilization

- d) Supervise the activities of subordinates
- e) Provide professional and community services
- f) Carry out other duties as may be assigned.

iv) PRINCIPAL DENTAL THERAPIST

- CONHESS11

- a) Take stock of dental materials
- b) Supervise the practical work of Dental Therapist-in-Training
- c) Co-ordinate the activities of subordinates
- d) Supervise and assist in training subordinates
- e) Provide professional and community services
- f) Carry out other duties as may be assigned

v) ASSISTANT CHIEF DENTAL THERAPIST

- CONHESS 12

- a) Prepare schedule of duties for staff
- b) Supervise and train junior staff
- c) Assist in the administration of the Unit
- d) Provide professional and community services
- e) Carry out other duties as may be assigned

vi) CHIEF DENTAL THERAPIST

- CONHESS 13

- a) Responsible to the Chief Dental Officer on the day-to-day administration of the Dental Therapist Unit
- b) Co-ordinate the duties of other Dental Therapists
- c) Advise on related matters
- d) Provide professional and community services
- e) Carry out other duties as may be assigned

24.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

DENTAL THERAPIST II

- CONHESS 07

i) For appointment as Dental Therapist II, a candidate shall possess the following requirement:

- a) A Higher National Diploma (HND) with a minimum of Lower Credit in Dental Therapy or equivalent, obtained from recognized institution with NYSC Certificate and evidence of Computer Literacy.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

DENTAL THERAPIST I

- **CONHESS 08**

i) For appointment as Dental Therapist I, a candidate shall possess the following requirement:

- a) A HND with a minimum of Lower Credit in Dental Therapy or equivalent obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 3 years cognate experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Dental Therapist I, the Dental Therapist II must have served for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR DENTAL THERAPIST

- **CONHESS 09**

i) For appointment as Senior Dental Therapist, a candidate shall possess the following requirement:

- a) A HND with a minimum of Lower Credit in Dental Therapy or equivalent obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 6 years cognate experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Senior Dental Therapist, the Dental Therapist I must have served for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL DENTAL THERAPIST

- **CONHESS 11**

i) For appointment as Principal Dental Therapist, a candidate shall possess the following requirement:

- a) A HND with a minimum of Lower Credit in Dental Therapy or equivalent obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 9 years cognate experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Principal Dental Therapist, the Senior Dental Therapist must have served for a minimum of 3 years and obtained favourable Annual Performance

Evaluation Reports for the period.

ASSISTANT CHIEF DENTAL THERAPIST

- **CONHESS 12**

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Dental Therapist, the Principal Dental Therapist must have served effectively and efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF DENTAL THERAPIST

- **CONHESS 13**

For promotion to the rank of Chief Dental Therapist, the Assistant Chief Dental Therapist must have served effectively and efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

25. DIETICIAN AND NUTRITION OFFICER CADRE

25.1 Posts and Salaries

Dietician/Nutrition Officer	-	CONHESS 06
Higher Dietician/Higher Nutrition Officer	-	CONHESS 07
Senior Dietician/Senior Nutrition Officer	-	CONHESS 08
Principal Dietician II/Principal Nutrition Officer II	-	CONHESS 09
Principal Dietician I/Principal Nutrition Officer I	-	CONHESS 11
Asst. Chief Dietician/Asst. Chief Nutrition Officer	-	CONHESS 12
Chief Dietician/Chief Nutrition Officer	-	CONHESS 13
Senior Chief Dietician/Senior Chief Nutrition Officer	-	CONHESS 14

25.2 DUTIES

i) DIETICIAN/NUTRITION OFFICER - CONHESS 06

- a) Interpreting the scientific principles of nutrition to the human subject in health and in disease, hospitals, social services and to a wide extent in industries and teaching.
- b) Taking part in planning and advising on the nutritional aspects of Hospital Dietary.
- c) Working in consultation with Medical Officers on matters relating to the diets for patients.
- d) Advising patients on nutrition and special diets
- e) Assisting in supervising the work of Nutrition Assistants
- f) Supervising school meals, workers canteen feeding projects etc.
- g) Taking part in Nutrition Surveys
- h) Taking active part in the organization of Refresher Courses and Seminar for Public Health.
- i) Taking part in Nutrition Programs

ii) HIGHER DIETICIAN/HIGHER NUTRITION OFFICER - CONHESS 07

- a) Advising patients on nutrition and special diets.
- b) Assisting in educating the public.
- c) Lecturing Nursing and para-medical staff.
- d) Vetting and adjusting menus when necessary.
- e) Educating the public on nutrition through mass media.
- f) Assisting in Organizing Nutrition Surveys.
- g) Organizing Nutrition Training Programmes.
- h) Supervising the activities of junior staff.

iii) SENIOR DIETICIAN/SENIOR NUTRITION OFFICER - CONHESS 08

- a) Supervising field work.
- b) Maintaining records of food stuff price lists and advising on purchases.
- c) Educating the university community on proper nutrition.
- d) Training subordinate Dietitians/Nutritionists and supervising the staff in his unit
- e) Taking charge of Nutrition Surveys and Research.
- f) Advising on the training methods of Nutrition Officers.
- g) Taking charge of Nutrition activities in the university
- h) Carry out any other duties as may be assigned

iv) PRINCIPAL DIETICIAN II/PRINCIPAL NUTRITION OFFICER II - CONHESS 09

- a) Taking charge of Nutrition Survey and Research.
- b) Assisting in training Dietitians/Nutritionists.
- c) Organizing campaigns against malnutrition
- d) Assisting in the training and planning enlightenment programmes
- e) Co-ordinating the activities of subordinate staff
- f) Carry out any other duties as may be assigned

v) PRINCIPAL DIETICIAN I/PRINCIPAL NUTRITION OFFICER I - CONHESS 11

- a) Supervising Nutrition Surveys.
- b) Supervising the activities of subordinate staff.
- c) Organizing training and sensitization programmes
- d) Taking charge of nutrition education campaigns on diseases such as diabetes, peptic ulcer, etc.
- e) Carry out any other duties as may be assigned

vi) ASST. CHIEF DIETICIAN/ASST. NUTRITION OFFICER - CONHESS12

- a) Planning and coordinating Nutrition/Dietetic Programmes.
- b) Assisting in preparing the Estimate for the Unit.
- c) Advising the university management on Nutrition and Catering Policy.
- d) Assisting in the administration of the Unit.
- e) Advising on food and nutrition education policy to university community.
- f) Co-ordinating nutrition education programmes
- g) Carry out any other duties as may be assigned

vii) CHIEF DIETICIAN/CHIEF NUTRITION OFFICER - CONHESS 13

- a) Coordinating Nutrition Surveys and Research
- b) Organizing and promoting In-house training on nutrition.
- c) Advising on Nutrition/Dietaries matters.

- d) Any other duty that may be assigned

viii) SENIOR CHIEF DIETICIAN/SENIOR CHIEF NUTRITION OFFICER - CONHESS 14

- a) Taking charge of the Unit.
- b) Coordinating Nutrition Surveys and Research
- c) Organizing and promoting In-house training on nutrition.
- d) Advising on Nutrition/Dietaries matters.
- e) Any other duty that may be assigned

25.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

DIETICIAN/NUTRITION OFFICER - CONHESS 06

For appointment as Dietician/Nutrition Officer, a candidate shall possess any of the following requirements:

- a) A National Diploma in Food Science, Applied Nutrition or any other relevant qualification with 3 years' experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Dietician/Nutrition Officer, a candidate must have served for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

HIGHER DIETICIAN/HIGHER NUTRITION OFFICER - CONHESS 07

For appointment as Dietician/Nutrition Officer, a candidate shall possess any of the following requirements:

- a) A candidate possessing Higher National Diploma (HND) in Dietetics, Nutrition or any relevant qualification from a recognized institution.
- b) A candidate possessing Degree in Dietetics and Nutrition or any relevant qualification from a recognized institution.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Higher Dietician/Higher Nutrition Officer, a candidate must have served for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR DIETICIAN/SENIOR NUTRITION OFFICER - CONHESS 08

For appointment as Senior Dietician/Senior Nutrition Officer, a candidate shall possess

any of the following requirements:

- a) A Higher National Diploma (HND) in Dietetics, Nutrition or any relevant qualification from a recognized institution with 3 years' experience.
- b) A Degree in Dietetics and Nutrition or any relevant qualification from a recognized institution with 3 years' experience
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Senior Dietician/Senior Nutrition Officer, a candidate must have served for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL DIETICIAN II/PRINCIPAL NUTRITION OFFICER II - CONHESS 09

For appointment as Principal Dietician II/Principal Nutrition Officer II, a candidate shall possess any of the following requirements:

- a) A Higher National Diploma (HND) in Dietetics, Nutrition or any relevant qualification from a recognized institution with 6 years' experience.
- b) A Degree in Dietetics and Nutrition or any relevant qualification from a recognized institution with 6 years' experience
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Principal Dietician II/Principal Nutrition Officer II, a candidate must have served for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL DIETICIAN I/PRINCIPAL NUTRITION OFFICER I - CONHESS 11

For appointment as Principal Dietician I/Principal Nutrition Officer I, a candidate shall possess any of the following requirements:

- a) A Higher National Diploma (HND) in Dietetics, Nutrition or any relevant qualification from a recognized institution with 9 years' experience.
- b) A Degree in Dietetics and Nutrition or any relevant qualification from a recognized institution with 9 years' experience
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Principal Dietician I/Principal Nutrition Officer I, a candidate must have served for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

ASST. CHIEF DIETICIAN/ASST. CHIEF NUTRITION OFFICER - CONHESS 12

For appointment as Asst. Chief Dietician/Asst. Chief Nutrition Officer, a candidate shall possess any of the following requirements:

- a) A Higher National Diploma (HND) in Dietetics, Nutrition or any relevant qualification from a recognized institution with 12 years' experience.
- b) A Degree in Dietetics and Nutrition or any relevant qualification from a recognized institution with 12 years' experience
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Asst. Chief Dietician/Asst. Chief Nutrition Officer, a candidate must have served for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

CHIEF DIETICIAN/CHIEF NUTRITION OFFICER - CONHESS 13

For appointment as Chief Dietician/Chief Nutrition Officer, a candidate shall possess any of the following requirements:

- a) A Degree in Dietetics and Nutrition or any relevant qualification from a recognized institution with 12 years' experience
- b) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Chief Dietician/Chief Nutrition Officer, a candidate must have served for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR CHIEF DIETICIAN/CHIEF NUTRITION OFFICER - CONHESS 14

For promotion to the rank of Senior Chief Dietician/Senior Chief Nutrition Officer, a candidate must have served for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

26. DRIVER/MECHANIC CADRE

26.1 Posts and Salary

Principal Motor Driver/Mechanic	-	CONTISS	06
Chief Motor Driver/Mechanic	-	CONTISS	07
Chief Motor Driver/Mechanic	-	CONTISS	08
Transport Officer	-	CONTISS	09

26.2 DUTIES

i) PRINCIPAL MOTOR DRIVER/MECHANIC - CONTISS 06

- a) Drive with care and caution any vehicle assigned
- b) Ensure the security of vehicle while in his custody
- c) Understand the general condition of the vehicle assigned
- d) Ensure proper servicing of vehicle at the appropriate time
- e) Report promptly to the appropriate officer, any faults or defects discovered
- f) Undertake emergency repairs, with the consent of the Head of Department
- g) Carry out other duties as may be assigned.

ii) ASSISTANT CHIEF MOTOR DRIVER/MECHANIC - CONTISS 07

- a) Drive with care and caution any vehicle assigned
- b) Ensure the security of vehicle while in his custody
- c) Understand the general condition of the vehicle assigned
- d) Ensure proper servicing of vehicle at the appropriate time
- e) Report promptly to the appropriate officer, any faults or defects discovered
- f) Undertake emergency repairs, with the consent of the Head of Department
- g) Assist the officer in charge of transport in the supervision of staff and vehicles in the Unit.
- h) Carry out other duties as may be assigned.

iii) CHIEF MOTOR DRIVER/MECHANIC - CONTISS 08

- a) Assist the transport officer in day-to-day activities
- b) Ensure the security of vehicles while in his custody
- c) Understand the general condition of the vehicle assigned
- d) Ensure proper servicing of vehicles at the appropriate time
- e) Report promptly to the appropriate officer, any faults or defects discovered
- f) Undertake emergency repairs, with the consent of the Head of Department
- g) Supervise all drivers in the Unit/Department/Pool
- h) Carry out other duties as may be assigned.

iv) TRANSPORT OFFICER

- **CONTISS 09**

- i)** Manage the University fleet of vehicles
- ii)** Coordinate transportation services for staff and students
- iii)** Maintain vehicle records and documentation
- iv)** Coordinate vehicle maintenance and repairs
- v)** Ensure vehicle security and safety
- vi)** Prepare reports on transport operations
- vii)** Report to the Director Maintenance Services or the relevant Head of Department in all matters of vehicles in the Pool

26.3 METHODS OF ADVANCEMENT WITHIN THE CADRE

PRINCIPAL MOTOR DRIVER/MECHANIC

- **CONTISS 06**

For appointment as Principal Motor Driver/Mechanic, a candidate shall possess any of the following requirements:

- a) A National Diploma and Trade Test Grade I in the relevant areas or any recognized qualification with a minimum of 3 years' experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Principal Motor Driver/Mechanic, a Senior Motor Driver/Mechanic must have served efficiently for a minimum of 3 years with very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF MOTOR DRIVER/MECHANIC

- **CONTISS 07**

For appointment as Assistant Chief Motor Driver/Mechanic, a candidate shall possess any of the following requirements:

- a) A National Diploma and Trade Test Grade I in the relevant areas or any recognized qualification with a minimum of 6 years' experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Asst. Chief Motor Driver/Mechanic, a Principal Motor Driver/Mechanic must have served efficiently for a minimum of 3 years with very good Annual Performance Evaluation Reports for the period.

CHIEF MOTOR DRIVER/MECHANIC

- **CONTISS 08**

For promotion to the rank of Chief Motor Driver/Mechanic, an Asst. Chief Motor Driver/Mechanic must have served efficiently and effectively for a minimum of 3 years

with very good Annual Performance Evaluation Reports for the period.

TRANSPORT OFFICER

- ***CONTISS 09***

For appointment, a candidate shall have a minimum of National Diploma, obtained from a recognized institution with at least 12 years relevant experience.

SENIOR STAFF SCHEME OF SERVICE

27. ENGINEER CADRE (Electrical, Civil and Mechanical)

27.1 Posts and Salaries

Engineer I	-	CONTISS 08
Senior Engineer	-	CONTISS 09
Principal Engineer	-	CONTISS 11
Assistant Chief Engineer	-	CONTISS 12
Chief Engineer	-	CONTISS 13
Deputy Director	-	CONTISS 14
Director	-	CONTISS 15

27.2 DUTIES

i) ENGINEER I - *CONTISS 08*

- a) Assist in carrying out basic engineering designs
- b) Assist the Project Engineer
- c) Assist in the supervision of engineering projects and services
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

ii) SENIOR ENGINEER - *CONTISS 09*

- a) Carry out basic engineering designs
- b) Assist the Project Engineer
- c) Assist in the supervision of all engineering projects and services
- d) Assist in the assessment of engineering designs for adequacy in standard
- e) Assist in monitoring and control in the execution of engineering projects
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

iii) PRINCIPAL ENGINEER

- **CONTISS 11**

- a) Carry out engineering designs and project planning
- b) Serve as Project Engineer in minor projects
- c) Assist in supervising all engineering projects and services
- d) Assist in assessing engineering designs for adequacy in standards
- e) Monitor and control the execution of engineering projects for cost effectiveness
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

iv) ASSISTANT CHIEF ENGINEER

- **CONTISS 12**

- a) Carry out Engineering designs and project planning
- b) Participate in all engineering projects and services
- c) Serve as Project Engineer in medium scale projects
- d) Assess engineering designs for adequacy in standards
- e) Monitor and control the execution of engineering projects for cost effectiveness
- f) Assist in the preparation of Annual Capital Estimates and Budgetary Allocations for all engineering projects for the University
- g) Carry out other duties as may be assigned
- h) Provide professional and community services.

v) CHIEF ENGINEER

- **CONTISS 13**

- a) Supervise Engineering designs and project planning
- b) Serve as Project Engineer in major projects
- c) Supervise all kinds of engineering projects and services
- d) Assess engineering designs for adequacy in standards
- e) Monitor and control the execution of engineering projects for cost effectiveness
- f) Participate in the preparation of Annual Capital Estimates and Budgetary Allocations for all engineering projects and services for the University
- g) Participate in the supervision of other professionals in the Department
- h) Assist in preparing Quarterly and Annual Reports for the Department
- i) Assist in preparing Annual Budget Estimates for the Department
- j) Participate in initiating manpower training and staff development programmes
- k) Carry out other duties as may be assigned
- l) Provide professional and community services.

vi) DEPUTY DIRECTOR

- *CONTISS 14*

- a) Play a major role in:
 - i) Planning engineering designs of projects
 - ii) Monitoring and supervision of engineering projects and services
 - iii) Ensuring cost effectiveness in projects
- b) Participate in the recommendation and updating of the University Master Plan and Environmental Policy
- c) Provide effective supervision of other professionals in the Department
- d) Participate in preparing Annual Capital Estimates and Budgetary Allocations for all engineering projects and services for the University
- e) Participate in preparing Quarterly and Annual Reports for the Department
- f) Participate in preparing Annual Budget Estimates for the Department
- g) Initiate manpower training and staff development programmes
- h) Advise the Director on periodic redeployment of staff for efficient service delivery
- i) Carry out other duties as may be assigned
- j) Provide professional and community services.

vii) DIRECTOR

- *CONTISS 15*

- a) Responsible to the Vice-Chancellor for providing very good leadership in the Department.
- b) Ensure the attainment of proper:
 - i) Physical planning and development of the University
 - ii) Maintenance, rehabilitation and care of existing University facilities, equipment and municipal services.
 - iii) Cost effectiveness in all University projects
- c) Ensure the provision of adequate water and electricity supply in the University
- d) Prepare and maintain University Assets Register
- e) Prepare Annual Capital Estimates and Budgetary Allocations for all engineering projects and services for the University
- f) Recommend the updating of the University Master Plan and Environmental Policy
- g) Prepare Quarterly and Annual Reports for the Department
- h) Prepare Annual Budget Estimates for the Department
- i) Make periodic reports to Management on the physical condition of the University infrastructure
- j) Periodic redeployment of staff for efficient service delivery
- k) Ensure manpower training and staff development

- l) Carry out other duties as may be assigned
- m) Provide professional and community services.

27.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

ENGINEER I

- **CONTISS 08**

For appointment as Engineer I, a candidate shall possess any of the following requirements:

- a) A Master's degree in Engineering obtained from a recognized institution and NYSC Certificate.
- b) Any Class of Degree in Engineering obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy in professional software with a minimum of 3 years relevant post- graduation experience.
- c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Engineer I, an Engineer II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR ENGINEER

- **CONTISS 09**

For appointment as Senior Engineer, a candidate shall possess any of the following requirements:

- a) A Master's degree in Engineering obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy in professional software with a minimum of 3 years relevant post-graduation experience.
- b) Any Class of Degree in Engineering obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy in professional software with a minimum of 6 years relevant post- graduation experience.
- c) In cases of (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Senior Engineer, an Engineer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL ENGINEER

- **CONTISS 11**

For appointment as Principal Engineer, a candidate shall possess any of the following requirements:

- a) A Master's degree in Engineering obtained from a recognized institution, NYSC Certificate, registration with COREN with a minimum of 6 years relevant post-graduation experience.
- b) Any Class of Degree in Engineering obtained from a recognized institution, NYSC Certificate, registration with COREN and evidence of Computer Literacy in professional software with a minimum of 9 years relevant post-graduation experience.
- c) In cases in (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Principal Engineer, a Senior Engineer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF ENGINEER

- **CONTISS 12**

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Engineer, a Principal Engineer must have registered with COREN, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF ENGINEER

- **CONTISS 13**

For promotion to the rank of Chief Engineer, an Assistant Chief Engineer must have registered with COREN, served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

DEPUTY DIRECTOR

- **CONTISS 14**

For promotion to the rank of Deputy Director, a Chief Engineer must have registered with COREN, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

For appointment of a candidate with Any Class of Degree in Engineering, obtained from a recognized institution, NYSC Certificate, registered with COREN with a minimum of 15 years post-qualification and 12 years

SENIOR STAFF SCHEME OF SERVICE

post-registration experience. Must have reached the position of Deputy Director or its Equivalent.

SENIOR STAFF SCHEME OF SERVICE

28. ENVIRONMENTAL HEALTH OFFICER CADRE

28.1 Posts and Salaries

Environmental Health Officer II	-	CONHESS 07
Environmental Health Officer I	-	CONHESS 08
Senior Environmental Health Officer	-	CONHESS 09
Principal Environmental Health Officer	-	CONHESS 11
Assistant Chief Environmental Health Officer	-	CONHESS 12
Chief Environmental Health Officer	-	CONHESS 13
Senior Chief Environmental Officer	-	CONHESS 14

28.2 DUTIES

i) ENVIRONMENTAL HEALTH OFFICER II - CONHESS 07

- a) Assist in ensuring proper environmental sanitation in and around the University
- b) Assist in health education programmes for staff and students
- c) Assist in the control of communicable diseases, their vectors and animal pests
- d) Assist in community immunization coverage
- e) Assist in collecting food and water samples for bacteriological examinations from places where they are prepared in the University
- f) Assist in regular sanitary inspection of students' hostels, residential and academic areas
- g) Assist in maintaining statistical records of immunization
- h) Carry out surveillance and notification duty within the campus to ensure compliance with Hygiene Regulations
- i) Carry out other duties as may be assigned
- j) Provide professional and community services.

ii) ENVIRONMENTAL HEALTH OFFICER I - CONHESS 08

- a) Participate in ensuring proper environmental sanitation in and around the University
- b) Participate in health education programmes for staff and students
- c) Participate in the control of communicable diseases, their vectors and animal pests
- d) Participate in community immunization coverage
- e) Participate in collecting food and water samples for bacteriological examinations from places where they are prepared in the University
- f) Assist in the training of subordinates
- g) Participate in regular sanitary inspection of students hostels, residential and academic areas
- h) Assist in maintaining statistical records of immunization
- i) Carry out surveillance and notification duty within the campus to ensure

- compliance with Hygiene Regulations
- j) Carry out other duties as may be assigned
- k) Provide professional and community services.

iii) SENIOR ENVIRONMENTAL HEALTH OFFICER - CONHESS 09

- a) Participate in health education programmes for staff and students
- b) Assist in the initiation of environmental policies for the University
- c) Participate in community immunization coverage
- d) Participate in collecting food and water samples for bacteriological examinations from places where they are prepared in the University
- e) Participate in the training of subordinates
- f) Participate in regular sanitary inspection of students' hostels, residential and academic areas
- g) Participate in maintaining statistical records of immunization
- h) Carry out surveillance and notification duty within the campus to ensure compliance with Hygiene Regulations
- i) Assist in initiating manpower training and staff development programmes
- j) Carry out other duties as may be assigned
- k) Provide professional and community services.

iv) PRINCIPAL ENVIRONMENTAL HEALTH OFFICER - CONHESS 11

- l) Participate in initiating health education programmes for staff and students
- m) Participate in initiating environmental policies for the University
- n) Participate in community immunization coverage
- o) Participate in the training of subordinates
- p) Assist in initiating manpower training and staff development programmes
- q) Participate in regular sanitary inspection of students' hostels, residential and academic areas
- r) Assist in maintaining statistical records of immunization
- s) Carry out surveillance and notification duty within the campus to ensure compliance with Hygiene Regulations
- t) Assist in the preparation of Quarterly and Annual Reports for the Unit
- u) Assist in the preparation of Annual Budget Estimates for the Unit
- v) Carry out other duties as may be assigned
- w) Provide professional and community services.

v) ASST CHIEF ENVIRONMENTAL HEALTH OFFICER - CONHESS 12

- a) Participate in initiating environmental health programmes for the University
- b) Participate in initiating health education programmes for staff and students
- c) Participate in initiating environmental policies for the University
- d) Play a major role in community immunization coverage
- e) Train subordinates
- f) Initiate manpower training and staff development programmes
- g) Play a major role in regular sanitary inspection of students' hostels,

residential and academic areas

- h) Maintain statistical records of immunization
- i) Carry out surveillance and notification duty within the campus to ensure compliance with Hygiene Regulations
- j) Participate in the preparation of Quarterly and Annual Reports for the Unit
- k) Participate in the preparation of Annual Budget Estimates for the Unit
- l) Assist in ensuring compliance with Code of Professional Ethics
- m) Carry out other duties as may be assigned
- n) Provide professional and community services.

vii) CHIEF ENVIRONMENTAL HEALTH OFFICER - CONHESS 13

- a) Responsible to the Deputy Director, University Health Services in providing good leadership in the Unit
- b) Assisting in the manpower training and staff development programmes
- c) Assist in the training of subordinates
- d) Assist Annual Budget Estimates for the Unit
- e) Assist in the Quarterly and Annual Reports for the Unit
- f) Participate in the maintenance of statistical records of immunization
- g) Ensure compliance with Code of Professional Ethics
- h) Assisting in the surveillance and notification of duty within the campuses to ensure compliance with Hygiene Regulations
- i) Oversee the regular sanitary inspection of students' hostels, residential and academic areas
- j) Provide professional and community services.
- k) Carry out other duties as may be assigned.

iv) SENIOR CHIEF ENVIRONMENTAL OFFICER - CONHESS 14

- a) Responsible to the Director, University Health Services in providing good leadership in the Unit
- b) Assisting in the formulation, execution and review of University Health Policies / Programmes
- c) Participate manpower training and staff development programmes
- d) Assisting in the training of subordinates
- e) Participate in immunization activities against preventable diseases
- f) Participate in the Annual Budget Estimates for the Unit
- g) Assist in Quarterly and Annual Reports for the Unit
- h) Participate in the maintenance of statistical records of immunization
- i) Participate in compliance with Code of Professional Ethics
- j) Participate in the surveillance and notification of duty within the campuses to ensure compliance with Hygiene Regulations
- k) Participate in the regular sanitary inspection of students' hostels, residential and academic areas
- l) Provide professional and community services.
- m) Carry out other duties as may be assigned

28.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

ENVIRONMENTAL HEALTH OFFICER II

- ***CONHESS 07***

i) For appointment as Environmental Health Officer II, a candidate shall possess any of the following requirements:

- a) A BSc. Degree with a minimum of Second Lower Class in Environmental Health Science/Technology obtained from a recognized institution, NYSC Certificate and evidence of Computer literacy.
- b) A candidate may be subjected to an interview that may require writing competency examination.

ENVIRONMENTAL HEALTH OFFICER I

- ***CONHESS 08***

i) For appointment as Environmental Health Officer I, a candidate shall possess the following requirement:

- a) A BSc. Degree with a minimum of Second Lower Class in Environmental Health Science/Technology obtained from a recognized institution, NYSC Certificate and evidence of Computer literacy with a minimum of 3 years relevant experience.
- b) Registered with Environmental Health Officers Registration Council of Nigeria and obtained a valid license.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Environmental Health Officer I, an Environmental Health Officer II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR ENVIRONMENTAL HEALTH OFFICER

- ***CONHESS 09***

For appointment as Senior Environment Health Officer, a candidate shall possess

- a) A BSc. Degree with a minimum of Second Lower Class in Environmental Health Science/Technology obtained from a recognized institution, NYSC Certificate and evidence of Computer literacy with a minimum of 6 years relevant experience.
- b) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to the rank of Senior Environmental Health Officer, an Environmental Health Officer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL ENVIRONMENTAL HEALTH OFFICER - CONHESS 11

For appointment as Principal Environmental Health Officer, a candidate shall possess the following requirement:

- a) A BSc. Degree with a minimum of Second Lower Class in Environmental Health Science/Technology obtained from a recognized institution, NYSC Certificate and evidence of Computer literacy with a minimum of 9 years relevant experience.
- b) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to the rank of Principal Environmental Health Officer, a Senior Environmental Health Officer must have served effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF ENVIRONMENTAL HEALTH OFFICER - CONHESS 12

For appointment as Assistant Chief Environmental Health Officer, a candidate shall possess the following requirement:

- a) A BSc. Degree with a minimum of Second Lower Class in Environmental Health Science/Technology obtained from a recognized institution, NYSC Certificate and evidence of Computer literacy with a minimum of 9 years relevant experience.
- b) A candidate may be required to attend an interview that may require writing competency examination.

For promotion to the rank of Assistant Chief Environmental Health Officer, a Senior Environmental Health Officer must have served effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF ENVIRONMENTAL HEALTH OFFICER - CONHESS 13

For promotion to the rank of Chief Environmental Health Officer, a Principal Environmental Health Officer must have served effectively and efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

SENIOR CHIEF ENVIRONMENTAL HEALTH OFFICER - CONHESS 14

For promotion to the rank of Senior Chief Environmental Officer, a Chief Environmental Health Officer must have a record of outstanding performance with a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

29. ENVIRONMENTAL HEALTH SUPERINTENDENT CADRE

29.1 Posts and Salaries

Environmental Health Superintendent	-	CONHESS 06
Higher Environmental Health Superintendent	-	CONHESS 07
Senior Environmental Health Superintendent	-	CONHESS 08
Principal Environmental Health Superintendent II	-	CONHESS 09
Principal Environmental Health Superintendent I	-	CONHESS 11
Assistant Chief Environmental Health Superintendent	-	CONHESS 12
Chief Environmental Health Superintendent	-	CONHESS 13

29.2 DUTIES

i) ENVIRONMENTAL HEALTH SUPERINTENDENT - CONHESS 06

- a) Assist in ensuring proper environmental sanitation in and around the University
- b) Assist in health education programmes for staff and students
- c) Assist in the control of communicable diseases, their vectors and animal pests
- d) Assist in community immunization coverage
- e) Supervise groundmen and community health workers
- f) Assist in the regular sanitary inspection of students' hostels, residential and academic areas
- g) Assist in maintaining statistical records of immunization
- h) Carry out other duties as may be assigned
- i) Provide professional and community services.

ii) HIGHER ENVIRONMENTAL HEALTH SUPERINTENDENT - CONHESS 07

- a) Assist in ensuring proper environmental sanitation in and around the University
- b) Assist in health education programmes for staff and students
- c) Assist in the control of communicable diseases, their vectors and animal pests
- d) Assist in community immunization coverage
- e) Assist in collecting food and water samples for bacteriological examinations from places where they are prepared in the University
- f) Assist in regular sanitary inspection of students' hostels, residential and academic areas
- g) Assist in maintaining statistical records of immunization
- h) Carry out surveillance and notification duty within the campus to ensure compliance with Hygiene Regulations
- i) Carry out other duties as may be assigned
- j) Provide professional and community services.

iii) SENIOR ENVIRONMENTAL HEALTH SUPERINTENDENT- CONHESS 08

- a) Participate in ensuring proper environmental sanitation in and around the University
- b) Participate in health education programmes for staff and students
- c) Participate in the control of communicable diseases, their vectors and animal pests
- d) Participate in community immunization coverage
- e) Participate in collecting food and water samples for bacteriological examinations from places where they are prepared in the University
- f) Assist in the training of subordinates
- g) Participate in regular sanitary inspection of student's hostels, residential and academic areas
- h) Assist in maintaining statistical records of immunization
- i) Carry out surveillance and notification duty within the campus to ensure compliance with Hygiene Regulations
- j) Carry out other duties as may be assigned
- k) Provide professional and community services.

PRINCIPAL ENVIRONMENTAL HEALTH SUPERINTENDENT II- CONHESS 09

- a) Participate in health education programmes for staff and students
- b) Assist in the initiation of environmental policies for the University
- c) Participate in community immunization coverage
- d) Participate in collecting food and water samples for bacteriological examinations from places where they are prepared in the University
- e) Participate in the training of subordinates
- f) Participate in regular sanitary inspection of students' hostels, residential and academic areas
- g) Participate in maintaining statistical records of immunization
- h) Carry out surveillance and notification duty within the campus to ensure compliance with Hygiene Regulations
- i) Assist in initiating manpower training and staff development programmes
- j) Carry out other duties as may be assigned
- k) Provide professional and community services.

iv) PRINCIPAL ENVIRONMENTAL HEALTH SUPERINTENDENT I -CONHESS 11

- a) Participate in initiating health education programmes for staff and students
- b) Participate in initiating environmental policies for the University
- c) Participate in community immunization coverage
- d) Participate in the training of subordinates
- e) Assist in initiating manpower training and staff development programmes
- f) Participate in regular sanitary inspection of students' hostels, residential and academic areas

- g) Assist in maintaining statistical records of immunization
- h) Carry out surveillance and notification duty within the campus to ensure compliance with Hygiene Regulations
- i) Assist in the preparation of Quarterly and Annual Reports for the Unit
- j) Assist in the preparation of Annual Budget Estimates for the Unit
- k) Carry out other duties as may be assigned
- l) Provide professional and community services.

v) ASST. CHIEF ENVIRONMENTAL HEALTH SUPERINTENDENT- CONHESS 12

- a) Participate in initiating environmental health programmes for the University
- b) Participate in initiating health education programmes for staff and students
- c) Participate in initiating environmental policies for the University
- d) Play a major role in community immunization coverage
- e) Train subordinates
- f) Initiate manpower training and staff development programmes
- g) Play a major role in regular sanitary inspection of students' hostels, residential and academic areas
- h) Maintain statistical records of immunization
- i) Carry out surveillance and notification duty within the campus to ensure compliance with Hygiene Regulations
- j) Participate in the preparation of Quarterly and Annual Reports for the Unit
- k) Participate in the preparation of Annual Budget Estimates for the Unit
- l) Assist in ensuring compliance with Code of Professional Ethics
- m) Carry out other duties as may be assigned
- n) Provide professional and community services.

vi) CHIEF ENVIRONMENTAL HEALTH SUPERINTENDENT - CONHESS 13

- a) Responsible to the Director, University Health Services in providing good leadership in the Unit
- b) Initiate the formulation, execution and review of University Health Policies/ Programmes
- c) Recommend manpower training and staff development programmes
- d) Ensure the training of subordinates
- e) Supervise immunization activities against preventable diseases
- f) Prepare Annual Budget Estimates for the Unit
- g) Prepare Quarterly and Annual Reports for the Unit
- h) Ensure the maintenance of statistical records of immunization
- i) Ensure compliance with Code of Professional Ethics
- j) Recommend redeployment of staff for efficient service delivery
- k) Oversee the surveillance and notification of duty within the campuses to ensure compliance with Hygiene Regulations
- l) Oversee the regular sanitary inspection of students' hostels, residential and academic areas
- m) Carry out other duties as may be assigned

- n) Provide professional and community services.

29.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

ENVIRONMENTAL HEALTH SUPERINTENDENT

- ***CONHESS 06***

For appointment as Environmental Health Superintendent, a candidate shall possess the following requirements:

- c) A National Diploma (ND) in Environmental Health Science/Technology obtained from a recognized institution, and evidence of Computer Literacy, with 3 years cognate working experience and must have been a registered member with national regulatory body.
- d) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Environmental Health Superintendent, an Assistant Environmental Health Superintendent must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

HIGHER ENVIRONMENTAL HEALTH SUPERINTENDENT-

CONHESS 07

i) For appointment as Higher Environmental Health Superintendent, a candidate shall possess the following requirements:

- a) A National Diploma (ND) in Environmental Health Science/Technology obtained from a recognized institution with 6 years cognate working experience, evidence of Computer Literacy, and must have been a registered member with national regulatory body.
- b) A HND with a minimum of Lower Credit in Environmental Health Science/Technology obtained from a recognized institution, NYSC Certificate and evidence of Computer literacy.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Higher Environmental Health Superintendent, a Environmental Health Superintendent must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR ENVIRONMENTAL HEALTH SUPERINTENDENT-

CONHESS 08

For appointment as Senior Environmental Health Superintendent, a candidate shall possess the following requirements:

- a) A National Diploma (ND) in Environmental Health Science/Technology obtained from a recognized institution with 9 years cognate working experience, evidence of Computer Literacy, and must have been a registered member with national regulatory body.
- b) A HND with a minimum of Lower Credit in Environmental Health Science/Technology obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 3 years relevant experience.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Senior Environmental Health Superintendent, a Higher Environmental Health Superintendent must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL ENVIRONMENTAL HEALTH SUPERINTENDENT II - CONHESS 09

For appointment as Principal Environment Health Superintendent II, a candidate shall possess the following requirements:

- a) A HND with a minimum of Lower Credit in Environmental Health Science/Technology obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 6 years relevant experience.
And
- b) a candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Principal Environmental Health Superintendent II, a Senior Environmental Health Superintendent must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL ENVIRONMENTAL HEALTH SUPERINTENDENT I -CONHESS 11

For appointment as Principal Environmental Health Superintendent I, a candidate shall possess the following requirements:

- a) A HND with a minimum of Lower Credit in Environmental Health Science/Technology obtained from a recognized institution, NYSC Certificate

and evidence of Computer Literacy with a minimum of 9 years relevant experience.

- b) A candidate shall be required to attend an interview that may require writing competency examination.

For promotion to the rank of Principal Environmental Health Superintendent I, a Principal Environmental Health Superintendent II must have served effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF ENVIRONMENTAL HEALTH SUPERINTENDENT-CONHESS 12

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Environmental Health Superintendent, a Principal Environmental Health Superintendent I must have served effectively and efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF ENVIRONMENTAL HEALTH SUPERINTENDENT - CONHESS 13

For promotion to the rank of Chief Environmental Health Superintendent, an Assistant Chief Environmental Health Superintendent must have a record of outstanding performance with a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

30. ESTATE PLANNING OFFICER CADRE

30.1 Posts and Salaries

Estate Planning Officer II	-	CONTISS 07
Estate Planning Officer I	-	CONTISS 08
Senior Estate Planning Officer	-	CONTISS 09
Principal Estate Planning Officer	-	CONTISS 11
Chief Estate Planning Officer	-	CONTISS 13
Deputy Director, Estate Planning	-	CONTISS 14

30.2 DUTIES

ESTATE PLANNING OFFICER II - ***CONTISS 07***

- a) Assisting in examining building plans on university lands.
- b) Assisting in maintaining University Estate within a specified area including the inspection and maintenance of university land boundaries.
- c) Assisting in controlling and supervising authorized occupants of university lands.
- d) Performing any other duties as may be assigned by Superior Officers.

ESTATE PLANNING OFFICER I - ***CONTISS 08***

- a) Assisting in inspecting University lands and submitting regular reports.
- b) Assisting in taking charge of any Unit within Estate Section of the University.
- c) Assisting in examining building plans on university lands.
- d) Performing any other duties as may be assigned by Superior Officers.

SENIOR ESTATE PLANNING OFFICER - ***CONTISS 09***

- a) Assisting in supervising specific projects.
- b) Attending to legal matters in court of law.
- c) Assisting in processing Certificate of Titles.
- d) Performing any other duties as may be assigned by Superior Officers.

PRINCIPAL ESTATE PLANNING OFFICER - ***CONTISS 11***

- c) Assisting in the supervision, coordinating and mentoring of the work of subordinates.
- d) Assisting in planning and executing training programmes for subordinate staff.
- e) Coordinating specific projects.

- f) Assisting in safekeeping of records and books relating to university properties.
- e) Performing professional and community services.
- f) Performing any other duties as may be assigned Superior Officers.

CHIEF ESTATE PLANNING OFFICER

- **CONTISS 13**

- a) Taking charge of the Estate Section of the University.
- b) Coordinating training programmes for the staff in the Estate Section.
- c) Assisting in formulating, executing and reviewing of policies on estate matters.
- d) Performing professional and community services.
- e) Performing any other duties as may be assigned by the Head of Department.

DEPUTY DIRECTOR

- **CONTISS 14**

- a) Taking charge of general administration of the Unit.
- b) Advising on tenders on university buildings.
- c) Advising/Vetting of valuation of university buildings.
- d) Maintenance of all University buildings and properties.
- e) Maintaining periodic review of University Master Plan.
- f) Performing professional and community services.
- g) Performing any other duties as may be assigned by the Head of Department.

30.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

ESTATE PLANNING OFFICER II

- **CONTISS 07**

For appointment as Estate Planning Officer II, a candidate should possess the following qualifications:

- a) Any Class of Degree in Estate management or any other relevant area obtained from a recognized institution and NYSC Certificate.
- b) A candidate may be subjected to an interview that may require writing competency examination.

ESTATE PLANNING OFFICER I

- **CONTISS 08**

For appointment as Estate Planning Officer I, a candidate should possess any of the following qualifications:

- a) A Master's degree in Estate management or any relevant area obtained from a recognized institution and NYSC Certificate.

- b) Any Class of Degree in Estate management or any other relevant area obtained from a recognized institution; NYSC Certificate with 3 years post qualification cognate experience.
- c) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Estate Planning Officer I, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

SENIOR ESTATE PLANNING OFFICER

- **CONTISS 09**

For appointment as Senior Estate Planning Officer a candidate should possess any of the following qualifications:

- a) A Master's degree in Estate management or any relevant area obtained from a recognized institution; NYSC Certificate with 3 years post qualification cognate experience.
- b) Any Class of Degree in Estate management or any other relevant area obtained from a recognized institution and NYSC with 6 years post qualification cognate experience
- c) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Senior Estate Planning Officer, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

PRINCIPAL ESTATE PLANNING OFFICER

- **CONTISS 11**

For appointment as Principal Estate Planning Officer a candidate should possess any of the following qualifications:

- a) A Master's degree in Estate management obtained from a recognized institution and NYSC Certificate, must have been a registered with the Town Planning Registration Council, with 6 years post qualification cognate experience.
- b) Any Class of Degree in Estate management or any other relevant area obtained from a recognized institution and NYSC Certificate, must have been a registered with the Nigeria Institute of Estate Surveyors and valuers (NIESV) 9 years post qualification cognate experience.
- c) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Principal Estate Planning Officer, a candidate must have served satisfactorily for a minimum of three 3 years and obtained favourable rating in the Annual Performance Evaluation Report.

CHIEF ESTATE PLANNING OFFICER

- **CONTISS 13**

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to Chief Estate Planning Officer, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period.

DEPUTY DIRECTOR

- **CONTISS 14**

For promotion to Deputy Director, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period.

31.EXECUTIVE OFFICER (ACCOUNTS/AUDIT) CADRE

31.1 Posts and Salaries

Executive Officer (Accounts/Audit)	-	CONTISS 06
Higher Executive Officer (Accounts/Audit)	-	CONTISS 07
Senior Executive Officer (Accounts/Audit)	-	CONTISS 08
Principal Executive Officer II (Accounts/Audit)	-	CONTISS 09
Principal Executive Officer I (Accounts/Audit)	-	CONTISS 11
Assistant Chief Executive Officer (Accounts/Audit)	-	CONTISS 12
Chief Executive Officer (Accounts/Audit)	-	CONTISS 13

31.2 DUTIES

i) EXECUTIVE OFFICER (Accounts/Audit) - **CONTISS 06**

- 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

ii) HIGHER EXECUTIVE OFFICER (Accounts/Audit) - **CONTISS 07**

- a) Assist in checking and passing Payment Vouchers
- b) Assist in issuing out signed cheques
- c) Keep Advances Register
- d) Assist in rendering monthly Returns and Advances
- e) Assist in maintaining Vote Books, Cash Books and Unclaimed Wages Register
- f) Assist in revenue collection
- g) Carry out other duties as may be assigned
- h) Provide professional and community services.

iii) SENIOR EXECUTIVE OFFICER (Accounts/Audit) - **CONTISS 08**

- a) Issue out signed cheques
- b) Assist in scrutinizing Payment Vouchers
- c) Assist in dealing with audit queries
- d) Assist in the maintenance of Revenue Collector's Charts
- e) Assist in Bank Reconciliation Returns

- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

iv) PRINCIPAL EXECUTIVE OFFICER II (Accounts/Audit)- CONTISS 09

- a) Maintain and reconcile Vote Books, Cash Books and Unclaimed Wages Register
- b) Inspect Revenue Collector's Books of Accounts and Returns at regular intervals
- c) Issue advances and maintain Advances Ledgers
- d) Undertake Bank Reconciliation Returns
- e) Write cheques
- f) Assist in training subordinates
- g) Carry out other duties as may be assigned
- h) Provide professional and community services.

v) PRINCIPAL EXECUTIVE OFFICER I (Accounts/Audit) - CONTISS 11

- a) Render Authority to Incur Expenditure (A.I.E.) and Bank Reconciliation Returns
- b) Sign Payment Vouchers
- c) Assist in the implementation of Financial Policies
- d) Assist in the application of Accounting Regulations and Procedures
- e) Issue advances and maintain Advances Ledgers
- f) Train subordinates
- g) Carry out other duties as may be assigned
- h) Provide professional and community services.

vi) ASST. CHIEF EXECUTIVE OFFICER (Accounts/Audit) - CONTISS 12

- a) Render Authority to Incur Expenditure (A.I.E.)
- b) Sign Payment Vouchers
- c) Assist the leadership of Unit in general accounting, treasury and administrative duties
- d) Participate in the implementation of Financial Policies
- e) Assist in the application of Accounting Regulations and Procedures
- f) Train subordinates
- g) Carry out other duties as may be assigned
- h) Provide professional and community services.

vii) CHIEF EXECUTIVE OFFICER (Accounts/Audit) - *CONTISS 13*

- a) Assist the leadership in general accounting, treasury and administrative duties
- b) Participate in the implementation of Financial Policies
- c) Participate in the interpretation and application of Accounting Regulations and Procedures
- d) Train subordinates
- e) Provide good leadership to subordinates
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

31.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

EXECUTIVE OFFICER (Accounts/Audit) - *CONTISS 06*

i) For appointment as Executive Officer (Accounts/Audit), a candidate shall possess the following requirements:

- a) A minimum of National Diploma (ND) in Accounting, Accounting and Auditing (DAA) or any other relevant area obtained from a recognized institution and evidence of Computer Literacy with a minimum of 3 years relevant working experience.
- b) A candidate Shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Executive Officer (Accounts/Audit), an Assistant Executive Officer (Accounts/Audit) must have obtained a National Diploma in the relevant area from a recognized institution, be computer literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

HIGHER EXECUTIVE OFFICER (Accounts/Audits) - *CONTISS 07*

i) For appointment as Higher Executive Officer (Accounts/Audit), a candidate shall possess the following requirements:

- a) A HND with a minimum of Lower Credit in Accounting, Accounting and Auditing (DAA) or any other relevant area obtained from a recognized

institution, NYSC Certificate and evidence of Computer Literacy in professional software.

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

ii) For promotion to the rank of Higher Executive Officer (Accounts/Audit), an Executive Officer (Accounts/Audit) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR EXECUTIVE OFFICER (Accounts/Audit) - CONTISS 08

i) For appointment as Senior Executive Officer (Accounts/Audit), a candidate shall possess the following requirements:

a) A HND with a minimum of Lower Credit in Accounting, Accounting and Auditing (DAA) or any other relevant area obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy in professional software with a minimum of 3 years relevant post-graduation experience.

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

ii) For promotion to the rank of Senior Executive Officer (Accounts/Audit), a Higher Executive Officer (Accounts/Audit) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL EXECUTIVE OFFICER II (Accounts/Audit) - CONTISS 09

i) For appointment as Principal Executive Officer II (Accounts/Audit), a candidate shall possess the following requirements:

a) A HND with a minimum of Lower Credit in Accounting, Accounting and Auditing (DAA) or any other relevant area obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy in professional software with a minimum of 6 years relevant post-graduation experience.

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

ii) For promotion to the rank of Principal Executive Officer II (Accounts/Audit), a Senior Executive Officer (Accounts/Audit) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

iii) Officers appointed with National Diploma shall be required to obtain a HND in Accounting, Accounting and Auditing (DAA) or any other relevant area before they are eligible for promotion to the next grade.

PRINCIPAL EXECUTIVE OFFICER I (Accounts/Audit) - CONTISS 11

i) For appointment as Principal Executive Officer I (Accounts/Audit), a candidate shall possess the following requirements:

a) A HND with a minimum of Lower Credit in Accounting, Accounting and Auditing (DAA) or any other relevant area obtained from a recognized institution, NYSC Certificate and evidence of good working knowledge in professional software with a minimum of 9 years post-graduation cognate experience.

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

ii) For promotion to the rank of Principal Executive Officer I (Accounts/Audit), a Principal Executive Officer II (Accounts/Audits) must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF EXECUTIVE OFFICER (Accounts/Audit) - CONTISS 12

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Executive Officer (Accounts/Audit) a Principal Executive Officer I (Accounts/Audit) must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF EXECUTIVE OFFICER (Accounts/Audit) - CONTISS 13

For promotion to the rank of Chief Executive Officer (Accounts/Audits), an Assistant Chief Executive Officer (Accounts/Audits), must have served outstandingly for a

minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

SENIOR STAFF SCHEME OF SERVICE

32 EXECUTIVE OFFICER (ADMINISTRATION) CADRE

32.1 Posts and Salaries

Executive Officer (Administration)	-	CONTISS 06
Higher Executive Officer (Admin)	-	CONTISS 07
Senior Executive Officer (Admin)	-	CONTISS 08
Principal Executive Officer II (Admin)	-	CONTISS 09
Principal Executive Officer I (Admin)	-	CONTISS 11
Assistant Chief Executive Officer (Admin)	-	CONTISS 12
Chief Executive Officer (Admin)	-	CONTISS 13

32.2 DUTIES

i) EXECUTIVE OFFICER (ADMINISTRATION) - CONTISS 06

- a) Take charge of specific assignment under supervision
- b) Demonstrate ability to understand general University regulations, rules and procedures
- c) Carry out other duties as may be assigned.

ii) HIGHER EXECUTIVE OFFICER (ADMINISTRATION) - CONTISS 07

- a) Take charge of specific assignments and handle routine correspondences
- b) Make submissions to appropriate officers on matters assigned
- c) Assist in carrying out assignments relating to University administration within the Unit/Department
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

iii) SENIOR EXECUTIVE OFFICER (ADMINISTRATION) - CONTISS 08

- a) Take charge of assignments on matters relating to University administration within the Unit/Department
- b) Assist in the execution of specific assignments
- c) Assist in minutes and report writing
- d) Supervise the work of junior staff within the Unit/Department
- e) Apply University Rules, Regulations and Procedures in the discharge of responsibilities
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

iv) PRINCIPAL EXECUTIVE OFFICER II (ADMIN) - CONTISS 09

- a) Assist in undertaking assignments in matters relating to general University administration

- b) Assist in the execution of specific assignments
- c) Participate in minutes and report writing
- d) Supervise subordinates in the Department/Unit
- e) Apply University Law, Rules and Regulations in the discharge of responsibilities
- f) Advise the Head of the Department/Unit on the organizational structure of the Unit/Department
- g) Carry out other duties as may be assigned
- h) Provide professional and community services.

v) *PRINCIPAL EXECUTIVE OFFICER I (ADMIN)* - CONTISS 11

- a) Participate in the planning and execution of specific assignments and other matters of general University administration
- b) Supervise subordinates in the Department or Unit
- c) Advise the Head of Department/Unit on the organizational structure of the Unit/Department
- d) Draft minutes and reports
- e) Apply University Law, Rules and Regulations in the discharge of responsibilities
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

vi) *ASSISTANT CHIEF EXECUTIVE OFFICER (ADMIN)* - CONTISS 12

- a) Assist the leadership of the Unit/Department in the day-to-day administration of the Unit/Department
- b) Undertake assignments on matters relating to the general administration of the University
- c) Participate in the execution of specific assignments in the Unit/Department
- d) Assist in coordination and supervision of activities and staff in the Unit/Department
- e) Exhibit good leadership potentials
- f) Apply University Law, Rules and Regulations in the discharge of responsibilities
- g) Advise the Head of Department/Unit on the organizational structure of the Unit/Department
- h) Carry out other duties as may be assigned
- i) Provide professional and community services.

vii) *CHIEF EXECUTIVE OFFICER (ADMINISTRATION)* - CONTISS 13

- a) Perform the duties of Assistant Chief Executive Officer (Administration) at a higher level
- b) Provide exemplary leadership in the Unit/Department
- c) Carry out other duties as may be assigned
- d) Provide professional and community services.

32.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

EXECUTIVE OFFICER (ADMINISTRATION)

- **CONTISS 06**

i) For appointment as Executive Officer (Administration), a candidate shall possess any of the following requirements:

a) A minimum of National Diploma (ND) in Public Administration or any other relevant area obtained from a recognized institution and evidence of Computer Literacy with a minimum of 3 years relevant working experience.

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

ii) For promotion to the rank of Executive Officer (Administration), an Assistant Executive Officer (Administration) must have obtained a National Diploma in the relevant area from a recognized institution, be computer literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

HIGHER EXECUTIVE OFFICER (ADMINISTRATION)

- **CONTISS 07**

i) For appointment as Higher Executive Officer (Administration), a candidate shall possess the following requirements:

a) A HND with a minimum of Lower Credit in Public Administration obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy.

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

ii) For promotion to the rank of Higher Executive Officer (Administration), an Executive Officer (Administration) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

iii) For conversion to the rank of Higher Executive Officer (Administration), a Chief Clerical Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR EXECUTIVE OFFICER (ADMINISTRATION)

- **CONTISS 08**

i) For appointment as Senior Executive Officer (Administration), a candidate shall possess the following requirements:

a) A HND with a minimum of Lower Credit in Public Administration or any other

relevant area obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 3 years relevant post-graduation experience.

