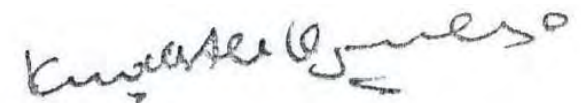


## GENERAL GUIDELINES ON CAREER STRUCTURES

### A. SENIOR STAFF

The review of the career structure was based on the following broad criteria.

1. Promotion of Administrative, Technical and Professional staff shall normally be based on at least a minimum of three (3) years on a grade.
2. All Officers with same basic requisite qualifications shall normally be elevated on the same progression and terminate at the same salary level except where additional qualifications or government directives provide otherwise.
3. Appointment to CONTISS 14 shall require additional qualification of a master's degree and/or possession of professional certificate and a maturity of five (5) years in the preceding grade level (CONTISS 13) except otherwise specified in this career structure.
4. Position on CONTISS 15 shall be by appointment subject to vacancy, except otherwise specified in this Career Structure.
5. By FGN-NAAT Agreement of 2009, all appointments to the position of Laboratory Technologist/Scientist cadres on CONTISS 7-13 shall be by promotion and/or advertisement and on CONTISS 14 and above shall be by promotion only subject to availability of vacancies.
6. Senior School Certificate or equivalent means 5 credit O' level passes at not more than two (2) sittings which must include credit in English Language and four other subjects.
7. All holders of ND or its equivalent qualifications without additional professional/academic qualification shall terminate on CONTISS 11 except if otherwise specified in this career structure.
8. Where additional professional/academic qualification is required for progression in any cadre, the onus is on the staff member to acquire the additional qualification.
9. Without prejudice to (7) above, where additional professional/academic qualification is required for progression in any cadre, a time frame of minimum of 3 years shall normally be granted as moratorium before the requirement shall be invoked.
10. Every conversion shall be by appointment subject to possession of a minimum requisite qualification and established vacancy.
11. All vacancies shall be advertised internally and/or externally.
12. All officers with recognized additional professional qualifications shall normally be upgraded accordingly, after submission of the certificate(s) to the Registrar.
13. All CONTISS 14 and 15 positions shall be by appointment.
14. All Directors of Institutes and Units shall be by appointment by the Appointments and Promotions Committee for a period of three (3) years, renewable for maximum period of another three (3) years.





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# 1. ACADEMIC PLANNING UNIT

## A. Academic Planning Officer Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Academic Planning Officer II	CONTISS 7	(a) A good honours degree from a recognized University in any of the following or any other relevant fields: Mathematics, Statistics, Economics or Educational Management.	Academic Planning Officer I
Academic Planning Officer I	CONTISS 8	(a) By promotion of an Academic Planning Officer II with 3 years cognate experience. (b) By direct appointment as in Academic Planning Officer II plus a Masters degree OR 3 years cognate experience	Senior Academic Planning Officer
Senior Academic Planning Officer	CONTISS 9	(a) By promotion of an Academic Planning Officer I with 3 years cognate experience. (b) By direct appointment as in Academic Planning Officer II plus 6 years cognate experience.	Principal Academic Planning Officer
Principal Academic Planning Officer	CONTISS 11	(a) By promotion of a Senior Academic Planning Officer with 3 years cognate experience. (b) By direct appointment as in Academic Planning Officer II plus 9 years cognate experience.	Chief Academic Planning Officer
Chief Academic Planning Officer	CONTISS 13	(a) By promotion of a Principal Academic Planning Officer with 3 years cognate experience. (b) By direct appointment as in Academic Planning Officer II plus 12 years cognate experience.	Deputy Director II
Deputy Director II	CONTISS 14	(a) By direct appointment of a Chief Academic Planning Officer with the following: (i) 5 years cognate experience on the grade. (ii) Master's Degree in relevant field. (iii) Membership of relevant certified professional body. (b) By direct appointment of a candidate with the following: (i) 14 years cognate experience of which a minimum of 5 years must be in a University system. (ii) Master's degree in any of the following fields: Mathematics, Statistics, Economics, Educational Management with bias in Mathematics/Statistics /Economics. (iii) Membership of a certified professional body.	Deputy Director I
Deputy Director I	CONTISS 15	(a) By direct appointment as in Deputy Director II with 15 years cognate experience with a minimum of 5 year experience in a tertiary institution.	
Director of Academic Planning		(i) Shall be by appointment by Appointments and Promotions Committee for a period of three (3) years, renewable for maximum period of another three (3) years. (ii) Shall be an academic staff not below the rank of a Professor	

*Ernest A. Jones*

## 2. BURSARY

### A. Accountant Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Accountant II	CONTISS 7	(a) A good honours degree in Accountancy from a recognised University.	Accountant I
Accountant I	CONTISS 8	(a) By promotion of an Accountant II with 3 years cognate experience. (b) By direct appointment as in Accountant II plus a Masters degree OR 3 years cognate experience	Senior Accountant
Senior Accountant	CONTISS 9	(a) By promotion of an Accountant I with 3 years cognate experience. (b) By upgrade of an Accountant II or I with ACA, CNA, ACCA, CPA, ACNA. (c) By direct appointment as in Accountant II with 6 years cognate experience. (d) By direct appointment of a candidate with ACA, CNA, ACCA, CPA, ACNA.	Principal Accountant
Principal Accountant	CONTISS 11	(a) By promotion of a Senior Accountant with 3 years cognate experience. (b) By direct appointment as in Accountant II with 9 years cognate experience. (c) By direct appointment as in Senior Accountant (d) with 3 years cognate experience. <b>Terminal point for candidate not registered / fully inducted with relevant professional body.</b>	Chief Accountant
Chief Accountant	CONTISS 13	(a) By promotion of a Principal Accountant with 3 years cognate experience and any of the following professional qualifications: ACA, CNA, ACCA, CPA, ACNA or any other equivalent qualification. (b) By direct appointment as in Senior Accountant (d) with 6 years cognate experience.	Deputy Bursar II
Deputy Bursar II	CONTISS 14	(a) By direct appointment of a Chief Accountant with the following: (i) 5 years cognate experience on the grade. (ii) Membership of relevant certified professional body. (b) By direct appointment of a candidate with the following: (i) Possession of any of the following professional qualifications: ACA, CNA, ACCA, CPA, ACNA or any other equivalent qualification. (ii) 14 years cognate experience. Relevant experience in a tertiary institution shall be an advantage.	Deputy Bursar I
Deputy Bursar I	CONTISS 15	(a) By direct appointment as in Deputy Bursar II with 15 years cognate experience with a minimum of 5 year experience in a tertiary institution. (b) Automatic appointment for returning Bursars	Bursar
Bursar	Consolidated	(a) By direct appointment as in Deputy Bursar I above with a minimum of 15 years cognate experience of which a minimum of 5 years must be in a tertiary institution.	NIL

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## B. Executive Cadre (Accounts)

Rank	Salary Grade	Required Qualification	Next