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

For promotion to the rank of Senior Executive Officer (Administration), a Higher Executive Officer (Administration) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL EXECUTIVE OFFICER II (ADMIN) - CONTISS 09

i) For appointment as Principal Executive Officer II (Administration), a candidate shall possess the following requirements:

- a) A HND with a minimum of Lower Credit in Public Administration or any other relevant area obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 6 years relevant post-graduation experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Principal Executive Officer II (Administration), a Senior Executive Officer (Administration) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

iii) Officers appointed with National Diploma shall be required to obtain a HND in the relevant area before they are eligible for promotion to the next grade.

PRINCIPAL EXECUTIVE OFFICER I (ADMIN) - CONTISS 11

i) For appointment as Principal Executive Officer I (Administration), a candidate shall possess the following requirements:

- a) A HND with a minimum of Lower Credit in Public Administration or any other relevant area obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 9 years post-graduation cognate experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Principal Executive Officer I (Administration), a Principal Executive Officer II (Administration) must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF EXECUTIVE OFFICER (ADMIN) - CONTISS 12

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Executive Officer (Administration), a Principal Executive Officer I (Administration) must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF EXECUTIVE OFFICER (ADMINISTRATION) - CONTISS 13

i) For promotion to the rank of Chief Executive Officer (Administration), an Assistant Chief Executive Officer (Administration), must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

33 EXECUTIVE OFFICER (INFORMATION/PHOTOGRAPHY) CADRE

33.1 Posts and Salaries

Executive Officer (Information/Photography)	-	CONTISS 06
Higher Executive Officer (Information/Photography)	-	CONTISS 07
Senior Executive Officer (Information/Photography)	-	CONTISS 08
Principal Executive Officer II (Information/Photography)	-	CONTISS 09
Principal Executive Officer I (Information/Photography)	-	CONTISS 11
Assistant Chief Executive Officer (Information/Photography)	-	CONTISS 12
Chief Executive Officer (Information/Photography)	-	CONTISS 13

33.2 DUTIES

i) EXECUTIVE OFFICER (INFORMATION/PHOTOGRAPHY) - CONTISS 06

- a) Covering press releases on the activities of Units/Departments of the University.
- b) Assisting field officers in public enlightenments centers.
- c) Supervising mobile cinemas.
- d) Running live commentary during the University's events.
- e) Running live commentary for films during mobile cinemas operations.
- f) Carry out other duties as may be assigned.

ii) HIGHER EXECUTIVE OFFICER (INFORMATION/PHOTOGRAPHY)- CONTISS 07

- a) Taking charge of press releases covering on the activities of Units/Departments of the University.
- b) Taking charge of audience survey, proof-reading and guest relations assignments when deployed to units and departments.
- c) Supervising film library and under taking films programmes for mobile shows.
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

iii) SENIOR EXECUTIVE OFFICER (INFORMATION/PHOTOGRAPHY)- CONTISS 08

- a) Assisting in coordinating mobile cinemas operations, returns and location inspection activities.
- b) Taking charge of and deploying mobile cinemas, tutorials and entertainment equipment.
- c) Supervising the activities of a number of subordinates.
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

***iv) PRINCIPAL EXECUTIVE OFFICER II (INFORMATION/PHOTOGRAPHY)
-CONTISS 09***

- a) Assisting in designing training programmes.
- b) Coordinating the activities of a number of subordinates.
- c) Assisting in undertaking assignments in matters relating to the Unit.
- d) Advise the Head of the Department/Unit on the activities of the Unit/Department
- e) Carry out other duties as may be assigned
- f) Provide professional and community services.

***v) PRINCIPAL EXECUTIVE OFFICER I (INFORMATION/PHOTOGRAPHY) -
CONTISS 11***

- a) Coordinating in designing training programmes.
- b) Assisting in undertaking assignments in matters relating to the Unit.
- c) Advise the Head of the Department/Unit on the activities of the Unit/Department
- d) Training mobile cinema staff.
- e) Supervise subordinates in the Department or Unit
- f) Taking reports of the events during the University's activities.
- g) Carry out other duties as may be assigned
- h) Provide professional and community services.

***vi) ASSISTANT CHIEF EXECUTIVE OFFICER (INFORMATION/PHOTOGRAPHY) -
CONTISS 12***

- a) Assist the leadership of the Unit/Department.
- b) Supervising training programmes.
- c) Supervising assignments in matters relating to the Unit.
- d) Advise the Head of the Department/Unit on the activities of the Unit/Department
- e) Supervising the training programmes.
- f) Assisting in coordinating mobile cinema programming and delivery.
- g) Advising on the deployment of subordinate staff.
- h) Carry out other duties as may be assigned
- i) Provide professional and community services.

***vii) CHIEF EXECUTIVE OFFICER (INFORMATION/PHOTOGRAPHY)-
CONTISS 13***

- a) Perform the duties of Assistant Chief Executive Officer at a higher level
- b) Provide exemplary leadership in the Unit/Department
- c) Taking charge of the deployment of subordinate staff.
- d) Supervising and coordinating the activities of a number of subordinate staff.
- e) Coordinating mobile cinema programming and delivery.
- f) Carry out other duties as may be assigned
- g) Provide professional and community service.

33.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

EXECUTIVE OFFICER (INFORMATION/PHOTOGRAPHY) - CONTISS 06

i) For appointment as Executive Officer, a candidate shall possess the following requirements:

b) A minimum of National Diploma (ND) in Mass Communication or National Diploma (ND) in Public Administration or any other relevant area obtained from a recognized institution and evidence of Computer Literacy with a minimum of 3 years relevant working experience.

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

ii) For promotion to the rank of Executive Officer, a candidate must have obtained a Diploma in the relevant area from a recognized institution, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

HIGHER EXECUTIVE OFFICER (INFORMATION/PHOTOGRAPHY)- CONTISS 07

i) For appointment as Higher Executive Officer, a candidate shall possess any of the following requirements:

a) A minimum of National Diploma (ND) in Mass Communication or National Diploma (ND) in Public Administration or any other relevant area obtained from a recognized institution and evidence of Computer Literacy with a minimum of 6 years relevant working experience.

b) A minimum of Higher National Diploma (HND) in Mass Communication or Higher National Diploma (HND) in Public Administration or any other relevant area obtained from a recognized institution at a minimum of Lower Credit and evidence of Computer Literacy.

In cases of a) and b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Higher Executive Officer, an Executive Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR EXECUTIVE OFFICER (INFORMATION/PHOTOGRAPHY)- CONTISS 08

i) For appointment as Senior Executive Officer, a candidate shall possess any of the following requirements:

- a) A minimum of National Diploma (ND) in Mass Communication or National Diploma (ND) in Public Administration or any other relevant area obtained from a recognized institution and evidence of Computer Literacy with a minimum of 9 years relevant working experience.
- b) A minimum of Higher National Diploma (HND) in Mass Communication or Higher National Diploma (HND) in Public Administration or any other relevant area obtained from a recognized institution at a minimum of Lower Credit and evidence of Computer Literacy with a minimum of 3 years relevant working experience.

In cases of a) and b) above, a candidate shall be subjected to an interview that may require writing competency examination.

- ii) For promotion to the rank of Senior Executive Officer, a Higher Executive Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

***PRINCIPAL EXECUTIVE OFFICER II (INFORMATION/PHOTOGRAPHY)-
CONTISS 09***

- i) For appointment as Principal Executive Officer II, a candidate shall possess any of the following requirements:

- a) A minimum of National Diploma (ND) in Mass Communication or National Diploma (ND) in Public Administration or any other relevant area obtained from a recognized institution and evidence of Computer Literacy with a minimum of 12 years relevant working experience.
- b) A minimum of Higher National Diploma (HND) in Mass Communication or Higher National Diploma (HND) in Public Administration or any other relevant area obtained from a recognized institution at a minimum of Lower Credit and evidence of Computer Literacy with a minimum of 6 years relevant working experience.

In cases of a) and b) above, a candidate shall be subjected to an interview that may require writing competency examination.

- ii) For promotion to the rank of Principal Executive Officer II, a Senior Executive Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

***PRINCIPAL EXECUTIVE OFFICER I (INFORMATION/PHOTOGRAPHY) -
CONTISS 11***

- i) For appointment as Principal Executive Officer I, a candidate shall possess the following requirements:

- a) A minimum of Higher National Diploma (HND) in Mass Communication or

Higher National Diploma (HND) in Public Administration or any other relevant area obtained from a recognized institution at a minimum of Lower Credit and evidence of Computer Literacy with a minimum of 9 years post-graduation cognate experience. And

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

ii) For promotion to the rank of Principal Executive Officer I, a Principal Executive Officer II must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

**ASSISTANT CHIEF EXECUTIVE OFFICER (INFORMATION/PHOTOGRAPHY)-
CONTISS 12**

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Executive Officer, a Principal Executive Officer I must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF EXECUTIVE OFFICER (INFORMATION/PHOTOGRAPHY)- CONTISS 13

i) For promotion to the rank of Chief Executive Officer, an Assistant Chief Executive Officer, must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

34 FIRE OFFICER CADRE

34.1 Posts and Salaries

Fire Officer II	-	CONTISS 07
Fire Officer I	-	CONTISS 08
Senior Fire Officer	-	CONTISS 09
Principal Fire Officer	-	CONTISS 11
Assistant Chief Fire Officer	-	CONTISS 12
Chief Fire Officer	-	CONTISS 13
Deputy Director	-	CONTISS 14
Director	-	CONTISS 15

34.2 DUTIES

i) FIRE OFFICER II - **CONTISS 07**

- a) Assisting in fire prevention, communications and driving.
- b) Assisting in firefighting, disaster handling and rescue operations.
- c) Assisting in building inspection.
- d) Assisting in drills and physical training.
- e) Performing any other duties that may be assigned.

ii) FIRE OFFICER I - **CONTISS 08**

- a) Inspecting equipment and appliances to ensure their functionality.
- b) Assisting in fire disaster investigation.
- c) Assisting in planning operations.
- d) Assisting in inspecting buildings.
- e) Performing any other duties that may be assigned.

iii) SENIOR FIRE OFFICER - **CONTISS 09**

- a) Investigating causes of fire outbreak/disasters and writing reports.
- b) Mobilizing fire appliances in response to fire calls and other emergencies.
- c) Assisting in taking charge of a shift at the station.
- d) Assisting in carrying out inspection of buildings and preparing reports.
- e) Supervising activities in the telecommunication and control room
- f) Performing any other duties that may be assigned.

iv) PRINCIPAL FIRE OFFICER - **CONTISS 11**

- a) Assisting in coordinating the activities within the University.

- b) Identifying building having high risk of fire disaster and recommending precautionary measures.
- c) Vetting and keeping accurate records and reports on fire outbreak/disasters and rescue operations.
- d) Vetting inspection reports and making recommendations.
- e) Assisting in applying modern technology in fire detection, prevention and control.
- f) Assisting in carrying out costing of damages/savings of incidents.
- g) Performing any other duties that may be assigned.

v) ASSISTANT CHIEF FIRE OFFICER - CONTISS 12

- a) Participating in coordinating the activities within the University.
- b) Identifying building having high risk of fire disaster and recommending precautionary measures.
- c) Keeping accurate records and reports on fire outbreak/disasters and rescue operations.
- d) Vetting inspection reports and making recommendations.
- e) Participating in applying modern technology in fire detection, prevention and control.
- f) Participating in carrying out costing of damages/savings of incidents.
- g) Performing any other duties that may be assigned.

vi) CHIEF FIRE OFFICER - CONTISS 13

- a) Assisting in general administration of the Division.
- b) Assisting in training and mentoring subordinates.
- c) Assisting in initiating, preparing memoranda and formulating policies.
- d) Assisting in conducting research and training programme.
- e) Assisting in vetting and keeping accurate records on fire outbreak/disaster and rescue operations.
- f) Performing any other duties that may be assigned.

viii) DEPUTY DIRECTOR - CONTISS 14

- a) Supervising Fire Service personnel and equipment.
- b) Initiating, preparing memoranda and formulating policies.
- c) Advising the University on formulation, execution and review of policies.
- d) Controlling and ensuring effective utilization of the available resources.
- e) Applying modern technology in fire detection, prevention and control.
- f) Performing any other duties as may be assigned by the Vice Chancellor.

- a) Responsible to the Vice Chancellor
- b) Ensure formulation, execution and review of University Fire Policies/ Programmes
- c) Ensure manpower training and staff development programmes
- d) Ensure training of subordinates
- e) Oversees activities against preventable fire outbreak and disaster rescue
- f) Prepare Annual Budget Estimates for the department
- g) Ensure Quarterly and Annual Reports for the department
- h) Ensure the maintenance of statistical records of fire outbreak and disaster rescue
- i) Ensure compliance with Code of Professional Ethics
- j) Ensure the surveillance and notification of duty within the campuses to ensure compliance with fire prevention and control
- k) Oversees in the regular inspection of fire equipment in residential and academic areas
- l) Provide professional and community services.

34.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

FIRE OFFICER II

- CONTISS 07

For appointment as Fire Officer II, a candidate should possess the following qualifications:

- a) Any Class of Degree in Electrical/Mechanical, Building Engineering or Building Technology or any of relevant Sciences/Engineering areas obtained from a recognized institution with NYSC Certificate and knowledge of computer.
- b) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Fire Officer II, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report.

FIRE OFFICER I

- CONTISS 08

For appointment as Fire Officer I, a candidate should possess any of the following qualifications:

- a) Master's degree in Electrical/Mechanical, Building Engineering or Building Technology or any of relevant Sciences/Engineering areas obtained from a recognized institution with NYSC Certificate and knowledge of computer.
- b) Any Class of Degree in Electrical/Mechanical, Building Engineering or Building Technology or any of relevant Sciences/Engineering areas obtained from a recognized institution, NYSC Certificate plus knowledge of computer as an added advantage with 3 post qualification cognate experiences.
- c) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Fire Officer I, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period.

SENIOR FIRE OFFICER

- **CONTISS 09**

For appointment as Fire Officer I, a candidate should possess any of the following qualifications:

- a) Master's degree in Electrical/Mechanical, Building Engineering or Building Technology or any of relevant Sciences/Engineering areas obtained from a recognized institution with NYSC Certificate and knowledge of computer with 3 years post qualification cognate experiences and must be registered with Chartered Institute of Safety Professional (CISP) or any relevant recognized professional body.
- b) Any Class of Degree in Electrical/Mechanical, Building Engineering or Building Technology or any of relevant Sciences/Engineering areas obtained from a recognized institution, NYSC Certificate and knowledge of computer with 6 years post qualification cognate experiences and must be registered with Chartered Institute of Safety Professional (CISP) or any relevant recognized professional body.
- c) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Senior Fire Officer, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period.

PRINCIPAL FIRE OFFICER

- **CONTISS 11**

For appointment as Principal Fire Officer, a candidate should possess any the following qualifications:

- a) Master's degree in Electrical/Mechanical, Building Engineering or Building Technology or any of relevant Sciences/Engineering areas obtained from a recognized institution with NYSC Certificate and knowledge of computer with 6 years post qualification cognate experiences and must be registered with Chartered Institute of Safety Professional (CISP) or any relevant recognized professional body.
- b) Any Class of Degree in Electrical/Mechanical, Building Engineering or Building Technology or any of relevant Sciences/Engineering areas obtained from a recognized institution, NYSC Certificate and knowledge of computer with 9 years post qualification cognate experiences and must be registered with Chartered Institute of Safety Professional (CISP) or any relevant recognized professional body.
- c) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Principal Fire Officer, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period.

ASSISTANT CHIEF FIRE OFFICER

- **CONTISS 12**

For appointment as Assistant Chief Fire Officer, a candidate should possess any the following qualifications:

- a) Master's degree in Electrical/Mechanical, Building Engineering or Building Technology or any of relevant Sciences/Engineering areas obtained from a recognized institution with NYSC Certificate and knowledge of computer with 9 years post qualification cognate experiences and must be registered with Chartered Institute of Safety Professional (CISP) or any relevant recognized professional body.
- b) Any Class of Degree in Electrical/Mechanical, Building Engineering or Building Technology or any of relevant Sciences/Engineering areas obtained from a recognized institution, NYSC Certificate and knowledge of computer with 12 years post qualification cognate experiences and must be registered with Chartered Institute of Safety Professional (CISP) or any relevant recognized professional body.
- c) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Assistant Chief Fire Officer, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period.

CHIEF FIRE OFFICER

- **CONTISS 13**

For promotion to Deputy Director, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

DEPUTY DIRECTOR

- **CONTISS 14**

For promotion to Deputy Director, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

DIRECTOR

- **CONTISS 15**

For appointment of a candidate with Any Class of Degree in Electrical/Mechanical, Building Engineering or Building Technology or any of relevant Sciences/Engineering or its equivalent obtained from a recognized institution with a minimum of 15 years post-qualification and 12 years post- registration experience and must have been a registered member with a national regulatory body.

35 FIRE SUPERINTENDENT CADRE

35.1 Posts and Salaries

Fire Superintendent	-	CONTISS 06
Higher Fire Superintendent	-	CONTISS 07
Senior Fire Superintendent	-	CONTISS 08
Principal Fire Superintendent II	-	CONTISS 09
Principal Fire Superintendent I	-	CONTISS 11
Assistant Chief Fire Superintendent	-	CONTISS 12
Chief Fire Superintendent	-	CONTISS 13

35.2 DUTIES

i) FIRE SUPERINTENDENT - *CONTISS 06*

- a) Assisting in firefighting, disaster handling and rescue operations.
- b) Handling telecommunications equipment for incoming and outgoing messages
- c) Writing reports on fire outbreak/disaster.
- d) Performing any other duties that may be assigned.

ii) HIGHER FIRE SUPERINTENDENT - *CONTISS 07*

- a) Assisting in special training, such as fire prevention, breathing operation and communications.
- b) Assisting in taking control of men on drills and emergencies.
- c) Enlighten the University community on fire prevention.
- d) Assisting in carrying out fire investigations and writing reports.
- e) Performing any other duties that may be assigned.

iii) SENIOR FIRE SUPERINTENDENT - *CONTISS 08*

- a) Assisting in planning operations at fire incident site.
- b) Supervising and controlling subordinates at fire sites.
- c) Assigning tasks to subordinates.
- d) Carrying out inspectorate functions as provided by law.
- e) Performing any other duties that may be assigned.

iv) PRINCIPAL FIRE SUPERINTENDENT II - *CONTISS 09*

- a) Coordinating the activities of subordinate officers in operations.
- b) Supervising activities in the telecommunications control room.
- c) Supervising subordinates on inspection of buildings.

- d) Assisting in the day-to-day running of the department.
- e) Performing any other duties that may be assigned.

v) *PRINCIPAL FIRE SUPERINTENDENT I* - ***CONTISS 11***

- a) Assisting in supervising and coordinating the activities of department.
- b) Supervising subordinates and reporting to the Chief Fire Superintendent.
- c) Performing any other duties that may be assigned.
- d) Participating in preparing departmental budgets

vi) *ASSISTING CHIEF FIRE SUPERINTENDENT* - ***CONTISS 12***

- a) Assisting in supervising and coordinating the activities of the subordinate.
- b) Reporting to the Chief Fire Officer in charge of the department.
- c) Performing any other duties that may be assigned.
- d) Participating in planning and preparing departmental annual budgets

vii) *CHIEF FIRE SUPERINTENDENT* - ***CONTISS 13***

- a) Assisting in the day to day running of a section.
- b) Coordinating the activities of a number of subordinates.
- c) Providing leadership and mentoring skills.
- d) Participating in planning and preparing departmental annual budgets

35.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

FIRE SUPERINTENDENT - ***CONTISS 06***

For appointment as Fire Superintendent, a candidate should possess the following qualifications:

- a) National Diploma (ND) not below Lower Credit in Building, Mechanical, Electrical Engineering or any relevant qualification obtained from a recognized institution with 3 years experience and Knowledge of computer as an added advantage.
- b) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Fire Superintendent, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

HIGHER FIRE SUPERINTENDENT - ***CONTISS 07***

For appointment as Higher Fire Superintendent, a candidate should possess the following

qualifications:

- a) HND not below Lower credit in Building, Mechanical, and Electrical Engineering or any relevant qualification obtained from recognized institution, NYSC Certificate plus knowledge of computer as an added advantage.
- b) .ii. ND not below Lower Credit in Building, Mechanical, Electrical Engineering or any relevant qualification obtained from a recognized institution, plus knowledge of computer as an added advantage 3 post qualification cognate experience.
- c) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Higher Fire Superintendent, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period.

SENIOR FIRE SUPERINTENDENT

- ***CONTISS 08***

For appointment as Senior Fire Superintendent, a candidate should possess any of the following qualifications:

- a) HND not below Lower credit in Building, Mechanical, and Electrical Engineering or any relevant qualification obtained from a recognized institution, NYSC Certificate plus knowledge of computer as an added advantage with 3 post qualification cognate experience.
- b) ND not below Lower Credit in Building, Mechanical, Electrical Engineering or any relevant qualification obtained from a recognized institution, knowledge of computer as an added advantage with 6 years post qualification cognate experience.
- c) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Senior Fire Superintendent, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

PRINCIPAL FIRE SUPERINTENDENT II

- ***CONTISS 09***

For appointment as Principal Fire Superintendent II, a candidate should possess any of the following qualifications:

- a) HND not below Lower credit in Building, Mechanical, and Electrical Engineering or any relevant qualification obtained from a recognized institution, NYSC Certificate and knowledge of computer as an added advantage with 6 years post qualification cognate experience.
- b) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Principal Fire Superintendent II, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period.

PRINCIPAL FIRE SUPERINTENDENT I

- **CONTISS 11**

For appointment as Principal Fire Superintendent I, a candidate should possess the following qualifications:

- a) HND not below Lower credit in Building, Mechanical, and Electrical Engineering or any relevant qualification obtained from recognized institution, NYSC Certificate and knowledge of computer as an added advantage with 9 years post qualification cognate experience.
- b) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Principal Fire Superintendent I, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

ASSISTANT CHIEF FIRE SUPERINTENDENT

- **CONTISS 12**

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to Assistant Chief Fire Superintendent, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period.

CHIEF FIRE SUPERINTENDENT

- **CONTISS 13**

For promotion to Chief Fire Superintendent, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period.

36. GUIDANCE AND COUNSELLING OFFICER CADRE

36.1 Posts and Salaries

Guidance and Counselling Officer	-	CONTISS 07
Senior Guidance and Counselling Officer	-	CONTISS 08
Principal Guidance and Counselling Officer II	-	CONTISS 09
Principal Guidance and Counselling Officer I	-	CONTISS 11
Assistant Chief Guidance and Counselling Officer	-	CONTISS 12
Chief Guidance and Counselling Officer	-	CONTISS 13
Deputy Director Guidance and Counselling	-	CONTISS 14

36.2 DUTIES

GUIDANCE AND COUNSELLING OFFICER - CONTISS 07

- a) Assisting in the general counseling of students.
- b) Assisting in counseling of students on career choice and opportunities.
- c) Participating in students' orientation programmes.
- d) Providing professional and community services.
- e) Performing any other duties as may be assigned.

SENIOR GUIDANCE AND COUNSELLING OFFICER - CONTISS 08

- a) Providing students with skills for adjustment to university environment, teaching and self-management academically, socially and economically.
- b) Coordinating orientation of new and transferred students.
- c) Referring students to other professionals as the situation demand.
- d) Providing professional and community services.
- e) Participate in students' orientation programmes.
- f) Performing any other duties as may be assigned.

PRINCIPAL GUIDANCE AND COUNSELLING OFFICER II- CONTISS 09

- a) Assisting in the general counseling of students.
- b) Counselling students on career choice and opportunities.
- c) Referring students to other professionals as the situation demand.
- d) Providing professional and community services.
- e) Performing any other duties as may be assigned.

PRINCIPAL GUIDANCE AND COUNSELLING OFFICER I- CONTISS 11

- a) Providing career and vocational counseling by arranging career talks, workshops and vocational trips.
- b) Promoting vocational clubs and updating students in various vocations/occupations.
- c) Guiding parents/students on choice of subjects and courses.
- d) Assisting in the coordination of students' advisory system.
- e) Providing professional and community services.
- f) Performing any other duties as may be assigned.

DEPUTY CHIEF GUIDANCE AND COUNSELLING OFFICER -CONTISS 12

- a) Providing guidance and counseling services to students.
- b) Participating in the identification guiding and counseling of students with social problems.
- c) Maintaining up-to-date records of students with social problems.
- d) Coordinating students' orientation programmes.
- e) Performing duties relating to scholarship schemes for students.
- f) Participating in conducting assessment and evaluation of counseling programmes.
- g) Providing professional and community services.
- h) Performing any other duties as may be assigned.

CHIEF GUIDANCE AND COUNSELLING OFFICER - CONTISS 13

- i) Coordinate other subordinate staff.
- ii) Conducting assessment and evaluation of the programmes of the Unit.
- iii) Developing programmes to meeting students' counseling needs.
- iv) Ensuring effective coordination of students' advisory system.
- v) Identifying, guiding and counseling students with social problems and maintaining up-to-date records.
- vi) Assisting students on matters relating to scholarships scheme.
- vii) Providing professional and community services.
- viii) Performing any other duties as may be assigned.

DEPUTY DIRECTOR GUIDANCE AND COUNSELLING - CONTISS 14

- a) Providing effective leadership roles.
- b) Responsible to the Dean, Students' Affairs.
- c) Conducting assessment and evaluation of the programmes of the Unit.

- d) Developing programmes to meeting students' counseling needs.
- e) Ensuring effective coordination of students' advisory system.
- f) Reporting on guidance and counseling services to the University Management.
- g) Advise students on matters relating to scholarships scheme.
- h) Preparing budget for the Unit
- i) Providing professional and community services.
- j) Performing any other duties as may be assigned.

36.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

GUIDANCE AND COUNSELLING OFFICER

-

CONTISS 07

For appointment as Guidance and Counselling Officer, a candidate should possess the following qualifications:

- a) A Bachelors' degree not below Lower Second Class Honour in Psychology/ Guidance and Counselling/Sociology or any other relevant qualification from a recognised institution and NYSC certificate plus knowledge of computer.
- b) A Candidate may be subjected to an interview that may require writing competency examination.

SENIOR GUIDANCE AND COUNSELLING OFFICER

-

CONTISS 08

For appointment as Senior Guidance and Counselling Officer, a candidate should possess any of the following qualifications:

- a) Master's degree in Psychology/Guidance and Counselling/Sociology or any relevant qualification from a recognized University plus knowledge of computer.
- b) A Bachelors' degree not below Lower Second Class Honours in Psychology/ Guidance and Counselling/Sociology or any other relevant qualification from a recognised institution and NYSC certificate with 3 years post qualification cognate experience plus knowledge of computer.
- c) Candidate may be subjected to an interview that may require writing competency examination

For promotion to Senior Guidance and Counselling Officer, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period.

PRINCIPAL GUIDANCE AND COUNSELLING OFFICER II

-

CONTISS 09

For appointment as Principal Guidance and Counselling Officer II, a candidate should possess any of the following qualifications:

- a) Master's degree in Psychology/Guidance and Counselling/Sociology or any relevant qualification from a recognized University with 3 years post qualification cognate

experience plus knowledge of computer.

- b) A Bachelors' degree not below Lower Second Class Honours in Psychology/ Guidance and Counselling/Sociology or any other relevant qualification from a recognised institution and NYSC certificate with 6 years post qualification cognate experience plus knowledge of computer.
- c) Candidate may be subjected to an interview that may require writing competency examination

For promotion to Principal Guidance and Counselling Officer II, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period.

PRINCIPAL GUIDANCE AND COUNSELLING OFFICER I - CONTISS 11

For appointment as Principal Guidance and Counselling Officer I, a candidate should possess any of the following qualifications:

- a) Master's degree in Psychology/Guidance and Counselling/Sociology or any relevant qualification from a recognized University with 6 years post qualification cognate experience plus knowledge of computer.
- b) A Bachelors' degree not below Lower Second Class Honours in Psychology/ Guidance and Counselling/Sociology or any other relevant qualification from a recognised institution and NYSC certificate with 9 years post qualification cognate experience plus knowledge of computer.
- c) Candidate may be subjected to an interview that may require writing competency examination

For promotion to Principal Guidance and Counselling Officer I, a candidate must serve satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

ASSISTANT CHIEF GUIDANCE AND COUNSELLING OFFICER - CONTISS 12

For appointment as Principal Guidance and Counselling Officer I, a candidate should possess any of the following qualifications:

- a) Master's degree in Psychology/Guidance and Counselling/Sociology or any relevant qualification from a recognized University with 9 years post qualification cognate experience plus knowledge of computer.
- b) A Bachelors' degree not below Lower Second Class Honours in Psychology/ Guidance and Counselling/Sociology or any other relevant qualification from a recognised institution and NYSC certificate with 12 years post qualification cognate experience plus knowledge of computer.
- c) Candidate may be subjected to an interview that may require writing competency examination

For promotion to Assistant Chief Guidance and Counselling Officer, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period.

CHIEF GUIDANCE AND COUNSELLING OFFICER

- **CONTISS 13**

For promotion to Assistant Chief Guidance and Counselling Officer, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period.

DEPUTY DIRECTOR GUIDANCE AND COUNSELLING

- **CONTISS 14**

For promotion to Assistant Chief Guidance and Counselling Officer, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period.

SENIOR STAFF SCHEME OF SERVICE

37. HALL OFFICER CADRE

37.1 Posts and Salaries

Hall Officer III	-	CONTISS 06
Hall Officer II	-	CONTISS 07
Hall Officer I	-	CONTISS 08
Chief Hall Officer	-	CONTISS 09

37.2 DUTIES

i) HALL OFFICER III - **CONTISS 06**

- a) Assisting in supervising students' halls of residence
- b) Assisting in maintaining cleanliness of the halls of residence.
- c) Assisting in providing accommodation to students.
- d) Conduct regular Hall inspections.
- e) Performing any other duties that may be assigned.

ii) HALL OFFICER II - **CONTISS 07**

- a) Supervision of hostel accommodation.
- b) Assisting in maintaining students' records in the halls of residence.
- c) Assist in allocating rooms and manage room assignments.
- d) Supervising, monitoring and training of subordinates.
- e) Performing any other duties that may be assigned.

iii) HALL OFFICER I - **CONTISS 08**

- a) Supervising the activities of the subordinates.
- b) Assisting in maintaining students' records in the halls of residence
- c) Conduct regular Hall inspections and maintain hall facilities.
- d) Preparation of formal report to the superior officer.
- e) Allocate rooms and manage room assignments
- f) Performing professional and community services
- g) Performing any other duties that may be assigned.

iv) CHIEF HALL OFFICER - **CONTISS 09**

- a) In charge of general administration of the halls of residence.
- b) Maintaining register of students in the halls of residence.
- c) Preparation of formal report of activities in the halls of residence to the superior officer.

- d) Providing mentoring and administrative skills to his subordinates
- e) Maintain accurate records of hall operation.
- f) Prepare reports on hall operation and student conduct.
- g) Performing professional and community services
- h) Performing any other duties that may be assigned.

37.3 METHODS OF ENTRY ADVANCEMENT WITHIN THE CADRE

HALL OFFICER III

-

CONTISS 06

For appointment as Hall Officer III, a candidate should possess the following qualifications:

- a) A National Diploma in relevant discipline not below Lower Credit or its equivalent in the relevant area from a recognized institution with minimum of 3 years cognate working experience.
- b) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Hall Officer III, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period.

HALL OFFICER II

-

CONTISS 07

For appointment as Hall Officer II, a candidate should possess the following qualifications:

- a) A National Diploma in relevant discipline not below Lower Credit or its equivalent in the relevant area from a recognized institution with minimum of 6 years cognate working experience.
- b) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Hall Officer II, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period.

HALL OFFICER I

-

CONTISS 08

For appointment as Hall Officer I, a candidate should possess the following qualifications:

- a) A National Diploma in relevant discipline not below Lower Credit or its equivalent in the relevant area from a recognized institution with minimum of 9 years cognate working experience.
- b) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Hall Officer I, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period.

For appointment as Chief Hall Officer, a candidate should possess the following qualifications:

- a) A National Diploma in relevant discipline not below Lower Credit or its equivalent in the relevant area from a recognized institution with minimum of 12 years cognate working experience and registration with any relevant professional body.
- b) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Chief Hall Officer, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period and registration with any relevant professional body.

38. HEALTH ASSISTANT CADRE

38.1 Posts and Salaries

Principal Health Assistant	-	CONHESS 06
Chief Health Assistant	-	CONHESS 07

38.2 DUTIES

i) PRINCIPAL HEALTH ASSISTANT - ***CONHESS 06***

- a) Perform the duties of Senior Health Assistant at a higher level of responsibility
- b) Assist in the supervision of on-the-job training of new staff
- c) Assist in the deployment and supervision of subordinate staff
- d) Recommend the fabrication of artificial aids and appliances
- e) Carry out other duties as may be assigned

ii) CHIEF HEALTH ASSISTANT - ***CONHESS 07***

- a) Design and supervise on-the-job training of new staff
- b) Deploy and coordinate the activities of subordinate staff
- c) Compile relevant periodic returns on patients and prepare reports on same
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

39.3 METHODS OF ADVANCEMENT WITHIN THE CADRE

PRINCIPAL HEALTH ASSISTANT - ***CONHESS 06***

For appointment as Principal Health Assistant, a candidate should possess the following qualifications:

- a) A National Certificate for Health Assistant cadre or any other relevant area from a recognized institution with minimum of 3 years cognate working experience.
- b) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Principal Health Assistant, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

CHIEF HEALTH ASSISTANT - ***CONHESS 07***

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

39.HORTICULTURIST CADRE

39.2 Posts and Salaries

Horticulture Superintendent	-	CONTISS 06
Horticulturist II	-	CONTISS 07
Horticulturist I	-	CONTISS 08
Senior Horticulturist	-	CONTISS 09
Principal Horticulturist	-	CONTISS 11
Assistant Chief Horticulturist	-	CONTISS 12
Chief Horticulturist	-	CONTISS 13
Senior Chief Horticulturist	-	CONTISS 14
Principal Chief Horticulturist	-	CONTISS 15

39.2 Duties

i) HORTICULTURE SUPERINTENDENT - **CONTISS 06**

- a) Collect planting materials
- b) Plant ornamental seedlings
- c) Periodic pruning and trimming of ornamental plants
- d) Carry out other duties as may be assigned
- e) Provide project and commercial services

ii) HORTICULTURIST II - **CONTISS 07**

- a) Collect planting material
- b) Raise ornamental seedlings
- c) Plant ornamental seedlings
- d) Periodic pruning and trimming of ornamental plants
- e) Raise ornamental plants for particular purposes
- f) Assist in keeping records of the landscaping activities
- g) Carry out other duties as may be assigned
- h) Provide project and commercial services

iii) HORTICULTURIST I - **CONTISS 08**

- a) Collect planting materials
- b) Raise ornamental seedlings
- c) Supervise planting of ornamental seedlings
- d) Supervise periodic pruning and trimming of ornamental plants to avoid a bushy outlook
- e) Raise ornamental plants for particular purpose
- f) Participate in keeping records of the landscaping activities
- g) Carry out other duties as may be assigned
- h) Provide project and commercial services

iv) SENIOR HORTICULTURIST I

- **CONTISS 09**

- a) Produce and manage of ornamental plants
- b) Improve planting materials
- c) Select ornamental plants for particular uses, condition or site
- d) Participate in designing and construction of sites along with the planting and maintenance of woody or herbaceous ornamentals
- e) Participate in proper Management of the existing landscape
- f) Raise ornamental plants for particular purposes
- g) Keep records of the landscaping activities
- h) Carry out any other duties as may be assigned
- i) Provide project and commercial services

v) PRINCIPAL HORTICULTURIST I

- **CONTISS 11**

- a) Produce and manage of ornamental plants
- b) Improve planting materials
- c) Select ornamental plants for particular uses, condition or site
- d) Design and construct sites along with the planting and maintenance of woody or herbaceous ornamentals
- e) Assist in the training of subordinate staff
- f) Participate in proper Management of the existing landscape
- g) Initiate improvement in the general landscape in accordance with the University's master plan.
- h) Raise ornamental plants for particular purposes
- i) Advise on how and when to plant ornamental plants
- j) Supervise the landscaping activities
- k) Keep records of all landscaping activities
- l) Carry out other duties as may be assigned
- m) Provide project and commercial services

vi) ASSISTANT CHIEF HORTICULTURIST

- **CONTISS 12**

- a) Produce and manage of ornamental plants
- b) Improve planting materials
- c) Select ornamental plants for particular uses, condition or site
- d) Design and construct sites along with the planting and maintenance of woody or herbaceous ornamentals
- e) Maintain proper Management of the existing landscape
- f) Initiate improvement in the general landscape in accordance with the University master plan.
- g) Supervise the training of ornamental plants for particular purposes
- h) Advise on how and when to plant ornamental plants
- i) Supervise and execute the landscaping activities
- j) Keep record of the landscaping activities
- k) Train subordinates
- l) Carryout other duties as may be assigned

m) Provide project and commercial services

vii) CHIEF HORTICULTURIST

- **CONTISS 13**

- a) Ensure the production and Management of ornamental plants
- b) Ensure the improvement of planting materials
- c) Ensure the proper selection of ornamental plants for particular uses, condition or site
- d) Ensure the design and construction of sites along with the planting and maintenance of woody or herbaceous ornamentals
- e) Ensure the training of ornamental plants for particular purposes
- f) Determine how and when to plant ornamental plants
- g) Plan, execute and supervise the landscaping activities
- h) Ensure keeping records of the landscaping activities
- i) Ensure the supervise and training of subordinate staff
- j) Assist in preparing budgets for the Unit
- k) Provide project and commercial services
- l) Carryout other duties as may be assigned

viii) SENIOR CHIEF HORTICULTURIST

- **CONTISS 14**

- a) Supervise the production and Management of ornamental plants
- b) Supervise the improvement of planting materials
- c) Supervise the proper selection of ornamental plants for particular uses, condition or site
- d) Supervise the design and construction of sites along with the planting and maintenance of woody or herbaceous ornamentals
- e) Ensure proper management of the existing landscape, improvement in the general landscape in accordance with the University's master plan
- f) Determine how and when to plant ornamental plants
- g) Plan, execute and supervise the landscaping activities
- h) Ensure keeping records of the landscaping activities
- i) Ensure the supervise and training of subordinate staff
- j) Provide project and commercial services
- k) Carryout other duties as may be assigned

ix) PRINCIPAL CHIEF HORTICULTURIST

- **CONTISS 15**

- a) Advise University management on ornamental plants
- b) Supervise the production and Management of ornamental plants
- c) Supervise the improvement of planting materials
- d) Supervise the proper selection of ornamental plants for particular uses, condition or site
- e) Supervise the design and construction of sites along with the planting and maintenance of woody or herbaceous ornamentals
- f) Ensure proper management of the existing landscape, improvement in the general

- landscape in accordance with the University's master plan
- g) Determine how and when to plant ornamental plants
- h) Plan, execute and supervise the landscaping activities
- i) Ensure keeping records of the landscaping activities
- j) Ensure the supervise and training of subordinate staff
- k) Provide project and commercial services
- l) Carryout other duties as may be assigned

39.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

HORTICULTURE SUPERINTENDENT

- ***CONTISS 06***

For appointment as Agricultural Superintendent (Horticulture), a candidate shall possess the following requirements:

- a) A minimum of National Diploma (ND) in Horticulture or any other relevant qualification obtained from a recognized institution and evidence of Computer Literacy with a minimum of three years' experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to Agricultural Superintendent (Horticulture), a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period.

HORTICULTURIST II

- ***CONTISS 07***

For appointment as Horticulturist II, a candidate shall possess any of the following requirements:

- a) Any Class of Degree in Horticulture or any relevant area obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy.
- b) A Higher National Diploma (HND) in Horticulture or any relevant qualification obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy.
- c) An ND in Horticulture obtained from a recognized institution and evidence of Computer Literacy with a minimum of 6 years' experience.
- d) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Horticulturist II, an Agricultural Superintendent (Horticulture) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

For appointment as Horticulturist II, a candidate shall possess any of the following requirements:

- a) Any Class of Degree in Horticulture or any relevant area obtained from a recognized institution, NYSC Certificate with a minimum of 3 years experience and evidence of Computer Literacy.
- b) A Higher National Diploma (HND) in Horticulture or any relevant qualification obtained from a recognized institution, NYSC Certificate with a minimum of 3 years experience and evidence of Computer Literacy.
- c) An ND in Horticulture obtained from a recognized institution and evidence of Computer Literacy with a minimum of 9 years' experience.
- d) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Horticulturist I, a Horticulturist II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

For appointment as Horticulturist II, a candidate shall possess any of the following requirements:

- a) Any Class of Degree in Horticulture or any relevant area obtained from a recognized institution, NYSC Certificate with a minimum of 6 years experience, registration with any relevant professional body and evidence of Computer Literacy.
- b) A Higher National Diploma (HND) in Horticulture or any relevant qualification obtained from a recognized institution, NYSC Certificate with a minimum of 6 years experience, registration with any relevant professional body and evidence of Computer Literacy.
- c) An ND in Horticulture obtained from a recognized institution and evidence of Computer Literacy with a minimum of 12 years' experience.
- d) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Senior Horticulturist, a Horticulturist I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period and registration with any relevant professional body

PRINCIPAL HORTICULTURIST

- **CONTISS 11**

For appointment as Horticulturist II, a candidate shall possess any of the following requirements:

- a) Any Class of Degree in Horticulture or any relevant area obtained from a recognized institution, NYSC Certificate with a minimum of 9 years experience, registration with any relevant professional body and evidence of Computer Literacy.
- b) A Higher National Diploma (HND) in Horticulture or any relevant qualification obtained from a recognized institution, NYSC Certificate with a minimum of 9 years experience, registration with any relevant professional body and evidence of Computer Literacy.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Principal Horticulturist, a Senior Horticulturist must have served effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period and registration with any relevant professional body.

ASSISTANT CHIEF HORTICULTURIST

- **CONTISS 12**

For appointment as Assistant Chief Horticulturist, a candidate shall possess any of the following requirements:

- a) Any Class of Degree in Horticulture or any relevant area obtained from a recognized institution, NYSC Certificate with a minimum of 12 years experience, registration with any relevant professional body and evidence of Computer Literacy.
- b) A Higher National Diploma (HND) in Horticulture or any relevant qualification obtained from a recognized institution, NYSC Certificate with a minimum of 12 years experience, registration with any relevant professional body and evidence of Computer Literacy.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Assistant Chief Horticulturist, a Principal Horticulturist must have served effectively and efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF HORTICULTURIST

- **CONTISS 13**

For promotion to the rank of Chief Horticulturist, an Assistant Chief Horticulturist must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

SENIOR CHIEF HORTICULTURIST

- ***CONTISS 14***

For promotion to the rank of Senior Horticulturist, a Chief Horticulturist must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

PRINCIPAL CHIEF HORTICULTURIST

- ***CONTISS 15***

For promotion to the rank of Principal Chief Horticulturist, a Senior Chief Horticulturist must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

SENIOR STAFF SCHEME OF SERVICE

40. INFORMATION AND PROTOCOL OFFICER CADRE

40.1 Posts and Salaries

Information and Protocol Officer II	-	CONTISS 07
Information and Protocol Officer I	-	CONTISS 08
Senior Information and Protocol Officer	-	CONTISS 09
Principal Information and Protocol Officer	-	CONTISS 11
Assistant Chief Information and Protocol Officer	-	CONTISS 12
Chief Information and Protocol Officer	-	CONTISS 13
Deputy Director Information and Protocol	-	CONTISS 14
Director	-	CONTISS 15

40.2 DUTIES

INFORMATION AND PROTOCOL OFFICER II - ***CONTISS 07***

- a) Assist in the planning and execution of the Vice-Chancellor's official events
- b) Assist in the planning and execution of programmes for visitors to the University
- c) Assist in the arrangement of accommodation for visitors to the University
- d) Assist in making arrangements for delegations named by the Vice-Chancellor to represent him at ceremonies and functions
- e) Carry out other duties as may be assigned
- f) Provide professional and community services.

INFORMATION AND PROTOCOL OFFICER I - ***CONTISS 08***

- a) Assist in the planning and execution of the Vice-Chancellor's official events
- b) Assist in the planning and execution of programmes for visitors to the University
- c) Assist in the arrangement of accommodation for visitors to the University
- d) Assist in making arrangements for delegations named by the Vice-Chancellor to represent him at ceremonies and functions
- e) Assist in receiving University guests
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

SENIOR INFORMATION AND PROTOCOL OFFICER - ***CONTISS 09***

- a) Assist in the planning and execution of the Vice-Chancellor's official events
- b) Assist in the planning and execution of programmes for visitors to the University
- c) Assist in the arrangement of accommodation for visitors to the University
- d) Assist in making arrangements for delegations named by the Vice-Chancellor to represent him at ceremonies and functions
- e) Assist in supervising and training of subordinates
- f) Assist in receiving University Guests

- g) Assist in maintaining and updating the lists of hospitality organizations within Kano
- h) Carry out other duties as may be assigned
- i) Provide professional and community services

PRINCIPAL INFORMATION & PROTOCOL OFFICER - CONTISS 11

- a) Participate in the planning and executing the Vice-Chancellor's official events
- b) Participate in planning and executing the programmes for visitors to the University
- c) Supervise and train subordinates
- d) Participate in arranging accommodation for visitors to the University
- e) Participate in receiving University guests
- f) Participate in making arrangements for delegation named by the Vice-Chancellor to represent him at ceremonies and functions
- g) Assist in liaising with hospitality organizations within Kano
- h) Assist in initiating manpower training and staff development programmes
- i) Assist in writing Annual Reports for the Unit
- j) Assist in preparing Annual Budget Estimates for the Unit
- k) Carry out other duties as may be assigned
- l) Provide professional and community services.

ASST CHIEF INFORMATION & PROTOCOL OFFICER - CONTISS 12

- a) Assist in discharging both administrative and other functions of the Unit
- b) Participate in planning and executing the Vice-Chancellor's official events
- c) Participate in planning and executing the programmes for visitors to the University
- d) Assist in supervision of the arrangement for accommodation for visitors to the University
- e) Participate in receiving University guests at the Airport
- f) Supervise and train subordinates
- g) Assist in initiating manpower training and staff development programmes
- h) Participate in liaising with relevant hospital organizations within Kano
- i) Participate in writing Annual Report for the Unit
- j) Participate in preparing Annual Budget Estimates for the Unit
- k) Assist the Master of Ceremony at University functions
- l) Assist in initiating up-to-date protocol strategies and methods
- m) Carry out other duties as may be assigned
- n) Provide professional and community services.

CHIEF INFORMATION & PROTOCOL OFFICER - CONTISS 13

- a) Participate in discharging administrative and other functions of the Unit
- b) Participate in planning and executing all of the Vice-Chancellor's official events

- c) Participate in planning and executing all programmes for visitors to the University
- d) Supervise arrangement for accommodation for visitors to the University
- e) Supervise and train subordinates
- f) Receive University guests at the Airport
- g) Supervise the arrangements for delegation named by the Vice-Chancellor to represent him at ceremonies and functions
- h) Liaise with relevant hospitality organizations within and outside Kano
- i) Participate in initiating up-to-date protocol strategies and methods
- j) Assist the Master of Ceremony at University functions
- k) Participate in initiating manpower training and staff development programmes
- l) Participate in writing Annual Report for the Unit
- m) Participate in preparing Annual Budget Estimates for the Unit
- n) Carry out other duties as may be assigned
- o) Provide professional and community services.

DEPUTY DIRECTOR INFORMATION & PROTOCOL - CONTISS 14

- a) Coordinate arrangements of accommodation for visitors to the University
- b) Receive University guests at the Airport
- c) Coordinate proper arrangement for delegation named by the Vice-Chancellor to represent him at ceremonies and functions
- d) Liaise with hospitality organizations within and outside Kano
- e) Recommend up-to-date protocol strategies and methods to management
- f) Ensure the supervision and training of subordinates
- g) Recommend the redeployment of staff for efficient service delivery in the Unit
- h) Initiate manpower training and staff development programmes
- i) Prepare Annual Report for the Unit
- j) Prepare Annual Budget Estimates for the Unit
- k) Carry out other duties as may be assigned
- l) Provide professional and community services.

DIRECTOR INFORMATION & PROTOCOL - CONTISS 15

- a) Responsible to the Vice Chancellor/Registrar for the day-to-day administration and providing good leadership in the Unit.
- b) Plan and execute all of the Vice-Chancellor's official events
- c) Plan and execute all programmes for visitors to the University
- d) Ensure proper arrangement of accommodation for visitors to the University
- e) Receive University guests at the Airport
- f) Ensure proper arrangement for delegation named by the Vice-Chancellor to represent him at ceremonies and functions
- g) Liaise with hospitality organizations within and outside Kano
- h) Recommend up-to-date protocol strategies and methods to management
- i) Ensure the supervision and training of subordinates
- j) Prepare Annual Report for the Unit
- k) Prepare Annual Budget Estimates for the Unit

- l) Carry out other duties as may be assigned
- m) Provide professional and community services.

40.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

INFORMATION AND PROTOCOL OFFICER II

- CONTISS 07

For appointment as Information and Protocol Officer II, a candidate shall possess the following requirements:

- c) Any Class of Degree in Mass Communications, Humanities or Social Sciences obtained from a recognized institution, NYSC Certificate, evidence of Computer Literacy and must demonstrate a flair for oral and written English.
- d) A candidate shall be subjected to an interview that may require writing competency examination.

INFORMATION AND PROTOCOL OFFICER I

- CONTISS 08

For appointment as Information and Protocol Officer I, a candidate shall possess the following requirements:

- a) A Master's degree in Mass Communications, Humanities or Social Sciences obtained from a recognized institution and NYSC Certificate be computer literate and must demonstrate a flair for oral and written English.
- b) Any Class of Degree in Mass Communications, Humanities or Social Sciences obtained from a recognized institution, NYSC Certificate, evidence of Computer Literacy and must demonstrate a flair for oral and written English with 3 years cognate experience.
- c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Information and Protocol Officer I, Information and Protocol Officer II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR INFORMATION AND PROTOCOL OFFICER

- CONTISS 09

For appointment as Senior Information and Protocol Officer, a candidate shall possess any of the following requirements:

- a) A Master's degree in Mass Communications, Humanities or Social Sciences obtained from a recognized institution and NYSC Certificate be computer literate and must demonstrate a flair for oral and written English with 3 years cognate experience and registration with any relevant professional body.

b) Any Class of Degree in Mass Communications, Humanities or Social Sciences obtained from a recognized institution, NYSC Certificate, evidence of Computer Literacy and must demonstrate a flair for oral and written English with 6 years cognate experience and registration with any relevant professional body.

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

For promotion to the rank of Senior Information and Protocol Officer, Information and Protocol Officer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL INFORMATION AND PROTOCOL OFFICER - CONTISS 11

For appointment as Principal Information and Protocol Officer, a candidate shall possess any of the following requirements:

a) A Master's degree in Mass Communications, Humanities or Social Sciences obtained from a recognized institution, NYSC Certificate and computer literacy. The candidate must demonstrate a flair for oral and written English with 6 years cognate experience and registration with any relevant professional body.

b) Any Class of Degree in Mass Communications, Humanities or Social Sciences obtained from a recognized institution, NYSC Certificate, evidence of Computer Literacy and must demonstrate a flair for oral and written English with 9 years cognate experience.

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

For promotion to the rank of Principal Information and Protocol Officer, a Senior Information and Protocol Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period and registration with any relevant professional body.

ASSIST. CHIEF INFORMATION AND PROTOCOL OFFICER - CONTISS 12

For appointment as Principal Information and Protocol Officer, a candidate shall possess any of the following requirements:

a) A Master's degree in Mass Communications, Humanities or Social Sciences obtained from a recognized institution, NYSC Certificate and computer literacy. The candidate must demonstrate a flair for oral and written English with 9 years cognate experience and registration with any relevant professional body.

b) Any Class of Degree in Mass Communications,

Humanities or Social Sciences obtained from a recognized institution, NYSC Certificate, evidence of Computer Literacy and must demonstrate a flair for oral and written English with 12 years cognate experience and registration with any relevant professional body.

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

For promotion to the rank of Assistant Chief Information and Protocol Officer, a Principal Information and Protocol Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF INFORMATION AND PROTOCOL OFFICER - CONTISS 13

For promotion to the rank of Chief Information and Protocol Officer, an Assistant Chief Information and Protocol Officer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

DEPUTY DIRECTOR INFORMATION AND PROTOCOL - CONTISS 14

For promotion to the rank of Deputy Director, a Chief Information and Protocol Officer must have served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

DEPUTY DIRECTOR INFORMATION AND PROTOCOL - CONTISS 15

For promotion to the rank of Director, a Deputy Director Information and Protocol must have served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

41 INTERNAL AUDITOR CADRE

41.1 Posts and Salaries

Internal Auditor II	-	CONTISS 07
Internal Auditor I	-	CONTISS 08
Senior Internal Auditor	-	CONTISS 09
Principal Internal Auditor	-	CONTISS 11
Assistant Chief Internal Auditor	-	CONTISS 12
Chief Internal Auditor	-	CONTISS 13
Deputy Director Audit	-	CONTISS 14
Director Audit	-	CONTISS 15

41.2 DUTIES

i) INTERNAL AUDITOR II - *CONTISS 07*

- a) Assist in carrying out auditing duties
- b) Assist in enforcing Financial and Stores Procedures, including general auditing, pre-payment auditing, stock verification and stores auditing
- c) Assist in Audit investigations
- d) Assist in market survey, verification of prices and authorities for payment
- e) Assist in carrying out Audit Visitation to Units/Departments/Centres
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

ii) INTERNAL AUDITOR I - *CONTISS 08*

- a) Assist in enforcing Financial and Store Procedures, including general auditing, pre-payment auditing, stock verification and Stores Auditing
- b) Assist in Audit Investigations
- c) Assist in the application of auditing regulations and procedures
- d) Assist in market survey, verification of prices and authorities for payment
- e) Participate in carrying out Audit Visitation to Units/Departments/Centres
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

iii) SENIOR INTERNAL AUDITOR - *CONTISS 09*

- a) Carry out auditing duties, including general auditing, pre-payment auditing, Stores Auditing and stock verification to ensure value for money
- b) Interpret Auditing Regulations and ensuring that Audit procedures are followed in all aspect of University financial transactions
- c) Market survey, verification of prices and authorities for payment
- d) Carry out Audit Visitation to Units/Departments/Centres
- e) Carry out other duties as may be assigned
- f) Provide professional and community services.

iv) PRINCIPAL INTERNAL AUDITOR

- *CONTISS 11*

- a) Participate in general Auditing duties
- b) Participate in pre-payment auditing, stores auditing and project inspection to ensure value for money
- c) Participate in writing Audit Reports, interpreting Audit Regulations and Procedures
- d) Assist in the investigation of fraud, shortages and losses to University property
- e) Participate in periodic review of Accounting and Stores Systems
- f) Ensure that established procedures are followed in all financial transactions
- g) Assist in the preparation of Quarterly, Bi-Annual, Annual and Special Reports
- h) Assist in training subordinates
- i) Assist in preparing Annual Budget estimates for the Unit
- j) Take charge of a Unit/Department
- k) Provide team leadership in Audit Visitation to Units/Departments/Centres
- l) Carry out other duties as may be assigned
- m) Provide professional and community services.

v) ASSISTANT CHIEF INTERNAL AUDITOR

- *CONTISS 12*

- a) Supervise general auditing duties
- b) Participate in pre-payment auditing, stores auditing and project inspection to ensure value for money
- c) Participate in writing Audit Reports, interpreting Audit Regulations and Procedures
- d) Provide team leadership in the investigation of fraud, shortages and losses to University property
- e) Participate in periodic review of Accounting and Stores Systems
- f) Ensure that established procedures are followed in all financial transactions
- g) Participate in the preparation of Quarterly, Bi-Annual, Annual and Special Reports
- h) Participate in training subordinates
- i) Participate in preparing Annual Budget Estimates in the Unit
- j) Assist in preparing and updating the Manual on Audit Procedures
- k) Assist in identifying training needs for manpower development
- l) Assist in maintenance of University Assets Register and up-date records of all staff
- m) Carry out other duties as may assigned
- n) Provide professional and community services.

vi) CHIEF INTERNAL AUDITOR

- *CONTISS 13*

- a) Provide good leadership in the Audit Unit
- b) Write Audit Report
- c) Interpret Auditing Regulations and Procedures
- d) Maintain Progress Register
- e) compliance with Audit Regulations and Procedures in all University financial activities and transactions
- f) Assist in providing periodic review of Accounting and Stores Systems
- g) Assist in the maintenance of University Assets Register and up-date records

of all staff

- h) Participate in the preparation of Quarterly, Bi-Annual, Annual and Special Reports
- i) Participate in identifying training needs for manpower development and initiate training programmes for staff
- j) Participate in preparing and updating the Manual on Audit Procedures
- k) Participate in preparing the Annual Budget Estimates for the Unit
- l) Assist in monitoring the implementation of University's Annual Budget
- m) Provide professional and community services.
- n) Carry out other duties as may assigned

vii) DEPUTY DIRECTOR AUDIT

- *CONTISS 14*

- a) Responsible to the Director in providing good leadership in the Unit and ensuring that all financial transactions in the University conform with the Financial Regulations and Procedures of the University and Public Service Rules and Regulations
- b) Prepare and update the Manual of Audit Procedures
- c) Identify training needs for manpower development, initiate training programmes and ensure the training of staff
- d) Ensure that stock purchased reflect value for money
- e) Prepare Quarterly, Bi-Annual, Annual and Special Reports
- f) Assist the Director in ensuring that Due Process is complied with in carrying out financial transactions of the University
- g) Provide professional and community services.
- h) Carry out other duties as may be assigned

viii) DIRECTOR AUDIT

- *CONTISS 15*

- a) Responsible to the Vice-Chancellor in providing good leadership in the Unit and ensuring that all financial transactions in the University conform with the Financial Regulations and Procedures of the University and Public Service Rules and Regulations
- b) Monitor and evaluate the effectiveness and efficient management of the finances and other resources of the University
- c) Interpret Auditing Regulations, Procedures and ensure compliance with such procedures in the execution of the University's financial transactions
- d) Ensure that auditing activities cover all records of the University
- e) Ensure that the safeguards and internal control measures introduced for the prevention and prompt detection of fraud and loss of resources are adequate and always up-to-date.
- f) Ensure that the systems for control of expenditure are adequate and that all payments made are properly authorized, correct and paid to and from the appropriate codes
- g) Prepare and update the Manual of Audit Procedures
- h) Identify training needs for manpower development, initiate training programmes and ensure the training of staff
- i) Ensure that stock purchased reflect value for money

- j) Prepare Quarterly, Bi-Annual, Annual and Special Reports
- k) Redeploy staff periodically for efficient service delivery
- l) Ensure that Due Process is complied with in carrying out financial transactions of the University
- m) Carry out other duties as may be assigned
- n) Provide professional and community services.

41.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

INTERNAL AUDITOR II

- ***CONTISS 07***

For appointment as Internal Auditor II, a candidate shall possess the following requirements:

- a) Any Class of Degree in Accounting obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy in professional software.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

INTERNAL AUDITOR I

- ***CONTISS 08***

For appointment as Internal Auditor I, a candidate shall possess any of the following requirements:

- a) Master's degree in Accounting obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy in professional software.
- b) Any Class of Degree in Accounting obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy in professional software with a minimum of 3 years relevant post-graduation experience.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Internal Auditor I, an Internal Auditor II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR INTERNAL AUDITOR

- ***CONTISS 09***

For appointment as Senior Internal Auditor, a candidate shall possess any of the following requirements:

- a) Masters degree in Accounting obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy in professional software with a minimum of 3 years relevant post-graduation experience.

b) Any Class of Degree in Accounting obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy in professional software with a minimum of 6 years relevant post- graduation experience.

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

For promotion to the rank of Senior Internal Auditor, an Internal Auditor I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL INTERNAL AUDITOR

- ***CONTISS 11***

For appointment as Principal Internal Auditor, a candidate shall possess any of the following requirements:

a) Masters degree in Accounting obtained from a recognized institution, NYSC Certificate and evidence of registration with any relevant professional body (ICAN, ANAN etc.), Computer Literacy in professional software with a minimum of 6 years relevant post-graduation experience.

b) Any Class of Degree in Accounting obtained from a recognized institution, NYSC Certificate, Professional Qualification in Accounting obtained through qualifying examination and evidence of registration with any relevant professional body (ICAN, ANAN etc.), Computer Literacy in professional software with a minimum of 9 years cognate post- graduation experience.

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

For promotion to the rank of Principal Internal Auditor, a Senior Internal Auditor must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF INTERNAL AUDITOR

- ***CONTISS 12***

For appointment as Principal Internal Auditor, a candidate shall possess any of the following requirements:

a) Masters degree in Accounting obtained from a recognized institution, NYSC Certificate and evidence of registration with any relevant professional body (ICAN, ANAN etc.), Computer Literacy in professional software with a minimum of 9 years relevant post-graduation experience.

b) Any Class of Degree in Accounting obtained from a recognized institution, NYSC Certificate, Professional Qualification

in Accounting obtained through qualifying examination and evidence of registration with any relevant professional body (ICAN, ANAN etc.), Computer Literacy in professional software with a minimum of 12 years cognate post- graduation experience.

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

For promotion to the rank of Assistant Chief Internal Auditor, a Principal Internal Auditor must have a Professional Qualification in Accounting obtained through qualifying examination, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF INTERNAL AUDITOR - CONTISS 13

For promotion to the rank of Chief Internal Auditor, the performance of an Assistant Chief Internal Auditor must be outstanding and must have obtained excellent Annual Performance Evaluation Reports for the period of 3 years.

DEPUTY DIRECTOR AUDIT - CONTISS 14

For promotion to the rank of Deputy Director Audit, the performance of a Chief Internal Auditor must be outstanding and have obtained excellent Annual Performance Evaluation Reports for the period of 3 years.

DIRECTOR AUDIT - CONTISS 15

For appointment to the rank of Director Audit, the performance of a Deputy Director Audit must be outstanding and have obtained excellent Annual Performance Evaluation Reports for the period of 3 years.

42 LABORATORY SCIENTIST / TECHNOLOGIST CADRE

42.1 Posts and Salaries

Laboratory Scientist/Technologist II	-	CONTISS	07
Laboratory Scientist/Technologist I	-	CONTISS	08
Senior Laboratory Scientist/Technologist	-	CONTISS	09
Principal Laboratory Scientist/Technologist	-	CONTISS	11
Asst Chief Laboratory Scientist/Technologist	-	CONTISS	12
Chief Laboratory Scientist/Technologist	-	CONTISS	13
Senior Chief Laboratory Scientist/Technologist	-	CONTISS	14
Principal Chief Laboratory Scientist/Technologist	-	CONTISS	15

42.2 DUTIES

i) LABORATORY SCIENTIST/TECHNOLOGIST II - CONTISS 07

- a) Assist in the collection of specimens for practical
- b) Assist in preparing stains, reagents and simple media for the cultivation of bacteria
- c) Assist in the maintenance of laboratory equipment
- d) Assist in carrying out analysis of rocks, minerals and ores
- e) Assist in the compilation of geological information
- f) Assist in the production of lithographed coloured maps and illustrations
- g) Assist in supervising students during practical training
- h) Assist in selection of sites
- i) Assist in the planting and maintaining seedlings
- j) Assist in sourcing for soil samples
- k) Assist in the maintenance of nurseries
- l) Assist in indenting supplies and stores
- m) Participate in SIWES and Field trip supervision
- n) Provide professional and community services.
- o) Carry out other duties as may be assigned

ii) LABORATORY SCIENTIST/TECHNOLOGIST I - CONTISS 08

- a) Assist in the collection of specimens for practical
- b) Assist in preparing stains, reagents and simple media for the cultivation of bacteria
- c) Assist in the maintenance of laboratory equipment
- d) Assist in carrying out analysis of rocks, minerals and ores
- e) Assist in the compilation of geological information
- f) Assist in the production of lithographed coloured maps and illustrations
- g) Assist in supervising students during practical training

- h) Assist in selection of sites
- i) Assist in the planting and maintaining seedlings
- j) Assist in sourcing for soil samples
- k) Assist in the maintenance of nurseries
- l) Assist in indenting supplies and stores
- m) Participate in SIWES and Field trip supervision
- n) Provide professional and community services.
- o) Carry out other duties as may be assigned

iii) SENIOR LABORATORY SCIENTIST/TECHNOLOGIST - CONTISS 09

- a) Collect specimens for practical
- b) Prepare stains, reagents and simple media for the cultivation of bacteria
- c) Maintain laboratory equipment
- d) Carry out analysis of rocks, minerals and ores
- e) Compile geological information
- f) Produce lithographed coloured maps and illustrations
- g) Supervise students during practical training
- h) Assist in selection of sites
- i) Plant and maintain seedlings
- j) Source for soil samples
- k) Supervise the maintenance of nurseries
- l) Assist in indenting supplies and stores
- m) Participate in SIWES and Field trip supervision
- n) Provide professional and community services.
- o) Carry out other duties as may be assigned

iv) PRINCIPAL LABORATORY SCIENTIST/TECHNOLOGIST- CONTISS 11

- a) Collect specimens for practical
- b) Prepare stains, reagents and simple media for the cultivation of bacteria
- c) Maintain laboratory equipment
- d) Analyse rocks, minerals and ores
- e) Carry out compilation of geological information
- f) Produce lithographed coloured maps and illustrations for technical reports
- g) Train students in practical methods
- h) Supervise and select sites
- i) Train subordinates
- j) Source for and identify soil samples
- k) Maintenance of nurseries
- l) Participate in the indenting of supplies and equipment
- m) Assist in the preparation of Annual Budget Estimates for the Unit
- n) Assist in the preparation of Quarterly and Annual Reports for the Unit
- o) Supervise subordinates
- p) Assist in initiating manpower training programmes for staff
- q) Participate in SIWES and Field trip supervision

- r) Provide professional and community services.
- s) Carry out other duties as may be assigned

v) ASST CHIEF LABORATORY SCIENTIST/TECHNOLOGIST - CONTISS 12

- a) Collect specimens for practical
- b) Prepare stains, reagents and simple media for the cultivation of bacteria
- c) Maintain laboratory equipment
- d) Analyse rocks, minerals and ores
- e) Carry out compilation of geological information
- f) Produce lithographed coloured maps and illustrations for technical reports
- g) Train students in practical methods
- h) Participate in the selection of sites
- i) Train subordinates
- j) Source for and identify soil samples
- k) Supervise the maintenance of nurseries
- l) Participate in the indenting of supplies and stores
- m) Assist in the preparation of Annual Budget Estimates for the Unit
- n) Assist in the preparation of Quarterly and Annual Reports for the Unit
- o) Supervise subordinates
- p) Assist in initiating manpower training programmes for staff
- q) Participate in SIWES and Field trip supervision
- r) Provide professional and community services.
- s) Carry out other duties as may be assigned

vi) CHIEF LABORATORY SCIENTIST/TECHNOLOGIST - CONTISS 13

- a) Supervise the collection of specimens for practical
- b) Supervise the preparation of stains, reagents and simple media for the cultivation of bacteria
- c) Maintain laboratory equipment
- d) Supervise the analysis of rocks, minerals and ores
- e) Carryout compilation of geological information
- f) Produce lithographed coloured maps and illustrations for technical reports
- g) Take charge of specialized aspect of laboratory work
- h) Participate in the selection of sites
- i) Identify soil samples
- j) Supervise the maintenance of nurseries
- k) Train students in practical methods
- l) Train subordinates
- m) Participate in indenting supplies and stores
- n) Participate in recommending the procurement of supplies and equipment
- o) Participate in preparing Annual Budget Estimates for the Unit
- p) Participate in preparing Quarterly and Annual Reports for the Unit
- q) Supervise subordinates
- r) Participate in initiating manpower training programmes for staff
- s) Participate in SIWES and Field trip supervision

- t) Provide professional and community services.
- u) Carry out other duties as may be assigned

vii) SENIOR CHIEF LABORATORY SCIENTIST/TECHNOLOGIST -CONTISS 14

- a) Assisting in the general administration of Laboratories in the Faculty.
- b) Assisting in rendering periodic reports on the activities of the Laboratories.
- c) Taking charge of a specialized aspect of a research project.
- d) Coordinating the organization and supervision of students' practicals and assisting in the post graduate works.
- e) Performing any other duties as may be assigned by the Head of Unit/Department.
- f) Participate in SIWES and Field trip supervision
- g) Provide professional and community services
- h) Carry out other duties as may be assigned

viii) PRINCIPAL CHIEF LABORATORY SCIENTIST/TECHNOLOGIST-CONTISS 15

- a) In charge of the general administration of Laboratories in the Faculty.
- b) Organising, planning and ensuring execution of training programme for all laboratory personnel.
- c) Carrying out performance evaluation report on his subordinates for promotion exercise.
- d) Rendering periodic reports on the activities of the Laboratories.
- e) Advising on policy matters relating to Laboratory Technology.
- f) Maintaining technical data and records in the service laboratories.
- g) Budgeting and ordering for laboratory equipment and chemical reagents.
- h) Participate in SIWES and Field trip supervision
- i) Provide professional and community services
- j) Carry out other duties as may be assigned

42.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

LABORATORY SCIENTIST/TECHNOLOGIST II - CONTISS 07

For appointment as Laboratory Scientist/Technologist II, a candidate shall possess the following requirements:

- a) A BSc. or HND with a minimum of Lower Second Class Honour/Lower Credit in relevant areas obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

LABORATORY SCIENTIST/TECHNOLOGIST I**- CONTISS 08**

For appointment as Laboratory Scientist/Technologist I, a candidate shall possess the following requirements:

- a) Masters degree in relevant areas obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy.
- b) A BSc. or HND with a minimum of Lower Second Class Honour/Lower Credit in relevant areas obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 3 years relevant experience.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Laboratory Scientist/Technologist I, Laboratory Scientist/Technologist II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR LABORATORY SCIENTIST/TECHNOLOGIST**- CONTISS 09**

For appointment as Senior Laboratory Scientist/Technologist, a candidate shall possess any of the following requirements:

- a) Masters degree in relevant areas obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 3 years relevant experience.
- b) A BSc. or HND with a minimum of Lower Second Class Honour/Lower Credit in relevant areas obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 6 years relevant experience.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Senior Laboratory Scientist/Technologist, a Laboratory Scientist/Technologist I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRIN. LABORATORY SCIENTIST/TECHNOLOGIST**- CONTISS 11**

For appointment as Principal Laboratory Scientist/Technologist, a candidate shall possess the following requirements:

- a) Masters degree in relevant areas obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 6 years relevant experience.

b) A BSc. or HND with a minimum of Lower Second Class Honour/Lower Credit in the relevant areas obtained from a recognized institution, NYSC Certificate, registration with any relevant professional bodies and evidence of Computer Literacy and a minimum of 9 years relevant experience.

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

For promotion to the rank of Principal Laboratory Scientist/Technologist, a Senior Laboratory Scientist/Technologist must have served effectively for a minimum of 3 years, registered with any relevant professional bodies as the case may be, and obtained very good Annual Performance Evaluation Reports for the period.

ASST. CHIEF LABORATORY SCIENTIST/TECHNOLOGIST - CONTISS 12

For appointment as Assistant Chief Laboratory Scientist/Technologist, a candidate shall possess the following requirements:

a) Masters degree in relevant areas obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 9 years relevant experience.

b) A BSc. or HND with a minimum of Lower Second Class Honour/Lower Credit in the relevant area obtained from a recognized institution, NYSC Certificate, registration with any relevant professional bodies and evidence of Computer Literacy and a minimum of 12 years relevant experience.

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

For promotion to the rank of Assistant Chief Laboratory/Scientist/Technologist, a Principal Laboratory Scientist/Technologist must have served efficiently and effectively for a minimum of 3 years, registered with any relevant professional bodies as the case may be, and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF LABORATORY SCIENTIST/TECHNOLOGIST - CONTISS 13

For promotion to the rank of Chief Laboratory Scientist/Technologist, an Assistant Chief Laboratory Scientist/Technologist must have registered with any relevant professional bodies, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

SENIOR CHIEF LABORATORY SCIENTIST/TECHNOLOGIST - CONTISS 14

For promotion to Senior Chief Laboratory Scientist/Technologist, a candidate must possess MSc in any relevant area and must have served satisfactorily for a minimum of

3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period.

PRINCIPAL CHIEF LABORATORY SCIENTIST/TECHNOLOGIST-

CONTISS 15

For promotion to Principal Chief Laboratory Scientist/Technologist, a candidate must possess MSc in any relevant area and must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period.

SENIOR STAFF SCHEME OF SERVICE

43. LABORATORY TECHNICIAN CADRE

43.1 Posts and Salaries

Laboratory Technician	-	CONTISS 06
Senior Laboratory Technician	-	CONTISS 07
Principal Laboratory Technician	-	CONTISS 08
Chief Laboratory Technician	-	CONTISS 09

43.2 DUTIES

i) LABORATORY TECHNICIAN - *CONTISS 06*

- o) Performing the duties of Assistant Laboratory Technician at higher level of responsibility.
- p) Assist in repairs and maintenance of laboratory equipment.
- q) Preparing chemical solutions, reagent, microscope slides and culture media for laboratory tests.
- r) Carrying out microscopic examination for specimens.
- s) Carry out other duties as may be assigned

ii) SENIOR LABORATORY TECHNICIAN - *CONTISS 07*

- o) Performing the duties of Laboratory Technician at higher level of responsibility.
- p) Preparing buffers solutions, fluids and preserving parasites and arthropod vectors.
- q) Carrying out declassification and preparation.
- r) Carry out other duties as may be assigned

iii) PRINCIPAL LABORATORY TECHNICIAN - *CONTISS 08*

- o) Performing the duties of Senior Laboratory Technician at higher level of responsibility.
- p) Collect specimens for practical
- q) Maintain laboratory equipment
- r) Assist in production of lithographed coloured maps and illustrations
- s) Assisting students during practical training
- t) Assist in selection of sites
- u) Assist in planting and maintaining seedlings
- v) Source for soil samples
- w) Carry out other duties as may be assigned

iv) CHIEF LABORATORY TECHNICIAN - *CONTISS 09*

- s) Performing the duties of Principal Laboratory Technician at higher level of

responsibility.

- t) Produce lithographed coloured maps and illustrations for technical reports
- u) Train students in practical methods
- v) Supervise and select sites
- w) Train subordinates
- x) Source for and identify soil samples
- y) Maintenance of nurseries
- z) Supervise subordinates
- aa) Carry out other duties as may be assigned

43.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

LABORATORY TECHNICIAN

- CONTISS 06

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

- c) A National Diploma in relevant area obtained from a recognized institution and evidence of Computer Literacy with a minimum of 3 years relevant experience. And
- d) a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Laboratory Technician, an Assistant Laboratory Technician must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR LABORATORY TECHNICIAN

- CONTISS 07

i) For appointment as Senior 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 with a minimum of 6 years relevant experience. And
- b) A candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Senior Laboratory Technician, an Assistant Laboratory Technician must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL LABORATORY TECHNICIAN

- CONTISS 08

For promotion to the rank of Principal Laboratory Technician, a Senior Laboratory Technician must have served satisfactorily for a minimum of 3 years and obtained

favourable Annual Performance Evaluation Reports for the period.

CHIEF LABORATORY TECHNICIAN

- CONTISS 09

For promotion to the rank of Chief Laboratory Technician, a Principal Laboratory Technician must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR STAFF SCHEME OF SERVICE

44 LAUNDRY OFFICER CADRE

44.1 Post and salaries

Laundry officer	-	CONTISS 07
Higher Laundry Officer	-	CONTISS 08
Senior Laundry Officer	-	CONTISS 09
Principal Laundry Officer	-	CONTISS 11
Assistant chief Laundry Officer	-	CONTISS 12
Chief Laundry Officer	-	CONTISS 13
Senior Chief Laundry Officer	-	CONTISS 14

44.2 DUTIES

i) LAUNDRY OFFICER - *CONTISS 07*

- a) Participate in all cleaning activities in the Unit by supervising subordinates
- b) Supervise laundry operations to ensure efficient and effective service delivery.
- c) Oversee the maintenance and repair of laundry equipment.
- d) Assist in ensuring that all laundry staff adhere to safety protocols and regulations.
- e) Monitor and control laundry supplies and expenses.
- f) Assist in implementing quality control measures to ensure high standards of laundry services.

ii) HIGHER LAUNDRY OFFICER - *CONTISS 08*

- a) Supervise and coordinate laundry operations to ensure efficient and effective service delivery.
- b) Oversee the maintenance and repair of laundry equipment.
- c) Ensure that all laundry staff adhere to safety protocols and regulations.
- d) Monitor and control laundry supplies and expenses.
- e) Develop and implement quality control measures to ensure high standards of laundry services.
- f) Provide training and guidance to junior laundry staff.
- g) Assist in budgeting and planning for laundry operations.

iii) SENIOR LAUNDRY OFFICER - *CONTISS 09*

- a) Oversee and coordinate laundry operations to ensure efficient and effective service delivery.

- b) Develop and implement policies and procedures for laundry services.
- c) Supervise and manage laundry staff, including training and performance evaluation.
- d) Monitor and control laundry supplies and expenses, including budgeting and procurement.
- e) Ensure compliance with safety protocols and regulations, and maintain a safe working environment.
- f) Develop and implement quality control measures to ensure high standards of laundry services.
- g) Provide guidance and support to junior laundry staff.
- h) Assist in planning and coordinating special events and projects related to laundry services.

iv) PRINCIPAL LAUNDRY OFFICER

- CONTISS 11

- a) Oversee and coordinate laundry operations across multiple locations.
- b) Develop and implement policies and procedures for laundry services.
- c) Supervise and manage senior laundry staff, including training and performance evaluation.
- d) Monitor and control laundry supplies and expenses, including budgeting and procurement.
- e) Ensure compliance with safety protocols and regulations, and maintain a safe working environment.
- f) Develop and implement quality control measures to ensure high standards of laundry services.
- g) Provide guidance and support to subordinate laundry staff.
- h) Assist in planning and coordinating special events and projects related to laundry services.
- i) Represent the institution in laundry-related matters.

v) ASSISTANT CHIEF LAUNDRY OFFICER

- CONTISS 12

- a) Assist the Chief Laundry Officer in overseeing laundry operations.
- b) Assist in developing and implementing policies and procedures for laundry services.
- c) Supervise and manage senior laundry staff, including training and performance evaluation.
- d) Monitor and control laundry supplies and expenses, including budgeting and

procurement.

- e) Ensure compliance with safety protocols and regulations, and maintain a safe working environment.
- f) Assist in developing and implementing quality control measures to ensure high standards of laundry services.
- g) Provide guidance and support to junior laundry staff.
- h) Assist in planning and coordinating special events and projects related to laundry services.
- i) Represent the Unit in laundry-related matters.

vi) CHIEF LAUNDRY OFFICER - CONTISS 13

- a) Oversee and coordinate laundry operations across multiple locations.
- b) Develop and implement policies and procedures for laundry services.
- c) Supervise and manage senior laundry staff, including training and performance evaluation.
- d) Monitor and control laundry supplies and expenses, including budgeting and procurement.
- e) Ensure compliance with safety protocols and regulations, and maintain a safe working environment.
- f) Develop and implement quality control measures to ensure high standards of laundry services.
- g) Provide guidance and support to junior laundry staff.
- h) Assist in planning and coordinating special events and projects related to laundry services.
- i) Represent the institution in laundry-related matters.

vii) SENIOR CHIEF LAUNDRY OFFICER - CONTISS 14

- a) To serve as the Head of the Unit
- b) Ensure execution of policies made on training.
- c) Advice on review of training matters.
- d) General supervision of laundry and dry-cleaning matters.
- e) Vetting annual report of the Unit before passing it to the director.
- f) Oversee and coordinate laundry operations across multiple locations.
- g) Develop and implement policies and procedures for laundry services.

- h) Supervise and manage senior laundry staff, including training and performance evaluation.
- i) Monitor and control laundry supplies and expenses, including budgeting and procurement.
- j) Ensure compliance with safety protocols and regulations, and maintain a safe working environment.
- k) Develop and implement quality control measures to ensure high standards of laundry services.
- l) Provide guidance and support to junior laundry staff.
- m) Assist in planning and coordinating special events and projects related to laundry services.
- n) Represent the institution in laundry-related matters.
- o) To take charge of general administration
- p) Prepare all budgets for the units
- q) Ordering of equipment
- r) Advice on formation, execution and review of all policies that concern general administration of the unit
- s) Chief adviser to management on all linen matters
- t) Responsible for promotion and discipline of staff in the unit

44.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

LEGAL OFFICER

- ***CONTISS 07***

- i) For appointment as Laundry Officer, a candidate shall possess the following requirements:
 - a) BSc. Degree in Laundry and Dry-Cleaning Technology with a minimum of Lower Second Class Honours obtained from a recognized institution and NYSC Certificate and evidence of Computer Literacy.
 - a) A candidate shall be subjected to an interview that may require writing competency examination.

HIGHER LAUNDRY OFFICER

- ***CONTISS 08***

- i) For appointment as Higher Laundry Officer, a candidate shall possess the following requirements:
 - a) BSc. Degree in Laundry and Dry-Cleaning Technology with a minimum of Lower Second Class Honours obtained from a recognized institution, with 3 years

working experience and NYSC Certificate and evidence of Computer Literacy.

- b) A candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Higher Laundry Officer, a Laundry Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period and registration with professional body.

SENIOR LAUNDRY OFFICER

- **CONTISS 09**

- i) For appointment as Senior Laundry Officer, a candidate shall possess the following requirements:
 - a) BSc. Degree in Laundry and Dry-Cleaning Technology with a minimum of Lower Second Class Honours obtained from a recognized institution, with 6 years working experience and NYSC Certificate and evidence of Computer Literacy.
 - c) A candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Senior Laundry Officer, a Higher Laundry Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period and registration with professional body.

PRINCIPAL LAUNDRY OFFICER

- **CONTISS 11**

- i) For appointment as Principal Laundry Officer, a candidate shall possess the following requirements:
 - a) BSc. Degree in Laundry and Dry-Cleaning Technology with a minimum of Lower Second Class Honours obtained from a recognized institution, with 9 years working experience and NYSC Certificate and evidence of Computer Literacy.
 - d) A candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Principal Laundry Officer, a Senior Laundry Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period and registration with professional body.

ASSISTANT CHIEF LAUNDRY OFFICER

- **CONTISS 12**

- i) For appointment as Assistant Chief Laundry Officer, a candidate shall possess the following requirements:
 - a) BSc. Degree in Laundry and Dry-Cleaning Technology with a minimum of Lower Second Class Honours obtained from a recognized institution, with 12 years working experience and NYSC Certificate and evidence of Computer

Literacy.

- e) A candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Assistant Chief Laundry Officer, a Principal Laundry Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period and registration with professional body.

CHIEF LAUNDRY OFFICER

- ***CONTISS 13***

For promotion to the rank of Chief Laundry Officer, an Assistant Chief Laundry Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period and registration with professional body.

SENIOR CHIEF LAUNDRY OFFICER

- ***CONTISS 14***

For promotion to the rank of Senior Chief Laundry Officer, a Chief Laundry Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period and registration with professional body.

45 LAUNDRY TECHNICIAN CADRE

45.1 Post and salaries

Laundry technician	-	CONTISS 06
Higher Laundry technician	-	CONTISS 07
Senior Laundry technician	-	CONTISS 08
Principal Laundry technician II	-	CONTISS 09
Principal Laundry technician I	-	CONTISS 11
Assistant Chief Laundry technician	-	CONTISS 12
Chief Laundry technician	-	CONTISS 13

45.2 DUTIES

i) LAUNDRY TECHNICIAN - *CONTISS 06*

- a) Operate and maintain laundry equipment, including washing machines, dryers, and ironing machines.
- b) Assist in sorting, washing, drying, and ironing of laundry.
- c) Monitor and report any equipment malfunctions or maintenance issues.
- d) Maintain a clean and safe working environment.
- e) Assist in folding and packaging of clean laundry.
- f) Perform routine maintenance tasks, such as cleaning and lubricating equipment.
- g) Carryout any other duties as may be assigned

ii) HIGHER LAUNDRY TECHNICIAN - *CONTISS 07*

- a) Operate and maintain complex laundry equipment, including industrial washing machines and dryers.
- b) Troubleshoot and repair laundry equipment malfunctions.
- c) Assist in training subordinate laundry staff on equipment operation and maintenance.
- d) Monitor and report on laundry equipment performance and maintenance needs.
- e) Assist in managing laundry supplies and inventory.
- f) Maintain a clean and safe working environment.
- g) Carryout any other duties as may be assigned

iii) SENIOR LAUNDRY TECHNICIAN - CONTISS 08

- a) Operate and maintain complex laundry equipment, including industrial washing machines and dryers.
- b) Troubleshoot and repair laundry equipment malfunctions.
- c) Train and supervise junior laundry staff on equipment operation and maintenance.
- d) Monitor and report on laundry equipment performance and maintenance needs.
- e) Assist in managing laundry supplies and inventory.
- f) Maintain a clean and safe working environment.
- g) Assist in developing and implementing quality control measures.
- h) Carryout any other duties as may be assigned.

iv) PRINCIPAL LAUNDRY TECHNICIAN II - CONTISS 09

- a) Coordinate training for newly employed staff, SIWES officers and corps members.
- b) Take responsibility of all the equipment in finishing section.
- c) Recommend proper spare parts for maintenance of equipment.
- d) Operate and maintain complex laundry equipment, including industrial washing machines and dryers.
- e) Troubleshoot and repair laundry equipment malfunctions.
- f) Assist in training and supervising Subordinate laundry staff on equipment operation and maintenance.
- g) Monitor and report on laundry equipment performance and maintenance needs.
- h) Assist in managing laundry supplies and inventory.
- i) Maintain a clean and safe working environment.
- j) Assist in developing and implementing quality control measures.
- k) Coordinate laundry services for special events and projects.
- l) Carryout any other duties as may be assigned.

v) PRINCIPAL LAUNDRY TECHNICIAN I - CONTISS 11

- a) Organize and coordinate training for having employed staff SIWES officers and coop members.
- b) Take responsibility of all the equipment in finishing section.

- c) Recommend to proper spare parts for maintenance of equipment.
- d) Any other duties assigned
- e) Oversee and coordinate laundry operations across multiple locations.
- f) Develop and implement policies and procedures for laundry services.
- g) Supervise and manage senior laundry staff, including training and performance evaluation.
- h) Monitor and control laundry supplies and expenses, including budgeting and procurement.
- i) Ensure compliance with safety protocols and regulations, and maintain a safe working environment.
- j) Develop and implement quality control measures to ensure high standards of laundry services.
- k) Provide guidance and support to junior laundry staff.
- l) Assist in planning and coordinating special events and projects related to laundry services.
- m) Carryout any other duties as may be assigned

vi) ASSISTANT CHIEF LAUNDRY TECHNICIAN - CONTISS 12

- a) Ensure prompt collection of soiled articles and delivery of linen ones.
- b) Ensure proper record-keeping of all transaction.
- c) Take responsibility for safety of all articles.
- d) Ensure quality control in linen section.
- e) Assist the Chief Laundry Technician in overseeing laundry operations.
- f) Supervise and manage senior laundry staff, including training and performance evaluation.
- g) Monitor and control laundry supplies and expenses, including budgeting and procurement.
- h) Ensure compliance with safety protocols and regulations, and maintain a safe working environment.
- i) Develop and implement quality control measures to ensure high standards of laundry services.
- j) Provide guidance and support to junior laundry staff.
- k) Assist in planning and coordinating special events and projects related to laundry services.

- l) Represent the laundry department in meetings and discussions.
- m) Carryout other duties as may be assigned.

vii) CHIEF LAUNDRY TECHNICIAN - CONTISS 13

- a) Supervise activities of all technicians.
- b) Assign practical training responsibilities to all technicians.
- c) Ensure discipline among all technicians and recommend them for further training and promotions.
- d) Oversee and coordinate laundry operations across multiple locations.
- e) Develop and implement policies and procedures for laundry services.
- f) Supervise and manage senior laundry staff, including training and performance evaluation.
- g) Monitor and control laundry supplies and expenses, including budgeting and procurement.
- h) Ensure compliance with safety protocols and regulations, and maintain a safe working environment.
- i) Develop and implement quality control measures to ensure high standards of laundry services.
- j) Provide guidance and support to junior laundry staff.
- k) Assist in planning and coordinating special events and projects related to laundry services.
- l) Represent the laundry department in meetings and discussions.
- m) Carryout other duties as may be assigned

45.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

LAUNDRY TECHNICIAN - CONTISS 06

- i) For appointment as Laundry Technician, a candidate shall possess the following requirements:
 - a) National Diploma in Laundry and Dry-Cleaning Technology with a minimum of Lower Second Class Honours obtained from a recognized institution, with 3 years working experience and evidence of Computer Literacy.
 - b) A candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Laundry Technician, an Assistant Laundry Technician must have served efficiently for a minimum of 3 years and obtained very good Annual

Performance Evaluation Reports for the period.

HIGHER LAUNDRY TECHNICIAN

- **CONTISS 07**

- i) For appointment as Higher Laundry Technician, a candidate shall possess the following requirements:
 - a) National Diploma in Laundry and Dry-Cleaning Technology with a minimum of Lower Second Class Honours obtained from a recognized institution, with 6 years working experience and evidence of Computer Literacy.
 - b) HND in Laundry and Dry-Cleaning Technology with a minimum of Lower Second Class Honours obtained from a recognized institution, NYSC certificate and evidence of Computer Literacy.
 - c) A candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Higher Laundry Technician, a Laundry Technician must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

SENIOR LAUNDRY TECHNICIAN

- **CONTISS 08**

- i) For appointment as Senior Laundry Technician, a candidate shall possess the following requirements:
 - a) National Diploma in Laundry and Dry-Cleaning Technology with a minimum of Lower Second Class Honours obtained from a recognized institution, with 9 years working experience and evidence of Computer Literacy.
 - b) HND in Laundry and Dry-Cleaning Technology with a minimum of Lower Second Class Honours obtained from a recognized institution with 3 years working experience, NYSC certificate and evidence of Computer Literacy.
 - c) A candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Senior Laundry Technician, a Higher Laundry Technician must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

PRINCIPAL LAUNDRY TECHNICIAN II

- **CONTISS 09**

- i) For appointment as Principal Laundry Technician II, a candidate shall possess the following requirements:
 - a) National Diploma in Laundry and Dry-Cleaning Technology with a minimum of Lower Second Class Honours obtained from a recognized institution, with 12 years working experience and evidence of Computer Literacy.

- b) HND in Laundry and Dry-Cleaning Technology with a minimum of Lower Second Class Honours obtained from a recognized institution with 6 years working experience, NYSC certificate and evidence of Computer Literacy.
 - c) A candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Principal Laundry Technician II, a Senior Laundry Technician must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

PRINCIPAL LAUNDRY TECHNICIAN I

- **CONTISS 11**

- i) For appointment as Principal Laundry Technician I, a candidate shall possess the following requirements:
- a) HND in Laundry and Dry-Cleaning Technology with a minimum of Lower Second Class Honours obtained from a recognized institution with 9 years working experience, NYSC certificate and evidence of Computer Literacy.
 - b) A candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Principal Laundry Technician I, a Principal Laundry Technician II must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF LAUNDRY TECHNICIAN

- **CONTISS 12**

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Laundry Technician, a Principal Laundry Technician I must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF LAUNDRY TECHNICIAN

- **CONTISS 13**

For promotion to the rank of Chief Laundry Technician, An Assistant Principal Laundry Technician must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

46 LEGAL OFFICER CADRE

46.1 Posts and Salaries

Legal Officer	-	CONTISS 08
Senior Legal Officer	-	CONTISS 09
Principal Legal Officer II	-	CONTISS 11
Principal Legal Officer I	-	CONTISS 12
Assistant Chief Legal Officer	-	CONTISS 13
Chief Legal Officer	-	CONTISS 14
Director	-	CONTISS 15

45.2 DUTIES

viii) LEGAL OFFICER - CONTISS 08

- u) To assist in Legal Drafting and report writing
- v) To assist in letter writing and drafting of Agreements
- w) To carry out other duties as may be assigned.
- x) To provide professional and community service.

ii) SENIOR LEGAL OFFICER - CONTISS 09

- a) Participate in Legal Drafting and Report
- b) Participate in Letter writing and drafting of agreements
- c) Assist in the Management of litigation
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

iii) PRINCIPAL LEGAL OFFICER II - CONTISS 11

- a) Contribute in the Management of Industrial Relations
- b) Participate in Legal Drafting and Report Writing
- c) Participate in the Management of Litigation
- d) Participate in vetting Agreements
- e) Carry out other duties as may be assigned
- f) Provide Professional and Community Services.

iv) PRINCIPAL LEGAL OFFICER I - CONTISS 12

- a) Contribute to the Management of Industrial Relations
- b) Participate in Legal Drafting
- c) Participate in Vetting Agreements and Reports
- d) Participate in the Management of Litigation
- e) Assist in the Implementation of Legal Policies
- f) Carry out other duties as may be assigned.
- g) Provide professional and Community Services.

v) ASSISTANT CHIEF LEGAL OFFICER

- CONTISS 13

- f) Play a major role in the activities of the Division
- g) Contribute to the Management of Industrial Relations
- h) Contribute to the Management of Litigation
- i) Participate in the supervision and coordination of the activities of the Division.
- j) Assist Management in the Interpretation and implementation of Law, rules, regulations and policies
- k) Assist in the preparation of annual budget of the Division
- l) Carry out other duties as may be assigned
- m) Provide Professional and Community Services.

vi) CHIEF LEGAL OFFICER

- CONTISS 14

- a) Assist the Leadership in general legal and administrative duties
- b) Take charge of the Legal Division
- c) Participate in the supervision and coordination of the activities of the Division.
- d) Participate in the management of Litigation
- e) Assist in the formulation of legal policies
- f) Assist in the interpretation and implementation of policies
- g) Assist in matters of staff welfare and discipline
- h) Assist the Director in the preparation of Annual Budget Estimates of the Division and matters of staff promotion.
- i) To carry out other duties as may be assigned
- j) To provide Professional and Community Services.

vii) DIRECTOR, LEGAL SERVICES

- CONTISS 15

- a) Responsible to the Vice-Chancellor/Registrar in providing very good leadership in the Directorate and perform other professional and administrative duties
- b) Supervise and effectively coordinate all the activities of the Directorate
- c) Head the litigation team and liaise with the University external Solicitors
- d) Participate in the formulation of policies in the University
- e) Assist Management in the Interpretation and implementation of policies
- f) Responsible for the general welfare and disciplines of staff in the Directorate
- g) Take charge of the preparation of Annual Budget Estimates and matters of promotion in the Directorate
- h) Provide Professional and Community Services.
- i) Carry out other duties that may be assigned.

45.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

LEGAL OFFICER

- **CONTISS 08**

iii) For appointment as Legal Officer, a candidate shall possess the following requirements:

- a) LL.B. with a minimum of Lower Second Class Honours obtained from a recognized institution and B.L., NYSC Certificate and evidence of Computer Literacy.
- a) A candidate shall be subjected to an interview that may require writing competency examination.

SENIOR LEGAL OFFICER

- **CONTISS 09**

i) For appointment as Senior Legal Officer, a candidate shall possess any of the following requirements:

- a) LL.M. obtained from a recognized institution and B.L., NYSC Certificate and evidence of Computer Literacy.
- b) LL.B. with a minimum of Lower Second Class Honours obtained from a recognized institution and B.L., NYSC Certificate and evidence of Computer Literacy with 3 years relevant post-graduation experience.
- c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Senior Legal Officer, a Legal Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL LEGAL OFFICER II

- **CONTISS 11**

iv) For appointment as Principal Legal Officer II, a candidate shall possess any of the following requirements:

- a) LL.M. obtained from a recognized institution and B.L., NYSC Certificate and evidence of Computer Literacy with a minimum of 3 years cognate post-graduation experience and registration with professional body.
- b) LL.B. with Any Class of Degree obtained from a recognized institution and B.L., NYSC Certificate and evidence of Computer Literacy with a minimum of 6 years cognate post-graduation experience and registration with professional body.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

v) For promotion to the rank of Principal Legal Officer II, a Senior Legal Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period and registration with professional body.

PRINCIPAL LEGAL OFFICER I

- ***CONTISS 12***

For appointment as Principal Legal Officer I, a candidate shall possess any of the following requirements:

- a) LL.M. obtained from a recognized institution and B.L., NYSC Certificate and evidence of Computer Literacy with a minimum of 6 years cognate post-graduation experience and registration with professional body.
- b) LL.B. with Any Class of Degree obtained from a recognized institution and B.L., NYSC Certificate and evidence of Computer Literacy with a minimum of 9 years cognate post-graduation experience and registration with professional body.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Principal Legal Officer I, a Principal Legal Officer II must have served efficiently and effectively for a minimum of 3 years satisfactorily and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF LEGAL OFFICER

- ***CONTISS 13***

For promotion to the rank of Assistant Chief Legal Officer, a Principal Legal Officer I must have served efficiently and effectively for a minimum of 3 years satisfactorily and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF LEGAL OFFICER

- ***CONTISS 14***

For promotion to the rank of Chief Legal Officer, an Assistant Chief Legal Officer must have served efficiently and effectively for a minimum of 3 years and obtained excellent annual performance evaluation reports for the period.

DIRECTOR, LEGAL SERVICES

- ***CONTISS 15***

For appointment to the rank of Director, Legal Services, a Chief Legal Officer must have served outstandingly for a minimum of 3 years and obtained excellent annual performance evaluation reports for the period.

47 LIBRARY OFFICER CADRE

47.1 Posts and Salaries

Library Officer	-	CONTISS 06
Higher Library Officer	-	CONTISS 07
Senior Library Officer	-	CONTISS 08
Principal Library Officer II	-	CONTISS 09
Principal Library Officer I	-	CONTISS 11
Assistant Chief Library Officer	-	CONTISS 12
Chief Library Officer	-	CONTISS 13
Senior Chief Library Officer	-	CONTISS 14

47.2 DUTIES

i) LIBRARY OFFICER - **CONTISS 06**

- a) Provide library services such as indexing, circulation, receiving and filing, cataloguing, record and shelving of books, journals and newspapers;
- b) Be familiar with use of computers;
- c) Carry out other duties as may be assigned

ii) HIGHER LIBRARY OFFICER - **CONTISS 07**

- a) Provide library services such as indexing, circulation, receiving and filing cataloguing, record and shelving of books, journals and newspapers;
- b) Be conversant in the application of IT in providing Library services;
- c) Carry out other duties as may be assigned
- d) Provide professional and community services.

iii) SENIOR LIBRARY OFFICER - **CONTISS 08**

- a) Provide library services such as indexing, circulation, receiving and filing cataloguing, record and shelving of books, journals and newspapers;
- b) Show proficiency in the use of IT in providing e-library services;
- c) Assist in the supervision of subordinate Library staff;
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

iv) PRINCIPAL LIBRARY OFFICER II - **CONTISS 09**

- a) Provide library services at higher level such as indexing, circulation, receiving and filing, cataloguing, record and shelving of books, journals and newspapers;
- b) Demonstrate proficiency in the use of IT in providing e-library services;
- c) Provide leadership and supervisory responsibility in the Library
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

v) PRINCIPAL LIBRARY OFFICER I

- CONTISS 11

- a) Provide library services at advanced level such as indexing, circulation, receiving and filing, cataloguing, record and shelving of books, journals and newspapers;
- b) Demonstrate proficiency in the use of IT in providing e-library services;
- c) Provide leadership and supervisory responsibility in the Library
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

vi) ASSISTANT CHIEF LIBRARY OFFICER

- CONTISS 12

- a) Provide library services at advanced level such as indexing, circulation, receiving and filing, cataloguing, record and shelving of books, journals and newspapers;
- b) Demonstrate versatility in the use of IT in providing e-library services, including familiarity with information superhighway;
- c) Provide leadership and supervisory responsibility in the Library
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

vii) CHIEF LIBRARY OFFICER

- CONTISS 13

- a) Provide Library services at advanced level such as indexing, circulation, receiving and filing, cataloguing, record and shelving of books, journals and newspapers;
- b) Demonstrate versatility and competence in the use of IT in providing e-library services including familiarity with information superhighway;
- c) Provide leadership, managerial and organizational competence in ensuring efficient and effective supervision of staff;
- d) Provide professional and community services.
- e) Carry out other duties as may be assigned.

viii) SENIOR CHIEF LIBRARY OFFICER

- CONTISS 14

- a) Provide Library services at managerial level.
- b) Demonstrate versatility and competence in the overall management of the library as assigned by the University Librarian;
- c) Provide leadership, managerial and organizational competence in ensuring efficient and effective supervision of staff;
- d) Provide professional and community services.
- e) Carry out other duties as may be assigned.

47.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

LIBRARY OFFICER

- ***CONTISS 06***

i) For appointment as Library Officer, a candidate shall possess the following requirements:

a) A minimum of National Diploma in Library and Information Management or Library Science obtained from a recognized institution and evidence of Computer Literacy with a minimum of 3 years relevant experience.

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

ii) For promotion to the rank of Library Officer, an Assistant Library Officer must have obtained a National Diploma in Library and Information Management or Library Science from a recognized institution, be computer literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

HIGHER LIBRARY OFFICER

- ***CONTISS 07***

i) For appointment as Higher Library Officer, a candidate shall possess the following requirements:

a) A minimum of National Diploma in Library and Information Management or Library Science obtained from a recognized institution and evidence of Computer Literacy with a minimum of 6 years relevant experience.

b) HND in Library and Information Management or Library Science obtained from a recognized institution and evidence of Computer Literacy.

c) Any Class of Degree in Library and Information Science or Library Science obtained from a recognized institution, NYSC Certificate and be conversant in Information Technology (IT).

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

ii) For promotion to the rank of Higher Library Officer, a Library Officer must be computer literate, have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR LIBRARY OFFICER

- ***CONTISS 08***

i) For appointment as Senior Library Officer, a candidate shall possess the following requirements:

- a) A minimum of National Diploma in Library and Information Management or Library Science obtained from a recognized institution and evidence of Computer Literacy with a minimum of 9 years relevant experience.
 - b) HND in Library and Information Management or Library Science obtained from a recognized institution and evidence of Computer Literacy with a minimum of 3 years relevant experience.
 - c) Any Class of Degree in Library and Information Science or Library Science obtained from a recognized institution, NYSC Certificate and be proficient in Information Technology with a minimum of 3 years relevant experience.
 - d) A candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Senior Library Officer, a Higher Library Officer must have the knowledge of Information Technology (IT), served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL LIBRARY OFFICER II

- ***CONTISS 09***

- i) For appointment as Principal Library Officer II, a candidate shall possess the following requirements:
- a) Any Class of Degree in Library and Information Science or Library Science obtained from a recognized institution, NYSC Certificate and be proficient in IT with a minimum of 6 years relevant experience.
 - b) HND in Library and Information Management or Library Science obtained from a recognized institution and evidence of Computer Literacy with a minimum of 6 years relevant experience.
 - c) A candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Principal Library Officer II, a Senior Library Officer must be proficient in IT, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.
- iii) Officers appointed with National Diploma shall be required to obtain a first degree in the relevant area before they are eligible for promotion to the next grade.

PRINCIPAL LIBRARY OFFICER I

- **CONTISS 11**

i) For appointment as Principal Library Officer I, a candidate shall possess the following requirements:

- a) Any Class of Degree in Library and Information Science or Library Science obtained from a recognized institution, NYSC Certificate and be very proficient in IT with a minimum of 9 years post- graduation relevant experience and registration with relevant professional body.
- b) HND in Library and Information Management or Library Science obtained from a recognized institution and evidence of Computer Literacy with a minimum of 9 years relevant experience.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Principal Library Officer I, a Principal Library Officer II must be very proficient in IT, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period and registration with professional body.

ASSISTANT CHIEF LIBRARY OFFICER

- **CONTISS 12**

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Library Officer a Principal Library Officer I must be versatile in IT, served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF LIBRARY OFFICER

- **CONTISS 13**

For promotion to the rank of Chief Library Officer, an Assistant Chief Library Officer must be versatile in IT, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

SENIOR CHIEF LIBRARY OFFICER

- **CONTISS 14**

For promotion to the rank of Senior Chief Library Officer, a Chief Library Officer must be versatile in IT, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

48 MEDICAL LABORATORY ASSISTANT CADRE

48.1 Posts and Salaries

Principal Medical Laboratory Assistant		CONHESS 06
Chief Medical Laboratory Assistant	-	CONHESS 07

48.2 DUTIES

i) PRINCIPAL MEDICAL LABORATORY ASSISTANT - CONHESS 06

- a) Perform the duties of Senior Laboratory Assistant at a higher level of responsibility
- b) Assist in the supervision of on-the-job training of new staff
- c) Assist in the deployment and supervision of subordinate staff
- d) Assist Laboratory Technologists in the preparation of culture media and wire loops and the detection of protein, glucose and ketone.
- e) Carry out other duties as may be assigned

ii) CHIEF MEDICAL LABORATORY ASSISTANT - CONHESS 07

- a) Design and supervise on-the-job training of new staff
- b) Deploy and coordinate the activities of subordinate staff
- c) Compile relevant periodic returns and prepare reports on same
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

48.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

PRINCIPAL MEDICAL LABORATORY ASSISTANT - CONHESS 06

For promotion to the rank of Principal Medical Laboratory Assistant, a Senior Laboratory Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

CHIEF MEDICAL LABORATORY ASSISTANT - CONHESS 07

For promotion to the rank of Chief Medical Laboratory Assistant, a Principal Laboratory Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

49 MEDICAL RECORDS ASSISTANT CADRE

49.1 Posts and Salaries

Principal Medical Records Assistant	-	CONHESS 06
Chief Medical Records Assistant	-	CONHESS 07

49.2 DUTIES

i) PRINCIPAL MEDICAL RECORDS ASSISTANT - CONHESS 06

- a) Perform the duties of Senior Medical Records Assistant at a higher level of responsibility.
- b) Organizing, classifying Medical Statistics.
- c) Assisting in the creation, storage and retrieval of patients' records.
- d) Assist in collecting and compiling medical statistics.
- e) Recommend the fabrication of artificial aids and appliances
- f) Carry out other duties as may be assigned

ii) CHIEF MEDICAL RECORDS ASSISTANT - CONHESS 07

- f) Arranging and managing medical records.
- g) Producing enlarged records of all the social, demographic, occupational and other medically related factors concerning the patient's normal environment and past medical problems.
- h) Carry out other duties as may be assigned
- i) Provide professional and community services.

49.3 METHODS OF ADVANCEMENT WITHIN THE CADRE

PRINCIPAL MEDICAL RECORDS ASSISTANT - CONHESS 06

For promotion to the rank of Principal Medical Records Assistant, a Senior Medical Records Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

CHIEF MEDICAL RECORDS ASSISTANT - CONHESS 07

For promotion to the rank of Chief Medical Records Assistant, a Principal Medical Records Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

50 MEDICAL HEALTH RECORDS/HEALTH INFORMATION MANAGEMENT (HIM) TECHNICIAN CADRE

50.1 Posts and Salaries

Medical Records/HIM Technician	-	CONHESS 06
Higher Medical Records/HIM Technician	-	CONHESS 07
Senior Medical Records/HIM Technician	-	CONHESS 08
Principal Medical Records/HIM Technician II	-	CONHESS 09
Principal Medical Records/HIM Technician I	-	CONHESS 11
Assistant Chief Medical Records/HIM Technician	-	CONHESS 12
Chief Medical Records/HIM Technician	-	CONHESS 13

50.2 DUTIES

i) MEDICAL RECORDS/HIM TECHNICIAN - CONHESS 06

- Issue files and cards
- Maintain case notes and files including their security and confidentiality
- Maintain medical records and statistics
- Carry out other duties as may be assigned

ii) HIGHER MEDICAL RECORDS/HIM TECHNICIAN II - CONHESS 07

- Assist in creating, storing and retrieving patient records
- Assist in organizing and classifying Medical Records
- Assist in collecting and compiling Medical Statistics
- Carry out other duties as may be assigned
- Provide professional and community services.

iii) SENIOR MEDICAL RECORDS/HIM TECHNICIAN - CONHESS 08

- Assist in creating, storing and retrieving patient records
- Assist in organizing, classifying and taking custody of Medical Records
- Assist in collecting and compiling Medical Statistics
- Assist in the safe keeping of patients past Medical Records
- Carry out other duties as may be assigned
- Provide professional and community services.

iv) PRINCIPAL MEDICAL RECORDS/HIM TECHNICIAN II- CONHESS 09

- Create, store and retrieve patients records
- Organize, classify and keep custody of Medical Records
- Collect and compile Medical Statistics
- Code and classify Medical Records
- Assist in training subordinates
- Assist in the safe keeping of patients past Medical Records

- g) Carry out other duties as may be assigned
- h) Provide professional and community services.

v) *PRINCIPAL MEDICAL RECORDS/HIM TECHNICIAN I - CONHESS 11*

- a) Create, store and retrieve patients records
- b) Organize, classify and take custody of Medical Records
- c) Collect and compile Medical Statistics
- d) Assist in initiating Medical Record System
- e) Code and classify Medical Records
- f) Assist in initiating the best procedure applicable to Medical Records and the Statistics of the prevalence of diseases
- g) Participate in the safe keeping of patients past Medical Records
- h) Train subordinates
- i) Carry out other duties as may be assigned
- j) Provide professional and community services.

vi) *ASSISTANT CHIEF MEDICAL RECORDS/HIM TECHNICIAN- CONHESS 12*

- a) Code and classify Medical Records
- b) Participate in initiating Medical Record System
- c) Participate in selecting the best procedure applicable to Medical Records and the Statistics of the prevalence of diseases
- d) Train subordinates
- e) Participate in ensuring the safe keeping of Medical Records
- f) Assist in the preparation of Annual Budget estimates for the Medical Records Unit
- g) Assist in the preparation of Quarterly and Annual Reports for the Unit
- h) Maintain Medical Records and statistics
- i) Participate in initiating In-Service training programmes for staff
- j) Carry out other duties that may be assigned
- k) Provide professional and community services.

vii) *CHIEF MEDICAL REDORDS/HIM TECHNICIAN - CONHESS 13*

- a) Provide good leadership to subordinates
- b) Code and classify Medical Records
- c) initiate Medical Records Keeping System
- d) select the best procedure applicable to Medical Record and the Statistics of the prevalence of diseases
- e) Train subordinates
- f) Ensure the safe keeping of Medical Records
- g) Prepare Annual Budget Estimates for the Unit
- h) Prepare Quarterly and Annual Reports
- i) Maintenance Medical Records and statistics
- j) Initiate manpower training and staff development programme
- k) Carry out other duties as may be assigned

- l) Provide professional and community services.

50.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

MEDICAL RECORDS/HIM TECHNICIAN - CONHESS 06

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

- a) A minimum of National Diploma (ND) in Medical Records obtained from a recognized institution and Computer Literacy with a minimum of 3 years relevant experience.
- b) a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Medical Records Technician, an Assistant Medical Records Technician must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

HIGHER MEDICAL RECORDS/HIM TECHNICIAN - CONHESS 07

i) For appointment as Higher Medical Records Technician, a candidate shall possess any of the following requirements:

- a) A minimum of National Diploma (ND) in Medical Records obtained from a recognized institution and Computer Literacy with a minimum of 6 years cognate working experience.
- b) A minimum of Higher National Diploma (HND) with a minimum of Lower Credit in Medical Records obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy.

In cases of a) and b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Higher Medical Records Technician, a Medical Records Technician must be Computer literate, have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR MEDICAL RECORDS/HIM TECHNICIAN - CONHESS 08

i) For appointment as Senior Medical Records Technician, a candidate shall possess any of the following requirements:

- a) A minimum of National Diploma (ND) in Medical Records obtained from a recognized institution and Computer Literacy with a minimum of 9 years cognate working experience.
- b) A minimum of Higher National Diploma (HND) with a minimum of Lower Credit in Medical Records obtained from a recognized institution, NYSC Certificate with a minimum of 3 years cognate working experience and evidence of Computer Literacy.

In cases of a) and b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Senior Medical Records Technician, a Higher Medical Records Technician must be Computer literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL MEDICAL RECORDS/HIM TECHNICIAN II - CONHESS 09

For appointment as Principal Medical Records Technician II, a candidate shall possess any of the following requirements:

- a) A minimum of National Diploma (ND) in Medical Records obtained from a recognized institution and Computer Literacy with a minimum of 12 years cognate working experience.
- b) A minimum of Higher National Diploma (HND) with a minimum of Lower Credit in Medical Records obtained from a recognized institution, NYSC Certificate with a minimum of 6 years cognate working experience and evidence of Computer Literacy.

In cases of a) and b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Principal Medical Records Technician II, a Senior Medical Records Technician must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

iii) Officers appointed with ND Certificate shall be required to obtain a HND in the relevant area before they are eligible for promotion to the next grade.

PRINCIPAL MEDICAL RECORDS/HIM TECHNICIAN I - CONHESS 11

For promotion to the rank of Principal Medical Records Technician I, a Principal Medical Records Technician II must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period and registration with any relevant professional body.

ASSISTANT CHIEF MEDICAL RECORDS/HIM TECHNICIAN - CONHESS 12

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Medical Records Technician, a Principal Medical Records Technician I must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period and registration with any relevant professional body.

CHIEF MEDICAL RECORDS/HIM TECHNICIAN - CONHESS 13

For promotion to the rank of Chief Medical Records Technician, an Assistant Chief Medical Records Technician must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

51 MEDICAL OFFICER CADRE

51.1 Posts and Salaries

Senior Medical Officer II	-	CONMESS 03
Senior Medical Officer I	-	CONMESS 04
Principal Medical Officer II	-	CONMESS 05
Consultant /Principal Medical Officer I	-	CONMESS 06
Chief Consultant/Chief Medical Officer	-	CONMESS 07
Director	-	CONMESS 07

51.2 DUTIES

i) SENIOR MEDICAL OFFICER II - *CONMESS 03*

- a) Carry out general out-patient duties
- b) Attend to emergencies
- c) Take call duties
- d) Participate in controlling epidemics in the community
- e) Ensure community vaccination coverage
- f) Review management of patients by subordinates
- g) Carry out minor surgical procedures
- h) Attend to ante-natal cases and refer as appropriate
- i) Participate in health promotion activities among students and staff
- j) Carry out other duties as may be assigned
- k) Provide professional and community services.

ii) SENIOR MEDICAL OFFICER I - *CONMESS 04*

- a) Carry out general out-patient duties
- b) Attend to emergencies
- c) Take call duties
- d) Participate in controlling epidemics in the community
- e) Ensure community vaccination coverage
- f) Review management of patients by subordinates
- g) Carry out minor surgical procedures
- h) Attend to ante-natal cases and refer as appropriate
- i) Participate in health promotion activities among students and staff
- j) Participate in ante-natal and pediatrics care
- k) Carry out other duties as may be assigned
- l) Provide professional and community services.

iii) CONSULTANT /PRINCIPAL MEDICAL OFFICER II - *CONMESS 05*

- a) Carry out general out-patient duties
- b) Attend to emergencies
- c) Take call duties

- d) Participate in controlling epidemics in the community
- e) Ensure community vaccination coverage
- f) Review management of patients by subordinates
- g) Carry out minor surgical procedures
- h) Attend to ante-natal cases and refer as appropriate
- i) Participate in health promotion activities among students and staff
- j) Participate in ante-natal and pediatrics care
- k) Assist in updating professional knowledge and practice of subordinates
- l) Carry out other duties as may be assigned
- m) Provide professional and community services.

iv) CONSULTANT /PRINCIPAL MEDICAL OFFICER I - CONMESS 06

- a) Carry out general out-patient duties
- b) Attend to emergencies
- c) Take call duties
- d) Participate in controlling epidemics in the community
- e) Ensure community vaccination coverage
- f) Review management of patients by subordinates
- g) Carry out minor surgical procedures
- h) Attend to ante-natal cases and refer as appropriate
- i) Participate in health promotion activities among students and staff
- j) Attend to ante-natal cases and pediatrics care and refer as appropriate
- k) Assist in updating professional knowledge and practice of subordinates, and in the procurement of health care equipment, dressings and drugs
- l) Participate in the leadership of the Unit
- m) Carry out other duties as may be assigned
- n) Provide professional and community services.

v) CHIEF CONSULTANT/CHIEF MEDICAL OFFICER - CONMESS 07

- a) Carry out general out-patient duties
- b) Attend to emergencies
- c) Take call duties
- d) Participate in controlling epidemics and health promotion activities among students and staff
- e) Ensure community vaccination coverage
- f) Review management of patients by subordinates
- g) Carry out minor surgical procedures
- h) Attend to ante-natal cases and pediatric care and refer as appropriate
- i) Assist in updating professional knowledge and practice of subordinates
- j) Assist in the procurement of health care equipment, dressings and drugs
- k) Participate in the leadership of the Unit
- l) Provide leadership in the health care service of the University
- m) Serve on the University medical Board
- n) Authenticate medical reports and sick leaves
- o) Computerize students and staff health records

- p) Provide a quarterly report on consumable medical and dental stores items
- q) Carry out other duties as may be assigned
- r) Provide professional and community services.

iv) DIRECTOR, UNIVERSITY HEALTH SERVICES - CONMESS 07

- a) Responsible to the Vice-Chancellor in providing professional and administrative leadership in the University Health Services Department
- b) Perform the professional duties of a Chief Medical Officer
- c) Recommend for the appointment of staff and take charge of their deployment in the Department
- d) Initiate and make recommendation for manpower development and staff training
- e) Prepare Annual Budget Estimates for the Department
- f) Prepare Quarterly and Annual Reports for the Department
- g) Participate in the activities of the Medical Board of the University
- h) Update professional knowledge and practice of subordinates
- i) Ensure the procurement of health care equipment, dressings and drugs
- j) Take charge of all medical stores
- k) Carry out other duties as may be assigned
- l) Provide professional and community services.

51.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

SENIOR MEDICAL OFFICER II - CONMESS 03

i) For appointment as Senior Medical Officer II, a candidate shall possess the following requirements:

- a) MBBS obtained from a recognized institution, one-year houseman ship, NYSC Certificate, full registration with MDCN and evidence of Computer Literacy.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

SENIOR MEDICAL OFFICER I - CONMESS 04

For appointment as Senior Medical Officer I, a candidate shall possess the following requirements:

- a) MBBS obtained from a recognized institution, one-year houseman ship, NYSC Certificate, full registration with MDCN and evidence of Computer Literacy with a minimum of 3 years post-registration experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Senior Medical Officer I, a Senior Medical Officer II must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CONSULTANT /PRINCIPAL MEDICAL OFFICER II - CONMESS 05

For appointment as Consultant /Principal Medical Officer II, a candidate shall possess the following requirements:

- a) MBBS obtained from a recognized institution, one-year houseman ship, NYSC Certificate, full registration with MDCN and evidence of Computer Literacy with a minimum of 6 years post-registration experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Consultant /Principal Medical Officer II, a Senior Medical Officer I must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CONSULTANT /PRINCIPAL MEDICAL OFFICER I - CONMESS 06

ii) For appointment as Consultant/Principal Medical Officer I, a candidate shall possess the following requirements:

- a) MBBS obtained from a recognized institution, one-year houseman ship, NYSC Certificate, full registration with MDCN and evidence of Computer Literacy with a minimum of 9 years post-registration experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Consultant/Principal Medical Officer I, a Consultant/Principal Medical Officer II must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF CONSULTANT/CHIEF MEDICAL OFFICER - CONMESS 07

i) For appointment as Chief Consultant/Chief Medical Officer, a candidate shall possess the following requirements:

- a) MBBS obtained from a recognized institution, one-year houseman ship, NYSC

Certificate, full registration with MDCN and evidence of Computer Literacy with a minimum of 12 years post-registration experience.

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

ii) For promotion to the rank of Chief Consultant/Chief Medical Officer, a Consultant I/Principal Medical Officer I must have served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

DIRECTOR, UNIVERSITY HEALTH SERVICES

- CONMESS 07

For appointment to the position of Director, a Chief Consultant/Chief Medical Officer must have served diligently in accordance with the professional oath and demonstrated efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide leadership.

52 MEDICAL LABORATORY SCIENTIST CADRE

52.1 Posts and Salaries

Medical Laboratory Scientist	-	CONHESS 09
Senior Medical Laboratory Scientist	-	CONHESS 11
Principal Medical Laboratory Scientist	-	CONHESS12
Chief Medical Laboratory Scientist	-	CONHESS13
Senior Chief Medical Laboratory scientist	-	CONHESS14
Principal Chief Medical Laboratory scientist	-	CONHESS15

52.2 DUTIES

i) MEDICAL LABORATORY SCIENTIST - CONHESS 09

- a) Direct supervision and mentoring of Intern Medical Laboratory Scientists.
- b) Carrying out routine diagnostic tests in the various disciplines of medical laboratory science.
- c) Assisting in the performance of specialized tests in the medical laboratories.
- d) Assisting in documentation and preparation of periodic report for supervising officers.
- e) Assisting in basic research, analytical and experimental studies assigned by supervising officers.
- f) Indenting for stores and medical equipment from medical store.
- g) Producing special media for vaccine and diagnostic work.
- h) Preparation of Standard Operating Procedures for each activity including testing procedures in the Medical Laboratories

ii) SENIOR MEDICAL LABORATORY SCIENTIST - CONHESS 11

- a) Assisting in the supervision of junior Medical Laboratory Scientist in their day to day activities.
- b) Carrying out advanced routine and specialized test such as Polymerase Chain Reaction (PCR), Immunoblotting, and special Staining etc.
- c) Taking charge of specific diagnostic and other tests benches in the laboratories e.g. Blood Group Serology bench, Stool bench etc.
- d) Carrying out specialized Medicolegal tests such as Paternity disputes.
- e) Producing and testing vaccine.
- f) Maintaining stains and cultures.
- g) Lyophilization and Cryobiological techniques.
- h) Taking charge of specialized laboratories such as project, research and similar laboratories.
- i) Organizing training for junior staff.

- j) Developing and preparing new cell line for tissue culture.

iii) PRINCIPAL MEDICAL LABORATORY SCIENTIST - CONHESS 12

- a) Supervising the duties subordinates
- b) Taking responsibility and performance of specialized non routine diagnostic and prognostic tests such as his to and cytochemistry studies, immunochemical and cell studies
- c) Taking charge of local development and production of laboratory diagnostic testing materials (like stained and unstained antigens, hematological and bacteriological antisera etc.) and therapeutic biological agents (like frozen plasma, cryoprecipitate, bacterial and viral vaccine, etc.)
- d) Taking charge of number of field laboratories.
- e) Taking part in and supervision of the training of laboratory personnel
- f) Carrying out research studies into descriptive and experimental epidemiology

iv) CHIEF MEDICAL LABORATORY SCIENTIST - CONHESS 13

- a) Assisting in coordinating and monitoring diagnosis of epidemics such as the Acquired Immune Deficiency Syndrome (AIDS), Yellow fever, Cholera and Meningitis among others
- b) Advising on budgeting and ordering of laboratory equipment, chemicals and reagents
- c) Taking charge of administration of a whole specialty e.g. Medical Microbiology Laboratory, Clinical Chemistry/Chemical Pathology Laboratory, Hematology Laboratory, Blood Group Serology Laboratory, Immunology Laboratory, Virology Laboratory, Parasitology Laboratory, and Histopathology Laboratory
- d) Performing quality management of the whole medical laboratory specialty
- e) Formulating and vetting research proposals
- f) Advising on policy matters relating to medical laboratory services
- g) Teaching in and heading tertiary institutions of learning, consultancy in field of specialization to various National and International bodies or organizations
- h) Preparing annual report on laboratory services and personnel

v) SENIOR CHIEF MEDICAL LABORATORY SCIENTIST - CONHESS 14

- a) Taking charge of a division/department (state)
- b) Ensuring execution of adequate training programmes for medical laboratory personnel
- c) Organizing periodic seminar and conferences on laboratory techniques and management
- d) Taking responsibility for medical laboratory services development planning
- e) Maintaining quality control of standard techniques and results
- f) Exercising general supervision on laboratory matters
- g) Undertaking resource planning and utilization

- h) Assisting (the Director of Medical Laboratory Services) in the general administration and policy formulation on medical laboratory services
- i) Advising on the formulation, execution and review of medical laboratory policy and programme

vi) PRINCIPAL CHIEF MEDICAL LABORATORY SCIENTIST - CONHESS 15

- a) Taking charge of general administration of the medical laboratory service department.
- b) Taking responsibility for total quality management of general medical laboratory services
- c) Budgeting and ordering of laboratory equipment and reagent.
- d) Advising on the formulation, execution and review of medical laboratory policy and programmes.
- e) Handling application on the registration and operation of private medical laboratories and ensuring compliance with government rules and regulations including standard and control policy (State government level).
- f) Cooperating with international or national organizations in the study of new methods and techniques for use in medical laboratories.
- g) Defending medicolegal cases arising from laboratory results in court e.g. Paternity dispute cases of suspected rape among others.
- h) Any other duty that may be assigned.

52.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

MEDICAL LABORATORY SCIENTIST - CONHESS 09

For appointment of a candidate possessing a degree in Medical Laboratory Science from approved university or other approved equivalent qualification, registration with the Medical Laboratory Science Council of Nigeria (MLSCN) and NYSC Certificate.

SENIOR MEDICAL LABORATORY SCIENTIST - CONHESS 11

For appointment of a candidate possessing degree in Medical Laboratory Science from approved university or other approved equivalent qualification, registration with the Medical Laboratory Science Council of Nigeria (MLSCN) and NYSC Certificate, has spent at least three (3) years on the grade.

For appointment of a candidate possessing master's degree in Medical Laboratory Science.

By promotion of a confirmed and suitable Medical Laboratory Scientist I who has spent at least three (3) years on the grade and obtained very good Annual Performance Evaluation Reports for the period.

PRINCIPAL MEDICAL LABORATORY SCIENTIST - CONHESS 12

- a) For appointment of a candidate possessing degree in Medical Laboratory Science from approved university or other approved equivalent qualification, registration with the Medical Laboratory Science Council of Nigeria (MLSCN) and NYSC Certificate, has spent at least six (6) years on the grade.
- b) For appointment of a candidate possessing master's degree in Medical Laboratory Science plus at least three years post-qualification cognate experience.

By promotion of a confirmed and suitable Principal Medical Laboratory Scientist who has spent at least three (3) years on the grade and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF MEDICAL LABORATORY SCIENTIST - CONHESS 13

- a) For appointment of a candidate possessing degree in Medical Laboratory Science from approved university or other approved equivalent qualification, registration with the Medical Laboratory Science Council of Nigeria (MLSCN) and NYSC Certificate, has spent at least nine (9) years on the grade.
- b) For appointment of a candidate possessing master's degree in Medical Laboratory Science plus at least three years post-qualification cognate experience.

By promotion of a confirmed and suitable Principal Medical Laboratory Scientist who has spent at least 3 years on the grade and obtained very good Annual Performance Evaluation Reports for the period.

SENIOR CHIEF MEDICAL LABORATORY SCIENTIST - CONHESS 14

By promotion of a confirmed and suitable Chief Medical Laboratory Scientist who has spent at least 3 years on the grade and obtained very good Annual Performance Evaluation Reports for the period.

PRINCIPAL CHIEF MEDICAL LABORATORY SCIENTIST - CONHESS 15

By promotion of a confirmed and suitable Deputy Director Medical Laboratory Scientist who has spent at least 3 years on the grade and obtained very good Annual Performance Evaluation Reports for the period.

53. MEDICAL LABORATORY TECHNICIAN CADRE

53.1 Posts and Salaries

Medical Laboratory Technician	-	CONHESS 06
Higher Medical Laboratory Technician	-	CONHESS 07
Senior Medical Laboratory Technician	-	CONHESS 08
Principal Medical Laboratory Technician II	-	CONHESS 09
Principal Medical Laboratory Technician I	-	CONHESS 11
Assistant Chief Medical Laboratory Technician	-	CONHESS 12
Chief Medical Laboratory Technician	-	CONHESS 13

53.2 DUTIES

i) MEDICAL LABORATORY TECHNICIAN - CONHESS 06

- Assisting in collecting, examining and analysing specimen from patients to provide the information required by Medical Officer for diagnosis and treatment.
- Assisting in preparing chemical solutions, reagents, Microscopic slides and culture media for laboratory tests.
- Caring for and maintaining laboratory equipment.
- Assisting in carrying out microscopic examination of specimen for pathogens.
- Assisting in analysing body fluids, classifying and processing blood to determine types and to separate serum from blood cells.
- Performing any other duties as may be assigned by Superior Officers.

ii) HIGHER MEDICAL LABORATORY TECHNICIAN - CONHESS 07

- Maintaining stains and cultures; performing biochemical staining and examining fibres for bacteria and other pathogens.
- Assisting in preparing buffer solutions, fluids, Glemsa's Lwishman's stains and preserving parasites and arthropods vectors'.
- Assisting in carrying out declassification and preparation of paraffin.
- Assisting in analysing urine and cerebro spinal fluid, quantitative estimation of anylass, urea, and glucose.
- Performing any other duties as may be assigned by Superior Officers.

iii) SENIOR MEDICAL LABORATORY TECHNICIAN - CONHESS 08

- Identifying of malaria parasites, trypanosomes, spirochetes and other protozoa by using concentration methods.
- Preparing anticoagulants used in blood transfusion and carrying out other supervisory duties as may be assigned.
- Treating blocks before cutting preparation and use of Erlich's Harries and Weigert

Haematozyline.

- d) Ensuring that laboratory equipment and glassware are properly sterilized and maintained in good condition.
- e) Performing any other duties as may be assigned by Superior Officers.

iv) PRINCIPAL MEDICAL LABORATORY TECHNICIAN II - CONHESS 09

- a) Performing at higher level duties of Senior Medical Laboratory Technician.
- b) Assisting in training of students and mentoring subordinates.
- c) Providing professional and community services.
- d) Performing any other duties as may be assigned by Superior Officers.

v) PRINCIPAL MEDICAL LABORATORY TECHNICIAN I - CONHESS 11

- a) Performing at higher level duties of Principal Medical Laboratory Technician II.
- b) Assisting in training of students and mentoring subordinates.
- c) Providing professional and community services.
- d) Performing any other duties as may be assigned by Superior Officers.

vi) ASSISTANT CHIEF MEDICAL LABORATORY TECHNICIAN- CONHESS 12

- a) Taking charge of Laboratory Services in any of the specialties.
- b) Advising on policy matters relating to laboratory services.
- c) Supervising the activities of students and mentoring subordinates
- d) Organising training programmes for laboratory services
- e) Performing at higher level duties of Senior Medical Laboratory Technician.
- f) Assisting in training of students and mentoring subordinates
- g) Providing professional and community services.
- h) Performing any other duties as may be assigned by Superior Officers.

vii) CHIEF MEDICAL LABORATORY TECHNICIAN - CONHESS 13

- a) Coordinating the duties of Medical Laboratory Technicians and assigning responsibilities as might arise from time to time.
- b) Procuring laboratory equipment, media stains and chemical reagents.
- c) Maintaining technical data and records in the research and service laboratory and assuming total responsibility for all laboratory technicalities.
- d) Performing at higher level duties of Senior Medical Laboratory Technician.
- e) Assisting in training of students and mentoring subordinates.
- f) Providing professional and community services.
- g) Performing any other duties as may be assigned by the Head of Department.

53.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

MEDICAL LABORATORY TECHNICIAN

- ***CONHESS 06***

For appointment as Medical Laboratory Technician, a candidate should possess the following qualifications:

- a) ND certificate not below Lower Credit in Medical Laboratory Science or any other relevant qualification obtained from a recognized institution, registration with the Institute of Laboratory Technologist (AIMLT) in Medical Laboratory Sciences. Knowledge of computer as an added advantage.
- b) A candidate may be subjected to an interview that may require writing competency examination.

HIGHER MEDICAL LABORATORY TECHNICIAN

- ***CONHESS 07***

For appointment as Higher Medical Laboratory Technician, a candidate should possess any of the following qualifications:

- a) HND certificate not below Lower Credit in Medical Laboratory Science or any other relevant qualification obtained from a recognized institution, registration with the Institute of Laboratory Technologist (AIMLT) in Medical Laboratory Sciences plus knowledge of computer as an added advantage
- b) ND certificate not below Lower Credit in Medical Laboratory Science or any other relevant qualification obtained from a recognized institution, registration with the Institute of Laboratory Technologist (AIMLT) in Medical Laboratory Sciences with three (3) years post qualification cognate experience in a tertiary institution/MDAs plus knowledge of computer as an added advantage.
- c) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Higher Medical Laboratory Technician, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report.

SENIOR MEDICAL LABORATORY TECHNICIAN

- ***CONHESS 08***

For appointment as Senior Medical Laboratory Technician, a candidate should possess the following qualifications:

- a) HND not below Lower Credit in Medical Laboratory Science or any other relevant qualifications obtained from a recognized institution, registration with the Institute of Laboratory Technologist (AIMLT) in Medical Laboratory Sciences with three (3) years post qualification cognate experience in a tertiary institution/MDAs plus knowledge of computer as an added advantage.

- b) ND certificate not below Lower Credit in Medical Laboratory Science or any other relevant qualification obtained from a recognized institution, registration with the Institute of Laboratory Technologist (AIMLT) in Medical Laboratory Sciences with six (6) years post qualification cognate experience in a tertiary institution/MDAs plus knowledge of computer as an added advantage
- c) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Senior Medical Laboratory Technician, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report.

PRINCIPAL MEDICAL LABORATORY TECHNICIAN II - CONHESS 09
[Terminal for ND Holders]

For appointment as Principal Medical Laboratory Technician II, a candidate should possess the following qualifications:

- a) HND not below Lower Credit in Medical Laboratory Science or any other relevant qualifications obtained from a recognized institution, registration with the Institute of Laboratory Technologist (AIMLT) in Medical Laboratory Sciences with nine (9) years post qualification cognate experience in a tertiary institution/MDAs plus knowledge of computer literacy as an added advantage.
- b) ND certificate not below Lower Credit in Medical Laboratory Science or any other relevant qualification obtained from a recognized institution, registration with the Institute of Laboratory Technologist (AIMLT) in Medical Laboratory Sciences with Twelve (12) years post qualification cognate experience in a tertiary institution/MDAs plus knowledge of computer as an added advantage
- c) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Principal Medical Laboratory Technician II, a candidate must serve satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

PRINCIPAL MEDICAL LABORATORY TECHNICIAN I - CONHESS 11

For appointment as Principal Medical Laboratory Technician I, a candidate should possess the following qualifications:

- a) HND not below Lower Credit in relevant field or any other relevant qualifications obtained from a recognized institution, registration with the Institute of Laboratory Technologist (AIMLT) in Medical Laboratory Sciences with nine (9)

years post qualification cognate experience in a tertiary institution/MDAs plus knowledge of computer as an added advantage.

- b) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Principal Medical Laboratory Technician I, a candidate must serve satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report.

ASSISTANT CHIEF MEDICAL LABORATORY TECHNICIAN - CONHESS 12

For appointment as Assistant Chief Medical Laboratory Technician, a candidate should possess the following qualifications:

- a) HND not below Lower Credit in relevant field or any other relevant qualifications obtained from a recognized institution, registration with the Institute of Laboratory Technologist (AIMLT) in Medical Laboratory Sciences with twelve (12) years post qualification cognate experience in a tertiary institution/MDAs plus knowledge of computer literacy as an added advantage.
- b) A candidate may be subjected to an interview that may require writing competency examination.

For promotion to Assistant Chief Medical Laboratory Technician, a candidate must serve satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report.

[CONHESS 13 shall be filled by promotion]

CHIEF MEDICAL LABORATORY TECHNICIAN - CONHESS 13

For promotion to Chief Medical Laboratory/Science Laboratory Technician, a candidate must have served satisfactorily for a minimum of three (3) years.

54. NETWORK ENGINEER CADRE

54.1 Post and Salary

Network Engineer II	-	CONTISS 07
Network Engineer I	-	CONTISS 08
Senior Network Engineer	-	CONTISS 09
Principal Network Engineer	-	CONTISS 11
Assistant Chief Network Engineer	-	CONTISS 12
Chief Network Engineer	-	CONTISS 13
Deputy Director	-	CONTISS 14
Director	-	CONTISS 15

54.2 DUTIES

i) NETWORK ENGINEER II - *CONTISS 07*

- a) Install and support LANS, WANS, Network segments, internet, and intranet systems.
- b) Install and maintain network hardware and software.
- c) Analyze and isolate issues.
- d) Monitor networks to ensure security and availability to specific users.
- e) Evaluate and modify system's performance.
- f) Creating valuable content, simplifying navigation and ensuring fast, secure access and optimal availability.
- g) Carry out other duties as may be assigned

ii) NETWORK ENGINEER I - *CONTISS 08*

- a) Networking monitoring.
- b) Testing the network for weakness.
- c) Keeping an eye out for needed updates
- d) Installing and implementing security programs.
- e) E-mail and internet filters
- f) Evaluating implementing network management software.
- g) Performing professional and community services.
- h) Carry out other duties as may be assigned

iii) SENIOR NETWORK ENGINEER - *CONTISS 9*

- a) Installing and implementing security programs.
- b) E-mail and internet filters
- c) Evaluating implementing network management software.
- d) Performing professional and community services.
- e) Carry out other duties as may be assigned

iv) PRINCIPAL NETWORK ENGINEER

- CONTISS 11

- a) Determining network and system requirements.
- b) Designing and deploying networks.
- c) Performing network address assignment.
- d) Assigning routing protocols and routing table configuration.
- e) Administering servers, desktop computers, printers, routers switches firewalls, phones, personal digital assistants, smart phones, software deployment security updates and patches.
- f) Performing professional and community services.
- g) Carry out other duties as may be assigned

v) ASSISTANT CHIEF NETWORK ENGINEER

- CONTISS 12

- a) System configuration and support.
- b) System design and architecting.
- c) Supporting of design and expansion of data archiving systems.
- d) Supporting of backup infrastructure and execution
- e) Managing of computer server infrastructure including EDA tools and licensing, database servers, web, FTP and application servers, subversion and other revision control systems, VoIP and PBX systems
- f) Performing professional and community services.
- g) Carry out other duties as may be assigned

vi) CHIEF NETWORK ENGINEER

- CONTISS 13

- a) The post of Chief Networking Engineer and above may be filled through promotion of staff in the cadre]
- b) Planning and organizing workloads and staff assignments.
- c) Reviewing progress and directing changes as needed.
- d) Assigning duties and inspecting work for exactness, neatness, and conformance to policies and procedures to establish and maintain excellent standards of performance.
- e) Creating, changing, implementing and managing written IT policies and procedures.
- f) Management of computer server infrastructure including EDA tools and licensing, database servers, web, FTP and application servers, subversion and other revision control systems, VOIP and PBX systems.
- g) Performing professional and community services.
- h) Carry out other duties as may be assigned

v) DEPUTY DIRECTOR

- CONTISS 14

- a) Assisting in planning, implementing and monitoring changes in infrastructure configurations.
- b) Assisting in installing new servers and configure hardware.

- c) Assisting in performing daily backup operations.
- d) Assisting in developing best practices and written documentation for all server maintenance
- e) Performing professional and community services.

vi) DIRECTOR

- **CONTISS 15**

- a) Head in charge of day-to-day activities
- b) Provide professional and administrative leadership in the Directorate
- c) Keep up-to-date with new developments techniques
- d) Develop and implement organizational technology roadmap.
- e) Lead IT innovation and digital transformation.
- f) Direct system architecture design and implementation.
- g) Ensure compliance with IT regulations and standards.
- h) Collaborate with cross-functional teams.
- i) Represent the Directorate in organizational decision-making.
- j) Perform any other duty that may be assigned

54.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

NETWORK ENGINEER II

-

CONTISS 07

For appointment as Network Engineer II, a candidate should possess any of the following qualifications:

- a) Bachelor's degree in computer science/electrical/Electronic Engineering, Information Technology not below Second Class Honours, Lower Division or HND in Computer Science not below Lower Credit or any relevant qualification from a recognized institution plus successful completion of National Service (NYSC).
- b) A Candidate may be subjected to an interview that may require writing competency examination.

NETWORK ENGINEER I

-

CONTISS 08

For appointment as Network Engineer I, a candidate should possess any of the following qualifications:

- a) Master's degree in Computer Science, /Electrical/Electronic Engineering, Information Technology.
- b) Bachelor's degree not below Second Class Honours, Lower Division in Computer Science/Electrical/Electronic Engineering, Information Technology /HND in Computer Science not below Lower Credit from a recognized institution with three 3 years post qualification cognate experience in a tertiary institution/government establishment or any relevant qualification from a recognized University plus successful completion of National Service (NYSC).

- c) A Candidate may be subjected to an interview that may require writing competency examination.

For promotion to Network Engineer I, a Network Engineer II must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

SENIOR NETWORK ENGINEER

-

CONTISS 09

For appointment as Senior Network Engineer, a candidate should possess any of the following qualifications:

- a) Master's degree in Computer Science, /Electrical/Electronic Engineering, Information Technology with at least three (3) years post qualification cognate experience in a tertiary institution/government establishment.
- b) Bachelor's degree not below Second Class Honours, Lower Division in Computer Science, Technology /Electrical/Electronic Engineering, Information /HND in Computer Science not below Lower Credit with six (6) years post qualification cognate experience in a tertiary institution/government establishment or any relevant qualification from a recognized University plus successful completion of National Service (NYSC).
- c) A Candidate may be subjected to an interview that may require writing competency examination.

For promotion to the rank of Senior Network Engineer, a Network Engineer I must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

PRINCIPAL NETWORK ENGINEER

-

CONTISS 11

For appointment as Principal Network Engineer, a candidate should possess any of the following qualifications:

- a) Master's degree in Computer Science, /Electrical/Electronic Engineering, Information Technology with at least six (6) years post qualification cognate experience in a tertiary institution/government establishment.
- b) Bachelor's degree not below Second Class Honours, Lower Division in Computer Science, Electrical/Electronic Engineering, Information Technology with nine (9) years post qualification cognate experience in a tertiary institution/MDAs or any relevant qualification from a recognized University plus successful completion of National Service (NYSC) Certificate.

- c) A Candidate may be subjected to an interview that may require writing competency examination.

For promotion to the rank of Principal Network Engineer, a Senior Network Engineer must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in Annual Performance Evaluation Report for the period and must have passed competency examination.

ASSISTANT CHIEF NETWORK ENGINEER

- ***CONTISS 12***

For appointment as Assistant Chief Network Engineer, a candidate should possess the following qualifications:

- a) Master's degree in computer science /Electrical/Electronic Engineering, Information Technology with at least six (9) years post qualification cognate experience in a tertiary institution/government establishment.
- b) Bachelor's degree not below Second Class Honours, Lower Division in Computer Science, Electrical/Electronic Engineering, Information Technology with nine (12) years post qualification cognate experience in a tertiary institution/MDAs or any relevant qualification from a recognized University plus successful completion of National Service (NYSC) Certificate.
- c) Candidate may be subjected to an interview that may require a writing competency examination.

For promotion to the rank of Asst. Chief Network Engineer, a Principal Network Engineer must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed the competency examination.

CHIEF NETWORK ENGINEER

- ***CONTISS 13***

For promotion to Chief Network Engineer, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

DEPUTY DIRECTOR

- ***CONTISS 14***

For promotion to Deputy Director, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

For appointment of a candidate with Any Class of Degree in Computer Engineering, obtained from a recognized institution, NYSC Certificate, registered with the relevant professional body with a minimum of 15 years post-qualification and 15 years post-registration experience. This is subject to availability of vacancy in ICT Directorate.

SENIOR STAFF SCHEME OF SERVICE

55. NETWORK/SYSTEM TECHNICIAN CADRE

55.1 Post and Salary

Network/System Technician	-	CONTISS 06
Higher Network / System Technician	-	CONTISS 07
Senior Network / System Technician	-	CONTISS 08
Principal Network / System Technician II	-	CONTISS 09
Principal Network / System Technician I	-	CONTISS 11
Asst. Chief Network / System Technician	-	CONTISS 12
Chief Network / System Technician	-	CONTISS 13

55.2 DUTIES

i) NETWORK/SYSTEM TECHNICIAN - *CONTISS 06*

- a) Assist in installing, configuring, and maintaining computer networks and systems.
- b) Troubleshoot basic network and system issues.
- c) Monitor network performance and report issues.
- d) Conduct routine backups and data recovery.
- e) Provide basic technical support to users.
- f) Assist in implementing security measures.
- g) Participate in IT projects and initiatives.

ii) HIGHER NETWORK / SYSTEM TECHNICIAN - *CONTISS 07*

- a) Install, configure, and maintain computer networks and systems.
- b) Troubleshoot network and system issues
- c) Monitor network performance and optimize system resources.
- d) Implement security measures to protect against cyber threats.
- e) Conduct regular backups and ensure data recovery.
- f) Provide technical support to users.
- g) Collaborate with other IT staff to resolve complex issues.
- h) Stay up-to-date with emerging technologies and recommend upgrades.

iii) SENIOR NETWORK / SYSTEM TECHNICIAN - *CONTISS 08*

- a) Design, implement, and maintain complex network and system infrastructure.
- b) Troubleshoot advanced network and system issues.
- c) Configure and manage network security protocols.
- d) Develop and implement disaster recovery plans.
- e) Conduct network vulnerability assessments
- f) Provide technical training to junior staff.
- g) Collaborate with other IT teams to resolve complex issues.

h) Evaluate and recommend new technologies.

iv) PRINCIPAL NETWORK / SYSTEM TECHNICIAN II - CONTISS 09

- a) Design, implement, and manage complex network and system infrastructures.
- b) Lead troubleshooting and resolution of critical network and system issues.
- c) Develop and implement network security policies and protocols.
- d) Conduct vulnerability assessments and penetration testing
- e) Plan and execute disaster recovery and business continuity strategies.
- f) Supervise junior network/system technicians.
- g) Collaborate with other IT teams to integrate new technologies.
- h) Develop and maintain technical documentation.

v) PRINCIPAL NETWORK / SYSTEM TECHNICIAN I - CONTISS 11

- a) Lead network and system infrastructure design, implementation, and maintenance.
- b) Supervise junior technicians and provide technical guidance.
- c) Develop and enforce network security policies.
- d) Conduct complex network vulnerability assessments.
- e) Collaborate with other departments on IT projects.
- f) Evaluate and recommend emerging technologies.
- g) Develop and manage IT budgets.
- h) Ensure compliance with regulatory requirements.

vi) ASST. CHIEF NETWORK / SYSTEM TECHNICIAN - CONTISS 12

- a) Develop and implement institutional IT strategies.
- b) Manage IT departments and teams.
- c) Oversee network and system infrastructure.
- d) Ensure IT security and compliance.
- e) Evaluate and recommend emerging technologies.
- f) Develop and manage IT budgets.
- g) Collaborate with other departments on IT projects.
- h) Provide technical guidance and mentorship.

vii) CHIEF NETWORK / SYSTEM TECHNICIAN - CONTISS 13

- a) Develop and implement institutional IT policies and strategies.
- b) Oversee multiple IT departments and teams.
- c) Manage large-scale network and system infrastructure.
- d) Ensure IT security, compliance, and risk management.
- e) Evaluate and recommend emerging technologies.
- f) Develop and manage IT budgets.
- g) Collaborate with other departments on strategic IT initiatives.
- h) Provide technical guidance and mentorship to junior staff.

55.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

NETWORK/SYSTEM TECHNICIAN

- **CONTISS 06**

For appointment as Network/System Technician, a candidate should possess any of the following qualifications:

- a) National Diploma (ND) or equivalent in Computer Science, Electrical/Electronic Engineering or any relevant qualification from a recognized institution.
- b) A Candidate may be subjected to an interview that may require writing competency examination.

HIGHER NETWORK / SYSTEM TECHNICIAN

- **CONTISS 07**

For appointment as Higher Network/System Technician, a candidate should possess any of the following qualifications:

- a) National Diploma (ND) or equivalent in Computer Science, Electrical/Electronic Engineering or any relevant qualification from a recognized institution with 3 years working experience.
- b) HND with minimum of Lower Credit in Computer Science, Electrical/Electronic Engineering or any relevant qualification from a recognized institution plus successful completion of National Service (NYSC).
- c) A Candidate may be subjected to an interview that may require writing competency examination.

For promotion to Higher Network/System Technician, a Network/System Technician must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

SENIOR NETWORK / SYSTEM TECHNICIAN

- **CONTISS 08**

For appointment as Senior Network/System Technician, a candidate should possess any of the following qualifications:

- a) National Diploma (ND) or equivalent in Computer Science, Electrical/Electronic Engineering or any relevant qualification from a recognized institution with 6 years working experience.
- b) HND with minimum of Lower Credit in Computer Science, Electrical/Electronic Engineering or any relevant qualification from a recognized institution with 3 years working experience plus successful completion of National Service (NYSC).
- c) A Candidate may be subjected to an interview that may require writing

competency examination.

For promotion to Senior Network/System Technician, a Higher Network/System Technician must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

PRINCIPAL NETWORK / SYSTEM TECHNICIAN II

- ***CONTISS 09***

For appointment as Principal Network/System Technician, a candidate should possess any of the following qualifications:

- a) National Diploma (ND) or equivalent in Computer Science, Electrical/Electronic Engineering or any relevant qualification from a recognized institution with 9 years working experience.
- b) HND with minimum of Lower Credit in Computer Science, Electrical/Electronic Engineering or any relevant qualification from a recognized institution with 6 years working experience plus successful completion of National Service (NYSC). and registration with any relevant professional bodies.
- c) A Candidate may be subjected to an interview that may require writing competency examination.

For promotion to Principal Network/System Technician, a Senior Network/System Technician must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

PRINCIPAL NETWORK / SYSTEM TECHNICIAN I

- ***CONTISS 11***

For appointment as Principal Network/System Technician, a candidate should possess any of the following qualifications:

- a) HND with minimum of Lower Credit in Computer Science, Electrical/Electronic Engineering or any relevant qualification from a recognized institution with 9 years working experience plus successful completion of National Service (NYSC). and registration with any relevant professional bodies.
- b) A Candidate may be subjected to an interview that may require writing competency examination.

For promotion to Principal Network/System Technician, a Senior Network/System Technician must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

ASST. CHIEF NETWORK / SYSTEM TECHNICIAN

- CONTISS 12

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to Assistant Chief Network/System Technician, a Principal Network/System Technician I must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

CHIEF NETWORK / SYSTEM TECHNICIAN

- CONTISS 13

For promotion to Chief Network/System Technician, an Assistant Chief Network/System Technician must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

56. NURSING OFFICER CADRE

56.1 Posts and Salaries

Nursing Officer	-	CONHESS 09
Senior Nursing Officer	-	CONHESS 11
Principal Nursing Officer	-	CONHESS 12
Chief Nursing Officer	-	CONHESS 13
Senior Chief Nursing Officer	-	CONHESS 14
Principal Chief Nursing Officer	-	CONHESS 15

56.2 DUTIES

i) NURSING OFFICER - **CONHESS 09**

- a) Assist in carrying out general nursing care
- b) Assist in carrying out other specialized duties
- c) Attend to emergencies
- d) Assist in the supervision of subordinates
- e) Assist in keeping custody of medical equipment/instruments in the Unit
- f) Assist in counseling of patients
- g) Carry out other duties as may be assigned
- h) Provide professional and community services

ii) SENIOR NURSING OFFICER - **CONHESS 11**

- a) Carry out general nursing care
- b) Carry out other specialized duties
- c) Attend to emergencies
- d) Assist in the supervision of subordinate staff
- e) Assist in keeping custody of medical equipment/instruments in the Unit
- f) Assist in counseling of patients
- g) Carry out other duties as may be assigned
- h) Provide professional and community services.

iii) PRINCIPAL NURSING OFFICER - **CONHESS 12**

- a) Carry out general nursing care
- b) Carry other specialized duties
- c) Attend to emergencies
- d) Participate in the supervision of subordinates
- e) Keep custody of medical equipment/instruments in the Unit
- f) Counsel patients
- g) Admit patients and administer resuscitating procedures
- h) Write Case Reports
- i) Train nurses and clinical attendants
- j) Carry out other duties as may be assigned

- k) Provide professional and community services.

iv) CHIEF NURSING OFFICER

- **CONHESS 13**

- a) Carry out midwifery and other specialized duties
- b) Attend to emergencies
- c) Supervise subordinates
- d) Participate in keeping custody of medical equipment/instruments in the Unit
- e) Counsel patients
- f) Admit patients and administer resuscitating procedures
- g) Write Case Reports
- h) Train nurses and clinical attendants
- i) Assist in initiating manpower training programmes for staff
- j) Assist in preparing Quarterly and Annual Reports for the Unit
- k) Assist in preparing Annual Budget Estimates for the Unit
- l) Carry out other duties as may be assigned
- m) Provide professional and community services.

v) SENIOR CHIEF NURSING OFFICER

- **CONHESS 14**

- a) Participate in general nursing care
- b) Participate in other specialized duties
- c) Attend to emergencies
- d) Write Case Reports
- e) Admit patients and administer resuscitating procedures
- f) Supervise subordinates
- g) Participate in recommending consumables and equipment/instruments in the Unit
- h) Participate in initiating manpower training programmes for staff
- i) Participate in preparing Quarterly and Annual Reports for the Unit
- j) Assist in preparing Annual Budget Estimates for the Unit
- k) Carry out other duties as may be assigned
- l) Provide professional and community services.

vi) PRINCIPAL CHIEF NURSING OFFICER

- **CONHESS 15**

- a) Responsible to the Director, University Health Services for providing good leadership in the Unit
- b) Carry out general nursing care duties and midwifery procedures
- c) Carry out other nursing duties in specialized areas Attend to emergencies
- a) Administer resuscitation procedures
- b) Ensure the training of subordinates
- c) Initiate manpower training and staff development
- d) Prepare Annual Budget Estimates for Unit
- e) Prepare Quarterly and Annual Reports of the Unit
- f) Recommend procurement of consumables and equipment for the Unit
- g) Carry out other duties as may be assigned
- h) Provide professional and community services.

56.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

NURSING OFFICER

- **CONHESS 09**

i) For appointment as Nursing Officer, a candidate shall possess the following requirements:

- a) BSc. Nursing with minimum of Lower Second Class Honours in Nursing obtained from a recognized institution, NYSC Certificate or exemption certificate, full registration with the Nursing and Midwifery Council of Nigeria (NMCN) and evidence of Computer Literacy.
- b) A Registered Nurse (RN) or Registered Midwife (RM) plus full registration with the Nursing and Midwifery Council of Nigeria (NMCN) and evidence of Computer Literacy.
- c) In cases (a) and (b) above a candidate shall be subjected to an interview that may require writing competency examination.

SENIOR NURSING OFFICER

- **CONHESS 11**

i) For appointment as Senior Nursing Officer, a candidate shall possess the following requirements:

- a) A Doctor of Nursing (Nr D) obtained from a recognized institution, NYSC Certificate or exemption certificate, full registration with the NMCN and evidence of Computer Literacy.
- b) BSc. Nursing with minimum of Lower Second Class Honours in Nursing obtained from a recognized institution, NYSC Certificate, full registration with the NMCN and evidence of Computer Literacy with a minimum of 3 years cognate experience.
- c) RN or RM plus full Registration with the NMCN, evidence of computer literacy with a minimum of 3 years cognate experience.
- d) In cases (a) and (b) above a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Senior Nursing Officer, a Nursing Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL NURSING OFFICER

- **CONTISS 12**

- i) For appointment as Principal Nursing Officer, a candidate shall possess the following requirements:
- a) A Doctor of Nursing (Nr D) obtained from a recognized institution, NYSC Certificate or exemption certificate with 3 years working experience, full registration with the NMCN and evidence of Computer Literacy.
 - b) BSc. Nursing with minimum of Lower Second Class Honours in Nursing obtained from a recognized institution, NYSC Certificate, full registration with the NMCN and evidence of Computer Literacy with a minimum of 6 years cognate experience.
 - c) RN or RM plus full Registration with the NMCN, evidence of computer literacy with a minimum of 3 years cognate experience.
 - d) In cases (a) and (b) above a candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of S e n i o r Nursing Officer, a Nursing Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

CHIEF NURSING OFFICER

- **CONTISS 13**

- i) For appointment as Chief Nursing Officer, a candidate shall possess the following requirements:
- a) A Doctor of Nursing (Nr D) obtained from a recognized institution, NYSC Certificate or exemption certificate with 6 years working experience, full registration with the NMCN and evidence of Computer Literacy.
 - b) BSc. Nursing with minimum of Lower Second Class Honours in Nursing obtained from a recognized institution, NYSC Certificate, full registration with the NMCN and evidence of Computer Literacy with a minimum of 9 years cognate experience.
 - c) RN or RM plus full Registration with the NMCN, evidence of computer literacy with a minimum of 3 years cognate experience.
 - d) In cases (a) and (b) above a candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of S e n i o r Nursing Officer, a Principal Nursing Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR CHIEF NURSING OFFICER

- **CONHESS 14**

- i) For appointment as Senior Chief Nursing Officer, a candidate shall possess the following requirements:
- a) A Doctor of Nursing (Nr D) obtained from a recognized institution, NYSC Certificate or exemption certificate with 9 years working experience, full registration with the NMCN and evidence of Computer Literacy.
 - b) BSc. Nursing with minimum of Lower Second Class Honours in Nursing obtained from a recognized institution, NYSC Certificate, full registration with the NMCN and evidence of Computer Literacy with a minimum of 12 years cognate experience.
 - c) RN or RM plus full Registration with the NMCN, evidence of computer literacy with a minimum of 3 years cognate experience.
 - d) In cases (a) and (b) above a candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Senior Chief Nursing Officer, a Chief Nursing Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL CHIEF NURSING OFFICER

- **CONHESS 15**

For promotion to the rank of Senior Chief Nursing Officer, an Assistant Chief Nursing Officer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

57. OPTOMETRIST CADRE

57.1 Posts and Salaries

Optometrist	-	CONHESS 09
Senior Optometrist	-	CONHESS 11
Principal Optometrist	-	CONHESS 12
Chief Optometrist	-	CONHESS 13
Senior Chief Optometrist	-	CONHESS 14
Principal Chief Optometrist	-	CONHESS 15

57.2 DUTIES

i) OPTOMETRIST - **CONHESS 09**

- a) Assisting in the supervision of the activities of junior staff.
- b) Carrying out routine binocular assessment and correction i.e. testing to ensure that both eyes are working together and if not, making correction by giving necessary treatment.
- c) Taking charge of optical dispensing in a small eye clinic.
- d) Managing Ocular infections
- e) Carry out other duty that may be assigned.

ii) SENIOR OPTOMETRIST - **CONHESS 11**

- a) Assisting in the supervision of the activities of junior staff.
- b) Carrying out routine binocular assessment and correction
- c) Supervising optical dispensing in a small eye clinic
- d) Assisting in detecting ocular defects.
- e) Carrying out comprehensive optometry services such as examining the eye using ophthalmosco to detect eye condition and making recommendations
- f) Carry out other duty that may be assigned.

iii) PRINCIPAL OPTOMETRIST - **CONHESS 12**

- a) Assisting in supervising the training programmes of staff.
- b) Undertaking general eye examination to determine departures from the optomally healthy and visually efficient eye.
- c) Assisting in correcting errors of binocularity by means of vision training i.e. training of eyes muscles.
- d) Carrying out comprehensive optometry services such as vision rehabilitation, conditioning the person to living without good vision which includes relying on audio cassettes that do not require vision, arranging and taking the patient to either

- school or home for the blinds etc.
e) Carry out other duty that may be assigned.

vi) CHIEF OPTOMETRIST - ***CONHESS 13***

- a) Taking charge of a Branch in the Department
- b) Initiating action on the review of Optometry policies and programmes
- c) Assisting in co-ordinating the training programmes for the staff
- d) Assisting in the general administration of Optometry Department.
- e) Co-ordinating Optometry services in eye clinic.
- f) Participating in community/public health programmes etc.
- g) Carry out other duty that may be assigned.

vii) SENIOR CHIEF OPTOMETRIST - ***CONHESS 14***

- a) Taking charge of the general administration of a Unit
- b) Having responsibility for diagnosis and management of ocular infections
- c) Taking responsibility for general binocular planning
- d) Assisting in the general administration of the Unit
- e) Co-ordinating the training programmes for the staff.
- f) Participating in community/public health programmes.
- g) Carry out other duty that may be assigned.

viii) PRINCIPAL CHIEF OPTOMETRIST - ***CONHESS 15***

- a) Taking charge of the general administration of the Unit
- b) Advising the Government on the formulation, execution and review of policies and programme on the art and science of vision.
- c) Ensuring the provision of adequate facilities for the Unit.
- d) Disseminating rules, regulations and ensuring maintenance of standard
- e) Overseeing the revenue generation and ensuring the amount generated is paid into treasury.
- f) Maintaining discipline in the Unit
- g) Identifying problems and proffering solutions.
- h) Carry out other duty that may be assigned.

57.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

OPTOMETRIST - ***CONHESS 09***

For appointment as Optometrist, a candidate shall possess the following requirements:

- a) A minimum of BSc. Optometry or equivalent qualification, with NYSC certificate or exemption certificate and evidence of Computer Literacy.
- b) An Intern/Serving Optometrist (Holder of BSc. Optometry) who has successfully

completed the internship.

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

SENIOR OPTOMETRIST

-

CONHESS 11

For appointment as Senior Optometrist, a candidate shall possess the following requirements:

- a) A Doctor of Optometry (OD) obtained from a recognized institution, NYSC Certificate, full registration with the PCN and evidence of Computer Literacy.
- b) Bachelor of Optometry degree obtained from a recognized institution with NYSC certificate or exemption certificate, 3 years working experience, full registration with Optometrist and Dispensing Opticians Board of Nigeria and evidence of Computer Literacy.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to Senior Optometry, a candidate must have obtained a Doctor of Optometry (OD) Degree registrable with the Optometrist and Dispensing Opticians Board of Nigeria. must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

PRINCIPAL OPTOMETRIST

-

CONHESS 12

For appointment as Principal Optometrist, a candidate shall possess the following requirements:

- a) A Doctor of Optometry (OD) obtained from a recognized institution, NYSC Certificate with 3 years working experience, full registration with the Optometrist and Dispensing Opticians Board of Nigeria and evidence of Computer Literacy.
- b) Bachelor of Optometry degree obtained from a recognized institution with NYSC certificate or exemption certificate, 6 years working experience, full registration with Optometrist and Dispensing Opticians Board of Nigeria and evidence of Computer Literacy.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to Principal Optometry, a candidate must have obtained a Doctor of Optometry (OD) Degree registrable with the Optometrist and Dispensing Opticians Board of Nigeria. must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF OPTOMETRIST

-

CONHESS 13

For appointment as Chief Optometrist, a candidate shall possess the following requirements:

- a) A Doctor of Optometry (OD) obtained from a recognized institution, NYSC Certificate with 6 years working experience, full registration with the Optometrist and Dispensing Opticians Board of Nigeria and evidence of Computer Literacy.
- b) Bachelor of Optometry degree obtained from a recognized institution with NYSC certificate or exemption certificate, 9 years working experience, full registration with Optometrist and Dispensing Opticians Board of Nigeria and evidence of Computer Literacy.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to Chief Optometry, a candidate must have obtained a Doctor of Optometry (OD) Degree registrable with the Optometrist and Dispensing Opticians Board of Nigeria. must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

SENIOR CHIEF OPTOMETRIST

-

CONHESS 14

For appointment as Senior Chief Optometrist, a candidate shall possess the following requirements:

- a) A Doctor of Optometry (OD) obtained from a recognized institution, NYSC Certificate with 9 years working experience, full registration with the Optometrist and Dispensing Opticians Board of Nigeria and evidence of Computer Literacy.
- b) Bachelor of Optometry degree obtained from a recognized institution with NYSC certificate or exemption certificate, 12 years working experience, full registration with Optometrist and Dispensing Opticians Board of Nigeria and evidence of Computer Literacy.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to Senior Chief Optometry, a candidate must have obtained a Doctor of Optometry (OD) Degree registrable with the Optometrist and Dispensing Opticians Board of Nigeria. must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

PRINCIPAL CHIEF OPTOMETRIST

-

CONHESS 15

For promotion to Principal Chief Optometrist, a candidate must have obtained a Doctor

of Optometry (OD) Degree registrable with the Optometrist and Dispensing Opticians Board of Nigeria. must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

SENIOR STAFF SCHEME OF SERVICE

58. PHARMACIST CADRE

58.1 Posts and Salaries

Pharmacist	-	CONHESS 09
Senior Pharmacist	-	CONHESS 11
Principal Pharmacist	-	CONHESS 12
Chief Pharmacist	-	CONHESS 13
Senior Chief Pharmacist	-	CONHESS 14
Principal Chief Pharmacist	-	CONHESS 15

58.2 DUTIES

i) PHARMACIST - *CONHESS 09*

- a) Carry out general dispensing and compounding of drugs
- b) Attend to emergencies
- c) Participate in the counseling of patients on the proper use of drugs
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

ii) SENIOR PHARMACIST - *CONHESS 11*

- a) Carry out general dispensing and compounding of drugs
- b) Attend to emergencies
- c) Participate in educating and counseling of staff and students on the proper use of drugs
- d) Assist in the proper storage and record keeping of drugs, dressing and other medical supplies
- e) Assist in the maintenance of Quality Assurance in the Medical Store
- f) Assist in the control and issuance of drugs
- g) Provide technical information and Advise on drugs to patients
- h) Carry out other duties as may be assigned
- i) Provide professional and community services.

iii) PRINCIPAL PHARMACIST - *CONHESS 12*

- a) Carry out general dispensing and compounding of drugs
- b) Attend to emergencies
- c) Play major role in educating and counseling of staff and students on the proper use of drugs
- d) Participate in identifying the drugs, dressing and other medical supplies to be procured
- e) Ensure the maintenance of Quality Assurance in the Medical Store
- f) Provide technical information and advise on drugs to patients

- g) Supervise the proper storage and record keeping of drugs, dressing and other medical supplies.
- h) Train subordinates
- i) Assist in initiating manpower training programmes for staff
- j) Assist in the preparation of Quarterly and Annual Reports for the Unit
- k) Assist in the preparation of Annual Budget Estimates for the Unit
- l) Assist in recommending the procurement of drugs and equipment
- m) Carry out other duties as may be assigned
- n) Provide professional and community services.

iv) CHIEF PHARMACIST

- **CONHESS 13**

- a) Dispense and compounds drugs
- b) Attend to emergencies
- c) Educate and counsel staff and students on the proper use of drugs
- d) Participate in ensuring Quality Assurance in the Medical Store
- e) Provide technical information and Advise on drugs to patients
- f) Participate in the preparation of Quarterly and Annual Reports for the Unit
- g) Train subordinates
- h) Participate in the preparation of Annual Budget Estimates for the Unit
- i) Participate in initiating manpower training programmes for staff
- j) Participate in recommending the procurement of drugs and equipment
- k) Carry out other duties as may be assigned
- l) Provide professional and community services.

v) SENIOR CHIEF PHARMACIST

- **CONHESS 14**

- a) Responsible to the Head of Department for providing good leadership in the Unit
- b) Lead in the dispensing and compounding of drugs
- c) Attend to emergencies
- d) Initiate programmes for educating and counseling of staff and students on the proper use of drugs
- e) Ensure proper storage and record keeping of drugs, dressing and other medical supplies
- f) Maintain Quality Assurance in the Medical Store
- g) Provide technical information and Advise on drugs to patients
- h) Recommend and participate in the procurement of drugs
- i) Prepare Quarterly and Annual Reports for the Unit
- j) Ensure the training of subordinates
- k) Initiate manpower training and staff development
- l) Initiate and sustain staff and students drug information service with the application of Information Technology (IT)
- m) Provide professional and community services.
- n) Carry out other duties as may be assigned.

vi) PRINCIPAL CHIEF PHARMACIST

- CONHESS 15

- a) Head of Department for providing good leadership in the Unit
- b) Lead in the dispensing and compounding of drugs
- c) Attend to emergencies
- d) Initiate programmes for educating and counseling of staff and students on the proper use of drugs
- e) Ensure proper storage and record keeping of drugs, dressing and other medical supplies
- f) Maintain Quality Assurance in the Medical Store
- g) Provide technical information and Advise on drugs to patients
- h) Recommend and participate in the procurement of drugs
- i) Prepare Quarterly and Annual Reports for the Unit
- j) Ensure the training of subordinates
- k) Prepare Annual Budget Estimates for the Unit
- l) Initiate manpower training and staff development
- m) Initiate and sustain staff and students drug information service with the application of Information Technology (IT)
- n) Provide professional and community services.
- o) Carry out other duties as may be assigned

58.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

PHARMACIST

- CONHESS 09

- i) For appointment as Pharmacist, a candidate shall possess the following requirements:
 - a) Bachelor of Pharmacy degree (B. Pharm.) obtained from a recognized institution, NYSC Certificate, full registration with the Pharmacists Council of Nigeria (PCN) and evidence of Computer Literacy.
 - b) A candidate shall be subjected to an interview that may require writing competency examination.

SENIOR PHARMACIST

- CONHESS 11

- ii) For appointment as Senior Pharmacist, a candidate shall possess the following requirements:
 - a) Doctor of Pharmacy (D Pharm) obtained from a recognized institution, NYSC Certificate, full registration with the PCN and evidence of Computer Literacy.
 - b) Bachelor of Pharmacy degree (B. Pharm.) obtained from a recognized institution with 3 years working experience, full registration with the Pharmacists Council of Nigeria (PCN) and evidence of Computer Literacy.

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

iii) For promotion to the rank of Senior Pharmacist, a Pharmacist must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL PHARMACIST

- **CONHESS 12**

For appointment as Principal Pharmacist, a candidate shall possess the following requirements:

a) Doctor of Pharmacy (D Pharm) obtained from a recognized institution, NYSC Certificate, with 3 years working experience, full registration with the PCN and evidence of Computer Literacy.

b) Bachelor of Pharmacy degree (B. Pharm.) obtained from a recognized institution with 6 years working experience, full registration with the Pharmacists Council of Nigeria (PCN) and evidence of Computer Literacy.

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

For promotion to the rank of Principal Pharmacist, a Senior Pharmacist must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

CHIEF PHARMACIST

- **CONHESS 13**

For appointment as Chief Pharmacist, a candidate shall possess the following requirements:

a) Doctor of Pharmacy (D Pharm) obtained from a recognized institution, NYSC Certificate, with 6 years working experience, full registration with the PCN and evidence of Computer Literacy.

b) Bachelor of Pharmacy degree (B. Pharm.) obtained from a recognized institution with 9 years working experience, full registration with the Pharmacists Council of Nigeria (PCN) and evidence of Computer Literacy.

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

For promotion to the rank of Chief Pharmacist, a Principal Pharmacist must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR CHIEF PHARMACIST

- **CONHESS 14**

For appointment as Senior Chief Pharmacist, a candidate shall possess the following requirements:

- a) Doctor of Pharmacy (D Pharm) obtained from a recognized institution, NYSC Certificate, with 9 years working experience, full registration with the PCN and evidence of Computer Literacy.
- b) Bachelor of Pharmacy degree (B. Pharm.) obtained from a recognized institution with 12 years working experience, full registration with the Pharmacists Council of Nigeria (PCN) and evidence of Computer Literacy.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Senior Chief Pharmacist, a Chief Pharmacist must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL CHIEF PHARMACIST

- **CONHESS 15**

For promotion to the rank of Principal Chief Pharmacist, a Senior Chief Pharmacist must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

59. PHARMACY TECHNICIAN CADRE

59.1 Posts and Salaries

Pharmacy Technician	-	CONHESS 06
Higher Pharmacy Technician	-	CONHESS 07
Senior Pharmacy Technician	-	CONHESS 08
Principal Pharmacy Technician II	-	CONHESS 09
Principal Pharmacy Technician I	-	CONHESS 11
Assistant Chief Pharmacy Technician	-	CONHESS 12
Chief Pharmacy Technician	-	CONHESS 13

59.2 DUTIES

i) PHARMACY TECHNICIAN - CONHESS 06

- a) Assist in dispensing prescribed drugs under the supervision of a Pharmacist
- b) Assist the Pharmacist in keeping proper record of drugs issued from the store
- c) Assist in maintaining cleanliness of the Pharmacy and Pharmacy equipment
- d) Carry out other duties as may be assigned

ii) HIGHER PHARMACY TECHNICIAN - CONHESS 07

- a) Assist in dispensing prescribed drugs under the supervision of a Pharmacist
- b) Assist the Pharmacist in keeping proper record of drugs issued from the store
- c) Assist in maintaining cleanliness of the Pharmacy and Pharmacy equipment
- d) Assist in keeping record of prescriptions as required by Law
- e) Carry out other duties as may be assigned
- f) Provide professional and community services.

iii) SENIOR PHARMACY TECHNICIAN - CONHESS 08

- a) Assist in dispensing drugs under the supervision of a Pharmacist
- b) Assist the Pharmacist in keeping proper record of drugs issued from the store
- c) Assist in maintaining the cleanliness of the Pharmacy and Pharmacy equipment
- d) Assist in dispensing drugs to in-and-out patients
- e) Assist in keeping record of prescriptions as required by Law
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

iv) PRINCIPAL PHARMACY TECHNICIAN II - CONHESS 09

- a) Assist in dispensing drugs
- b) Assist in keeping proper record of drugs issued from the store
- c) Assist in maintaining the cleanliness of the Pharmacy and Pharmacy equipment
- d) Assist in keeping record of prescriptions as required by Law
- e) Assist the Pharmacist in the preparation of stock mixtures, lotions and syrups
- f) Assist in the supervision of subordinates
- g) Carry out other duties as may be assigned
- h) Provide professional and community services.

v) PRINCIPAL PHARMACY TECHNICIAN I - CONHESS 11

- a) Dispensing drugs
- b) Keep proper record of drugs issued from the store
- c) Maintaining the cleanliness of the Pharmacy and Pharmacy equipment
- d) Assist in dispensing drugs to in-and-out patients
- e) Participate in keeping record of prescriptions as required by Law
- f) Assist in preparation of stock mixtures, lotions and syrups
- g) Assist in training subordinates
- h) Carry out other duties as may be assigned
- i) Provide professional and community services.

vi) ASSISTANT CHIEF PHARMACY TECHNICIAN - CONHESS 12

- a) Dispense drugs to in-and-out patients
- b) Keep record of prescriptions as required by Law
- c) Keep proper record of drugs
- d) Prepare simple dilution of stock mixtures, lotions and syrups
- e) Participate in Ensuring the cleanliness and adequate care of drug laboratories
- f) Participate in ensuring that the equipment used in the dispensary are in good working condition
- g) Participate in ensuring the cleanliness of the Pharmacy and Pharmacy equipment
- h) Train subordinates
- i) Supervise subordinates
- j) Carry out other duties as may be assigned
- k) Provide professional and community services.

vii) CHIEF PHARMACY TECHNICIAN - CONHESS 13

- a) Dispense drugs to in-and-out patients
- b) Keep record of prescriptions as required by Law

- c) Keep proper record of drugs in the Unit
- d) Prepare simple dilution of stock mixtures, lotions and syrups
- e) Ensure adequate care of drug laboratories
- f) Ensure that the equipment used in the dispensary are in good working condition
- g) Ensure the cleanliness of Pharmacy equipment and the Pharmacy
- h) Train and supervise subordinates
- i) Notify the Chief Pharmacist of the need for procurement of drugs
- j) Carry out other duties as may be assigned
- k) Provide professional and community services.

59.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

PHARMACY TECHNICIAN

- **CONHESS 06**

- i) For appointment as Pharmacy Technician, a candidate shall possess the following:
 - a) A 3-year Pharmacy Technician Certificate obtained from a recognized institution, Registration with the Pharmaceutical Council of Nigeria (PCN) and be conversant with the knowledge of Information Technology (IT).
 - b) a candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Pharmacy Technician, a S e n i o r Pharmacy Assistant must have served satisfactorily for a minimum period of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

HIGHER PHARMACY TECHNICIAN

- **CONHESS 07**

- i) For appointment as Higher Pharmacy Technician, a candidate shall possess any of the following requirements:
 - a) A 3-year Pharmacy Technician Certificate obtained from a recognized institution, Registration with the Pharmaceutical Council of Nigeria (PCN) and proficiency in the knowledge of Information Technology and 3 years working experience. And
 - b) a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Higher Pharmacy Technician, a Pharmacy Technician must have served satisfactorily for a minimum period of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR PHARMACY TECHNICIAN

- **CONHESS 08**

i) For appointment as Senior Pharmacy Technician, a candidate shall possess the following requirement:

- a) A 3-year Pharmacy Technician Certificate obtained from a recognized institution, Registration with the Pharmaceutical Council of Nigeria (PCN) and be proficiency in the knowledge of Information Technology and 6 years working experience. And
- a) a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Senior Pharmacy Technician, a Higher Pharmacy Technician must have served satisfactorily for a minimum period of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL PHARMACY TECHNICIAN II

- **CONHESS 09**

i) For appointment as Principal Pharmacy Technician II, a candidate shall possess the following requirement:

- a) A 3-year Pharmacy Technician Certificate obtained from a recognized institution, Registration with the Pharmaceutical Council of Nigeria (PCN) and proficiency in the knowledge of Information Technology and 9 years working experience. And
- b) a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Principal Pharmacy Technician II, a Senior Pharmacy Technician must have served satisfactorily for a minimum period of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

PRINCIPAL PHARMACY TECHNICIAN I

- **CONHESS 11**

i) For appointment as Principal Pharmacy Technician II, a candidate shall possess the following requirement:

- a) A 3-year Pharmacy Technician Certificate obtained from a recognized institution, Registration with the Pharmaceutical Council of Nigeria (PCN) and proficiency in the knowledge of Information Technology and 12 years working experience.

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

ii) For promotion to the rank of Principal Pharmacy Technician I, a Principal Pharmacy Technician II must have served satisfactorily for a minimum period of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF PHARMACY TECHNICIAN - CONHESS 12

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Pharmacy Technician, a Principal Pharmacy Technician I must have served satisfactorily for a minimum period of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF PHARMACY TECHNICIAN - CONHESS 13

For promotion to the rank of Chief Pharmacy Technician, an Assistant Chief Pharmacy Technician must have served outstandingly for a minimum period of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

60. PHYSIOTHERAPIST CADRE

60.1 Posts and Salaries

Physiotherapist	-	CONHESS	09
Senior Physiotherapist	-	CONHESS	11
Principal Physiotherapist	-	CONHESS	12
Chief Physiotherapist	-	CONHESS	13
Senior Chief Physiotherapist	-	CONHESS	14
Principal Chief Physiotherapist	-	CONHESS	15

60.2 DUTIES

i) PHYSIOTHERAPIST - CONHESS 09

- a) Provide professional and community services
- b) Assist in carrying out physiotherapeutic services
- c) Assist in implementing treatment programmes
- d) Document and report patient status and progress
- e) Assist in Health Care Team including patient's discharge
- f) Participate in ward rounds
- g) Carry out other duties as may be assigned
- h) Provide professional and community services.
- i) Carry out physiotherapeutic services

ii) SENIOR PHYSIOTHERAPIST - CONHESS 11

- a) Implement treatment programmes
- b) Document and report patient status and progress
- c) Participate in Health Care Team including patient's discharge
- d) Participate in ward rounds and training of subordinates
- e) Carry out other duties as may be assigned
- f) Provide professional and community services.

iii) PRINCIPAL PHYSIOTHERAPIST - CONHESS 12

- a) Carry out physiotherapeutic services
- b) Participate in treatment programmes
- c) Document and report patient status and progress
- d) Participate in Health Care Team including patient's discharge
- e) Assist in ensuring compliance with the code of professional ethics of Nigeria Society of Physiotherapy (NSP) & Medical Rehabilitation Therapist Registration Board (MRTRB)
- f) Assist in the supervision of subordinates
- g) Assist in the training of subordinates

- h) Carry out other duties as may be assigned
- i) Provide professional and community services.

iv) CHIEF PHYSIOTHERAPIST - CONHESS 13

- a) Carry out physiotherapeutic treatment
- b) Participate in the initiation of treatment programmes
- c) Document and report on patient status and progress
- d) Participate in Health Care Team including patient's discharge
- e) Participate in ward rounds
- f) Assist in the preparation of Annual Report for the Unit
- g) Assist in the preparation of Annual Budget Estimates for the Unit
- h) Initiate manpower training and staff development programmes
- i) Train subordinates
- j) Participate in the supervision of subordinates
- k) Recommend the purchase of physiotherapeutic equipment and consumables
- l) Ensure compliance with professional ethics of NSP & MRTRB
- m) Carry out other duties as may be assigned
- n) Provide professional and community services.
- o) Carry out physiotherapeutic services

v) SENIOR CHIEF PHYSIOTHERAPIST - CONHESS 14

- a) Initiate treatment programmes
- b) Ensure the documentation of Report on patient status and progress
- c) Take charge of Health Team Care including patient's discharge
- d) Lead in the ward rounds
- e) Direct on treatment
- f) Recommend on the procurement of equipment and consumables
- g) Recommend manpower training and staff development programmes
- h) Ensure compliance with professional ethics of NSP & MRTRB
- i) Prepare Quarterly and Annual Reports for the Unit
- j) Prepare Annual Budget Estimates for the Unit
- k) Recommend redeployment of staff for efficient service delivery
- l) Ensure supervision of subordinates
- m) Ensure the proper usage, maintenance and security of equipment
- n) Carry out other duties as may be assigned
- o) Provide professional and community services.

vi) PRINCIPAL CHIEF PHYSIOTHERAPIST - CONHESS 15

- a) Responsible to the Director, University Health Services for providing good leadership in the general administration of the Unit
- b) Perform the duties of the Chief Physiotherapists at a higher level of responsibility.
- c) Carry out other duties as may be assigned
- d) Provide professional and community services.

60.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

PHYSIOTHERAPIST

- ***CONHESS 09***

i) For appointment as Physiotherapist I, a candidate shall possess any of the following requirements:

- a) A Bachelor of Physiotherapy (B. Physiotherapy) degree obtained from a recognized institution, NYSC Certificate, registration with MRTBN and evidence of Computer Literacy.
- b) Any Class of Degree in B. Sc Physiotherapy obtained from a recognized institution, NYSC Certificate, registration with MRTBN and evidence of Computer Literacy with a minimum of 3 years cognate experience.
- c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

SENIOR PHYSIOTHERAPIST

- ***CONHESS 11***

For appointment as Senior Physiotherapist, a candidate shall possess the following requirements:

- a) A Doctor of Physiotherapy (PD) or equivalent qualification and evidence of Computer Literacy.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to Senior Physiotherapist, a candidate must have obtained a Doctor of Physiotherapy (PD) Degree registration with MRTBN. must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

PRINCIPAL PHYSIOTHERAPIST

- ***CONHESS 12***

i) For appointment as Senior Physiotherapist, a candidate shall possess any of the following requirements:

- a) A Bachelor of Physiotherapy (B. Physiotherapy) obtained from a recognized institution, NYSC Certificate, registration with MRTBN and evidence of Computer Literacy with a minimum of 3 years cognate experience.
- b) Any Class of Degree in BSc. Physiotherapy obtained from a recognized institution, NYSC Certificate, registration with MRTBN and evidence of Computer Literacy with a minimum of 6 years cognate experience.

c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Senior Physiotherapist, a Physiotherapist I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

CHIEF PHYSIOTHERAPIST

- **CONHESS 13**

i) For appointment as Principal Physiotherapist, a candidate shall possess any of the following requirements:

a) A Bachelor of Physiotherapy (B. Physiotherapy) obtained from a recognized institution, NYSC Certificate, registration with MRTBN and evidence of Computer Literacy with a minimum of 6 years cognate experience.

b) Any Class of Degree in B. Sc Physiotherapy obtained from a recognized institution, NYSC Certificate, registration with MRTBN and evidence of Computer Literacy with a minimum of 9 years cognate experience.

c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Principal Physiotherapist, a Senior Physiotherapist must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

SENIOR CHIEF PHYSIOTHERAPIST

- **CONHESS 14**

For promotion to the rank of Assistant Chief Physiotherapist, a Principal Physiotherapist must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

PRINCIPAL CHIEF PHYSIOTHERAPIST

- **CONHESS 15**

For promotion to the rank of Chief Physiotherapist, an Assistant Chief Physiotherapist must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

DEPUTY DIRECTOR

- **CONHESS 14**

For promotion to the rank of Deputy Director, a Chief Physiotherapist must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

61. PROCUREMENT OFFICER CADRE

61.1 Posts and Salaries

Procurement Officer II	-	CONTISS 07
Procurement Officer I	-	CONTISS 08
Senior Procurement Officer	-	CONTISS 09
Principal Procurement Officer	-	CONTISS 11
Assistant Chief Procurement Officer	-	CONTISS 12
Chief Procurement Officer	-	CONTISS 13
Deputy Director	-	CONTISS 14
Director	-	CONTISS 15

61.2 DUTIES

i) PROCUREMENT OFFICER II - **CONTISS 07**

- a) Assist in the procurement of supplies and control of stores
- b) Assist in the maintenance of up-to-date records of procurement
- c) Assist in carrying out market survey
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

ii) PROCUREMENT OFFICER I - **CONTISS 08**

- a) Assist in the procurement of supplies and control of stores
- b) Assist in the maintenance of up-to-date records of procurement
- c) Assist in carrying out market survey
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

iii) SENIOR PROCUREMENT OFFICER - **CONTISS 09**

- a) Participate in the procurement and control of stores and goods
- b) Maintain accurate and up-to-date records of procurement
- c) Assist in the processing of overseas purchases
- d) Participate in carrying out market survey
- e) Carry out other duties as may be assigned
- f) Provide professional and community services.

iv) PRINCIPAL PROCUREMENT OFFICER - **CONTISS 11**

- a) Participate in the procurement of stores and goods
- b) Ensure the safety of stores and goods
- c) Maintain accurate and up-to-date records of procurement

- d) Assist in the processing of overseas purchases
- e) Participate in tender processing
- f) Supervise and coordinate the work of subordinates
- g) Train subordinates
- h) Carry out market survey
- i) Assist in the preparation of the Monthly Procurement Register
- j) Carry out other duties as may be assigned
- k) Provide professional and community services.

v) ASSISTANT CHIEF PROCUREMENT OFFICER - CONTISS 12

- a) Participate in the procurement of stores and goods
- b) Ensure the safety of stores and goods
- c) Maintain accurate and up-to-date records of procurement
- d) Participate in the processing of overseas purchases
- e) Train subordinates
- f) Participate in initiating claims for shortages in stores, delivery and damages
- g) Participate in Tender processing
- h) Supervise subordinates
- i) Assist in preparing Monthly Procurement Register
- j) Assist in recommending the purchases of stocks
- k) Carry out market survey
- l) Assist in the preparation of Quarterly and Annual Reports for the Unit
- m) Initiate manpower training and staff development programmes
- n) Assist in the preparation of Annual Budget Estimates for the Unit
- o) Carry out other duties as may be assigned
- p) Provide professional and community services.

vi) CHIEF PROCUREMENT OFFICER - CONTISS 13

- a) Participate in the procurement of stores and goods
- b) Ensure the safety of stores and goods
- c) Ensure maintenance of accurate and up-to-date records of procurement
- d) Participate in the processing of overseas purchases
- e) Participate in Tender processing
- f) Ensure supervision of subordinates
- g) Ensure the training of subordinates
- h) Carry out market survey
- i) Participate in the preparation of Monthly Procurement Register
- j) Recommending the purchases of stocks
- k) Participate in preparing Quarterly and Annual Reports for the Unit
- l) Participate in redeployment of staff for efficient service delivery
- m) Prepare Annual Budget Estimates for the Unit
- n) Ensure manpower training and staff development
- o) Carry out other duties as may be assigned
- p) Provide professional and community services.

vii) DEPUTY DIRECTOR

- *CONTISS 14*

- a) Responsible to the director for the procurement of stores and goods and providing very good leadership to the Unit.
- b) Assist the director in the procurement of stores and goods
- c) Ensure the safety of stores and goods
- d) Ensure maintenance of accurate and up-to-date records of procurement
- e) Assist the director in the processing of overseas purchases
- f) Assist the director in Tender processing
- g) Ensure supervision of subordinates
- h) Ensure the training of subordinates
- i) Develop and maintain an efficient accounting system for the Unit
- j) Take charge of maintaining accurate and up-to-date records of requisitioning and procurement
- k) Ensure that procurements are made in accordance with projections, specification, safety and life span of goods
- l) Ensure that market survey is carried out at regular intervals
- m) Assist in redeploy of staff for efficient service delivery
- n) Prepare Quarterly and Annual Reports for the Unit Stores
- o) Assist the director prepare Annual Budget Estimates for the Unit Stores
- p) Manpower training and staff development
- q) Carry out other duties as may be assigned
- r) Provide professional and community services.

viii) DIRECTOR

- *CONTISS 15*

- a) Head the Directorate and responsible to the Vice Chancellor for the procurement of stores and goods and providing very good leadership to the Unit.
- b) Carry out special assignments as may be specified or assigned by the Vice-Chancellor.
- c) Show high sense of responsibility and commitment in the discharge of duties
- d) Ensure the safety of stores and goods
- e) Ensure maintenance of accurate and up-to-date records of procurement
- f) Participate in the processing of overseas purchases
- g) Participate in Tender processing
- h) Ensure supervision of subordinates
- i) Ensure the training of subordinates
- j) Develop and maintain an efficient accounting system for the Unit
- k) Take charge of maintaining accurate and up-to-date records of requisitioning and procurement
- l) Ensure that procurements are made in accordance with projections, specification, safety and life span of goods
- m) Ensure that market survey is carried out at regular intervals
- n) Redeploy of staff for efficient service delivery
- o) Prepare Quarterly and Annual Reports for the Unit Stores

- p) Prepare Annual Budget Estimates for the Unit Stores
- q) Manpower training and staff development
- r) Carry out other duties as may be assigned
- s) Provide professional and community services.

61.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

PROCUREMENT OFFICER II

- ***CONTISS 07***

For appointment as Procurement Officer II, a candidate shall possess any of the following requirements:

a) Any Class of Degree in Procurement, Purchasing and Supply, Marketing, Business Administration or Economics and any other relevant degree obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy.

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

NOTE: For any candidate to move to the rank of PROCUREMENT OFFICER I and above must undergo a professional training in procurement from recognized body.

PROCUREMENT OFFICER I

- ***CONTISS 08***

i) For appointment as Procurement Officer I, a candidate shall possess any of the following requirements:

a) A Master's degree in Procurement, Purchasing and Supply, Marketing, Business Administration or Economics and any other relevant degree obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy.

b) Any Class of Degree Procurement, Purchasing and Supply, Marketing, Business Administration or Economics and any other relevant degree obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 3 years post-graduation experience.

c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Procurement Officer I, a Procurement Officer II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR PROCUREMENT OFFICER

- ***CONTISS 09***

i) For appointment as Senior Procurement Officer, a candidate shall possess any of the following requirements:

a) A Master's degree in Procurement, Purchasing and Supply, Marketing, Business Administration or Economics and any other relevant degree obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 3 years post- graduation experience and registration with the relevant professional body.

b) Any Class of Degree in Procurement, Purchasing and Supply, Marketing, Business Administration or Economics and any other relevant degree obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 6 years post-graduation experience and registration with the relevant professional body.

c) In cases (a) and (b) above a candidate shall be subjected to an interview that may require writing competency examination.

d) For promotion to the rank of Senior Procurement Officer, a Procurement Officer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period and registration with the relevant professional body.

PRINCIPAL CHIEF PROCUREMENT OFFICER - CONTISS 11

i) For appointment as Principal Procurement Officer, a candidate shall possess any of the following requirements:

a) A Master's degree in Procurement, Purchasing and Supply, Marketing, Business Administration or Economics and any other relevant degree obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 6 years post- graduation experience.

b) Any Class of Degree Procurement, Purchasing and Supply, Marketing, Business Administration or Economics and any other relevant degree obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 9 years post-graduation experience.

c) In cases (a) and (b) above a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Principal Procurement Officer, a Senior Procurement Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF PROCUREMENT OFFICER - CONTISS 12

For appointment as Assistant Chief Procurement Officer, a candidate shall possess any of the following requirements:

a) A Master's degree in Procurement, Purchasing and Supply, Marketing, Business Administration or Economics and any other relevant degree obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 9 years post- graduation experience.

b) Any Class of Degree Procurement, Purchasing and Supply, Marketing, Business Administration or Economics and any other relevant degree obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 12 years post-graduation experience.

c) In cases (a) and (b) above a candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Assistant Chief Procurement Officer, a Principal Procurement Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF PROCUREMENT OFFICER

- **CONTISS 13**

For promotion to the rank of Chief Procurement Officer, an Assistant Chief Procurement Officer must have served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

DEPUTY DIRECTOR PROCUREMENT

- **CONTISS 14**

For appointment as Deputy Director Procurement, the performance of a Chief Procurement Officer must be outstanding. The Chief Procurement Officer must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide leadership.

DIRECTOR

- **CONTISS 15**

For appointment as Director Procurement, the performance of a Deputy Director Procurement must be outstanding. The Deputy Director Procurement must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide leadership.

62. PROGRAMMER/SOFTWARE DEVELOPER CADRE

62.1 Post and Salary

Programmer II/Software Developer II	-	CONTISS 07
Programmer I/ Software Developer I	-	CONTISS 08
Senior Programmer/ Senior Software Developer	-	CONTISS 09
Principal Programmer/ Principal Software Developer	-	CONTISS 11
Asst. Chief Programmer/ Asst. Chief Software Developer	-	CONTISS 12
Chief Programmer/ Chief Software Developer	-	CONTISS 13
Deputy Director	-	CONTISS 14
Director	-	CONTISS 15

62.2 DUTIES

i) PROGRAMMER II/SOFTWARE DEVELOPER II - *CONTISS 07*

- a) Design, develop, test, and maintain software applications.
- b) Write clean, efficient, and well-documented code.
- c) Troubleshoot and debug existing programs.
- d) Collaborate with other IT staff to integrate systems.
- e) Participate in system analysis and requirements gathering.
- f) Develop and maintain technical documentation.
- g) Assist in training users on new systems.
- h) Ensure data security and integrity.
- i) Perform any other duty that may be assigned

ii) PROGRAMMER I/SOFTWARE DEVELOPER I - *CONTISS 08*

- a) Participate in software testing and validation.
- b) Participate in software development projects.
- c) Write, test, and debug code.
- d) Assist in system analysis and requirements gathering.
- e) Collaborate with other IT staff to integrate systems.
- f) Develop and maintain technical documentation.
- g) Assist in training users on new systems.
- h) Ensure data security and integrity.
- i) Participate in code reviews and quality assurance.
- j) Perform any other duty that may be assigned

iii) SENIOR PROGRAMMER/SENIOR SOFTWARE DEVELOPER - *CONTISS 09*

- a) Lead medium-scale software development projects.
- b) Design and implement system architecture.

- c) Mentor and supervise junior programmers.
- d) Develop and enforce software development standards.
- e) Participate in IT strategic planning and policy development.
- f) Collaborate with other departments to integrate systems.
- g) Conduct code reviews and quality assurance.
- h) Ensure data security and integrity.
- i) Perform any other duty that may be assigned

iv) *PRINCIPAL PROGRAMMER/PRINCIPAL SOFTWARE DEVELOPER-CONTISS 11*

- a) Lead complex software development projects.
- b) Develop and implement organizational IT strategies.
- c) Manage IT staff and resources.
- d) Oversee multiple teams or departments.
- e) Develop and manage IT budgets.
- f) Participate in organizational decision-making.
- g) Represent IT department in high-level meetings.
- h) Ensure compliance with IT policies and regulations.
- i) Develop and enforce software development standards.
- j) Conduct performance evaluations and provide feedback.
- k) Perform any other duty that may be assigned

v) *ASST. CHIEF PROGRAMMER/ASST. CHIEF SOFTWARE DEVELOPER II-CONTISS 12*

- a) Assist in IT department management.
- b) Develop and implement organizational IT vision.
- c) Oversee IT infrastructure and operations.
- d) Manage IT staff and resources.
- e) Develop and manage IT budgets.
- f) Participate in organizational decision-making.
- g) Represent IT department in high-level meetings.
- h) Ensure compliance with IT policies and regulations.
- i) Develop and enforce software development standards.
- j) Conduct performance evaluations and provide feedback.
- k) Perform any other duty that may be assigned

vi) *CHIEF PROGRAMMER/CHIEF SOFTWARE DEVELOPE* - *CONTISS 13*

- a) Direct software development departments.
- b) Supervise in Develop and implement institutional IT strategies.
- c) Supervise multiple programming teams and projects.
- d) Collaborate with other departments on strategic initiatives.
- e) Evaluate emerging programming technologies.
- f) Provide technical guidance and mentorship.
- g) Manage IT budgets.

- h) Perform any other duty that may be assigned

vii) DEPUTY DIRECTOR

- **CONTISS 14**

- a) Assist the Director in overseeing IT operations
- b) Develop and implement institutional IT strategies.
- c) Oversee multiple programming teams and projects.
- d) Collaborate with other departments on strategic initiatives.
- e) Evaluate emerging programming technologies.
- f) Provide technical guidance and mentorship.
- g) Manage IT budgets
- h) Perform any other duty that may be assigned

ii) DIRECTOR

- **CONTISS 15**

- a) Head in charge of day-to-day activities
- b) Provide professional and administrative leadership in the Directorate
- c) Keep up-to-date with new developments techniques
- d) Develop and implement organizational technology roadmap.
- e) Lead IT innovation and digital transformation.
- f) Direct system architecture design and implementation.
- g) Ensure compliance with IT regulations and standards.
- h) Collaborate with cross-functional teams.
- i) Represent the Directorate in organizational decision-making.
- j) Perform any other duty that may be assigned

62.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

PROGRAMMER II/SOFTWARE DEVELOPER II

- **CONTISS 07**

For appointment as Programmer II/Software Developer II, a candidate shall possess any of the following requirements:

- a) A BSc or HND in Computer Science, Information Technology or any other relevant degree obtained from a recognized institution, NYSC Certificate with Proficiency in multiple programming languages and evidence of Computer Literacy.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

PROGRAMMER I/SOFTWARE DEVELOPER I

- **CONTISS 08**

For appointment as Programmer I/Software Developer I, a candidate shall possess any of the following requirements:

- a) MSc. in Computer Science, Information Technology or any other relevant degree obtained from a recognized institution, NYSC Certificate with programming

experience, Proficiency in one or more programming languages and evidence of Computer Literacy.

- b) BSc or HND in Computer Science, Information Technology or any other relevant degree obtained from a recognized institution, NYSC Certificate with 3 years of programming experience, Proficiency in one or more programming languages and evidence of Computer Literacy.
- c) A candidate shall be subjected to an interview that may require a writing competency examination.

For promotion to the rank of Programmer I/Software Developer I, a Programmer II/Software Developer II must have served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

SENIOR PROGRAMMER/SENIOR SOFTWARE DEVELOPER - CONTISS 09

For appointment as Senior Programmer/Senior Software Developer, a candidate shall possess any of the following requirements:

- a) MSc. in Computer Science, Information Technology or any other relevant degree obtained from a recognized institution, NYSC Certificate with 3 years of programming experience, Proficiency in one or more programming languages and evidence of Computer Literacy.
- b) BSc or HND in Computer Science, Information Technology or any other relevant degree obtained from a recognized institution, NYSC Certificate with 6 years of programming experience, Expertise in multiple programming languages and evidence of Computer Literacy.
- c) Registration with relevant professional body is mandatory e.g. CPN, NCS
- d) A candidate shall be subjected to an interview that may require a writing competency examination.

For promotion to the rank of Senior Programmer/Senior Software Developer, a Programmer I/Software Developer I must have served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

PRINCIPAL PROGRAMMER/PRINCIPAL SOFTWARE DEVELOPER - CONTISS 11

For appointment as Principal Programmer/Principal Software Developer, a candidate shall possess any of the following requirements:

- a) MSc. in Computer Science, Information Technology or any other relevant degree obtained from a recognized institution, NYSC Certificate with 6 years of programming experience, Proficiency in one or more programming languages and evidence of Computer Literacy.

- b) BSc. or HND in Computer Science, Information Technology or any other relevant degree obtained from a recognized institution, NYSC Certificate with 9 years of programming experience, Proficiency in one or more programming languages and evidence of Computer Literacy.
- c) Registration with relevant professional body is mandatory e.g. CPN, NCS
- d) A candidate shall be subjected to an interview that may require a writing competency examination.

For promotion to the rank of Principal Programmer/Principal Software Developer, a Senior Programmer/Senior Software Developer must have served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

ASST. CHIEF PROGRAMMER/ASST. CHIEF SOFTWARE DEVELOPER- CONTISS 12

For appointment as Assistant Chief Programmer/Assistant Chief Software Developer, a candidate shall possess any of the following requirements:

- a) MSc. in Computer Science, Information Technology or any other relevant degree obtained from a recognized institution, NYSC Certificate with 9 years of programming experience, Proficiency in one or more programming languages and evidence of Computer Literacy.
- b) BSc. or HND in Computer Science, Information Technology or any other relevant degree obtained from a recognized institution, NYSC Certificate with 12 years of programming experience, Proficiency in one or more programming languages and evidence of Computer Literacy.
- c) Registration with relevant professional body is mandatory e.g. CPN, NCS
- d) A candidate shall be subjected to an interview that may require a writing competency examination.

For promotion to the rank of Assistant Chief Programmer/Assistant Chief Software Developer, a Principal Programmer/Principal Software Developer must have served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

CHIEF PROGRAMMER/CHIEF SOFTWARE DEVELOPER - CONTISS 13

For promotion to the rank of Chief Programmer/Chief Software Developer, an Assistant Chief Programmer/Assistant Software Developer must have served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

DEPUTY DIRECTOR

- ***CONTISS 14***

For promotion as Deputy Director, the performance of a Chief Programmer/Chief Software Developer must be outstanding. The Deputy Director Procurement must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide leadership.

DIRECTOR

- ***CONTISS 15***

For appointment to the rank of Director, a candidate must have registered with the relevant Professional Body, if any, served efficiently and effectively for a minimum of 15 years and obtained excellent Annual Performance Evaluation Reports for the period. This appointment is subject to availability of vacancy in the ICT Directorate.

63. PUBLIC RELATIONS AND PUBLICITY OFFICER CADRE

63.1 Posts and Salaries

Public Relations and Publicity Officer II	-	CONTISS 07
Public Relations and Publicity Officer I	-	CONTISS 08
Senior Public Relations and Publicity Officer	-	CONTISS 09
Principal Public Relations and Publicity Officer	-	CONTISS 11
Assistant Chief Public Relations and Publicity Officer	-	CONTISS 12
Chief Public Relations and Publicity Officer	-	CONTISS 13
Deputy Director Public Relations and Publicity	-	CONTISS 14
Director	-	CONTISS 15

63.2 DUTIES

i) PUBLIC RELATIONS AND PUBLICITY OFFICER II - CONTISS 07

- a) Assist in monitoring public opinion about the University
- b) Assist in responding to enquiries from the general public and other organizations
- c) Assist in arranging press conferences/interviews with journalists and other media organizations
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

ii) PUBLIC RELATIONS AND PUBLICITY OFFICER I - CONTISS 08

- a) Assist in monitoring public opinion about the University
- b) Assist in responding to enquiries from the general public and other organizations
- c) Assist in arranging press conferences/interviews with journalists and other media organizations
- d) Assist in preparing visual aids and Public Address Systems for public presentation in the University
- e) Assist in the production of visual and audio electronic materials at special occasions in the University
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

iii) SENIOR PUBLIC RELATIONS & PUBLICITY OFFICER - CONTISS 09

- a) Assist in monitoring public opinion about the University
- b) Assist in responding to enquiries from the general public and other organizations
- c) Assist in arranging press conferences/interviews with journalists and other media organizations

- d) Assist in preparing visual aids and Public Address Systems for public presentation in the University
- e) Assist in the production of visual and audio electronic materials at special occasions in the University
- f) Assist in the accreditation of journalists attending University functions
- g) Provide professional and community services.
- h) Carry out other duties as may be assigned

iv) PRIN. PUBLIC RELATIONS & PUBLICITY OFFICER - CONTISS 11

- a) Participate in monitoring public opinion about the University
- b) Participate in responding to enquiries from the general public and other organizations
- c) Participate in arranging press conferences/interviews with journalists and other media organizations
- d) Participate in preparing visual aids and Public Address Systems for public presentation in the University
- e) Participate in the production of visual and audio electronic materials at special occasions in the University
- f) Participate in the accreditation of journalists attending University functions
- g) Assist in writing Annual Report for the Unit
- h) Carry out other duty as may be assigned
- i) Provide professional and community services.

v) ASST CHIEF PUBLIC RELATIONS & PUBLICITY OFFICER - CONTISS 12

- a) Monitor public opinion about the University
- b) Respond to enquiries from the general public and other organizations
- c) Supervise the proper care and handling of visual aids and Public Address Systems for public presentation in the University
- d) Arrange the production of visual and audio electronic materials
- e) Assist in initiating manpower training and staff development programmes
- f) Participate in writing Annual Report for the Unit
- g) Participate in the supervision of subordinates
- h) Train subordinates
- i) Assist in preparing Annual Budget Estimates for the Unit
- j) Participate in the accreditation of journalists attending University functions
- k) Carry out other duties as may be assigned
- l) Provide professional and community services.

vi) CHIEF PUBLIC RELATIONS & PROTOCOL OFFICER - CONTISS 13

- m) Monitor public opinion about the University
- n) Respond to enquiries from the general public and other organizations

- o) Participate in recommending the procurement of up-to-date visual aids and Public Address Systems for the Unit
- p) Participate in initiating up-to-date public relations and publicity strategies and methods
- q) Take charge of accreditation of journalists attending University functions
- r) Take charge of visual aids and public address systems
- s) Take charge of arrangement for press conferences/Interview with journalist and other media organizations
- t) Take charge of supervision of subordinates
- u) Assist in monitoring the electronic and print media, with a view to drawing the attention of the Vice-Chancellor/Registrar through the Director, to important information affecting the University
- v) Assist in discharging both administrative and other functions in the Unit
- w) Participate in initiating in-service training programmes for staff
- x) Participate in writing Annual Report for the Unit
- y) Participate in preparing Annual Budget Estimates for the Unit
- z) Carry out other duties as may be assigned
- aa) Provide professional and community services.

vii) DEPUTY DIRECTOR PUBLIC RELATIONS AND PUBLICITY

-CONTISS 14

- a) Responsible to the Vice-Chancellor/Registrar through the Director in providing leadership in the day-to-day administrative functions of the Unit
- b) Ensure that enquiries from the general public and other organizations are promptly and appropriately responded to
- c) Ensure smooth conduct of press conferences/interviews with journalists and other media organizations to keep the public well informed about the University's activities and policies as the need arises
- d) Recommend the procurement of up-to-date equipment and public address systems for the Unit
- e) Ensure that the right caliber of journalists is invited and accredited to cover university functions
- f) Ensure that a positive image of the University is always created in the minds of the public
- g) Ensure proper supervision of subordinates
- h) Ensure the training of staff
- i) Ensure monitoring of the electronic and print media with a view to drawing the attention of the Vice-Chancellor/Registrar through the Director to important information affecting the University
- j) Recommend up-to-date public relations and publicity strategies/methods
- k) Recommend the redeployment of staff for efficient service delivery in the Unit
- l) Initiate manpower training and staff development programmes
- m) Write Annual Report for the Unit
- n) Prepare Annual Budget Estimates for the Unit

- o) Carry out other duties as may be assigned
- p) Provide professional and community services.

viii) DIRECTOR PUBLIC RELATIONS AND PUBLICITY - CONTISS 15

- a) To Head the department in its day-to-day activities
- b) Responsible to the Vice-Chancellor/Registrar in providing leadership in the day-to-day administrative functions of the Unit
- c) Ensure that enquiries from the general public and other organizations are promptly and appropriately responded to
- d) Ensure smooth conduct of press conferences/interviews with journalists and other media organizations to keep the public well informed about the University's activities and policies as the need arises
- e) Recommend the procurement of up-to-date equipment and public address systems for the Unit
- f) Ensure that the right caliber of journalists are invited and accredited to cover university functions
- g) Ensure that a positive image of the University is created in the minds of the public at all times
- h) Ensure proper supervision of subordinates
- i) Ensure the training of staff
- j) Ensure monitoring of the electronic and print media with a view to drawing the attention of the Vice-Chancellor/Registrar to important information affecting the University
- k) Recommend up-to-date public relations and publicity strategies/methods
- l) Recommend the redeployment of staff for efficient service delivery in the Unit
- m) Initiate manpower training and staff development programmes
- n) Supervise production of Annual Report for the Unit
- o) Prepare Annual Budget Estimates for the Unit
- p) Provide professional and community services.
- q) Carry out other duties as may be assigned.

62.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

PUBLIC RELATIONS AND PUBLICITY OFFICER II - CONTISS 07

i) For appointment as Public Relations and Publicity Officer II, a candidate shall possess the following requirements:

- a) Any Class of Degree in any of these fields Humanities, Mass Communications, Journalism or any other relevant degree obtained from a recognized institution, NYSC Certificate, evidence of Computer Literacy and must demonstrate a flair for oral and written English.

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

PUBLIC RELATIONS AND PUBLICITY OFFICER I - CONTISS 08

- i) For appointment as Public Relations and Publicity Officer I, a candidate shall possess any of the following requirements:

- a) A Master's degree in any of these fields Humanities, Mass Communications, Journalism or any other relevant degree obtained from a recognized institution and NYSC Certificate, evidence of Computer Literacy and must demonstrate a flair for oral and written English.

- b) Any Class of Degree in any of these fields Humanities, Mass Communications, Journalism or any other relevant degree obtained from a recognized institution, NYSC Certificate, evidence of Computer Literacy and must demonstrate a flair for oral and written English with a minimum of 3 years relevant post-graduation experience.

- c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require a writing competency examination.

- ii) For promotion to the rank of Public Relations and Publicity Officer I, Public Relations and Publicity Officer II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR PUBLIC RELATIONS AND PUBLICITY OFFICER - CONTISS 09

- i) For appointment as Senior Public Relations and Publicity Officer, a candidate shall possess any of the following requirements:

- a) A Master's degree in any of these fields Humanities, Mass Communications, Journalism or any other relevant degree obtained from a recognized institution and NYSC Certificate, evidence of computer literacy and must demonstrate a flair for spoken and written English with a minimum of 3 years relevant cognate experience.

- b) Any Class of Degree in any of these fields Humanities, Mass Communications, Journalism or any other relevant degree obtained from a recognized institution, NYSC Certificate, evidence of Computer Literacy and must demonstrate a flair for spoken and written English with a minimum of 6 years relevant cognate experience.

- c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require a writing competency examination.

- ii) For promotion to the rank of Senior Public Relations and Publicity Officer, a Public Relations and Publicity Officer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

i) For appointment as Principal Public Relations and Publicity Officer, a candidate shall possess any of the following requirements:

a) A Master's degree in any of these fields Humanities, Mass Communications, Journalism or any other relevant degree obtained from a recognized institution and NYSC Certificate, Membership of Nigerian Institute of Public Relations (NIPR), evidence of computer literacy and must demonstrate a flair for spoken and written English with a minimum of 6 years relevant cognate experience.

b) Any Class of Degree in any of these fields Humanities, Mass Communications, Journalism or any other relevant degree obtained from a recognized institution, NYSC Certificate, Membership of Nigerian Institute of Public Relations (NIPR), evidence of Computer Literacy and must demonstrate a flair for spoken and written English with a minimum of 9 years relevant cognate experience.

c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require a writing competency examination.

For promotion to the rank of Principal Public Relations and Publicity, a Senior Public Relations and Publicity Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

i) For appointment as Assistant Chief Public Relations and Publicity Officer, a candidate shall possess any of the following requirements:

a) A Master's degree in any of these fields Humanities, Mass Communications, Journalism or any other relevant degree obtained from a recognized institution and NYSC Certificate, Membership of Nigerian Institute of Public Relations (NIPR), evidence of computer literacy and must demonstrate a flair for spoken and written English with a minimum of 9 years relevant cognate experience.

b) Any Class of Degree in any of these fields Humanities, Mass Communications, Journalism or any other relevant degree obtained from a recognized institution, NYSC Certificate, Membership of Nigerian Institute of Public Relations (NIPR), evidence of Computer Literacy and must demonstrate a flair for spoken and written English with a minimum of 12 years relevant cognate experience.

c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require a writing competency examination.

For promotion to the rank of Assistant Chief Public Relations and Publicity Officer, Principal Public Relations and Publicity Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF PUBLIC RELATIONS AND PUBLICITY OFFICER - CONTISS 13

For promotion to the rank of Chief Public Relations and Publicity Officer, an Assistant Chief Public Relations and Publicity Officer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

DEPUTY DIRECTOR PUBLIC RELATIONS AND PUBLICITY - CONTISS 14

For promotion to the rank of Deputy Director Public Relations and Publicity, a Chief Public Relations and Publicity Officer must have served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

DIRECTOR PUBLIC RELATIONS AND PUBLICITY - CONTISS 15

For appointment as the Director Public Relations and Publicity, a Deputy Director Public Relations and Publicity must have served efficiently and effectively for a minimum of 15 years and obtained excellent Annual Performance Evaluation Reports for the period.

64. QUANTITY SURVEYOR CADRE

64.1 Posts and Salaries

Quantity Surveyor II	-	CONTISS 07
Quantity Surveyor I	-	CONTISS 08
Senior Quantity Surveyor	-	CONTISS 09
Principal Quantity Surveyor	-	CONTISS 11
Assistant Chief Quantity Surveyor	-	CONTISS 12
Chief Quantity Surveyor	-	CONTISS 13
Deputy Director	-	CONTISS 14

64.2 DUTIES

i) QUANTITY SURVEYOR II - *CONTISS 07*

- a) Assist in the preparation of Bills of Quantities and Estimates of proposed works
- b) Carry out market survey on current prices of building materials
- c) Carry out other duties as may be assigned
- d) Provide professional and community services.

ii) QUANTITY SURVEYOR I - *CONTISS 08*

- a) Assist in the preparation of Bills of Quantities and Estimates of proposed works
- b) Assist in valuation of Interim Certificate of Payments
- c) Serve as Quantity Surveyor and Cost Planner on medium sized projects
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

iii) SENIOR QUANTITY SURVEYOR - *CONTISS 09*

- a) Assist in the preparation of Bills of Quantities and Estimates of proposed works
- b) Assist in valuation of Interim Certificate of Payments
- c) Assist the Quantity Surveyor and Cost Planner on major projects in the area of cost control
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

iv) PRINCIPAL QUANTITY SURVEYOR - *CONTISS 11*

- a) Prepare Bills of Quantities and Estimates of proposed works
- b) Carry out valuation for Interim Certificate of Payment

- c) Assist in the control of possible cost overrun and assess the financial implications of project proposals
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

v) ASSISTANT CHIEF QUANTITY SURVEYOR - CONTISS 12

- a) Prepare Bills of Quantities and Estimates of proposed works
- b) Carry out valuation for Interim Certificate of Payment
- c) Serve as Quantity Surveyor and Cost Planner on major projects
- d) Control of possible cost overrun and assess the financial implications of project time overrun
- e) Assist in the preparation of Capital Estimates and review of Rolling Plans
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

vi) CHIEF QUANTITY SURVEYOR - CONTISS 13

- a) Cost, monitor and control Physical Plan and Development
- b) Monitor cost indices of materials and consultancy services
- c) Prepare Bills of Quantities and Estimates of proposed works
- d) Evaluate Interim Certificate of Payment
- e) Participate in the preparation of Annual Capital Estimates, review of rolling plans and updating of University Assets Register.
- f) Participate in preparing Annual Budget Estimates for the Unit
- g) Participate in preparing Quarterly and Annual Reports for the Unit
- h) Carry out other duties as may be assigned
- i) Provide professional and community services.

vii) DEPUTY DIRECTOR - CONTISS 14

- a) Responsible to the Director, PPD&MS for providing good leadership in the Unit and play a major role in:
 - i) The preparation of Bills of Quantities and Estimates of proposed works
 - ii) Carry out valuation for Interim Certificate of Payment
 - iii) The assessment of the financial implications of proposed projects
- b) Advise on cost decisions and review of Rolling Plans
- c) Participate in updating of University Assets Register
- d) Participate in preparing Annual Budget Estimates for the Unit
- e) Participate in preparing Quarterly and Annual Reports for the Unit
- f) Initiate manpower training and staff development programmes
- g) Carry out other duties as may be assigned
- h) Provide professional and community services.

64.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

QUANTITY SURVEYOR II

- ***CONTISS 07***

i) For appointment as Quantity Surveyor II, a candidate shall possess the following requirements:

- a) Any Class of Degree in Quantity Survey obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy in professional software.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

QUANTITY SURVEYOR I

- ***CONTISS 08***

i) For appointment as Quantity Surveyor I, a candidate shall possess any of the following requirements:

- a) A Master's degree in Quantity Survey or Construction Management obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy in professional software.
- b) Any Class of Degree in Quantity Survey obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy in professional software with a minimum of 3 years relevant post- graduation experience.
- c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Quantity Surveyor I, a Quantity Surveyor II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR QUANTITY SURVEYOR

- ***CONTISS 09***

i) For appointment as Senior Quantity Surveyor, a candidate shall possess any of the following requirements:

- a) A Master's degree in Quantity Survey or Construction Management obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy in professional software with a minimum of 3 years relevant post-graduation experience.
- b) Any Class of Degree in Quantity Survey obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy in professional software with a minimum of 6 years relevant post- graduation experience.

c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Senior Quantity Surveyor, a Quantity Surveyor I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL QUANTITY SURVEYOR

- **CONTISS 11**

i) For appointment as Principal Quantity Surveyor, a candidate shall possess any of the following requirements:

a) A Master's degree in Quantity Survey or Construction Management obtained from a recognized institution, NYSC Certificate, registered with Nigerian Institute of Quantity Surveyors (NIQS) and evidence of Computer Literacy in professional software with a minimum of 6 years relevant post-graduation experience.

b) Any Class of Degree in Quantity Survey obtained from a recognized institution, NYSC Certificate, registered with Nigerian Institute of Quantity Surveyors (NIQS) and evidence of Computer Literacy in professional software with a minimum of 9 years relevant post-graduation experience.

c) In cases in (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Principal Quantity Surveyor, a Senior Quantity Surveyor must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period and registered with Nigerian Institute of Quantity Surveyors (NIQS).

ASSISTANT CHIEF QUANTITY SURVEYOR

- **CONTISS 12**

For appointment as Assistant Chief Quantity Surveyor, a candidate shall possess any of the following requirements:

a) A Master's degree in Quantity Survey or Construction Management obtained from a recognized institution, NYSC Certificate, registered with Nigerian Institute of Quantity Surveyors (NIQS) and evidence of Computer Literacy in professional software with a minimum of 9 years relevant post-graduation experience.

b) Any Class of Degree in Quantity Survey obtained from a recognized institution, NYSC Certificate, registered with Nigerian Institute of Quantity Surveyors (NIQS) and evidence of Computer Literacy in professional software with a minimum of 12 years relevant post-graduation experience.

c) In cases in (a) and (b) above, a candidate shall be subjected to an interview that

may require writing competency examination.

For promotion to the rank of Assistant Chief Quantity Surveyor, a Principal Quantity Surveyor must have registered with NIQS, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF QUANTITY SURVEYOR

- **CONTISS 13**

For promotion to the rank of Chief Quantity Surveyor, an Assistant Chief Quantity Surveyor must have registered with NIQS, served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

DEPUTY DIRECTOR

- **CONTISS 14**

For promotion to the rank of Deputy Director, a Chief Quantity Surveyor must have registered with NIQS, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

65. RADIOGRAPHER CADRE

65.1 Posts and Salaries

Radiographer	-	CONHESS 09
Senior Radiographer	-	CONHESS 11
Principal Radiographer	-	CONHESS 12
Chief Radiographer	-	CONHESS 13
Deputy Director	-	CONHESS 14

65.2 DUTIES

i) RADIOGRAPHER - CONHESS 09

- a) Assist in carrying out radiographic examination such as VIP and cholecystography
- b) Assist in fluorography examinations of the gastro intestinal tract, blood vessels and neuron investigations
- c) Assist in developing and filing X-ray films or radiographs
- d) Take care of X-ray equipment
- e) Assist in the proper storage of X-ray apparatus and accessories
- f) Carry out other duties assigned
- g) Provide professional and community services.

ii) SENIOR RADIOGRAPHER - CONHESS 11

- a) Carry out radiographic examinations
- b) Carry out fluorography examinations of the gastro intestinal track, blood vessels and neuron investigations
- c) Undertake ultra-sonographic examinations and report on the images produced
- d) Assist in ensuring compliance with the code of professional ethics
- e) Participate in special radiological procedures
- f) Develop, file and report on radiographic examinations
- g) Train subordinates
- h) Supervise subordinates
- i) Indent X-Ray equipment, chemicals, films etc
- j) Assist in receiving stores and equipment for the Unit
- k) Take proper care and handling of X-Rays
- l) Handle the proper storage of X-Ray apparatus and accessories
- m) Carry out other duties as may be assigned
- n) Provide professional and community services.

iii) PRINCIPAL RADIOGRAPHER - CONHESS 12

- a) Carry out radiographic examinations
- b) Carry out fluorography examinations of the gastro intestinal track, blood vessels

and neuron investigations

- c) Undertake ultra-sonographic examinations and report on the images produced
- d) Participate in special radiological procedures
- e) Develop, file and report on radiographic examination
- f) Train subordinates
- g) Supervise subordinates
- h) Initiate manpower training and staff development programmes
- i) Assist in ensuring compliance with the code of professional ethics
- j) Recommend the maintenance and servicing of X-Ray apparatus and equipment
- k) Receive stores and equipment for the Unit
- l) Assist in preparing Quarterly and Annual Reports for the Unit
- m) Assist in the preparation of Annual Budget Estimates for the Unit
- n) Carry out other duties as may be assigned
- o) Provide professional and community services.

vi) CHIEF RADIOGRAPHER

- **CONHESS 13**

- a) Carry out radiographic examinations
- b) Carry out fluorography examinations of the gastro intestinal track, blood vessels and neuron investigations
- c) Undertake ultra-sonographic examinations and report on the images produced
- d) Participate in special radiological procedures
- e) Develop, file and report on radiographic examination
- f) Train subordinates
- g) Supervise subordinates
- h) Initiate manpower training and staff development programmes
- i) Assist in ensuring compliance with the code of professional ethics
- j) Recommend the maintenance and servicing of X-Ray apparatus and equipment
- k) Receive stores and equipment for the Unit
- l) Assist in preparing Quarterly and Annual Reports for the Unit
- m) Assist in the preparation of Annual Budget Estimates for the Unit
- n) Carry out other duties as may be assigned
- o) Provide professional and community services.

iv) DEPUTY DIRECTOR

- **CONHESS 14**

- a) Responsible to the Head of Department in providing good professional and administrative leadership in the Unit
- b) Lead in undertaking examinations
- c) Evaluate and advise on radiographic matters
- d) Ensure the maintenance and regular servicing of all equipment
- e) Recommend procurement of consumables and equipment for the Unit
- f) Assess and evaluate quality control measures on diagnostic images, equipment and materials
- g) Lead in special radiological procedures
- h) Ensure training of subordinates
- i) Produce Quarterly and Annual Reports

- j) Prepare Annual Budget Estimates for the Unit
- k) Take charge of the X-Ray Unit. Provides professional and administrative leadership
- l) Ensure the indenting of X-Ray equipment chemicals, films and other stores in the Unit
- m) Ensure manpower training and staff development
- n) Ensure compliance with the codes of professional ethics
- o) Recommend periodic redeployment of staff for efficient service delivery
- p) Carry out other duties as may be assigned
- q) Provide professional and community services.

65.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

RADIOGRAPHER

- **CONHESS 09**

i) For appointment as Senior Radiographer, a candidate shall possess the following requirements:

- a) A Bachelor of Radiography degree (B. Rad.) obtained from a recognized institution, NYSC Certificate, full registration with the Radiographers Registration Board of Nigeria (RRBN) and evidence of Computer Literacy with a minimum of 3 years cognate experience. And
- b) a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Senior Radiographer, a Radiographer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR RADIOGRAPHER

- **CONHESS 11**

i) For appointment as Principal Radiographer, a candidate shall possess the following requirements:

- a) A Bachelor of Radiography degree (B. Rad.) obtained from a recognized institution, NYSC Certificate, full registration with the Radiographers Registration Board of Nigeria (RRBN) and evidence of Computer Literacy with a minimum of 6 years cognate experience.
- b) A Doctor in Radiography obtained from a recognized institution, NYSC Certificate, full registration with the Radiographers Registration Board of Nigeria (RRBN) and evidence of Computer Literacy.
- c) A candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Principal Radiographer, a Senior Radiographer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

PRINCIPAL RADIOGRAPHER

- ***CONHESS 12***

For appointment as Principal Radiographer, a candidate shall possess the following requirements:

- a) A Bachelor of Radiography degree (B. Rad.) obtained from a recognized institution, NYSC Certificate, full registration with the Radiographers Registration Board of Nigeria (RRBN) and evidence of Computer Literacy with a minimum of 9 years cognate experience.
- b) a candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Principal Radiographer, a Senior Radiographer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF RADIOGRAPHER

- ***CONHESS 13***

For promotion to the rank of Chief Radiographer, a Principal Radiographer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

DEPUTY DIRECTOR

- ***CONHESS 14***

For promotion to the rank Deputy Director, a Chief Radiographer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

66. SECURITY OFFICER CADRE

66.1 Posts and Salaries

Assistant Security Officer	-	CONTISS 06
Security Officer	-	CONTISS 07
Senior Security Officer	-	CONTISS 08
Principal Security Officer II	-	CONTISS 09
Principal Security Officer I	-	CONTISS 11
Assistant Chief Security Officer	-	CONTISS 12
Chief Security Officer	-	CONTISS 13
Deputy Director	-	CONTISS 14
Director of Security	-	CONTISS 15

66.2 DUTIES

i) ASSISTANT SECURITY OFFICER - *CONTISS 06*

- a) Assist in the protection of lives and property within and around the University
- b) Assist in the monitoring of suspected criminals and preventing potential criminal and cult activities
- c) Assist in the investigation of crimes and writing Situation Reports
- d) Assist in preventing trespass into University property
- e) Assist in issuing and retrieving staff Identity Cards
- f) Participate in drills and other relevant physical fitness and exercises
- g) Supervise subordinates in carrying out their duties
- h) Carry out other duties as may be assigned

ii) SECURITY OFFICER - *CONTISS 07*

- a) Assist in the protection of lives and property within and around the University
- b) Assist in the monitoring of suspected criminals and preventing potential criminal and cult activities
- c) Assist in the investigation of crimes and writing Situation Reports
- d) Assist in preventing trespass into University property
- e) Assist in issuing and retrieving staff Identity Cards
- f) Assist in carrying out security enlightenment programmes on crime prevention and detection
- g) Participate in drills and other relevant physical fitness exercises
- h) Carry out other duties as may be assigned
- i) Provide professional and community services.

iii) SENIOR SECURITY OFFICER

- **CONTISS 08**

- a) Carry out the duties of protecting lives and property within and around the University
- b) Monitor suspected criminals and prevent cult activities in the University
- c) Investigate crimes and write Situation Reports
- d) Prevent the trespass of persons and animals into University property
- e) Issue and retrieve staff Identity Cards
- f) Assist in carrying out security enlightenment programmes on crime prevention and detection
- g) Assist in drills and training programmes for staff
- h) Assist in the general supervision, discipline and welfare of subordinates
- i) Carry out other duties as may be assigned
- j) Provide professional and community services.

iv) PRINCIPAL SECURITY OFFICER II

- **CONTISS 09**

- a) Carry out the duties of protecting lives and property within and around the University
- b) Monitor suspected criminals and prevents cult activities in the University
- c) Investigate crimes and write Situation Report
- d) Prevent the trespass of persons and animals into University property
- e) Liaise with State Security Agencies in all criminal matters and following up on cases reported to the Police or those being presented in courts
- f) Issue and retrieve Identity Cards
- g) Participate in drills and training programmes for staff
- h) Take charge of Security Sub-Unit/Special areas
- i) Participate in the general supervision, discipline and welfare of subordinates
- j) Carry out other duties as may be assigned
- k) Provide professional and community services.

v) PRINCIPAL SECURITY OFFICER I

- **CONTISS 11**

- a) Undertake the duty of protecting lives and property within and around the University
- b) Monitor suspected criminals and prevent cult activities in the University
- c) Investigate crimes
- d) Write Situation Reports
- e) Prevent the trespass of persons and animals into University property
- f) Supervise the issuance and retrieval of Identity Cards
- g) Assist in initiating security enlightenment programmes on crime prevention and detection
- h) Ensure monitoring of all cases reported to the Police and those being prosecuted
- i) Assist in initiating training programmes for staff
- j) Participate in drills and training programmes for staff
- k) Take charge of Security Sub-Unit/Special areas

- l) Play a major role in the general supervision, discipline and welfare of subordinates
- m) Assist in the recruitment of staff
- n) Assist in preparing Quarterly and Annual Reports for the Division
- o) Assist in preparing Annual Budget Estimates for the Division
- p) Carry out other duties as may be assigned
- q) Provide professional and community services.

vi) ASSISTANT CHIEF SECURITY OFFICER

- CONTISS 12

- a) Assist in the daily administration of the Division
- b) Assist the Chief Security Officer in protecting lives and property within the University and around the University
- c) Supervise the monitoring of suspected criminal/prevent/cult activities in the University
- d) Undertake the investigation of crimes
- e) Write Situation Reports
- f) Supervise the prevention of trespass of persons and animals into University property
- g) Issue and retrieve Identity Cards
- h) Participate in initiating security enlightenment programmes on crime prevention and detection
- i) Participate in initiating manpower training and staff development programmes for staff
- j) Participate in drills and training programmes for staff
- k) Take charge of a Command/Unit
- l) Participate in the recruitment of staff
- m) Play a role in the general supervision, discipline and welfare of staff
- n) Liaise with State Security Agencies on criminal matters and appear in Court
- o) Participate in preparing Quarterly and Annual Reports for the Division
- p) Participate in preparing Annual Budget for the Division
- q) Assist in the compilation and computerization of crime records in the University
- r) Carry out other duties as may be assigned
- s) Provide professional and community services.

vii) CHIEF SECURITY OFFICER

- CONTISS 13

- a) Undertake the duty of protecting lives and property within and around the University
- b) Supervise the monitoring of suspected criminal/prevent/cult activities in the University
- c) Undertake the investigation of crimes
- d) Write Situation Reports
- e) Supervise the prevention of trespass of persons and animals into University property
- f) Issue and retrieve Identity Cards

- g) Participate in initiating security enlightenment programmes on crime prevention and detection
- h) Participate in initiating manpower training and staff development programmes for staff
- i) Participate in drills and training programmes for staff
- j) Take charge of a Command/Unit
- k) Participate in the recruitment of staff
- l) Play a role in the general supervision, discipline and welfare of staff
- m) Liaise with State Security Agencies on criminal matters and appear in Court
- n) Participate in preparing the Quarterly and Annual Reports for the Division
- o) Participate in preparing the Annual Budget Estimates for the Division
- p) Carry out other duties that may be assigned
- q) Provide professional and community services.

viii) DEPUTY DIRECTOR OF SECURITY

- **CONTISS 14**

- a) Assist in the daily administration of the Division
- b) Assist the Director in the protection of lives and property within and around the University
- c) Responsible for gathering information on security issues affecting the University
- d) Assist in the maintenance of peace and order in the University
- e) Assist in the compilation and computerization of crime records in the University
- f) Initiate periodic security enlightenment programmes on crime prevention and detection
- g) Initiate manpower training and staff development programmes
- h) Participate in drills
- i) Assist in the recruitment of staff
- j) Participate in the supervision and discipline of staff
- k) Advise on welfare of staff
- l) Liaise with State Security Agencies on criminal matters and appear in Court on behalf of the Director
- m) Participate in the preparation of the Quarterly and Annual Reports for the Division
- n) Participate in the Preparation of the Annual Budget Estimates for the Division
- o) Advise the purchase of up-to-date equipment for performance enhancement
- p) Carry out other duties that may be assigned
- q) Provide professional and community service.

ix) DIRECTOR

- **CONTISS 15**

- a) Responsible to the Vice-Chancellor for providing effective leadership in the daily administration of the Division
- b) Take charge of all security matters and the general protection of lives and property in the University
- c) Ensure the maintenance of peace and order in the University

- d) Give weekly intelligence report on security matters to the Vice-Chancellor
- e) Advise the Vice-Chancellor on strategic security planning
- f) Ensure manpower training and staff development
- g) Prepare Quarterly and Annual Report for the Division
- h) Prepare Annual Budget Estimates for the Division
- i) Recommend the purchase of up-to-date equipment for performance enhancement to the Vice-Chancellor
- j) Maintain cordial working relationship with other Security Agencies in the State
- k) Liaise with other State Security Agencies in terms of emergency
- l) Advise the Vice-Chancellor on review of University Security Policy
- m) Ensure redeployment of staff
- n) Ensure regular physical fitness training for staff
- o) Oversee, assess and coordinate the activities of private Security companies engaged in the University and offer appropriate advice to the Vice-Chancellor
- p) Carry out other duties that may be assigned
- q) Provide professional and community services.

66.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

ASSISTANT SECURITY OFFICER

- ***CONTISS 06***

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

- a) A minimum of National Diploma in Crime Management, Prevention and Control; Social Policy and Administration or any other relevant area, obtained from a recognized institution and evidence of Computer Literacy, with a minimum of 3 years cognate experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination and must have passed a competitive selection test and meet the appropriate medical fitness condition.

ii) For promotion to the rank of Assistant Security Officer, a Senior Patrolman must have obtained a National Diploma in the relevant area, be computer literate, served satisfactorily for 3 years and obtained favourable Annual Performance Evaluation Report for the period.

SECURITY OFFICER

- ***CONTISS 07***

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

a) Any Class of Degree in Humanities/Social Science/Law/Public Administration or any other relevant degree obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 6 years cognate experience.

a) A candidate shall be subjected to an interview that may require writing competency examination and must have passed a competitive selection test and meet the appropriate medical fitness condition.

ii) For promotion to Security Officer, an Assistant Security Officer must have served satisfactorily for 3 years and obtained favourable Annual Performance Evaluation Report for the period.

SENIOR SECURITY OFFICER

- ***CONTISS 08***

i) For appointment as Senior Security Officer, a candidate shall possess any of the following requirements:

a) A Master's degree in Humanities/Social Sciences/Law/Public Administration or any other relevant degree obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 3 years cognate experience.

b) Any Class of Degree Humanities/Social Science/Law/Public Administration or any other relevant degree obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 6 years relevant post-graduation experience.

In all the cases (a) to (b) above, a candidate shall be subjected to an interview that may require writing competency examination and must have passed a competitive selection test and meet the appropriate medical fitness condition.

ii) For promotion to the rank of Senior Security Officer, a Security Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL SECURITY OFFICER II

- ***CONTISS 09***

i) For appointment as Principal Security Officer II, a candidate shall possess any of the following requirements:

a) A Master's degree in Humanities/Social Sciences/Law/Public Administration or any other relevant degree obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 6 years post-graduation experience.

b) Any Class of Degree Humanities/Social Science/Law/Public Administration or any other relevant degree obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 9 years relevant post-graduation experience.

c) In all the cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination and must have passed a competitive selection test and meet the appropriate medical fitness condition.

ii) For promotion to the rank of Principal Security Officer II, a Senior Security Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

NOTE: Officers appointed with National Diploma Certificate or Diploma in Law shall be required to obtained first degree before they are eligible for promotion to the next grade.

PRINCIPAL SECURITY OFFICER I

CONTISS 11

i) For appointment as Principal Security Officer I, a candidate shall possess any of the following requirements:

a) A Master's degree in Humanities/Social Sciences/Law/Public Administration or any other relevant degree obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 9 years post-graduation experience.

b) Any Class of Degree in Humanities/Social Science/Law/Public Administration or any other relevant degree obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 12 years post-graduation cognate experience.

c) In all the cases in (a) to (c) above, a candidate shall be subjected to an interview that may require writing competency examination and must have passed a competitive selection test and meet the appropriate medical fitness condition.

ii) For promotion to the rank of Principal Security Officer I, a Principal Security Officer II must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF SECURITY OFFICER

CONTISS 12

For appointment as Assistant Chief Security Officer I, a candidate shall possess any of the following requirements:

a) A Master's degree in Humanities/Social Sciences/Law/Public Administration

or any other relevant degree obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 9 years post-graduation experience.

b) Any Class of Degree in Humanities/Social Science/Law/Public Administration or any other relevant degree obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 12 years post-graduation cognate experience.

c) In all the cases in (a) to (c) above, a candidate shall be subjected to an interview that may require writing competency examination and must have passed a competitive selection test and meet the appropriate medical fitness condition.

For promotion to the rank of Assistant Chief Security Officer, a Principal Security Officer I must have served efficiently and effectively for a minimum of 4 years satisfactorily and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF SECURITY OFFICER

- ***CONTISS 13***

For promotion to the rank of Chief Security Officer, an Assistant Chief Security Officer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

DEPUTY DIRECTOR OF SECURITY

- ***CONTISS 14***

For promotion to the rank of Deputy Director, a Chief Security Officer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

DIRECTOR OF SECURITY

- ***CONTISS 15***

For appointment to the position of Director, a Deputy Director must have served outstandingly for a minimum of 15 years and obtained excellent annual performance evaluation reports for the period.

67. SECURITY SUPERINTENDENT CADRE

67.1 Posts and Salaries

Security Superintendent	-	CONTISS 06
Higher Security Superintendent	-	CONTISS 07
Senior Security Superintendent	-	CONTISS 08
Principal Security Superintendent II	-	CONTISS 09
Principal Security Superintendent I	-	CONTISS 11
Assistant Chief Security Superintendent	-	CONTISS 12
Chief Security Superintendent	-	CONTISS 13

67.2 DUTIES

i) SECURITY SUPERINTENDENT - *CONTISS 06*

- h) Assist in the security activities in the University.
- i) Assist in the investigation of criminal activities.
- j) Assist in preventing trespass into University property.
- k) Participate in drills and other relevant physical fitness and exercises.
- l) Handling telecommunication equipment and other gadgets e.g. walkie talkie
- m) Writing report on security breaches.
- n) Carry out other duties as may be assigned

ii) HIGHER SECURITY SUPERINTENDENT - *CONTISS 07*

- a) Performing the duties of the Security Superintendent at a higher level of responsibility
- b) Taking control of specialist security training, such as protection lives and properties and security communications equipments.
- c) Taking control of men on duty and emergencies in the absence of a more senior officer.
- d) Assist in advising the university community on security matters.
- e) Carrying out investigation and writing reports.
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

iii) SENIOR SECURITY SUPERINTENDENT - *CONTISS 08*

- a) Performing the duties of the Higher Security Superintendent at a higher level of responsibility
- b) Planning operation at site.
- c) Supervising and controlling subordinates.

- d) Allocating specific tasks to subordinates.
- e) Carrying out inspection as may be assigned.
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

iv) PRINCIPAL SECURITY SUPERINTENDENT II - CONTISS 09

- a) Performing the duties of the Senior Security Superintendent at a higher level of responsibility
- b) Coordinating the activities of subordinates on duty.
- c) Supervising activities in the communication control room.
- d) Supervising subordinates on inspection of University premises.
- e) Vetting report on security incidences prepared by subordinates.
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

v) PRINCIPAL SECURITY SUPERINTENDENT I - CONTISS 11

- a) Performing the duties of the Principal Security Superintendent II at a higher level of responsibility
- b) Assisting in supervising of activities of a number of stations.
- c) Supervising the activities of number of subordinates
- d) Write Situation Reports
- e) Assist in initiating security enlightenment programmes on crime prevention and detection
- f) Ensure monitoring of all cases reported to the Police and those being prosecuted
- g) Participate in drills and training programmes for staff
- h) Carry out other duties as may be assigned
- i) Provide professional and community services.

vi) ASSISTANT CHIEF SECURITY SUPERINTENDENT - CONTISS 12

- a) Performing the duties of the Principal Security Superintendent I at a higher level of responsibility
- b) Assist in the daily administration of the Division.
- c) Assist the Chief Security Superintendent.
- d) Assisting in supervising and monitoring of suspected criminal/prevent/cult activities in the University.
- e) Undertake the investigation of crimes.
- f) Write Situation Reports.
- g) Liaise with State Security Agencies on criminal matters.
- h) Participate in preparing Quarterly and Annual Reports for the Division.
- i) Participate in preparing Annual Budget for the Division.
- j) Assist in the compilation and computerization of crime records in the University.

- k) Carry out other duties as may be assigned.
- l) Provide professional and community services.

vii) CHIEF SECURITY SUPERINTENDENT

- **CONTISS 13**

- a) Performing the duties of the Assistant Chief Security Superintendent at a higher level of responsibility
- b) Supervise the monitoring of suspected criminal/prevent/cult activities in the University
- c) Supervise the prevention of trespass of persons and animals into University property
- d) Take charge of a Command/Unit
- e) Participate in the recruitment of staff
- f) Play a role in the general supervision, discipline and welfare of staff
- g) Liaise with State Security Agencies on criminal matters.
- h) Participate in preparing the Quarterly and Annual Reports for the Division.
- i) Participate in preparing the Annual Budget Estimates for the Division
- j) Carry out other duties that may be assigned
- k) Provide professional and community services.

67.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

SECURITY SUPERINTENDENT

- **CONTISS 06**

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

- c) A minimum of National Diploma in Crime Management, Prevention and Control; Social Policy and Administration or any other relevant area, obtained from a recognized institution and evidence of Computer Literacy, with a minimum of 3 years cognate experience.
- d) a candidate shall be subjected to an interview that may require writing competency examination and must have passed a competitive selection test and meet the appropriate medical fitness condition.

ii) For promotion to the rank of Security Superintendent, an Assistant Security Superintendent must have obtained a National Diploma in the relevant area, be computer literate, served satisfactorily for 3 years and obtained favourable Annual Performance Evaluation Report for the period.

HIGHER SECURITY SUPERINTENDENT

- **CONTISS 07**

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

- a) A minimum of National Diploma in Crime Management, Prevention and Control; Social Policy and Administration or any other relevant area, obtained

from a recognized institution and evidence of Computer Literacy, with a minimum of 6 years cognate experience.

- b) A minimum of Higher National Diploma in Crime Management, Prevention and Control; Social Policy and Administration or any other relevant area, obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy.

In cases a) and b) above, a candidate shall be subjected to an interview that may require writing competency examination and must have passed a competitive selection test and meet the appropriate medical fitness condition.

- ii) For promotion to the rank of Higher Security Superintendent, a Security Superintendent must have served satisfactorily for 3 years and obtained favourable Annual Performance Evaluation Report for the period.

SENIOR SECURITY SUPERINTENDENT

- ***CONTISS 08***

- i) For appointment as Senior Security Superintendent, a candidate shall possess any of the following requirements:

- a) A minimum of National Diploma in Crime Management, Prevention and Control; Social Policy and Administration or any other relevant area, obtained from a recognized institution and evidence of Computer Literacy, with a minimum of 9 years cognate experience.
- b) A minimum of Higher National Diploma in Crime Management, Prevention and Control; Social Policy and Administration or any other relevant area, obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy, with a minimum of 3 years cognate experience.

In cases a) and b) above, a candidate shall be subjected to an interview that may require writing competency examination and must have passed a competitive selection test and meet the appropriate medical fitness condition.

- ii) For promotion to the rank of Senior Security Superintendent, a Higher Security Superintendent must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL SECURITY SUPERINTENDENT II-

CONTISS09

- i) For appointment as Principal Security Superintendent II, a candidate shall possess any of the following requirements:

- a) A minimum of National Diploma in Crime Management, Prevention and Control; Social Policy and Administration or any other relevant area, obtained from a recognized institution and evidence of Computer Literacy, with a minimum of 12 years cognate experience.

- b) A minimum of Higher National Diploma in Crime Management, Prevention and Control; Social Policy and Administration or any other relevant area, obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy, with a minimum of 6 years cognate experience.

In cases a) and b) above, a candidate shall be subjected to an interview that may require writing competency examination and must have passed a competitive selection test and meet the appropriate medical fitness condition.

ii) For promotion to the rank of Principal Security Superintendent II, a Senior Security Superintendent must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

iii) Officers appointed with National Diploma Certificate shall be required to obtain a Higher National Diploma (HND) before they are eligible for promotion to the next grade.

PRINCIPAL SECURITY SUPERINTENDENT I

- **CONTISS 11**

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

- a) A minimum of Higher National Diploma in Crime Management, Prevention and Control; Social Policy and Administration or any other relevant area, obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy, with a minimum of 9 years cognate experience. And
- b) a candidate shall be subjected to an interview that may require writing competency examination and must have passed a competitive selection test and meet the appropriate medical fitness condition.

ii) For promotion to the rank of Principal Security Superintendent I, a Principal Security Superintendent II must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF SECURITY SUPERINTENDENT

- **CONTISS 12**

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Security Superintendent, a Principal Security Superintendent I must have served efficiently and effectively for a minimum of 3 years satisfactorily and obtained very good Annual Performance Evaluation Reports for the period.

For promotion to the rank of Chief Security Superintendent, an Assistant Chief Security Superintendent must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

SENIOR STAFF SCHEME OF SERVICE

68.SPORTS OFFICER CADRE

68.1 Posts and Salaries

Sports Officer II	-	CONTISS 07
Sports Officer I	-	CONTISS 08
Senior Sports Officer	-	CONTISS 09
Principal Sports Officer	-	CONTISS 11
Assistant Chief Sports Officer	-	CONTISS 12
Chief Sports Officer	-	CONTISS 13
Deputy Director of Sports	-	CONTISS 14
Director of Sports	-	CONTISS 15

68.2 DUTIES

i) SPORTS OFFICER II - *CONTISS 07*

- a) Assist in training sports men and women (students and staff) in various sporting activities
- b) Assist in leading participants to sporting competitions and ensuring their good conduct
- c) Assist in ensuring safe custody of sporting equipment
- d) Assist in ensuring the good upkeep of sporting arenas/fields
- e) Carry out other duties as may be assigned
- f) Provide professional and community services.

ii) SPORTS OFFICER I - *CONTISS 08*

- a) Assist in carrying out training sports men and women (students and staff) in various sporting activities
- b) Assist in leading participants to sporting competitions and ensuring their good conduct
- c) Assist in ensuring safe custody of sporting equipment
- d) Assist in taking inventory and upkeep of sporting equipment
- e) Assist in ensuring the good upkeep of sporting arenas/fields
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

iii) SENIOR SPORTS OFFICER - *CONTISS 09*

- a) Participate in carrying out training sports men and women (student and staff) in various sporting activities
- b) Participate in leading participants to sporting competitions and ensuring their

good conduct

- c) Participate in ensuring safe custody of sporting equipment
- d) Assist in taking inventory and upkeep of sporting equipment
- e) Participate in ensuring the good upkeep of sporting arenas/fields
- f) Assist in scouting for and developing talents in various sporting fields
- g) Carry out other duties as may be assigned
- h) Provide professional and community services.

iv) PRINCIPAL SPORTS OFFICER

- CONTISS 11

- a) Carry out training sports men and women (students and staff) in various sporting activities
- b) Assist in leading participants to sporting competitions and ensuring their good conduct
- c) Participate in ensuring safe custody of sporting equipment
- d) Participate in taking inventory and upkeep of sporting equipment
- e) Assist in ensuring the good upkeep of sporting arenas/fields
- f) Assist in scouting for and developing talents in various sporting fields
- g) Assist in developing and strengthening linkages with outside bodies
- h) Assist in organizing Inter-Hall or Inter-Departmental/Faculty competitions in relevant sports
- i) Carry out other duties as may be assigned
- j) Provide professional and community services.

v) ASSISTANT CHIEF SPORTS OFFICER

- CONTISS 12

- a) Carry out training sports men and women (student and staff) in various sporting activities
- b) Assist in leading participants to sporting competitions and ensuring their good conduct
- c) Participate in ensuring safe custody of sporting equipment
- d) Participate in taking inventory and upkeep of sporting equipment
- e) Assist in ensuring the good upkeep of sporting arenas/fields
- f) Assist in scouting for and developing talents in various sporting fields
- g) Participate in developing and strengthening linkages with outside bodies.
- h) Assist in recommending sporting activities in the University
- i) Participate in recommending the use of up-to-date training methods and equipment in sporting activities
- j) Participate in organizing Inter-Hall or Inter-Departmental/Faculty competitions in relevant sports
- k) Participate in scouting for and developing talents in various sporting areas
- l) Carry out other duties as may be assigned

m) Provide professional and community services.

vi) CHIEF SPORTS OFFICER

- **CONTISS 13**

- a) Carry out training sports men and women (student and staff) in various sporting activities
- b) Assist in leading participants to sporting competitions and ensuring their good conduct
- c) Participate in ensuring safe custody of sporting equipment
- d) Assist in taking inventory and upkeep of sporting equipment
- e) Responsible for the good upkeep of sporting arenas/fields
- f) Scout for and develop talents of sports men and women in various sporting fields
- g) Develop and strengthen linkages with outside bodies
- h) Organize Inter-Hall /Departmental/Faculty competitions in the relevant sports
- i) Recommend the use of up-to-date training methods and equipment in sporting activities
- j) Participate in recommending sporting activities in the University
- k) Assist in preparing Quarterly and Annual Reports on sporting activities and competitions in the University
- l) Assist in preparing Annual Budget Estimates for Directorate
- m) Assist in recommending manpower development and staff training programmes
- n) Assist in purchasing sporting equipment
- o) Assist in coordinating the activities of NUSSA, NUGA and WAUG
- p) Carry out other duties as may be assigned
- q) Provide professional and community services.

vii) DEPUTY DIRECTOR OF SPORTS

- **CONTISS 14**

- a) Assist the Director in the general administration of the Directorate
- b) Carry out training sports men and women (student and staff) in various sporting activities
- c) Assist in leading participants to sporting competitions and ensuring their good conduct
- d) Ensure safe custody of sporting equipment
- e) Take inventory and upkeep of sporting equipment
- f) Responsible for the good upkeep of sporting arenas/fields
- g) Scout for and develop talents of sports men and women in various sporting fields
- h) Develop and strengthen linkages with outside bodies

- i) Take charge of organizing Inter-Hall or Inter-Departmental/Faculty competitions in the relevant sports
- j) Recommend the use of up-to-date training methods and equipment insporting activities
- k) Participate in recommending sporting activities in the University
- l) Participate in preparing Quarterly and Annual Reports on sporting activities and Competitions in the University
- m) Participate in preparing Annual Budget Estimates for the Directorate gg) Participate in recommending manpower training and staff development Programmes
- n) Participate in purchasing sporting equipment
- o) Participate in coordinating the activities of NUSSA, NUGA and WAUG
- p) Assist in enhancing the career prospects of high performers in any game
- q) Provide professional and community services.
- r) Carry out other duties as may be assigned

viii) DIRECTOR OF SPORTS

- CONTISS 15

- a) Responsible to the Vice-Chancellor for providing very good leadership in the department and proper development of exercise, sporting and recreational activities in the University
- b) Coordinate all sporting activities in the University
- c) Determine the sporting requirements and activities for staff and students
- d) Coordinate and develop sporting competitions
- e) Organize activities to inculcate the culture of exercise and recreational values, which are essential to good health in staff and students
- f) Exhibit the capacity to attract funds to develop sporting activities
- g) Ensure enhancing the career prospects of high performers in any game
- h) Prepare Quarterly and Annual Reports on sporting activities and Competitions to the University Management
- i) Prepare Annual Budget Estimates for the Directorate
- j) Serve as a member of the University Sports Consultative Committee
- k) Ensure manpower development and staff training
- l) Participate in purchasing sporting equipment
- m) Take charge of coordinating the activities of NUSSA, NUGA and WAUG
- n) Lead the University delegates to national and international competitions
- o) Recommend the types of sporting facilities to be constructed and their locations
- p) Prepare and draft memos and speeches for the Vice-Chancellor on sporting activities
- q) Recommend the formulation, execution and reviewing of policies affecting sports and sporting activities in the University
- r) Responsible for the custody, security and upkeep of all sporting equipment and

arena in the University

- s) Provide professional and community services.
- t) Carry out other duties as may be assigned

68.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

SPORTS OFFICER II

- ***CONTISS 07***

i) For appointment as Sports Officer II, a candidate shall possess the following requirements:

- a) Any Class of Degree in Physical and Health Education or any other relevant qualification obtained from a recognized institution, a Graded Coaching Certificate from the Nigerian Institute of Sports (NIS) or a recognized Sports Institute, NYSC Certificate and evidence of Computer Literacy.
- b) A candidate shall be subjected to an interview that may require writing competency examination and undergo physical fitness test.

SPORTS OFFICER I

- ***CONTISS 08***

i) For appointment a Sports Officer I, a candidate shall possess any of the following requirements:

- a) A Master's degree in Physical and Health Education or any other relevant qualification obtained from a recognized institution, a Graded Coaching Certificate from NIS or a recognized Sports Institute, NYSC Certificate and evidence of Computer Literacy and undergo physical fitness test.
- b) Any Class of Degree in Physical and Health Education or any other relevant qualification obtained from a recognized institution, a Graded Coaching Certificate from NIS or a recognized Sports Institute, NYSC Certificate and evidence of Computer Literacy with a minimum of 3 years relevant post-graduation experience.

In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination and undergo physical fitness test.

ii) For promotion to the rank of Sports Officer I, a Sports Officer II must be Computer Literate, have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR SPORTS OFFICER

- **CONTISS 09**

i) For appointment as Senior Sports Officer, a candidate shall possess any of the following requirements:

- a) A Master's degree in Physical and Health Education or any other relevant qualification obtained from a recognized institution, a Graded Coaching Certificate from NIS or a recognized Sports Institute, NYSC Certificate and evidence of Computer Literacy with a minimum of 3 years relevant post-graduation experience.
- b) Any Class of Degree in Physical and Health Education or any other relevant qualification obtained from a recognized institution, a Graded Coaching Certificate from NIS or a recognized Sports Institute, NYSC Certificate and evidence of Computer Literacy with a minimum of 6 years relevant post-graduation experience.
- c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Senior Sports Officer, a Sports Officer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL SPORTS OFFICER

- **CONTISS 11**

i) For appointment as Principal Sports Officer, a candidate shall possess any of the following requirements:

- a) A Master's degree in Physical and Health Education or any other relevant qualification obtained from a recognized institution, a Graded Coaching Certificate from NIS or a recognized Sports Institute, NYSC Certificate and evidence of Computer Literacy with a minimum of 6 years cognate post-graduation experience.
- b) Any Class of Degree in Physical and Health Education or any other relevant qualification obtained from a recognized institution, a Graded Coaching Certificate from NIS or a recognized Sports Institute, NYSC Certificate and evidence of Computer Literacy with a minimum of 9 years cognate post-graduation experience.
- c) In cases (a) and (b) above, a candidate shall be required to show skills and

proficiency in one or more sporting fields and be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Principal Sports Officer, a Senior Sports Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF SPORTS OFFICER

- ***CONTISS 12***

For appointment as Assistant Chief Sports Officer, a candidate shall possess any of the following requirements:

- a) A Master's degree in Physical and Health Education or any other relevant qualification obtained from a recognized institution, a Graded Coaching Certificate from NIS or a recognized Sports Institute, NYSC Certificate and evidence of Computer Literacy with a minimum of 9 years relevant post-graduation experience.
- b) Any Class of Degree in Physical and Health Education or any other relevant qualification obtained from a recognized institution, a Graded Coaching Certificate from NIS or a recognized Sports Institute, NYSC Certificate and evidence of Computer Literacy with a minimum of 12 years relevant post-graduation experience.
- c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Assistant Chief Sports Officer, a Principal Sports Officer must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF SPORTS OFFICER

- ***CONTISS 13***

i) For promotion to the rank of Chief Sports Officer, an Assistant Chief Sports Officer must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ii) The Chief Sports Officer shall attend and pass a Senior Coaching Training Programme in Nigerian Institute of Sports or a recognized institution.

DEPUTY DIRECTOR

- **CONTISS 14**

i) For promotion to the rank of Deputy Director, a Chief Sports Officer must have served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

ii) The Chief Sports Officer must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day administrative work flow in the unit and have the capacity to provide leadership.

DIRECTOR

- **CONTISS 15**

For appointment to the rank of Director, a candidate must have a record of outstanding performance with a minimum of 15 years cognate experience. He must have the capacity to provide leadership and demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years. He must possess the skill and proficiency in various fields of sports needed for high performance in sporting events.

69. STAFF NURSE/MIDWIFE CADRE

69.1 Posts and Salaries

Staff Nurse/Midwife	-	CONHESS 06
Nursing Sister/Superintendent/Midwifery Sisters	-	CONHESS 07
Senior Nursing Sister/Superintendent	-	CONHESS 08
Matron/Principal Nursing Superintendent II	-	CONHESS 09
Matron/Principal Nursing Superintendent I	-	CONHESS 11
Senior Matron/Assistant Chief Nursing Superintendent	-	CONHESS 12
Chief Matron/Chief Nursing Superintendent	-	CONHESS 13

69.2 DUTIES

i) STAFF NURSE/MIDWIFE - CONHESS 06

- a) Managing Patient by assessing his history, interviewing him and his family members.
- b) Carrying out examination on the patient, utilizing all senses, aids and equipment.
- c) Identifying patient's problems and needs e.g. physical, psychological, social and economic (nursing diagnosis).
- d) Planning care of the patients in order of priorities.
- e) Informing doctors about patient whose health status indicates the need for medical diagnosis and management.
- f) Help patient, client meet their identified needs e.g. eating, drinking, respiration and discharge of waste.
- g) Creating a therapeutic environment.
- h) Providing technical nursing care e.g. injection, wound dressing, medication etc.
- i) Keeping adequate records of patients, drugs, instruments and equipment.
- j) Carry out other duties as may be assigned

ii) NURSING SISTER/SUPERINTENDENT/MIDWIFERY SISTERS- CONHESS 07

- a) Providing technical nursing care e.g. injection, wound dressing, medication etc.
- b) Collecting and distributing database of physiological, emotional, sociological, cultural, psychological and spiritual needs from available resources.
- c) Identifying and documenting changes in health status.
- d) Establishing nursing diagnosis base on patient's need.
- e) Developing individual nursing care plans base upon nursing diagnosis.
- f) Identifying needs and establishing priorities for nursing.
- g) Carrying out individual nursing plans of care in conjunction with other nursing staff.

- h) Monitoring and evaluating nursing care.
- i) Identifying alternate method of meeting patient needs, modifying plans care if necessary and documenting changes.
- j) Establishing follow up care of patients on discharge.
- k) Carrying out other duties as may be assigned

iii) SENIOR NURSING SISTER/SUPERINTENDENT - CONHESS 08

- a) Supervising subordinate staff.
- b) Assessing and setting nursing care priorities for individual and group of patients.
- c) Ensuring that proper care is given to patients.
- d) Ensuring availability and proper use of equipment and instruments.
- e) Supervising and ensuring proper record keeping.
- f) Establishing and maintaining inventory for audit purposes.
- g) Carrying out other duties as may be assigned

iv) MATRON/PRINCIPAL NURSING SUPERINTENDENT II - CONHESS 09

- a) Diagnosing and treating minor ailments.
- b) Setting up intravenous infusion, suturing of lacerations and wounds incision of super facial abscesses.
- c) Educating patients on promotion and maintenance of good health.
- d) Managing patient care.
- e) Counseling and giving psychotherapy care to patients and relatives.
- f) Supervising the activities of the subordinates.
- g) Managing a ward.
- h) Assessing and setting nursing care priorities for individual and group of patients by:
 - i. Providing patient care resources.
 - ii. Using theory in making decision on nursing practice.
 - iii. Using nursing practice in getting data for refining and development.
- i) Providing professional and community services.
- j) Carrying out other duties as may be assigned

iv) MATRON/PRINCIPAL NURSING SUPERINTENDENT I - CONHESS 11

- a) Assisting in formulation of policies.
- b) Compiling and maintaining accurate statics of nursing personnel.
- c) Assisting in organizing, orientation and training staff for continuing education.
- d) Assisting in identifying and making recommendations for procurement of hospital equipment.
- e) Assisting in preparing budget estimate for the unit.
- f) Providing professional and community services.

g) Carrying out other duties as may be assigned

vi) SENIOR MATRON/ASST. CHIEF NURSING SUPERINTENDENT - CONHESS 12

- a) Supervising general nursing activities.
- b) Assisting in the administration of nursing services.
- c) Assisting in the inspection of hospital and health centres for standard of practice and submitting report on them.
- d) Assisting in organizing training programmes of staff.
- e) Collating budget estimate for the units.
- f) Assisting in formulating policies.
- g) Providing professional and community services.
- h) Carrying out other duties as may be assigned

vi) CHIEF MATRON/ CHIEF NURSING SUPERINTENDENT - CONHESS 13

- a) Taking charge of the Unit.
- b) Coordinating activities of subordinate staff.
- c) Participating in the formulation of general nursing policies.
- d) Relating with appropriate authority on nursing service aspect of primary health care.
- e) Participating in the preparation of standard procedure patterns for health institution.
- f) Evaluating performance for promotion of transfer purposes.
- g) Assisting in organizing workshop, seminar etc.
- h) Participating in reviewing departmental functions and activities to achieve goals.
- i) Participating in the employment process of new staff.
- j) Providing professional and community services.
- k) Carrying out other duties as may be assigned

69.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

STAFF NURSE/MIDWIFE - CONHESS 06

i) For appointment as Staff Nurse/Midwife, a candidate shall possess the following requirements:

- a) A minimum of NRN/NRM or its equivalent qualification and must have been a registered member with Nursing and Midwifery Council of Nigeria (NMCN).
And
- b) a candidate shall be subjected to an interview that may require writing competency examination.

NURSING SISTER/SUPERINTENDENT/MIDWIFERY SISTERS - CONHESS 07

i) For appointment as Nursing Sister/Superintendent/Midwifery Sister, a candidate shall possess the following requirements:

- a) A minimum of NRN/NRM or its equivalent qualification and must have been a registered member with Nursing and Midwifery Council of Nigeria(NMCN) with 3 years cognate working experience.
- b) a candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Nursing Sister/Superintendent/Midwifery Sister, a Staff Nurse/Midwifery must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR NURSING SISTER/SUPERINTENDENT - CONHESS 08

- i) For appointment as Senior Nursing Sister/Superintendent a candidate shall possess any of the following requirements:
 - a) A minimum of NRN/NRM or its equivalent qualification and must have been a registered member with Nursing and Midwifery Council of Nigeria (NMCN) with 6 years cognate working experience.
 - b) A candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Senior Nursing Sister/Superintendent, a Nursing Sister/Superintendent/Midwife Sister must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

MATRON/PRINCIPAL NURSING SUPERINTENDENT II - CONHESS 09

- i) For appointment as Matron/Principal Nursing Superintendent II, a candidate shall possess the following requirements:
 - a) A minimum of NRN/NRM or its equivalent qualification and must have been a registered member with Nursing and Midwifery Council of Nigeria (NMCN) with 9 years cognate working experience.
 - b) A candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Matron/Principal Nursing Superintendent II, a Senior Nursing Sister/Superintendent/Midwifery Sister must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

MATRON/PRINCIPAL NURSING SUPERINTENDENT I - CONHESS 11

i) For appointment as Matron/Principal Nursing Superintendent I, a candidate shall possess the following requirements:

- a) A minimum of NRN/NRM or its equivalent qualification and must have been a registered member with Nursing and Midwifery Council of Nigeria (NMCN) with 12 years cognate working experience.
- b) a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Matron/Principal Nursing Superintendent I, a Matron/Principal Nursing Superintendent II must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

SENIOR MATRON/ASST. CHIEF NURSING SUPERINTENDENT -CONHESS 12

i) For appointment as Senior Matron/Assistant Chief Nursing Superintendent I, a candidate shall possess the following requirements:

- a) A minimum of NRN/NRM or its equivalent qualification and must have been a registered member with Nursing and Midwifery Council of Nigeria (NMCN) with 15 years cognate working experience.
- b) a candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Senior Matron/Assistant Chief Nursing Superintendent, a Matron/Principal Nursing Superintendent I must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF MATRON/NURSING SUPERINTENDENT - CONHESS 13

For promotion to the rank of Chief Nursing Superintendent, a Senior Matron/Assistant Chief Nursing Superintendent must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

70. STATISTICAL OFFICER CADRE

70.1 Posts and Salaries

Statistical Officer II	-	CONTISS 07
Statistical Officer I	-	CONTISS 08
Senior Statistical Officer	-	CONTISS 09
Principal Statistical Officer	-	CONTISS 11
Assistant Chief Statistical Officer	-	CONTISS 12
Chief Statistical Officer	-	CONTISS 13
Deputy Director	-	CONTISS 14

70.2 DUTIES

i) STATISTICAL OFFICER II - CONTISS 07

- a) Assist in keeping records arising from statistical operation
- b) Undertaking research in statistical methodology.
- c) Planning and directing statistical investigations and enquiries.
- d) Collecting, processing, analyzing and presenting statistical data.
- e) Carry out other duties as may be assigned

ii) STATISTICAL OFFICER I - CONTISS 08

- a) Perform the duties of Statistical Officer II at a higher level of responsibility.
- b) Undertaking research in statistical methodology.
- c) Collecting, processing, analyzing and presenting statistical data.
- d) Carry out other duties as may be assigned.

iii) SENIOR STATISTICAL OFFICER - CONTISS 09

- a) Perform the duties of Statistical Officer I at a higher level of responsibility.
- b) Supervising and coordinating the duties of a number of subordinate officer.
- c) Planning, designing and directing statistical activities in the area assigned to him.
- d) Taking charge of a small statistical unit.
- e) Carry out other duties as may be assigned

iv) PRINCIPAL STATISTICAL OFFICER - CONTISS 11

- a) Perform the duties of Senior Statistical Officer at a higher level of responsibility
- b) Directing and undertaking statistical studies in complex subject areas.
- c) Coordinating and supervising of subordinates.
- d) Participate in the training of the subordinates.

- e) Carry out other duties as may be assigned

v) ASSISTANT CHIEF STATISTICAL OFFICER - CONTISS 12

- a) Perform the duties of Principal Statistical Officer at a higher level of responsibility.
- b) Assisting in statistical studies and reports
- c) Evaluation statistical studies and reports
- d) Assisting in planning and developing departmental statistics
- e) Work with users in the design, development, testing, implementation and
- f) Assist in training subordinates
- g) Carry out other duties as may be assigned
- h) Provide professional and community services.

vi) CHIEF STATISTICAL OFFICER - CONTISS 13

- a) Perform the duties of Assistant Chief Statistical Officer at a higher level of responsibility.
- b) Provide leadership in statistical activities.
- c) Assist in technical supervision of users, subordinate staff and be familiar with new developments in statistical techniques
- d) Participate in training of subordinates
- e) Carry out other duties as may be assigned
- f) Provide professional and community services.

vii) DEPUTY DIRECTOR - CONTISS 14

- a) Perform the duties of Chief Statistical Officer at a higher level of responsibility.
- b) Responsible to the Director in providing professional and administrative leadership in the Unit
- c) Provide leadership in systems design, programming and data processing
- d) Supervision of subordinates
- e) Keep up-to-date with new developments in statistical techniques and software
- f) Ensure training of subordinate staff
- g) Carry out other duties as may be assigned
- h) Provide professional and community services.

70.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

STATISTICAL OFFICER II - CONTISS 07

- i) For appointment as Statistical Officer II, a candidate shall possess the following requirements:

a) Any Class of Degree in Statistics, Mathematics, Computer Science or any other relevant area obtained from a recognized institution with NYCS Certificate.

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

STATISTICAL OFFICER I

- **CONTISS 08**

i) For appointment as Statistical Officer I, a candidate shall possess any of the following requirements:

a) A Master's degree in Statistics, Mathematics, Computer Science and any other relevant area obtained from a recognized institution with NYSC Certificate.

b) Any Class of Degree in Statistics, Mathematics, Computer Science or any other relevant area obtained from a recognized institution with NYSC Certificate with a minimum of 3 years relevant post- graduation experience.

c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Statistical Officer I, a Statistical Officer II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR STATISTICAL OFFICER

- **CONTISS 09**

i) For appointment as Senior Statistical Officer, a candidate shall possess any of the following requirements:

a) A Master's degree in Statistics, Mathematics, Computer Science and any other relevant area obtained from a recognized institution and NYSC Certificate with a minimum of 3 years relevant post-graduation experience.

b) Any Class of Degree in Statistics, Mathematics, Computer Science or any other relevant area obtained from a recognized institution and NYSC Certificate with a minimum of 6 years relevant post- graduation experience.

c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Senior Statistical Officer, a Statistical Officer I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL STATISTICAL OFFICER

- **CONTISS 11**

i) For appointment as Principal Statistical Officer, a candidate shall possess any of the following requirements:

a) A Master's degree in Statistics, Mathematics, Computer Science and any other relevant area obtained from a recognized institution and NYSC Certificate, registration with the relevant Professional Body, if any, with a minimum of 6 years relevant post-graduation experience.

b) Any Class of Degree in Statistics, Mathematics, Computer Science or any other relevant area obtained from a recognized institution and NYSC Certificate, registration with the relevant Professional Body, if any, with a minimum of 9 years relevant post-graduation experience.

c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Principal Statistical Officer, a Senior Statistical Officer must have registered with the relevant Professional Body, if any, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSIST CHIEF STATISTICAL OFFICER

- **CONTISS 12**

i) For appointment as Assistant Chief Statistical Officer, a candidate shall possess any of the following requirements:

a) A Master's degree in Statistics, Mathematics, Computer Science and any other relevant area obtained from a recognized institution and NYSC Certificate, registration with the relevant Professional Body, if any, with a minimum of 9 years relevant post-graduation experience.

b) Any Class of Degree in Statistics, Mathematics, Computer Science or any other relevant area obtained from a recognized institution and NYSC Certificate, registration with the relevant Professional Body, if any, with a minimum of 12 years relevant post-graduation experience.

For promotion to the rank of Assistant Chief Statistical Officer, a Principal Statistical Officer must have registered with the relevant Professional Body, if any, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF STATISTICAL OFFICER

- **CONTISS 13**

For promotion to the rank of Chief Statistical Officer, an Assistant Chief Statistical Officer must have registered with the relevant professional body, if any, served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

The Chief Statistical Officer must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day administrative work flow in the unit and have the capacity to provide leadership.

DEPUTY DIRECTOR

- **CONTISS 14**

For promotion to the rank of Deputy Director, a Chief Statistical Officer must have registered with the relevant Professional Body, if any, served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

71.STORES OFFICER CADRE

71.1 Posts and Salaries

Stores Officer	-	CONTISS 06
Higher Stores Officer	-	CONTISS 07
Senior Stores Officer	-	CONTISS 08
Principal Stores Officer II	-	CONTISS 09
Principal Stores Officer I	-	CONTISS 11
Assistant Chief Stores Officer	-	CONTISS 12
Chief Stores Officer	-	CONTISS 13

71.2 DUTIES

i) STORES OFFICER - ***CONTISS 06***

- a) Assist in compilation of Stores purchases
- b) Assist in issuance, control and recording of goods and items in the store
- c) Assist in ensuring security of items and goods in the Stores
- d) Carry out other duties as may be assigned

ii) HIGHER STORES OFFICER - ***CONTISS 07***

- a) Assist in ensuring the security of items and goods
- b) Assist in the maintenance of accurate and up-to-date records of procurement and requisitions
- c) Assist in the application of Store Accounting System, Requisition and Clearance Procedures
- d) Assist in taking custody of delivery and drawing attention to shortages and damage to goods
- e) Assist in monthly stock taking
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

iii) SENIOR STORES OFFICER - ***CONTISS 08***

- a) Assist in ensuring the security of items and goods
- b) Assist in the maintenance of accurate and up-to-date records of procurement and requisitions
- c) Assist in taking custody of delivery and drawing attention to shortages and damage to goods
- d) Assist in the application of Store Accounting System, Requisition and Clearance Procedures
- e) Assist in monthly stock taking
- f) Carry out other duties as may be assigned

- g) Provide professional and community services.

iv) PRINCIPAL STORES OFFICER II

- CONTISS 09

- a) Participate in ensuring the security of items, goods and chemicals
- b) Participate in the maintenance of accurate and up-to-date records of procurement and requisitions
- c) Participate in applying Store Accounting System, Requisition and Clearance Procedures
- d) Assist in taking custody of delivery and drawing attention to shortages and damage to goods
- e) Assist in training subordinates
- f) Assist in monthly stock taking
- g) Carry out other duties as may be assigned
- h) Provide professional and community services.

v) PRINCIPAL STORES OFFICER I

- CONTISS 11

- a) Participate in ensuring the security of items, goods and chemicals
- b) Participate in the maintenance of accurate and up-to-date records of procurement and requisitions
- c) Assist in applying Store Accounting System, Requisition and Clearance Procedures
- d) Assist in initiating claims for shortages in delivery and damage to goods
- e) Assist in training subordinates
- f) Participate in monthly stock taking
- g) Carry out other duties as may be assigned
- h) Provide professional and community services.

vi) ASSISTANT CHIEF STORES OFFICER

- CONTISS 12

- a) Participate in ensuring the security of items, goods and chemicals
- b) Participate in the application of the rules to ensure the safety of items, goods and chemicals
- c) Participate in the maintenance of accurate and up-to-date records of procurement and requisitions
- d) Assist in applying Store Accounting System, Requisition and Clearance Procedures
- e) Assist in the processing of overseas purchases
- f) Participate in initiating claims for shortages in delivery and damage to goods
- g) Assist in effective supervision and coordination of the Unit
- h) Participate in training subordinates
- k) Participate in monthly stock taking
- i) Carry out other duties as may be assigned
- j) Provide professional and community services.

vii) CHIEF STORES OFFICER

- **CONTISS 13**

- a) Responsible to the Bursar for the compilation of supplies
- b) Ensure the application of rules for the safety of items, goods and chemicals
- c) Participate in the issuance, balancing, developing and maintenance of efficient Store Accounting System.
- d) Coordinate the security and safety of all the items in the store
- e) Recommend the purchase of stock
- f) Maintain accurate and up-to-date records of requisition and supplies
- g) Ensure the application of Store Accounting System, requisition and clearance procedures
- h) Monitor the use of items to prevent them from becoming obsolete
- i) Ensure monthly stock taking
- j) Ensure the training of subordinates
- k) Provide good leadership to subordinates
- l) Carry out other duties as may be assigned
- m) Provide professional and community services.

71.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

STORES OFFICER

- **CONTISS 06**

i) For appointment as Stores Officer, a candidate shall possess the following requirements:

- a) A minimum of National Diploma (ND) in Purchasing and Supply or any other relevant field obtained from a recognized institution or Intermediate Certificate of the Institute of Purchasing and Supply (IPS) and evidence of Computer literacy, with a minimum of 3 years' experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Stores Officer, an Assistant Stores Officer must have a ND in Purchasing and Supply obtained from a recognized institution or Intermediate Certificate of the Institute of Purchasing and Supply (IPS), be Computer Literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

HIGHER STORES OFFICER

- **CONTISS 07**

i) For appointment as Higher Stores Officer, a candidate shall possess any of the following requirements:

- a) A HND with a minimum of Lower Credit in Purchasing and Supplies or any other relevant field obtained from a recognized institution, NYSC Certificate or Full IPS Certificate and evidence of Computer literacy.

- b) A minimum of National Diploma (ND) in Purchasing and Supply or any other relevant field obtained from a recognized institution or Intermediate Certificate of the Institute of Purchasing and Supply (IPS) and evidence of Computer literacy, with a minimum of 6 years relevant experience.
- c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Higher Stores Officer, a Stores Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR STORES OFFICER

- **CONTISS 08**

- i) For appointment to Senior Stores Officer, a candidate shall possess the following requirements:
 - a) A HND with a minimum of Lower Credit in Purchasing and Supplies or any other relevant field obtained from a recognized institution, NYSC Certificate or Full IPS Certificate and evidence of Computer Literacy with 3 years relevant experience.
 - b) A candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Senior Stores Officer, a Higher Stores Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL STORES OFFICER II

- **CONTISS 09**

- i) For appointment to Principal Stores Officer II, a candidate shall possess the following requirements:
 - a) A HND with a minimum of Lower Credit in Purchasing and Supplies or any other relevant field obtained from a recognized institution, NYSC Certificate or Full IPS Certificate and evidence of Computer Literacy with 6 years relevant experience.
 - b) A candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Principal Stores Officer, a Senior Stores Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.
- iii) Officers appointed with ND Certificate shall be required to obtain a HND in the relevant area before they are eligible for promotion to the next grade.

PRINCIPAL STORES OFFICER I

- **CONTISS 11**

i) For appointment to Principal Stores Officer I, a candidate shall possess the following requirements:

- a) A HND with a minimum of Lower Credit in Purchasing and Supply or any other relevant field obtained from a recognized institution, NYSC Certificate or Full IPS Certificate and evidence of Computer Literacy with 9 years relevant experience.
- b) A candidate shall be required to attend an interview that may require writing competency examination.

ii) For promotion to the rank of Principal Stores Officer I, a Principal Stores Officer II must have served effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF STORES OFFICER

- **CONTISS 12**

i) For appointment to Assistant Chief Stores Officer I, a candidate shall possess the following requirements:

- a) A HND with a minimum of Lower Credit in Purchasing and Supply or any other relevant field obtained from a recognized institution, NYSC Certificate or Full IPS Certificate and evidence of Computer Literacy with 9 years relevant experience.
- b) A candidate shall be required to attend an interview that may require writing competency examination.

ii) For promotion to the rank of Assistant Chief Stores Officer, a Principal Stores Officer I must have served effectively and efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF STORES OFFICER

- **CONTISS 13**

- i) For promotion to the rank of Chief Stores Officer, an Assistant Chief Stores Officer must have a record of outstanding performance with a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.
- ii) The Assistant Chief Stores Officer must have demonstrated diligence, efficiency, moral integrity, initiative and enthusiasm in the discharge of official duties over the years and have the capacity to provide leadership.

72.SYSTEM ADMINISTRATOR CADRE

72.1 Post and Salaries

Systems Administrator III	-	CONTISS 06
Systems Administrator II	-	CONTISS 07
Systems Administrator I	-	CONTISS 08
Senior Systems Administrator	-	CONTISS 09
Principal Systems Administrator	-	CONTISS 11
Assistant Chief Systems Administrator	-	CONTISS 12
Chief Systems Administrator	-	CONTISS 13
Deputy Director	-	CONTISS 14
Deputy Director	-	CONTISS 15

72.2 DUTIES

i) SYSTEMS ADMINISTRATOR III - *CONTISS 06*

- a) Install, configure, and maintain computer systems and servers.
- b) Manage user accounts, permissions, and access control.
- c) Ensure system security, backups, and disaster recovery.
- d) Monitor system performance and optimize resources.
- e) Install and manage software applications.
- f) Provide technical support to users.
- g) Troubleshoot system issues.
- h) Document system processes and procedures.
- i) Provide professional and community services
- j) Carry out other duties as may be assigned.

ii) SYSTEMS ADMINISTRATOR II - *CONTISS 07*

- a) Installation and configuration of server operating system
- b) Assist in small teams or projects.
- c) Mentor subordinate system administrators.
- d) Participate in IT strategic planning.
- e) Design and implement system architecture.
- f) Manage complex system integrations.
- g) Conduct system security audits and risk assessments.
- h) Develop and implement disaster recovery plans.
- i) Collaborate with cross-functional teams.
- j) Provide professional and community services
- k) Carry out other duties as may be assigned.

iii) SYSTEMS ADMINISTRATOR I

- *CONTISS 08*

- a) Installation and configuration of server operating system.
- b) Update and upgrade of server operating system and Databases.
- c) Maintain application security, event investigations and compliance enforcement. Review personnel conduct in relation to data protection.
- d) Administer secure links with public key encryption, anti-virus, user authentication and intrusion detection.
- e) Provide monitoring and primary response and intervention for information technology related security incidents and violations.
- f) Assist in medium-scale IT projects.
- g) Design and implement enterprise system architecture.
- h) Manage complex system integrations.
- i) Conduct system security audits and risk assessments.
- j) Develop and implement disaster recovery plans.
- k) Collaborate with cross-functional teams.
- l) Mentor Subordinate system administrators.
- m) Evaluate and recommend new technologies.
- n) Provide professional and community services
- o) Carry out other duties as may be assigned.

iv) SENIOR SYSTEMS ADMINISTRATOR

- *CONTISS 09*

- a) Participate in system administration teams and provide technical guidance.
- b) Troubleshoot critical system issues and develop solutions.
- c) Develop and enforce IT policies, standards, and procedures.
- d) Manage system security, compliance, backup, and disaster recovery.
- e) Collaborate with other IT teams on projects and strategic planning.
- f) Mentor junior staff and conduct training sessions.
- g) Manage IT teams and resources.
- h) Develop and implement IT policies.
- i) Oversee system security, backups, and disaster recovery.
- j) Participate in large-scale IT projects.
- k) Design and implement enterprise system architecture.
- l) Conduct system audits and risk assessments.
- m) Mentor subordinate system administrators.
- n) Collaborate with cross-functional teams.
- o) Provide professional and community services
- p) Carry out other duties as may be assigned.

v) PRINCIPAL SYSTEMS ADMINISTRATOR

- *CONTISS 11*

- a) Lead and manage multiple system administration teams.
- b) Oversee system architecture, security, and compliance.
- c) Troubleshoot complex system issues.
- d) Collaborate with other IT departments on projects.
- e) Mentor and train junior staff.
- f) Conduct IT research and development.

- g) Oversee IT department operations.
- h) Develop and implement organizational IT strategy.
- i) Lead IT policy development and enforcement.
- j) Manage IT budgets and resource allocation.
- k) Direct system architecture design and implementation.
- l) Ensure compliance with IT regulations and standards.
- m) Mentor subordinate IT staff.
- n) Collaborate with cross-functional teams.
- o) Provide professional and community services
- p) Carry out other duties as may be assigned.

v) ASSISTANT CHIEF SYSTEMS ADMINISTRATOR

- *CONTISS 12*

- a) Assist the Chief System Administrator in overseeing IT operations.
- b) Develop and implement IT strategies and policies.
- c) Lead multiple system administration teams.
- d) Oversee system architecture, security, and compliance.
- e) Troubleshoot complex system issues.
- f) Collaborate with other IT departments on projects.
- g) Mentor and train subordinate staff.
- h) Conduct IT research and development
- i) Lead IT department strategic planning.
- j) Oversee IT budget and resource allocation.
- k) Develop and implement IT policies.
- l) Direct system architecture design and implementation.
- m) Ensure compliance with IT regulations and standards.
- n) Collaborate with cross-functional teams.
- o) Provide professional and community services
- p) Carry out other duties as may be assigned.

vi) CHIEF SYSTEMS ADMINISTRATOR

- *CONTISS 13*

- a) Oversee entire IT operations and system administration.
- b) Develop and implement IT strategies, policies, and standards.
- c) Lead and manage multiple IT teams.
- d) Ensure system security, compliance, and backup procedures.
- e) Troubleshoot complex system issues.
- f) Collaborate with other departments on IT projects.
- g) Mentor and train junior staff.
- h) Conduct IT research and development.
- i) Develop and implement organizational IT vision.
- j) Oversee IT strategic planning and budgeting.
- k) Direct system architecture design and implementation.
- l) Ensure compliance with IT regulations and standards.
- m) Collaborate with cross-functional teams.
- n) Provide professional and community services
- o) Carry out other duties as may be assigned.

vii) DEPUTY DIRECTOR, SYSTEMS ADMINISTRATOR

-

CONTISS 14

- a) Assist the Director in overseeing IT operations and system administration.
- b) Develop and implement IT strategies, policies, and standards.
- c) Lead and manage multiple IT teams.
- d) Ensure system security, compliance, and backup procedures.
- e) Troubleshoot complex system issues.
- f) Collaborate with other departments on IT projects.
- g) Mentor and train junior staff.
- h) Conduct IT research and development.
- i) Performing any other duties that may be assigned by the Head of Department.
- j) Oversee organizational IT operations.
- k) Develop and implement organizational IT strategy.
- l) Lead IT department management.
- m) Direct system architecture design and implementation.
- n) Ensure compliance with IT regulations and standards.
- o) Mentor junior IT staff.
- p) Collaborate with cross-functional teams.
- q) Represent IT department in organizational decision-making.

viii) DIRECTOR

-

CONTISS 15

- a) Head in charge of day-to-day activities
- b) Provide professional and administrative leadership in the Directorate
- c) Keep up-to-date with new developments techniques
- d) Develop and implement organizational technology roadmap.
- e) Lead IT innovation and digital transformation.
- f) Direct system architecture design and implementation.
- g) Ensure compliance with IT regulations and standards.
- h) Collaborate with cross-functional teams.
- i) Represent the Directorate in organizational decision-making.
- j) Perform any other duty that may be assigned

72.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

SYSTEMS ADMINISTRATOR III

-

CONTISS 06

For appointment as Systems Administrator III, a candidate should possess any of the following qualifications:

- a) National Diploma not below Lower Credit in Computer Science, Information Technology or any other relevant area. Any relevant professional diploma in computer science or Information Technology plus six years working experience.
- b) Candidate may be subjected to an interview that may require writing competency examination.

For promotion to Systems Administration III, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

SYSTEMS ADMINISTRATOR II

- **CONTISS 07**

For appointment as Systems Administrator II, a candidate should possess any of the following qualifications:

- a) Bachelor's degree in Computer Science not below Second Class Honours, Lower Division, HND in Computer Science or Information Technology not below Lower Credit or any relevant qualification from a recognized institution plus successful completion of National Service (NYSC)
- b) National Diploma not below Lower Credit in Computer Science, Information Technology or any other relevant qualification from a recognized institution and three years (3) post qualification cognate experience.
- c) Candidate may be subjected to an interview that may require writing competency examination.

For promotion to Systems Administration II, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed competency examination.

SYSTEMS ADMINISTRATOR I

- **CONTISS 08**

For appointment as Systems Administrator I, a candidate should possess any of the following qualifications:

- a) Master's degree in Computer Science, Computer, Information Technology or any relevant qualification from a recognized institution.
- b) Bachelor's degree not below Second Class Honours, Lower Division, in Computer Science, Information Technology; HND not below Lower Credit, NYSC Certificate or any relevant qualification from a recognized institution and 3 years post qualification cognate experience.
- c) Candidate may be subjected to an interview that may require writing competency examination.

For promotion to Systems Administration I, candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report.

SENIOR SYSTEMS ADMINISTRATOR

- **CONTISS 09**

For appointment as Senior Systems Administrator, a candidate should possess any of the following qualifications:

- a) Master's degree in Computer Science or Information Technology not below Second Class Honours, Lower Division or any relevant area from a recognized institution with 3 years post qualification cognate experience.
- b) Bachelor's degree not below Second Class Honours, Lower Division, in Computer Science, Information Technology; HND in Computer Science not below Lower Credit from a recognized institution; NYSC Certificate with 6 years experience, plus relevant professional certification such as Red Hat Certified Systems Administrator, Linux Certified Systems Administrator, Microsoft Certified Systems Administrator, Oracle Certified Database Administrator, etc.
- c) Candidate may be subjected to an interview that may require writing competency examination.

For promotion to Senior Systems Administration, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report.

PRINCIPAL SYSTEMS ADMINISTRATOR

- **CONTISS 11**

For appointment as Principal Systems Administrator, a candidate should possess any of the following qualifications:

- a) Master's degree in Computer Science, Information Technology or any relevant qualification from a recognized University with 6 years post qualification cognate experience plus relevant professional certification such as Red Hat Certified Systems Administrator, Linux Certified Systems Administrator, Microsoft Certified Systems Administrator, Oracle Certified Database Administrator, etc.
- b) Bachelor's degree in Computer Science, Information Technology not below Second Class Honours, Lower Division; HND in Computer Science not below Lower Credit or any relevant qualification from a recognized institution with 9 years post qualification cognate experience in a tertiary institution and NYSC Certificate plus relevant professional certification such as Red Hat Certified Systems Administrator, Linux Certified Systems Administrator, Microsoft Certified Systems Administrator, Oracle Certified Database Administrator, etc.
- c) Candidate may be subjected to an interview that may require writing competency examination.

For promotion to Principal Systems Administration, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report.

ASSISTANT CHIEF SYSTEMS ADMINISTRATOR - ***CONTISS 12***

For appointment as Assistant Chief Systems Administrator, a candidate should possess any of the following qualifications:

- a) Master's degree in computer science, Information Technology or any relevant qualification from a recognized University with 9 years post qualification cognate experience plus relevant professional certification such as Linux Certified Systems Administrator, Microsoft Certified Systems Administrator, Oracle Certified Database Administrator, etc.
- b) Bachelor's degree in computer science, Information Technology not below Second Class Honours, Lower Division; HND in Computer Science not below Lower Credit or any relevant qualification from a recognized institution with 12 years post qualification cognate experience in a tertiary institution and NYSC Certificate plus relevant professional certification such as Linux Certified Systems Administrator, Microsoft Certified Systems Administrator, Oracle Certified Database Administrator, etc.
- c) A Candidate may be subjected to an interview that may require writing competency examination.

For promotion to Assistant Chief Systems Administration, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report.

CHIEF SYSTEMS ADMINISTRATOR - ***CONTISS 13***

For promotion to Chief Systems Administrator, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report.

DEPUTY DIRECTOR - ***CONTISS 14***

For promotion to Deputy Director, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report.

DIRECTOR - ***CONTISS 15***

For appointment to the rank of Director, a candidate must have registered with the relevant Professional Body, if any, served efficiently and effectively for a minimum of 15 years and obtained excellent Annual Performance Evaluation Reports for the period. This appointment is subject to availability of vacancy in the ICT Directorate.

73.SYSTEM ANALYST CADRE

73.1 Posts and Salaries

System Analyst II	-	CONTISS 07
System Analyst I	-	CONTISS 08
Senior System Analyst	-	CONTISS 09
Principal System Analyst	-	CONTISS 11
Assistant Chief System Analyst	-	CONTISS 12
Chief System Analyst	-	CONTISS 13
Deputy Director	-	CONTISS 14
Director	-	CONTISS 15

73.2 DUTIES

i) SYSTEM ANALYST II - *CONTISS 07*

- a) Conduct system analysis and design.
- b) Develop system specifications and prototypes.
- c) Collaborate with users and stakeholders.
- d) Test and evaluate system performance.
- e) Provide technical support and training.
- f) Identify and recommend system improvements.
- g) Participate in IT projects.
- h) Provide professional and community services.
- i) Carry out other duties as may be assigned.

iii) SYSTEM ANALYST I - *CONTISS 08*

- a) Assist in system analysis and design projects
- b) Document computer usage
- c) Mentor subordinate system analysts.
- d) Develop and implement system architecture.
- e) Oversee system integration projects.
- f) Conduct feasibility studies and risk assessments.
- g) Collaborate with cross-functional teams.
- h) Evaluate and recommend new technologies
- i) Provide professional and community services.
- j) Carry out other duties as may be assigned

iv) SENIOR SYSTEM ANALYST - *CONTISS 09*

- a) Develop and implement enterprise system architecture.
- b) Take part in IT projects.

- c) Oversee system analysis department.
- d) Develop IT strategies.
- e) Conduct complex system analysis.
- f) Mentor subordinate system analysts.
- g) Collaborate with cross-functional teams.
- h) Evaluate and recommend new technologies.
- i) Provide professional and community services.
- j) Carry out other duties as may be assigned

v) *PRINCIPAL SYSTEM ANALYST*

- CONTISS 11

- a) Design, maintain and update computer software
- b) Work with users in the design, development, testing, implementation and analysis of programmes
- c) Supervise in the training of users
- d) Oversee IT department operations.
- e) Develop organizational IT vision.
- f) Lead IT strategic planning.
- g) Direct system architecture design and implementation.
- h) Ensure compliance with IT regulations and standards.
- i) Mentor subordinate IT staff.
- j) Collaborate with cross-functional teams.
- k) Represent IT department in organizational decision-making.
- l) Provide professional and community services.
- m) Carry out other duties as may be assigned

vi) *ASSISTANT CHIEF SYSTEM ANALYST*

- CONTISS 12

- a) Design, maintain and update computer software
- b) Work with users in the design, development, testing, implementation and analysis of programmes
- c) Supervise in the training of users
- d) Supervise in training subordinates
- e) Coordinating IT department management.
- f) Participate in organizational decision-making.
- g) Lead IT strategic planning.
- h) Oversee IT budget and resource allocation.
- i) Direct system architecture design and implementation.
- j) Ensure compliance with IT regulations and standards.
- k) Mentor subordinates IT staff.
- l) Collaborate with cross-functional teams.
- m) Provide professional and community services.
- n) Carry out other duties as may be assigned.

vii) CHIEF SYSTEM ANALYST

- **CONTISS 13**

- a) Provide leadership in systems analysis and design
- b) Assist in technical supervision of users, subordinate staff and be familiar with new developments techniques
- c) Participate in organizing training programmes for staff and users
- d) Participate in training of subordinates
- e) Lead IT department operations.
- f) Develop and implement organizational IT strategy.
- g) Oversee IT budget and resource allocation.
- h) Direct system architecture design and implementation.
- i) Ensure compliance with IT regulations and standards.
- j) Collaborate with cross-functional teams.
- k) Represent IT department in organizational decision-making.
- l) Provide professional and community services.
- m) Carry out other duties as may be assigned.

viii) DEPUTY DIRECTOR

- **CONTISS 14**

- a) Responsible to the Director in providing professional and administrative leadership in the Unit
- b) Provide leadership in systems design and data processing
- c) Supervision of users and subordinates
- d) Keep up-to-date with new developments techniques
- e) Organize training programmes for staff and users
- f) Oversee organizational IT operations.
- g) Develop and implement organizational digital transformation.
- h) Lead IT strategic planning.
- i) Direct system architecture design and implementation.
- j) Ensure compliance with IT regulations and standards.
- k) Collaborate with cross-functional teams.
- l) Represent IT department in organizational decision-making.
- m) Provide professional and community services
- n) Carry out other duties as may be assigned.

ix) DIRECTOR

- **CONTISS 15**

- a) Head in charge of day-to-day activities
- b) providing professional and administrative leadership in the Unit
- c) Provide leadership in systems design and data processing
- d) Supervision of users and subordinates
- e) Keep up-to-date with new developments techniques
- f) Organize training programmes for staff and users
- g) Develop and implement organizational technology roadmap.

- h) Lead IT innovation and digital transformation.
- i) Oversee IT department operations.
- j) Direct system architecture design and implementation.
- k) Ensure compliance with IT regulations and standards.
- l) Collaborate with cross-functional teams.
- m) Represent IT department in organizational decision-making.
- n) Provide professional and community services

73.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

SYSTEM ANALYST II

- ***CONTISS 07***

For appointment as System Analyst, a candidate shall possess the following requirements:

- a) A BSc. Degree with a minimum of Lower Second Class Honours in Computer Science, Information Technology, Software Engineering or any other relevant qualification obtained from a recognized institution and NYCS Certificate.
- b) A candidate shall be subjected to an interview that may require a writing competency examination.

SYSTEM ANALYST I

- ***CONTISS 08***

ii) For appointment as System Analyst I, a candidate shall possess any of the following requirements:

- a) A master's degree in computer science, Information Technology, Software Engineering or any other relevant qualification obtained from a recognized institution and NYSC Certificate.
- b) Any Class of Degree in Computer Science, Informatics or Software Engineering or any other relevant qualification obtained from a recognized institution and NYSC Certificate with a minimum of 3 years relevant post-graduation experience.
- c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require a writing competency examination.

iii) For promotion to the rank of System Analyst I, System Analyst II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR SYSTEM ANALYST

- ***CONTISS 09***

ii) For appointment as Senior System Analyst, a candidate shall possess any of the following requirements:

- a) A master's degree in computer science, Informatics or Software Engineering or any other relevant qualification obtained from a recognized institution and NYSC Certificate with a minimum of 3 years relevant post-graduation experience.
 - b) Any Class of Degree in Computer Science, Information Technology, Software Engineering or any other relevant qualification obtained from a recognized institution and NYSC Certificate with a minimum of 6 years relevant post-graduation experience.
 - c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require a writing competency examination.
- iii) For promotion to the rank of Senior System Analyst, a System Analyst, I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL SYSTEM ANALYST

- ***CONTISS 11***

ii) For appointment as Principal System Analyst, a candidate shall possess any of the following requirements:

- a) A master's degree in computer science, Information Technology Software Engineering or any other relevant qualification obtained from a recognized institution and NYSC Certificate, registration with the relevant Professional Body, if any, with a minimum of 6 years relevant post-graduation experience.
 - b) Any Class of Degree in Computer Science, Information Technology, Software Engineering or any other relevant qualification obtained from a recognized institution and NYSC Certificate, registration with the relevant Professional Body, if any, with a minimum of 9 years relevant post-graduation experience.
 - c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require a writing competency examination.
- iii) For promotion to the rank of Principal System Analyst, a Senior System Analyst must have registered with the relevant Professional Body, if any, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF SYSTEM ANALYST

- ***CONTISS 12***

i) For appointment as Assistant Chief System Analyst, a candidate shall possess any of the following requirements:

- a) A master's degree in computer science, Information Technology, Software Engineering or any other relevant qualification obtained from a recognized

institution and NYSC Certificate, registration with the relevant Professional Body, if any, with a minimum of 9 years relevant post-graduation experience.

- b) Any Class of Degree in Computer Science, Informatics Technology, Software Engineering or any other relevant qualification obtained from a recognized institution and NYSC Certificate, registration with the relevant Professional Body, if any, with a minimum of 12 years relevant post-graduation experience.
- c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require a writing competency examination.

For promotion to the rank of Assistant Chief System Analyst, a Principal System Analyst must have registered with the relevant Professional Body, if any, served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF SYSTEM ANALYST

- **CONTISS 13**

i) For promotion to the rank of Chief System Analyst, an Assistant Chief System Analyst must have registered with the relevant Professional Body, if any, served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ii) The Chief System Analyst must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day administrative workflow in the unit and have the capacity to provide leadership.

DEPUTY DIRECTOR

- **CONTISS 14**

For promotion to the rank of Deputy Director, a Chief System Analyst must have registered with the relevant Professional Body, if any, served efficiently and effectively for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

DIRECTOR

- **CONTISS 15**

For appointment to the rank of Director, a candidate must have registered with the relevant Professional Body, if any, served efficiently and effectively for a minimum of 15 years and obtained excellent Annual Performance Evaluation Reports for the period. This appointment is subject to availability of vacancy in the ICT Directorate.

74. TECHNICAL OFFICER CADRE

(Electrical, Civil and Mechanical)

75.1 Posts and Salaries

Technical Officer	-	CONTISS 06
Higher Technical Officer	-	CONTISS 07
Senior Technical Officer	-	CONTISS 08
Principal Technical Officer II	-	CONTISS 09
Principal Technical Officer I	-	CONTISS 11
Assistant Chief Technical Officer	-	CONTISS 12
Chief Technical Officer	-	CONTISS 13

75.2 DUTIES

i) TECHNICAL OFFICER - **CONTISS 06**

- a) Assist in regular maintenance of roads, buildings, plants, machines, electrical installations, vehicles and other services
- b) Carry out other duties as may be assigned

ii) HIGHER TECHNICAL OFFICER - **CONTISS 07**

- a) Assist in regular maintenance of equipment, roads, buildings, plants, machines, electrical installations, vehicles and other services
- b) Assist in quality control and cost effectiveness of materials purchased for maintenance
- c) Assist in identifying maintenance needs in existing facilities in the University
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

iii) SENIOR TECHNICAL OFFICER - **CONTISS 08**

- a) Assist in regular maintenance of equipment, roads, buildings, plants, machines, electrical installations, vehicles and other services
- b) Assist in quality control and cost effectiveness of materials purchased for maintenance
- c) Assist in identifying maintenance needs in existing facilities in the University
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

iv) PRINCIPAL TECHNICAL OFFICER II - CONTISS 09

- a) Participate in regular maintenance of equipment, roads, buildings, plants, machines, electrical installations, vehicles and other services
- b) Participate in quality control and cost effectiveness of materials purchased for maintenance
- c) Identify maintenance needs in existing facilities in the University
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

v) PRINCIPAL TECHNICAL OFFICER I - CONTISS 11

- a) Carry out regular maintenance of equipment, roads, buildings, plants, machines, electrical installations, vehicles and other services
- b) Maintain quality control and cost effectiveness of materials purchased
- c) Identify maintenance needs in existing facilities in the University
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

vi) ASSISTANT CHIEF TECHNICAL OFFICER - CONTISS 12

- a) Carry out regular maintenance of equipment, roads, buildings, plants, machines, electrical installations, vehicles and other services
- b) Assist in ensuring quality control and cost effectiveness of materials purchased
- c) Identify maintenance needs in existing facilities in the University
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

vii) CHIEF TECHNICAL OFFICER - CONTISS 13

- a) Provide very good team leadership in the regular maintenance of equipment, roads, buildings, plants, machines, electrical installations, vehicles and other services
- b) Ensure quality control and cost effectiveness of materials purchased
- c) Lead in the identification of maintenance needs in existing facilities in the University
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

75.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

TECHNICAL OFFICER - CONTISS 06

- i) For appointment as Technical Officer, a candidate shall possess the following requirements:

a) A minimum of National Diploma (ND) in Mechanical, Civil, Electrical Engineering and any other relevant area obtained from a recognized institution, evidence of Computer Literacy with a minimum of 3 years relevant experience.

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

ii) For promotion to the rank of Technical Officer, an Assistant Technical Officer must have obtained an ND in the relevant area from a recognized institution, be Computer Literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Report for the period.

HIGHER TECHNICAL OFFICER

- **CONTISS 07**

i) For appointment as Higher Technical Officer, a candidate shall possess the following requirement:

a) A Higher National Diploma (HND) with a minimum of Lower Credit in the Mechanical, Civil, Electrical Engineering and any other relevant area obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy.

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

ii) For promotion to the rank of Higher Technical Officer, a Technical Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR TECHNICAL OFFICER

- **CONTISS 08**

i) For appointment as Senior Technical Officer, a candidate shall possess the following requirements:

a) A HND with a minimum of Lower Credit in Mechanical, Civil, Electrical Engineering and any other relevant area obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 3 years relevant experience.

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

ii) For promotion to the rank of Senior Technical Officer, a Higher Technical Officer shall serve satisfactorily for a minimum of 3 years and obtain favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL TECHNICAL OFFICER II

- **CONTISS 09**

i) For appointment as Principal Technical Officer II, a candidate shall possess the following requirements:

a) A HND with a minimum of Lower Credit in Mechanical, Civil, Electrical Engineering and any other relevant area obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 6 years relevant experience.

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

ii) For promotion to the rank of Principal Technical Officer II, a Senior Technical Officer must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

iii) Officers appointed with ND Certificate shall be required to obtain a HND in the relevant area before they are eligible for promotion to the next grade.

PRINCIPAL TECHNICAL OFFICER I

- **CONTISS 11**

i) For appointment as Principal Technical Officer I, a candidate shall possess any of the following requirements:

a) A HND with a minimum of Lower Credit in Mechanical, Civil, Electrical Engineering and any other relevant area obtained from recognized institutions, NYSC Certificate and Computer Literacy with a minimum of 9 years relevant experience and registration with relevant professional body.

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

ii) For promotion to the rank of Principal Technical Officer I, a Principal Technical Officer II must have served for a minimum of 3 years efficiently and obtain very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF TECHNICAL OFFICER

- **CONTISS 12**

i) For appointment as Assistant Chief Technical Officer, a candidate shall possess any of the following requirements:

a) A HND with a minimum of Lower Credit in Mechanical, Civil, Electrical Engineering and any other relevant area obtained from recognized institutions, NYSC Certificate and Computer Literacy with a minimum of 12 years relevant experience and registration with relevant professional body.

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

For promotion to the rank of Assistant Chief Technical Officer, a Principal Technical Officer I must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF TECHNICAL OFFICER

- **CONTISS 13**

i) For promotion to the rank of Chief Technical Officer, an Assistant Chief Technical Officer must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

ii) The Assistant Chief Technical Officer must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day administrative work flow in the unit and have the capacity to provide leadership.

75. TECHNICAL OFFICER (PRINTING/BINDERY) CADRE (BUK)

76.1 Posts and Salaries

Technical Officer (Printing/Bindery)	-	CONTISS 06
Higher Technical Officer (Printing/Bindery)	-	CONTISS 07
Senior Technical Officer (Printing/Bindery)	-	CONTISS 08
Principal Technical Officer II (Printing/Bindery)	-	CONTISS 09
Principal Technical Officer I (Printing/Bindery)	-	CONTISS 11
Assistant Chief Technical Officer (Printing/Bindery)	-	CONTISS 12
Chief Technical Officer (Printing/Bindery)	-	CONTISS 13

76.2 DUTIES

i) TECHNICAL OFFICER (PRINTING/BINDERY) - CONTISS 06

- a) Assist in letters assembly, stripping of negatives and positives
- b) Assist in camera handling and plate making operation.
- c) Assist in machine printing and book binding
- d) Assist in the conditioning of machines on daily basis
- e) Keep official secrets
- f) Carry out other duties as may be assigned

ii) HIGHER TECHNICAL OFFICER (PRINTING/BINDERY)- CONTISS 07

- a) Assist in costing and estimation of printing and binding materials.
- b) Assist in letters assembly, striping of negatives and positives.
- c) Assist in camera handling and plate making operation.
- d) Assist in machine printing and book binding
- e) Assist in the conditioning of machines.
- f) Keep official secrets.
- g) Carry out other duties as may be assigned.
- h) Provide professional and community services.

iii) SENIOR TECHNICAL OFFICER (PRINTING/BINDERY) - CONTISS 08

- a) Participate in costing and estimation of printing materials.
- b) Participate in letters assembly, striping of negatives and positives.
- c) Participate in camera handling and plate making operations.
- d) Participate in machine printing and book binding.
- e) Assist in the supervision of jobs.
- f) Assist in checking records of stocks and spare parts.
- g) Assist in keeping records of repairs.
- h) Keep official secrets.
- i) Carry out other duties as may be assigned.
- j) Provide professional and community services.

iv) PRINCIPAL TECHNICAL OFFICER II (PRINTING/BINDERY)-

CONTISS 09

- a) Provide costs and estimates of working materials
- b) Undertake camera handling and plate making operations
- c) Undertake machine printing and book binding
- d) Check job movement
- e) Supervise and control jobs
- f) Keep records of production on machines
- g) Assist in training subordinates
- h) Keep official secrets
- i) Carry out other duties as may be assigned
- j) Provide professional and community services.

v) PRINCIPAL TECHNICAL OFFICER I (PRINTING/BINDERY) -

CONTISS 11

- a) Participate in the planning and execution of jobs
- b) Cost and estimate printing jobs/materials
- c) Carry out machine printing and book binding
- d) Supervise and controls jobs
- e) Supervise the proper maintenance and conditioning of machines and plants
- f) Train junior staff on the job
- g) Assist in preparation of Quarterly and Annual Reports for the Unit
- h) Assist in the preparation of Annual Budget Estimates for the Unit
- i) Keep official secrets
- j) Carry out other duties that assigned
- k) Provide professional and community services.

vi) ASSISTANT CHIEF TECHNICAL OFFICER (PRINTING/BINDERY)- ***CONTISS 12***

- a) Plan the execution of jobs
- b) Cost and estimate printing job/materials
- c) Undertake cameras/plates making
- d) Supervise and control production of jobs
- e) Identify machines required for production
- f) Assist in handling classified jobs
- g) Train junior staff on the job
- h) Initiate manpower training and staff development programmes
- i) Keep official secrets
- j) Participate in preparation of Quarterly and Annual Reports for the Unit
- k) Participate in preparation of Annual Budget Estimates for the Unit
- l) Carry out other duties as may be assigned
- m) Provide professional and community services.

vii) CHIEF TECHNICAL OFFICER (PRINTING/BINDERY) - CONTISS 13

- a) Responsible to the University Librarian for providing good leadership in the day-to-day administration of the Unit
- b) Organize, control and direct the activities of the Unit
- c) Carry out regular inspection of machines and equipment
- d) Handle classified jobs to avoid leakages
- e) Prepare Annual Report for the Unit
- f) Prepare Annual Budget Estimates for the Unit
- g) Recommend manpower training and staff development programmes
- h) Recommend redeployment of staff for efficient service delivery
- i) Ensure maintenance and security of the machines, equipment and materials
- j) Keep official secrets
- k) Recommend the procurement and replacement of machines, stock and materials.
- l) Carry out other duties as may be assigned
- m) Provide professional and community services.

76.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

TECHNICAL OFFICER PRINTING/BINDERY - CONTISS 06

i) For appointment as Technical Officer (Printing/Bindery) a candidate shall possess the following requirements:

a) A minimum of National Diploma (ND) in Printing Technology or any other relevant area obtained from a recognized institution with 3 years working experience and evidence of Computer Literacy.

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

ii) For promotion to the rank of Technical Officer (Printing/Bindery), an Assistant Bindery Officer must have obtained an ND in Printing Technology or any other relevant area, be computer literate, served satisfactorily for a minimum of three years and obtained favourable Annual Performance Evaluation Reports for the period.

HIGHER TECHNICAL OFFICER (PRINTING/BINDERY) - CONTISS 07

i) For appointment as Higher Technical Officer (Printing/Bindery), a candidate shall possess any of the following requirements:

a) A Higher National Diploma (HND) with a minimum of Lower Credit in Printing Technology or any other relevant area obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy.

b) A minimum of National Diploma (ND) in Printing Technology or any other relevant area obtained from a recognized institution and evidence of Computer Literacy with a minimum of 6 years cognate experience.

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

ii) For promotion to the rank of Higher Technical Officer (Printing/Bindery), a Technical Officer (Printing/Bindery) must be computer literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR TECHNICAL OFFICER (PRINTING/BINDERY) - CONTISS 8

i) For appointment as Senior Technical Officer (Printing/Bindery), a candidate shall possess the following requirements:

a) A Higher National Diploma (HND) with a minimum of Upper Credit in Printing Technology or any other relevant area obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 3 years cognate experience.

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

ii) For promotion to the rank of Senior Technical Officer (Printing/Bindery), a Higher Technical Officer (Printing/Bindery) must be computer literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL TECHNICAL OFFICER II (PRINTING/BINDERY) - CONTISS 9

i) For appointment as Principal Technical Officer II (Printing/Bindery), a candidate shall possess the following requirements:

b) A Higher National Diploma (HND) with a minimum of Lower Credit in Printing Technology or any other relevant area obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 6 years cognate experience and Must be a registered member of a relevant professional body.

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

ii) For promotion to the rank of Principal Technical Officer II (Printing/Bindery), a Senior Technical Officer (Printing/Bindery) must be computer literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL TECHNICAL OFFICER I (PRINTING/BINDERY) - CONTISS 11

i) For appointment as Principal Technical Officer I (Printing/Bindery), a candidate shall possess the following requirements:

- a) A Higher National Diploma (HND) with a minimum of Lower Credit in Printing Technology or any other relevant area obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 9 years cognate experience and must be a registered member of a relevant professional body.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Principal Technical Officer I (Printing/Bindery), a Senior Technical Officer (Printing/Bindery) must be computer literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF TECHNICAL OFFICER (PRINTING/BINDERY) - CONTISS 12

i) For appointment as Assistant Chief Technical Officer (Printing/Bindery), a candidate shall possess the following requirements:

- a) A Higher National Diploma (HND) with a minimum of Lower Credit in Printing Technology or any other relevant area obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 12 years cognate experience and must be a registered member of a relevant professional body.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Assistant Chief Technical Officer I (Printing/Bindery), a Principal Technical Officer (Printing/Bindery) must be computer literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

CHIEF TECHNICAL OFFICER (PRINTING/BINDERY) - CONTISS 13

For promotion to the rank of Chief Technical Officer (Printing/Bindery), an Assistant Chief Technical Officer (Printing/Bindery) must be computer literate, served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

76. TECHNICAL OFFICER (CARTOGRAPHY) CADRE

77.1 Posts and Salaries

Technical Officer (Cartography)	-	CONTISS 06
Higher Technical Officer (Cartography)	-	CONTISS 07
Senior Technical Officer (Cartography)	-	CONTISS 08
Principal Technical Officer II (Cartography)	-	CONTISS 09
Principal Technical Officer I (Cartography)	-	CONTISS 11
Assistant Chief Technical Officer (Cartography)	-	CONTISS 12
Chief Technical Officer (Cartography)	-	CONTISS 13

77.2 DUTIES

i) TECHNICAL OFFICER (CARTOGRAPHY) - CONTISS 06

- a) Assist in compilation of maps
- b) Assist in sorting out mapping requirements
- c) Assist in preparing coloured maps such as geological and soil maps
- d) Carry out other duties as may be assigned

ii) HIGHER TECHNICAL OFFICER (CARTOGRAPHY) - CONTISS 07

- a) Undertake compilation of maps
- b) Assist in interpreting and sorting out mapping requirements
- c) Assist in preparing coloured maps such as geological and soil maps
- d) Assist in carrying out the production, updating and interpretation of large, medium and small-scale topographical maps, aerial photographs, satellite images and GIS maps for students' practical and special projects of large, medium and small-scale topographical maps
- e) Assist in charting and checking reproduction of maps
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

iii) SENIOR TECHNICAL OFFICER (CARTOGRAPHY) - CONTISS 08

- a) Assist in preparing estimates of costs including planning efficient and economic methods of completing assignment
- b) Assist in reviewing completed work for quality, completeness and clarity
- c) Assist in the supervision and execution of field projects, field data collection and processing, checking computation for quality data
- d) Assist in carrying out the production, updating and interpretation of large, medium and small-scale topographical maps, aerial photographs, satellite images and GIS maps for students' practical and special projects of large, medium and small scale topographical maps

- e) Prepare coloured maps such as geological and soil maps
- f) Assist in supervising and coordinating the activities of subordinates in the Unit
- g) Participate in interpreting and sorting out mapping requirements
- h) Carry out other duties as may be assigned
- i) Provide professional and community services.

iv) PRINCIPAL TECHNICAL OFFICER II (CARTOGRAPHY) - CONTISS 09

- a) Take charge of cartographic archive
- b) Assist in training of subordinates
- c) Assist in the supervision and execution of field projects, field data collection and processing, checking computation for quality data
- d) Review completed work for quality, completeness and clarity
- e) Carry out the production, updating and interpretation of large, medium and small-scale topographical maps, aerial photographs, satellite images and GIS maps for students' practical and special projects of large, medium and small scale topographical maps
- f) Chart and check reproduction of maps
- g) Prepare estimates of costs
- h) Carry out other duties as may be assigned
- i) Provide professional and community services.

v) PRINCIPAL TECHNICAL OFFICER I (CARTOGRAPHY) - CONTISS 11

- a) Take charge of the Cartographic Drawing Office
- b) Supervise the activities of subordinates
- c) Review completed work for completeness and clarity
- d) Participate in the supervision and execution of field projects, field data collection and processing, checking computation for quality data
- e) Management of Cartography, Land Survey/Geomantic, Remote Sensing, GIS Automatic Weather Station and Hydrology Equipment
- f) Carry out the production, updating and interpretation of large, medium and small-scale topographical maps, aerial photographs, satellite images and GIS maps for students' practical and special projects of large, medium and small scale topographical maps
- g) Organise training for subordinates
- h) Chart and check reproduction of maps
- i) Carry out other duties as may be assigned
- j) Provide professional and community services.

vi) ASST CHIEF TECHNICAL OFFICER (CARTOGRAPHY) - CONTISS 12

- a) Assist in ensuring proper execution of cartographic programmes
- b) Participate in the supervision and execution of field projects, field data collection and processing, checking computation for quality data
- c) Supervise the production, updating and interpretation of large, medium and

- small-scale topographical maps, aerial photographs, satellite images and GIS maps for students' practical and special projects
- d) Supervise the review of completed work for completeness and clarity
- e) Management of Cartography, Land Survey/Geomantic, Remote Sensing, GIS Automatic Weather Station and Hydrology Equipment
- f) Assist in advising on cartographic matters involving geological and soil mapping
- g) Advise on the procurement of up-to-date cartographic equipment
- h) Carry out other duties as may be assigned
- i) Provide professional and community services.

vii) CHIEF TECHNICAL OFFICER (CARTOGRAPHY) - CONTISS 13

- a) Responsible to the Head of Department in ensuring proper execution of cartographic programmes
- b) Supervise subordinates
- c) Advise on cartographic matters involving geological and soil maps
- d) Supervise the management of Cartography, Land Survey/Geomantic, Remote Sensing, GIS Automatic Weather Station and Hydrology Equipment
- e) Ensure the supervision and execution of field projects, field data collection and processing, checking computation for quality data
- f) Recommend the procurement of up-to-date equipment
- g) Ensure regular training of staff
- h) Ensure the production, updating and interpretation of large, medium and small-scale topographical maps, aerial photographs, satellite images and GIS maps for students' practical and special projects
- i) Carry out other duties as may be assigned
- j) Provide professional and community services.

77.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

TECHNICAL OFFICER (CARTOGRAPHY) - CONTISS 06

i) For appointment as Technical Officer (Cartography), a candidate shall possess the following requirement:

- a) A minimum of National Diploma (ND) in Cartography obtained from a recognized institution and be conversant with the knowledge of Information Technology (IT) with a minimum of 3 years relevant experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Technical Officer (Cartography), an Assistant Technical Officer (Cartography) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

HIGHER TECHNICAL OFFICER (CARTOGRAPHY) - CONTISS 07

i) For appointment as Higher Technical Officer (Cartography), a candidate shall possess any of the following requirements:

a) A Higher National Diploma (HND) with a minimum of Lower Credit in Cartography obtained from a recognized institution, NYSC Certificate and proficiency in the knowledge of IT.

b) An ND in Cartography obtained from a recognized institution, proficiency in the knowledge of IT with a minimum of 6 years relevant experience.

c) In cases in (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Higher Technical Officer (Cartography), a Technical Officer (Cartography) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR TECHNICAL OFFICER (CARTOGRAPHY) - CONTISS 08

i) For appointment as Senior Technical Officer (Cartography), a candidate shall possess the following requirement:

a) A HND with a minimum of Lower Credit in Cartography obtained from a recognized institution, NYSC Certificate and proficiency in the knowledge of IT with a minimum of 3 years relevant experience.

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

ii) For promotion to the rank of Senior Technical Officer (Cartography), a Higher Technical Officer (Cartography) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL TECHNICAL OFFICER II (CARTOGRAPHY) - CONTISS 09

i) For appointment as Principal Technical Officer II (Cartography), a candidate shall possess the following requirement:

a) A HND with a minimum of Lower Credit in Cartography obtained from a recognized institution, NYSC Certificate and proficiency in the knowledge of IT with a minimum of 6 years relevant experience.

- b) A candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Principal Technical Officer II (Cartography), a Senior Technical Officer (Cartography) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.
- iii) Officers appointed with ND Certificate shall be required to obtain a HND in the relevant area before they are eligible for promotion to the next grade.

PRINCIPAL TECHNICAL OFFICER I (CARTOGRAPHY) - CONTISS 11

i) For appointment as Principal Technical Officer I (Cartography), a candidate shall possess the following requirement:

- a) A HND with a minimum of Lower Credit in Cartography obtained from a recognized institution, NYSC Certificate and proficiency in the knowledge of IT with a minimum of 9 years relevant experience and registration with relevant professional body.
- b) A candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Principal Technical Officer I (Cartography), a Principal Technical Officer II (Cartography) must have served effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period and registration with any relevant professional body.

ASSISTANT CHIEF TECHNICAL OFFICER (CARTOGRAPHY) - CONTISS 12

iii) For appointment as Assistant Chief Technical Officer (Cartography), a candidate shall possess the following requirement:

- a) A HND with a minimum of Lower Credit in Cartography obtained from a recognized institution, NYSC Certificate and proficiency in the knowledge of IT with a minimum of 9 years relevant experience and registration with relevant professional body.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Assistant Chief Technical Officer (Cartography), a Principal Technical Officer I (Cartography) must have served effectively and efficiently for a minimum of 3 years and obtained very good Annual Performance

Evaluation Reports for the period.

CHIEF TECHNICAL OFFICER (CARTOGRAPHY)

-

CONTISS 13

For promotion to the rank of Chief Technical Officer (Cartography), an Assistant Chief Technical Officer (Cartography) must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

SENIOR STAFF SCHEME OF SERVICE

77. TECHNICAL OFFICER (PHOTOGRAPHY) CADRE

77.1 Posts and Salaries

Technical Officer (Photography)	-	CONTISS 06
Higher Technical Officer (Photography)	-	CONTISS 07
Senior Technical Officer (Photography)	-	CONTISS 08
Principal Technical Officer II (Photography)	-	CONTISS 09
Principal Technical Officer I (Photography)	-	CONTISS 11
Assistant Chief Technical Officer (Photography)	-	CONTISS 12
Chief Technical Officer (Photography)	-	CONTISS 13

77.2 DUTIES

i) TECHNICAL OFFICER (PHOTOGRAPHY) - CONTISS 06

- 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

ii) HIGHER TECHNICAL OFFICER (PHOTOGRAPHY) - CONTISS 07

- a) Coverage of visits of important personalities to the University
- b) Coverage of University events and Ceremonies
- c) Photographing and video recording of structures and other works that need to be recorded in the University
- d) Participate in keeping photographic records and materials for easy retrieval
- e) Participate in maintaining photographic equipment
- f) Assist maintaining a Film Negative Library
- g) Assist in maintaining and running a Photographic Studio
- h) Carry out other duties as may be assigned
- i) Provide professional and community services.

iii) SENIOR TECHNICAL OFFICER (PHOTOGRAPHY) - CONTISS 08

- a) Coverage of visits of important personalities to the University
- b) 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) Keep photographic records and materials for easy retrieval
- e) Train junior staff
- f) Maintain the Film Negative Library
- g) Maintain and run a Photographic Studio
- h) Assist in recommending the procurement of up-to-date cameras and photographic materials
- i) Carry out other duties as may be assigned
- j) Provide professional and community services.

iv) PRIN. TECHNICAL OFFICER II (PHOTOGRAPHY) - CONTISS 09

- a) Coverage of visits of important personalities to the University
- b) 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) Supervise the activities of subordinates
- e) Train junior staff
- f) Maintain and run a photographic studio
- g) Assist in the requisitioning of and supervising the use of photographic stores and equipment
- h) Participate in recommending the procurement of up-to-date cameras and photographic materials
- i) Initiate manpower training and staff development programmes
- j) Carry out other duties as may be assigned
- k) Provide professional and community services.

v) PRIN. TECHNICAL OFFICER I (PHOTOGRAPHY) - CONTISS 11

- a) Responsible to Head of Division through the Head of Section in providing professional services and administration of the Unit
- b) Coverage of visits of important personalities to the University
- c) Coverage of University events and Ceremonies
- d) Assist in photographing and video recording of structures and other works that need to be recorded in the University
- e) Advise on photographic matters
- f) Recommend manpower training and staff development programmes
- g) Recommend the procurement of up-to-date cameras and photographic materials
- h) Oversee the use of photographic stores and equipment
- i) Ensure the maintenance of Photographic Studio
- j) Carry out other duties as may be assigned
- k) Provide professional and community services.

vi) ASSISTANT CHIEF TECHNICAL OFFICER

- CONTISS 12

- a) Supervise the activities of subordinates
- b) Train junior staff
- c) Maintain and run a photographic studio
- d) Take and process photographs of important visitors to the University
- e) Assist in the requisitioning for and supervise the use of photographic stores and equipment
- f) Participate in recommending the procurement of up-to-date cameras and photographic materials
- g) Participate in recommending In-Service training programmes for staff
- h) Carry out other duties as may be assigned
- i) Provide professional and community services.

vii) CHIEF TECHNICAL OFFICER

- CONTISS 13

- a) In-charge of the Photographic Unit
- b) Advise on photographic matters
- c) Recommend In-Service training programmes for staff
- d) Recommend the procurement of up-to-date cameras and photographic materials
- e) Oversee the use of photographic store and equipment
- f) Take and process photographs of important visitors to the University
- g) Carry out other duties as may be assigned
- h) Provide professional and community services.

77.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

TECHNICAL OFFICER (PHOTOGRAPHY)

- CONTISS 06

i) For appointment as Technical Officer (Photography), a candidate shall possess the following requirements:

- a) A minimum National Diploma (ND) in Photography 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.

ii) For promotion to the rank of Technical Officer (Photography), an Assistant Technical Officer (Photography) must have obtained an ND in Photography, be computer literate, served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

HIGHER TECHNICAL OFFICER (PHOTOGRAPHY) - CONTISS 07

i) For appointment as Higher Technical Officer (Photography), a candidate shall possess the following requirements:

- a) A Higher National Diploma (HND) with a minimum of Lower Credit in Photography obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy.
- b) An ND in Photography obtained from a recognized institution and evidence of Computer Literacy with a minimum of 3 years experience.
- c) In cases (a) and (b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Higher Technical Officer (Photography), a Technical Officer (Photography) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR TECHNICAL OFFICER (PHOTOGRAPHY) - CONTISS 08

i) For appointment as Senior Technical Officer (Photography), a candidate shall possess the following requirements:

- a) A HND with a minimum of Lower Credit in Photography obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 3 years experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Senior Technical Officer (Photography), a Higher Technical Officer (Photography) must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL TECHNICAL OFFICER II (PHOTOGRAPHY) - CONTISS 09

i) For appointment as Principal Technical Officer II (Photography), a candidate shall possess the following requirements:

- a) A HND with a minimum of Lower Credit in Photography obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 6 years experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Principal Technical Officer II (Photography), a Senior Technical Officer (Photography) must have served effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

iii) Officers appointed with ND Certificate shall be required to obtain a HND in the relevant area before they are eligible for promotion to the next grade.

PRINCIPAL TECHNICAL OFFICER I (PHOTOGRAPHY) - CONTISS 11

i) For appointment as Principal Technical Officer I (Photography), a candidate shall possess the following requirements:

a) A HND with a minimum of Lower Credit in Photography obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with a minimum of 9 years experience.

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

ii) For promotion to the rank of Principal Technical Officer I (Photography), a Principal Technical Officer II (Photography), must have served effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASST CHIEF TECHNICAL OFFICER (PHOTOGRAPHY) - CONTISS 12

For promotion to the rank of Assistant Chief Technical Officer (Photography), a Principal Technical Officer I (Photography), must have served effectively and efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF TECHNICAL OFFICER (PHOTOGRAPHY) - CONTISS 13

i) For promotion to the rank of Chief Technical Officer (Photography), an Assistant Chief Technical Officer (Photography) must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

ii) The Assistant Chief Technical Officer (Photography) must have demonstrated the ability to efficiently supervise and effectively coordinate the day-to-day work flow in the unit and have the capacity to provide leadership.

78. TECHNICIAN (MEDICAL) CADRE

[Dental, Dietician/ Nutritionist, Radiography, Orthopaedic Cast etc.]

78.1 Posts and Salaries

Technician	-	CONHESS 06
Higher Technician	-	CONHESS 07
Senior Technician	-	CONHESS 08
Principal Technician II	-	CONHESS 09
Principal Technician I	-	CONHESS 11
Assistant Chief Technician	-	CONHESS 12
Chief Technician	-	CONHESS 13

78.2 DUTIES

(A)

i) **DENTAL TECHNICIAN** - **CONHESS 06**

- e) Assist in scaling and polishing teeth of patients directed by Dental Surgeon.
- f) Advising patients on correct tooth brushing.
- g) Assist in oral hygiene for patient who are unable to do so themselves.
- h) Assist in teaching oral hygiene to orthodontic patients.
- i) Assisting in practical work on paostom head as well as on patient.
- j) Carry out other duties as may be assigned

ii) **HIGHER DENTAL TECHNICIAN** - **CONHESS 07**

- f) Scaling and polishing teeth of patients directed by Dental Surgeon.
- g) Instructing patients on correct tooth brushing.
- h) Assist in carrying out oral hygiene for patient who are unable to do so themselves.
- i) Teaching oral hygiene to orthodontic patients.
- j) Assisting in practical work on paostom head as well as on patient.
- k) Carry out other duties as may be assigned
- l) Provide professional and community services.

iii) **SENIOR DENTAL TECHNICIAN** - **CONHESS 08**

- a) Scaling and polishing teeth of patients directed by Dental Surgeon.
- b) Instructing patients on correct tooth brushing.
- c) Carrying out oral hygiene for patient who are unable to do so themselves.
- d) Teaching oral hygiene to orthodontic patients.
- e) Carrying out practical work on paostom head as well as on patient.
- f) Demonstrating how to deal with the different cases such as fainted or epileptic patients.
- g) Carry out other duties as may be assigned

h) Provide professional and community services.

iv) PRINCIPAL DENTAL TECHNICIAN II

- CONHESS 09

- i) Perform the duties of Senior Dental Technician at a higher level of responsibility.
- j) Educating the public on oral hygiene.
- k) Participating in public enlightenment on topics like materials medicine instrumentation, tooth morphology and sterilization.
- l) Supervising the activities of a number of subordinate staff.
- m) Carry out other duties as may be assigned
- n) Provide professional and community services.

v) PRINCIPAL DENTAL TECHNICIAN I

- CONHESS 11

- a) Perform the duties of Principal Dental Technician II at a higher level of responsibility.
- b) Taking stocks.
- c) Coordinating the activities of a number of subordinate staff.
- d) Supervising the practical work of Dental Technician in training.
- e) Supervising and assisting in training junior staff.
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

vi) ASSISTANT CHIEF DENTAL TECHNICIAN

- CONHESS 12

- a) Perform the duties of Principal Dental Technician I at a higher level of responsibility.
- b) Preparing schedule of duties for subordinates.
- c) Assisting in administration of the Unit.
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

vii) CHIEF DENTAL TECHNICIAN

- CONHESS 13

- m) Perform the duties of Assistant Chief Dental Technician at a higher level of responsibility.
- n) Preparing schedule of duties for subordinates.
- o) Taking charge of administration of the Unit.
- p) Train subordinates
- q) Prepare Annual Budget Estimates for the Unit
- r) Prepare Quarterly and Annual Reports
- s) Initiate manpower training and staff development programme
- t) Carry out other duties as may be assigned
- u) Provide professional and community services.

(B)

i) DIETICIAN/NUTRITIONIST TECHNICIAN - CONHESS 06

- a) Interpreting the scientific principles of nutrition of the human subject in health and in diseases, hospitals and social services.
- b) Taking part in planning and advising on nutritional aspects of Hospital Dietary.
- c) Working consultation with Medical Officers on matters relating to special diets for patients.
- d) Advising patients on nutrition and special diet.
- e) Carry out other duties as may be assigned.

ii) HIGHER DIETICIAN/NUTRITIONIST TECHNICIAN - CONHESS 07

- a) Perform the duties of Dietician Technician at a higher level of responsibility.
- b) Assisting in educating the University's community on diets related matters.
- c) Vetting and adjusting menus when necessary.
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

iii) SENIOR DIETICIAN/NUTRITIONIST TECHNICIAN - CONHESS 08

- a) Perform the duties of Higher Dietician Technician at a higher level of responsibility.
- b) Supervising field work.
- c) Maintaining records of food stuff price lists and advising on purchases.
- d) Educating the University community through different channels available on nutrition.
- e) Assisting in training and supervising the duties of subordinate in the unit.
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

iv) PRINCIPAL DIETICIAN/NUTRITIONIST TECHNICIAN II - CONHESS 09

- a) Perform the duties of Senior Dietician Technician at a higher level of responsibility.
- b) Taking charge on nutrition survey and research.
- c) Organizing campaigns against malnutrition and planning meals programme.
- d) Training and supervising the duties of subordinate in the unit.
- e) Carry out other duties as may be assigned
- f) Provide professional and community services.

v) PRINCIPAL DIETICIAN/NUTRITIONIST TECHNICIAN I - CONHESS 11

- a) Perform the duties of Principal Dietician Technician II at a higher level of responsibility.
- b) Supervising Nutrition Surveys.
- c) Supervising the activities of a number of subordinate staff.
- d) Organizing training programme in the Unit.

- e) Carry out other duties as may be assigned
- f) Provide professional and community services.

vi) ASSISTANT CHIEF DIETICIAN/NUTRITIONIST TECHNICIAN- CONHESS 12

- a) Perform the duties of Principal Dietician Technician I at a higher level of responsibility.
- b) Planning and coordinating Nutrition Dietetic programmes.
- c) Preparing the budget estimate for the unit.
- d) Assist in advising the Authorities on Nutrition and Catering Policy.
- e) Assisting in administration of the Unit.
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

vii) CHIEF DIETICIAN/NUTRITIONIST TECHNICIAN - CONHESS 13

- a) Perform the duties of Assistant Chief Dietician Technician at a higher level of responsibility.
- b) Taking charge of the Unit.
- c) Coordinating Nutrition Surveys and Research.
- d) Liaising with other bodies or departments where professional advice is required.
- e) Advising the Authorities on Nutrition and Catering Policy.
- f) Coordinating Budget Estimates for the Unit
- g) Prepare Quarterly and Annual Reports
- h) Initiate manpower training and staff development programme
- i) Carry out other duties as may be assigned
- j) Provide professional and community services.

i) RADIOGRAPHY TECHNICIAN

- CONHESS 06

- a) Carrying out Radiographic examination such as V.I.P and cholecystography.
- b) Assisting in fluorography examination of the gastro-intestinal tract, blood vessel and neural investigation.
- c) Taking care of X-ray equipment.
- d) Assisting in developing and filling radiographic examination.
- e) Carry out other duties as may be assigned.

ii) HIGHER RADIOGRAPHY TECHNICIAN

- CONHESS 07

- a) Perform the duties of Radiography Technician at a higher level of responsibility.
- b) Supervising the activities of a number of subordinates.
- c) Checking and sorting X-Ray Films of Radiographs.
- d) Developing and filling radiographic examination for record purposes.
- e) Carry out other duties as may be assigned
- f) Provide professional and community services.

iii) SENIOR RADIOGRAPHY TECHNICIAN

- CONHESS 08

- a) Perform the duties of Higher Radiography Technician at a higher level of responsibility.
- b) Ensuring maintenance, servicing and storage of X-Ray apparatus and accessories.
- c) Training Dark/Room Technicians and Assistants.
- d) Taking charge of X-Ray service in an area, Mobile or Static Mass Radiographic Unit.
- e) Carry out other duties as may be assigned
- f) Provide professional and community services.

iv) PRINCIPAL RADIOGRAPHY TECHNICIAN II

- CONHESS 09

- a) Perform the duties of Senior Radiography Technician at a higher level of responsibility.
- b) Taking charge of a group of hospital X-Ray Units.
- c) Taking charge of the training X-Ray Assistants and other subordinate.
- d) Carry out other duties as may be assigned
- e) Provide professional and community services.

v) PRINCIPAL RADIOGRAPHY TECHNICIAN I

- CONHESS 11

- a) Perform the duties of Principal Radiography Technician II at a higher level of responsibility.
- b) Organizing seminars for subordinate staff.
- c) Indenting X-Ray Equipment, Chemicals, Films, Contrast media etc.
- d) Supervising the activities of subordinate.

- e) Carry out other duties as may be assigned
- f) Provide professional and community services.

vi) ASSISTANT CHIEF RADIOGRAPHY TECHNICIAN - CONHESS 12

- a) Perform the duties of Principal Radiography Technician I at a higher level of responsibility.
- b) Ordering and receiving stores and equipment for X-Ray Unit.
- c) Assisting in designing annual report and budget estimates for the Unit.
- d) Supervising Radiographic activities.
- e) Assisting in administration of the Unit.
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

vii) CHIEF RADIOGRAPHY TECHNICIAN - CONHESS 13

- a) Perform the duties of Assistant Chief Radiography Technician at a higher level of responsibility.
- b) Taking charge of administration of the Unit.
- c) Preparing Annual Report and Budget Estimates for the Unit
- d) Advising on all matters related to Radiographic activities.
- e) Coordinating Radiographic activities in the Unit.
- f) Carry out other duties as may be assigned
- g) Provide professional and community services.

(D)

i) ORTHOPAEDIC CAST TECHNICIAN

- **CONHESS 06**

- a) Application/Removal of various forms of cast, splints and bandages
- b) Assist in First Aid management of patient with burns using; sterile dressing pack, gloves, smask and lotion
- c) Assisting in positioning of patient on the table
- d) Assist in washing and packing instruments, towels and gauze in Instruments room
- e) Assisting Physiotherapists in the setting of Infra-Red; Luminous and non-luminous, tunnel bath, candle wax, sand bag etc. on patients.
- f) Carry out other duties as may be assigned.

ii) HIGHER ORTHOPAEDIC CAST TECHNICIAN

- **CONHESS 07**

- a) Application/Removal of various forms of cast, splints and bandages
- b) Assist in First Aid management of patient with burns using; sterile dressing pack, gloves, mask and lotion
- c) Assisting in positioning of patient on the table
- d) Assist in washing and packing instruments, towels and gauze in Instruments room
- e) Assisting the causality officer in patient triaging and sorting as they present
- f) Assisting Physiotherapists in the setting of Infra-Red; Luminous and non-luminous, tunnel bath, candle wax, sand bag etc on patients.
- g) Adjustment of crutches, other walking devices and provision of instruction to the patients on their uses.
- h) Carry out other duties as may be assigned.

iii) SENIOR ORTHOPAEDIC CAST TECHNICIAN

- **CONHESS 08**

- a) Application/Removal of various forms of cast, splints and bandages
- b) Assist in First Aid management of patient with burns using; sterile dressing pack, gloves, mask and lotion
- c) Assisting in positioning of patient on the table
- d) Assist in washing and packing instruments, towels and gauze in Instruments room
- e) Assist in Bedside training of orthopaedic cast students.

- f) Assisting the causality officer in patient triaging and sorting as they present
- g) Assisting Physiotherapists in the setting of Infra-Red; Luminous and non-luminous, tunnel bath, candle wax, sand bag etc on patients.
- h) Adjustment of crutches, other walking devices and provision of instruction to the patients on their uses.
- i) Carry out other duties as may be assigned.

iv) PRINCIPAL ORTHOPAEDIC CAST TECHNICIAN II - CONHESS 09

- a) Application/Removal of various forms of cast, splints and bandages
- b) Treatment of complication associated with orthopaedic cast based on Doctor's order
- c) Assist in First Aid management of patient with burns using; sterile dressing pack, gloves, mask and lotion
- d) Positioning of patient on the table
- e) Bedside training of orthopaedic cast students.
- f) Assisting the causality officer in patient triaging and sorting as they present
- g) Assisting Physiotherapists in the setting of Infra-Red; Luminous and non-luminous, tunnel bath, candle wax, sand bag etc on patients.
- h) Adjustment of crutches, other walking devices and provision of instruction to the patients on their uses.
- i) Carry out other duties as may be assigned.

v) PRINCIPAL ORTHOPAEDIC CAST TECHNICIAN I - CONHESS 11

- a) Treatment of complication associated with orthopaedic cast based on Doctor's order
- b) First Aid management of patient with burns using; sterile dressing pack, gloves, mask and lotion
- c) Bedside training of orthopaedic cast students.
- d) Assisting the causality officer in patient triaging and sorting as they present
- e) Assisting Physiotherapists in the setting of Infra-Red; Luminous and non-luminous, tunnel bath, candle wax, sand bag etc on patients.
- f) Adjustment of crutches, other walking devices and provision of instruction to the patients on their uses.
- g) Carry out other duties as may be assigned.

vi) ASSISTANT CHIEF ORTHOPAEDIC CAST TECHNICIAN - CONHESS 12

- a) Treatment of complication associated with orthopaedic cast based on Doctor's order
- b) Bedside training of orthopaedic cast students.
- c) Assisting the causality officer in patient triaging and sorting as they present
- d) Carry out other duties as may be assigned.

vii) CHIEF ORTHOPAEDIC CAST TECHNICIAN - CONHESS 13

- a) Treatment of complication associated with orthopaedic cast based on Doctor's order
- b) First Aid management of patient with burns using; sterile dressing pack, gloves, mask and lotion
- c) Monitor bedside training of orthopaedic cast students.
- d) Assisting the causality officer in patient triaging and sorting as they present
- e) Assisting Physiotherapists in the setting of Infra-Red; Luminous and non-luminous, tunnel bath, candle wax, sand bag etc on patients.
- f) Carry out other duties as may be assigned.

78.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

TECHNICIAN - CONHESS 06

- i) For appointment as Technician, a candidate shall possess the following requirements:
 - a) A minimum of Diploma/ Certificate in relevant field obtained from a recognized institution and must have been a registered member of relevant regulatory body.
 - b) a candidate shall be subjected to an interview that may require writing competency examination.
- ii) For promotion to the rank of Technician, a Technical Assistant must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

HIGHER TECHNICIAN - CONHESS 07

- i) For appointment as Higher Technician, a candidate shall possess any of the following requirements:
 - a) A minimum of Diploma in relevant field obtained from a recognized institution and must have been a registered member with relevant regulatory body with 3 years cognate working experience.
 - b) A minimum of Higher National Diploma (HND) with a minimum of Lower

Credit in relevant field obtained from a recognized institution and must have been a registered member with relevant regulatory body.

In cases of a) and b) above, a candidate shall be subjected to an interview that may require writing competency examination.

SENIOR TECHNICIAN

- **CONHESS 08**

i) For appointment as Senior Technician, a candidate shall possess any of the following requirements:

- a) A minimum of Diploma in relevant field obtained from a recognized institution and must have been a registered member with relevant regulatory body with 6 years cognate working experience.
- b) A minimum of Higher National Diploma (HND) with a minimum of Lower Credit in relevant field obtained from a recognized institution and must have been a registered member with relevant regulatory body with 3 years cognate working experience.

In cases of a) and b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Senior Technician, a Higher Technician must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

PRINCIPAL TECHNICIAN II

- **CONHESS 09**

For appointment as Principal Technician II, a candidate shall possess any of the following requirements:

- a) A minimum of Diploma in relevant field obtained from a recognized institution and must have been a registered member with relevant regulatory body with 9 years cognate working experience.
- b) A minimum of Higher National Diploma (HND) with a minimum of Lower Credit in relevant field obtained from a recognized institution and must have been a registered member with relevant regulatory body with 6 years cognate working experience.

In cases of a) and b) above, a candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Principal Technician II, a Senior Technician must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

iii) Officers appointed with ND Certificate shall be required to obtain a HND in the

relevant area before they are eligible for promotion to the next grade.

PRINCIPAL TECHNICIAN I

- **CONHESS 11**

For appointment as Principal Technician I, a candidate shall possess any of the following requirements:

- a) A minimum of Diploma in relevant field obtained from a recognized institution and must have been a registered member with relevant regulatory body with 12 years cognate working experience.
- b) A minimum of Higher National Diploma (HND) with a minimum of Lower Credit in relevant field obtained from a recognized institution and must have been a registered member with relevant regulatory body with 9 years cognate working experience.

In cases of a) and b) above, a candidate shall be subjected to an interview that may require writing competency examination.

i) For promotion to the rank of Principal Technician I, a Principal Technician II must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF TECHNICIAN

- **CONHESS 12**

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Technician, a Principal Technician I must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF TECHNICIAN

- **CONHESS 13**

For promotion to the rank of Chief Technician, an Assistant Chief Technician must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

79. TECHNOLOGIST (FOR ENGINEERING) CADRE

79.1 Posts and Salaries

Technologist II	-	CONTISS 07
Technologist I	-	CONTISS 08
Senior Technologist	-	CONTISS 09
Principal Technologist	-	CONTISS 11
Assistant Chief Technologist	-	CONTISS 12
Chief Technologist	-	CONTISS 13

79.2 DUTIES

i) TECHNOLOGIST II - **CONTISS 07**

- a) Assist in the collection of specimens for practical
- b) Assist in the maintenance of laboratory/workshop equipment
- c) Assist in carrying out elementary technical works
- d) Assist in preparing technical drawings for simple works in the relevant areas
- e) Assist in the maintenance of tools and laboratory/workshop equipment
- f) Assist in supervising students during practical training
- g) Assist in designing simple tools in the relevant area
- h) Assist in minor construction works
- i) Assist in computation of simple quantities
- j) Assist in indenting supplies of stores equipment
- k) Carry out other duties as may be assigned
- l) Provide professional and community services.

ii) TECHNOLOGIST I - **CONTISS 08**

- a) Assist in the collection of specimens for practical
- b) Assist in the maintenance of laboratory/workshop equipment
- c) Assist in carrying out elementary technical works
- d) Assist in preparing technical drawings for simple works in the relevant areas
- e) Assist in the maintenance of tools and laboratory/workshop equipment
- f) Assist in supervising students during practical training
- g) Assist in designing simple tools in the relevant area
- h) Assist in minor construction works
- i) Assist in computation of simple quantities
- j) Assist in indenting supplies of stores equipment

- k) Assist in conducting workshop experiment
- l) Carry out other duties as may be assigned
- m) Provide professional and community services.

iii) SENIOR TECHNOLOGIST

- *CONTISS 09*

- a) Participate in the collection of specimens for practical
- b) Participate in the maintenance of laboratory/workshop equipment
- c) Participate in carrying out elementary technical works
- d) Participate in preparing technical drawings for simple works in the relevant areas
- e) Participate in the maintenance of tools and laboratory/workshop equipment
- f) Participate in supervising students during practical training
- g) Participate in designing simple tools in the relevant area
- h) Participate in minor construction works
- i) Participate in computation of simple quantities
- j) Participate in indenting supplies of stores equipment
- k) Participate in conducting workshop experiment
- l) Provide professional and community services.
- m) Carry out other duties as may be assigned

iv) PRINCIPAL TECHNOLOGIST

- *CONTISS 11*

- a) Collect specimens for practical
- b) Maintain laboratory/workshop equipment
- c) Carry out elementary technical works
- d) Prepare technical drawings for simple works in the relevant areas
- e) Maintain tools and laboratory/workshop equipment
- f) Supervise students during practical training
- g) Design simple tools in the relevant area
- h) Take part in minor construction works
- i) Computation of simple quantities
- j) Indent supplies of stores equipment
- k) Conduct workshop experiment
- l) Train students in practical methods
- m) Train subordinates
- n) Assist in the preparation of Annual Budget Estimates for the Unit
- o) Assist in the preparation of Quarterly and Annual Reports for the Unit
- p) Supervise subordinates
- q) Assist in initiating manpower training programmes for staff

- r) Provide professional and community services.
- s) Carry out other duties as may be assigned

v) ASSISTANT CHIEF TECHNOLOGIST

- CONTISS 12

- a) Collect specimens for practical
- b) Maintain laboratory/workshop equipment
- c) Carry out elementary technical works
- d) Prepare technical drawings for simple works in the relevant areas
- e) Maintain tools and laboratory/workshop equipment
- f) Supervise students during practical training
- g) Design simple tools in the relevant area
- h) Take part in minor construction works
- i) Handle computation of simple quantities
- j) Indent supplies of stores equipment
- k) Conduct workshop experiment
- l) Train students in practical methods
- m) Train subordinates
- n) Participate in the preparation of Annual Budget Estimates for the Unit
- o) Participate in the preparation of Quarterly and Annual Reports for the Unit
- p) Supervise subordinates
- q) Participate in initiating manpower training programmes for staff
- r) Carry out other duties as may be assigned
- s) Provide professional and community services.

vi) CHIEF TECHNOLOGIST

- CONTISS 13

- a) Supervise collection of specimens for practical
- b) Supervise maintenance of laboratory/workshop equipment
- c) Carry out elementary technical works
- d) Prepare technical drawings for simple works in the relevant areas
- e) Maintain tools and laboratory/workshop equipment
- f) Supervise students during practical training
- g) Design simple tools in the relevant area
- h) Take part in minor construction works
- i) Compute simple quantities
- j) Indent supplies of stores equipment

- k) Supervise the conduct of workshop experiment
- l) Train students in practical methods
- m) Train subordinates
- n) Take part in the preparation of Annual Budget Estimates for the Unit
- o) Participate in the preparation of Quarterly and Annual Reports for the Unit
- p) Supervise subordinates
- q) Participate in initiating manpower training programmes for staff
- r) Carry out other duties as may be assigned
- s) Provide professional and community services.

79.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

TECHNOLOGIST II

CONTISS 07

i) For appointment as Technologist II, a candidate shall possess any of the following requirements:

- a) A HND with a minimum of Lower Credit in the relevant area obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

TECHNOLOGIST I

- CONTISS 08

i) For appointment as Technologist I, a candidate shall possess the following requirements:

- a) A HND with a minimum of Lower Credit in the relevant area obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy and at least 3 years relevant experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

ii) For promotion to the rank of Technologist I, Technologist II must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

SENIOR TECHNOLOGIST

- **CONTISS 09**

i) For appointment as Senior Technologist, a candidate shall possess the following requirements:

a) A HND with a minimum of Lower Credit in the relevant area obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy with at least 6 years relevant experience.

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

ii) For promotion to the rank of Senior Technologist, a Technologist I must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.

iii) Officers appointed with ND Certificate shall be required to obtain a HND in the relevant area before they are eligible for promotion to the next grade.

PRINCIPAL TECHNOLOGIST

- **CONTISS 11**

i) For appointment as Principal Technologist I, a candidate shall possess the following requirements:

a) A HND with a minimum of Lower Credit in the relevant area obtained from a recognized institution, NYSC Certificate and evidence of Computer Literacy and at least 9 years relevant experience.

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

ii) For promotion to the rank of Principal Technologist a Senior Technologist must have served efficiently for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF TECHNOLOGIST

- **CONTISS 12**

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Technologist, a Principal Technologist must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF TECHNOLOGIST

- **CONTISS 13**

i) For promotion to the rank of Chief Technologist, an Assistant Chief Technologist must have served outstandingly for a minimum of 3 years and obtained excellent Annual Performance Evaluation Reports for the period.

ii) The Assistant Chief Technologist must have demonstrated the ability to efficiently supervise and effectively coordinate the day- to-day work flow in the Laboratory(ies) and have the capacity to provide leadership.

80. WEB DEVELOPER CADRE

80.1 Post and Salary

Web Developer III	-	CONTISS 06
Web Developer II	-	CONTISS 07
Web Developer I	-	CONTISS 08
Senior Web Developer	-	CONTISS 09
Principal Web Developer	-	CONTISS 11
Assistant Chief Web Developer	-	CONTISS 12
Chief Web Developer	-	CONTISS 13
Deputy Director	-	CONTISS 14
Director	-	CONTISS 15

80.2 DUTIES

i) WEB DEVELOPER III - *CONTISS 06*

- a) Web content formatting.
- b) Web content pushing.
- c) Designing of less complex web templates/pages.
- d) Administering and responding to feedback posts from websites and other web portals
- e) Provide professional and community services
- f) Carry out other duties as may be assigned.

ii) WEB DEVELOPER II - *CONTISS 07*

- a) Designing, developing, testing, implementing and maintaining web-based application systems such as user interface, e-commerce applications, and site animation.
- b) Troubleshoots and solves software issues.
- c) Researching technical problems and suggesting improvements for web applications. Analyzing and integrating new web products/technologies with existing web applications to improve the web design and application functionality.
- d) Provide professional and community services
- e) Carry out other duties as may be assigned.

iii) WEB DEVELOPER I

- **CONTISS 08**

- a) Writing efficient code.
- b) Creating websites using standard HTML/CSS practices.
- c) Working closely with web designers and programmers to produce the website.
- d) Constant communication with other colleagues in the business to develop and deploy their content – and ensuring there is clear establishment of what can be created within what time frame.
- e) Resenting different software programs, maintaining software documentation.
- f) Implementing contingency plans in case the website goes down.
- g) Managing a team might also be part of the job role.
- h) Provide professional and community services
- i) Carry out other duties as may be assigned.

iv) SENIOR WEB DEVELOPER

- **CONTISS 9**

- a) Identify user and system requirements for new websites and applications.
- b) Prioritizing software development projects, setting timelines and assigning tasks to team members.
- c) Creating wireframes to decide on layout.
- d) Writing or reviewing code for various applications.
- e) Running functionality tastings and debug code.
- f) Overseeing junior web developers and evaluating their performance.
- g) Liaising with designers to decide on UI/UX elements (like graphics and navigation button).
- h) Ensuring software documentation is up to date.
- i) Gathering and refinement specifications and requirements based on technical needs.
- j) Creating and maintaining software documentation.
- k) Provide professional and community services
- l) Carry out other duties as may be assigned.

v) PRINCIPAL WEB DEVELOPER

- **CONTISS 11**

- a) Using mark-up languages like HTML to create user-friendly web pages.
- b) Maintaining and improving websites.
- c) Optimizing applications for maximum speed.
- d) Designing mobile-based features.
- e) Collaborating with back-end developers and web designers to improve usability.
- f) Getting feedback from, and building solutions for, users and customers.

- g) Writing functional requirement documents and guides.
- h) Creating quality mockups and prototypes.
- i) Help back-end developers with coding and troubleshooting.
- j) Ensuring high quality graphic standards and brand consistency.
- k) Staying up to date on emerging technologies.
- l) Provide professional and community services
- m) Carry out other duties as may be assigned.

vi) ASSISTANT CHIEF WEB DEVELOPER - ***CONTISS 12***

- a) Using scripting or authoring languages, management tools, content creation tools, applications and digital media.
- b) Conferring with teams to resolve conflicts, prioritize needs, develop content criteria or choose solutions.
- c) Developing or validating test routines and schedules to ensure that tests cases mimic external interfaces and address all browser and device types.
- d) Editing, writing, or designing Website content, and directing team members who produce content.
- e) Maintaining an understanding of the latest Web applications and programming practices through education, study, and participation in conferences, workshops, and groups.
- f) Provide professional and community services
- g) Carry out other duties as may be assigned.

vii) CHIEF WEB DEVELOPER - ***CONTISS 13***

- a) Identifying problems uncovered by customer feedback and testing and correcting or referring problems to appropriate personnel for correction.
- b) Evaluating code to ensure it meets industrial standards, is valid, is properly structured, and is compatible with browsers, devices, or operating systems.
- c) Determining user needs by analyzing technical requirements.
- d) Provide professional and community services
- e) Carry out other duties as may be assigned.

viii) DEPUTY DIRECTOR - ***CONTISS 14***

- a) Conceptualizing creative ideas with clients.
- b) Testing and improving the design of the website.
- c) Establishing design guidelines, standards, and best practices.
- d) Communicating design ideas using user flows, process flows, site maps and wireframes.
- e) Preparing design plans and presenting the website structure.
- f) Provide professional and community services
- g) Carry out other duties as may be assigned.

ix) DIRECTOR

- **CONTISS 15**

- a) Head in charge of day-to-day activities
- b) Provide professional and administrative leadership in the Directorate
- c) Keep up to date with new developments techniques
- d) Develop and implement an organizational technology roadmap.
- e) Lead IT innovation and digital transformation.
- f) Direct system architecture design and implementation.
- g) Ensure compliance with IT regulations and standards.
- h) Collaborate with cross-functional teams.
- i) Represent the Directorate in organizational decision-making.
- j) Perform any other duty that may be assigned

80.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

WEB DEVELOPER III

- **CONTISS 06**

For appointment as Web Developer III, a candidate should possess the following qualifications:

- a) National Diploma in Computer Studies not below Lower Credit, relevant professional certification such as Certified Web Developer (CWD), Certified Profession Web Administration (CPWA), JavaScript Certification, HTML Certification, from a recognised body with at least three (3) years post qualification cognate experience.
- b) Candidate may be subjected to an interview that may require a writing competency examination.

For promotion to Web Developer III, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report. Must have relevant professional certification such as Certified Web Developer (CWD), Certified Profession Web Administration (CPWA), JavaScript Certification, HTML Certification

WEB DEVELOPER II

- **CONTISS 07**

For appointment as Web Developer II, a candidate should possess any of the following qualifications:

- a) Bachelor's degree in computer science not below Second Class Honours, Lower Division; HND not below Lower Credit in Computer Science or any

relevant qualification from a recognized institution, NYSC Certificate and relevant professional certification such as Certified Web Developer (CWD), Certified Profession Web Administration (CPWA), JavaScript Certification, HTML Certification.

- b) National Diploma or Professional Diploma in Computer Studies with at least three (3) years post qualification cognate experience with certification such as Certified Web Developer (CWD), Certified Profession Web Administration (CPWA), JavaScript Certification, HTML Certification, from a recognised body.
- c) Candidate may be subjected to an interview that may require a writing competency examination.

For promotion to Web Developer II, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report.

WEB DEVELOPER I

-

CONTISS 08

For appointment as Web Developer I, a candidate should possess any of the following qualifications:

- a) Master's degree in computer science or any other relevant qualification from a recognised institution and relevant professional certification such as Certified Web Developer (CWD), Certified Profession Web Administration (CPWA), JavaScript Certification, HTML Certification.
- b) Bachelor's degree in computer science not below Second Class Honours, Lower Division; HND in Computer Science not below Lower Credit or any other relevant qualification from a recognized institution with successful completion of National Youths Service Corps (NYSC) plus (3) years post qualification cognate experience.
- c) National Diploma or Professional Diploma in Web Development plus six (6) years of post-qualification cognate experience with relevant professional certification such as Certified Web Developer (CWD), Certified Profession Web Administration (CPWA), JavaScript Certification, HTML Certification.
- d) Candidate may be subjected to an interview that may require a writing competency examination.

For promotion to Web Developer I, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report.

SENIOR WEB DEVELOPER

-

CONTISS 09

For appointment as Senior Web Developer, a candidate should possess any of the following qualifications:

- a) Master's degree in computer science or any other relevant qualification from a recognised institution plus (3) years post qualification cognate experience with relevant professional certification such as Certified Web Developer (CWD), Certified Profession Web Administration (CPWA), JavaScript Certification, HTML Certification.
- b) Bachelor's degree in computer science not below Second Class Honours, Lower Division; HND not below Lower Credit in Computer Science or any other relevant qualification from a recognized institution, NYSC Certificate plus six (6) years post qualification cognate experience with relevant professional certification such as Certified Web Developer (CWD), Certified Profession Web Administration (CPWA), JavaScript Certification, HTML Certification.

For promotion to Senior Web Developer, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report.

PRINCIPAL WEB DEVELOPER

-

CONTISS 11

For appointment as Principal Web Developer, a candidate should possess any of the following qualification:

- a) Master's degree in computer science or any other relevant qualification from a recognised institution plus six (6) years post qualification cognate experience with relevant professional certification such as Certified Web Developer (CWD), Certified Profession Web Administration (CPWA), JavaScript Certification, HTML Certification.
- b) Bachelor's degree in computer science not below Second Class Honours, Lower Division; HND not below Lower Credit in Computer Science or any other relevant qualification from a recognized institution, NYSC Certificate plus nine (9) years post qualification cognate experience with relevant

professional certification such as Certified Web Developer (CWD), Certified Profession Web Administration (CPWA), JavaScript Certification, HTML Certification.

- c) A Candidate may be subjected to an interview that may require writing competency examination.

For promotion to Principal Web Developer, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report.

ASSISTANT CHIEF WEB DEVELOPER

-

CONTISS 12

For appointment as Assistant Chief Web Developer, a candidate should possess the following qualification:

- a) Master's degree in computer science or any other relevant qualification from a recognised institution plus 9 years post qualification cognate experience with relevant professional certification such as Certified Web Developer (CWD), Certified Profession Web Administration (CPWA), JavaScript Certification, HTML Certification.
- b) Bachelor's degree in computer science not below Second Class Honours, Lower Division; HND not below Lower Credit in Computer Science or any other relevant qualification from a recognized institution, NYSC Certificate plus 12 years post qualification cognate with professional certification such as Certified Web Developer (CWD), Certified Profession Web Administration (CPWA), JavaScript Certification, HTML Certification. HND in Computer Science not below Lower Credit or any other relevant qualification from a recognized institution, NYSC Certificate plus 12 years post qualification cognate experience in a tertiary institution/MDAs and relevant professional certification such as Certified Web Developer (CWD), Certified Profession Web Administration (CPWA), JavaScript Certification, HTML Certification.
- c) A Candidate may be subjected to an interview that may require writing competency examination.

For promotion to Assistant Chief Web Developer, a candidate must have served satisfactorily for a minimum of three (3) years and obtained favourable rating in the Annual Performance Evaluation Report.

CHIEF WEB DEVELOPER

-

CONTISS 13

For promotion to Chief Web Developer, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in the Annual Performance Evaluation Report for the period and must have passed the competency examination.

DEPUTY DIRECTOR

-

CONTISS 14

For promotion to Deputy Director, candidate must have served satisfactorily for a minimum of 3 years and obtained favourable rating in Annual Performance Evaluation Report.

DIRECTOR

-

CONTISS 15

For appointment to the rank of Director, a candidate must have registered with the relevant Professional Body, if any, served efficiently and effectively for a minimum of 15 years and obtained excellent Annual Performance Evaluation Reports for the period. This appointment is subject to availability of vacancy in the ICT Directorate.

81. ZOO CURATOR CADRE

81.1 Posts and Salaries

Zoo Curator	-	CONTISS 06
Higher Zoo Curator	-	CONTISS 07
Senior Zoo Curator	-	CONTISS 08
Principal Zoo Curator II	-	CONTISS 09
Principal Zoo Curator I	-	CONTISS 11
Assistant Chief Zoo Curator	-	CONTISS 12
Chief Zoo Curator	-	CONTISS 13

81.2 DUTIES

i) ZOO CURATOR - **CONTISS 06**

- Ensuring the care, feeding, cleanliness and health of animals and birds in a Zoo or zoological garden.
- Collecting data about animals and birds in a Zoological Garden.
- Supervising and assisting in the training of junior staff in a Zoo or Zoological Garden.
- Designing and supervising the construction of animal cages and enclosures in a zoo or zoological garden.

ii) HIGHER ZOO CURATOR - **CONTISS 07**

- Co-ordinating and supervising the work of a number of junior officers in a zoo.
- Designing and supervising the Construction of animal cages and enclosures.
- Collecting and analysing data on animals in a Zoo or Zoological Garden.
- Assisting in the training of junior staff.

iii) SENIOR ZOO CURATOR - **CONTISS 08**

- Taking charge of a zoo or zoological garden
- Designing and supervising the Construction of animal cages and enclosures in a Zoo or Zoological Garden.
- Co-ordinating the work of a number of officers working in a large Zoo.

iv) PRINCIPAL ZOO CURATOR II - **CONTISS 09**

- Taking charge of a large Zoo or Zoological Garden.
- Promoting public interest in animals by the use of mass communication media.

- c) Assisting in training junior staff.

v) *PRINCIPAL ZOO CURATOR I* - **CONTISS 11**

- a) Organizing training programmes for staff.
- b) Inspecting Zoological Gardens in the State.
- c) Collating and writing reports.

vi) *ASSISTANT CHIEF ZOO CURATOR* - **CONTISS 12**

- a) Assisting in the administration of the Section.
- b) Co-ordinating Zoological gardens in the State.
- c) Chief Zoo Curator, Grade Level 14
- d) Taking charge of the Section.
- e) Advising on policies relating to Zoo and Zoological gardens.

vii) *CHIEF ZOO CURATOR* - **CONTISS 13**

- a) Assisting in the administration of the Section.
- b) Co-ordinating Zoological gardens in the State.
- c) Chief Zoo Curator, Grade Level 14
- d) Taking charge of the Section.
- e) Advising on policies relating to Zoo and Zoological gardens.

81.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

ZOO CURATOR - **CONTISS 06**

For appointment as Zoo Curator, a candidate shall possess the following requirements:

- a) A HND with a minimum of Lower Credit in Biology, Zoology or any relevant area obtained from a recognized institution, NYSC Certificate.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Zoo Curator, a Chief Zoo Keeper must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

HIGHER ZOO CURATOR

- **CONTISS 07**

For appointment as Higher Zoo Curator, a candidate shall possess the following requirements:

- a) A HND with a minimum of Lower Credit in the relevant area obtained from a recognized institution, NYSC Certificate with 3 years experience and successfully completed the in-service training course from Zoo Curators.
- b) A candidate shall be subjected to an interview that may require a writing competency examination.

For promotion to the rank of Higher Zoo Curator, a Zoo Curator must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

SENIOR ZOO CURATOR

- **CONTISS 08**

For appointment as Senior Zoo Curator, a candidate shall possess the following requirements:

- a) A HND with a minimum of Lower Credit in the relevant area obtained from a recognized institution, NYSC Certificate with 6 years experience.
- b) A candidate shall be subjected to an interview that may require a writing competency examination.

For promotion to the rank of Senior Zoo Curator, a Higher Zoo Curator must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

PRINCIPAL ZOO CURATOR II

- **CONTISS 09**

For appointment as Principal Zoo Curator II, a candidate shall possess the following requirements:

- a) A HND with a minimum of Lower Credit in the relevant area obtained from a recognized institution, NYSC Certificate with 9 years experience.
- b) A candidate shall be subjected to an interview that may require a writing competency examination.

For promotion to the rank of Principal Zoo Curator II, a Senior Zoo Curator must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

PRINCIPAL ZOO CURATOR I

- **CONTISS 11**

For appointment as Principal Zoo Curator II, a candidate shall possess the following requirements:

- a) A HND with a minimum of Lower Credit in the relevant area obtained from a recognized institution, NYSC Certificate with 12 years experience.
- b) A candidate shall be subjected to an interview that may require writing competency examination.

For promotion to the rank of Principal Zoo Curator I, a Principal Zoo Curator II must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF ZOO CURATOR

- **CONTISS 12**

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Zoo Curator, a Principal Zoo Curator I must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF ZOO CURATOR

- **CONTISS 13**

For promotion to the rank of Assistant Chief Zoo Curator, a Principal Zoo Curator I must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

82. ZOO TECHNICIAN CADRE

82.1 Posts and Salaries

Zoo Technician	-	CONTISS 06
Higher Zoo Technician	-	CONTISS 07
Senior Zoo Technician	-	CONTISS 08
Principal Zoo Technician II	-	CONTISS 09
Principal Zoo Technician I	-	CONTISS 11
Assistant Chief Zoo Technician	-	CONTISS 12
Chief Zoo Technician	-	CONTISS 13

82.2 DUTIES

i) ZOO TECHNICIAN - *CONTISS 06*

- a) Supervising a number of Zoo Assistants
- b) Keeping records in the zoo or zoological gardens.
- c) Training Assistants/Subordinates on basic skill of zoo keeping.
- d) Supervising feeding of zoo animals.
- e) Assisting in the control of endo and ecto parasites in the zoo or zoological gardens.

ii) HIGHER ZOO TECHNICIAN - *CONTISS 07*

- a) Observing, detecting and identifying ailments in the zoo animals.
- b) Supervising the cleaning and feeding of zoo animals, including their care
- c) Assisting in the collation of zoo or zoological garden records.
- d) Keeping records in the zoo or zoological gardens.
- e) Training Assistants/Subordinates on basic skill of zoo keeping.
- f) Supervising feeding of zoo animals.
- g) Assisting in the control of endo and ecto parasites in the zoo or zoological gardens.

iii) SENIOR ZOO TECHNICIAN - *CONTISS 08*

- a) Assisting in designing and supervising the construction of animal cages and enclosures.
- b) Assisting in preparing zoo or zoological garden and data for analysis.
- c) Administering drugs to sick animals.
- d) Supervising the activities of a number of subordinates.

iv) PRINCIPAL ZOO TECHNICIAN II - *CONTISS 09*

- a) Determining feeds for zoo animals.

- b) Assisting in taking care of drugs for zoological animals.
- c) Assisting in designing and supervising the construction of animal cages and enclosures.
- d) Assisting in preparing zoo or zoological garden and data for analysis.
- e) Administering drugs to sick animals.
- f) Supervising the activities of a number of subordinates.

v) *PRINCIPAL ZOO TECHNICIAN I* - **CONTISS 11**

- a) Supervising and coordinating activities of a number of junior staff
- b) Receiving and taking charge of drugs and chemicals used in the zoo or zoological gardens.
- c) Assisting in the practical training in zoological schools and instructing student/trainees on practical attachment or study tour.
- d) Assisting in taking charge of a small zoo.

vi) *ASSISTANT CHIEF ZOO TECHNICIAN* - **CONTISS 12**

- a) Co-ordinating activities on a project
- b) Taking charge of medium size zoological garden.
- c) Ensuring adequate care, feeding and cleaning of the animals and birds in the zoo or zoological garden.
- d) Ensuring prompt and efficient health care of the zoo animals including control of parasites.
- e) Assisting in appraising performance of junior officers.

vi) *CHIEF ZOO TECHNICIAN* - **CONTISS 13**

- a) Head of the Unit
- b) Ensuring adequate care, feeding and cleaning of the animals and birds in the zoo or zoological garden.
- c) Ensuring prompt and efficient health care of the zoo animals including control of parasites.
- d) Preparation of department budget
- e) Appraising performance of subordinate staff.

82.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

ZOO TECHNICIAN - **CONTISS 06**

For appointment as Zoo Technician, a candidate shall possess the following requirements:

- a) A candidate who has successfully completed 3 years training in a recognised school of Agriculture, Forestry, or Wildlife, leading to award

of a Diploma or any relevant area obtained from a recognized institution.

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

For promotion to the rank of Zoo Technician, a Senior Zookeeper must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

HIGHER ZOO TECHNICIAN

- **CONTISS 07**

For appointment as a Higher Zoo Technician, a candidate shall possess the following requirements:

- c) A candidate who has successfully completed 3 years training in a recognised school of Agriculture, Forestry, or Wildlife, leading to the award of a Diploma or any relevant area obtained from a recognized institution with 3 years experience.
- d) A candidate shall be subjected to an interview that may require a writing competency examination.

For promotion to the rank of Higher Zoo Technician, a Zoo Technician must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

SENIOR ZOO TECHNICIAN

- **CONTISS 08**

For appointment as Senior Zoo Technician, a candidate shall possess the following requirements:

- a) A candidate who has successfully completed 3 years training in a recognised school of Agriculture, Forestry, or Wildlife, leading to award of a Diploma or any relevant area obtained from a recognized institution with 6 years experience.
- b) A candidate shall be subjected to an interview that may require a writing competency examination.

For promotion to the rank of Senior Zoo Technician, a Higher Zoo Technician must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

PRINCIPAL ZOO TECHNICIAN II

- **CONTISS 09**

For appointment as Principal Zoo Technician II, a candidate shall possess the following requirements:

- a) A candidate who has successfully completed 3 years training in a recognised school of Agriculture, Forestry, or Wild Life, leading to award of a Diploma or any relevant area obtained from a recognized institution with 9 years experience.
- b) A candidate shall be subjected to an interview that may require a writing competency examination.

For promotion to the rank of Principal Zoo Technician II, a Senior Zoo Technician must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

PRINCIPAL ZOO TECHNICIAN I

- **CONTISS 11**

For appointment as Principal Zoo Technician I, a candidate shall possess the following requirements:

- a) A candidate who has successfully completed 3 years training in a recognised school of Agriculture, Forestry, or Wild Life, leading to award of a Diploma or any relevant area obtained from a recognized institution with 12 years experience.
- b) A candidate shall be subjected to an interview that may require a writing competency examination.

For promotion to the rank of Principal Zoo Technician I, a Principal Zoo Technician II must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

ASSISTANT CHIEF ZOO TECHNICIAN

- **CONTISS 12**

{Appointment of officers on CONTISS/CONHESS 12 or equivalent and above shall be by promotion only. However, in exceptional circumstances the Council may approve employment of officers on these positions}.

For promotion to the rank of Assistant Chief Zoo Technician, a Principal Zoo Technician, I must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.

CHIEF ZOO TECHNICIAN

- ***CONTISS 13***

For promotion to the rank of Chief Zoo Technician, an Assistant Chief Zoo Technician must have served efficiently and effectively for a minimum of 3 years and obtained very good Annual Performance Evaluation Reports for the period.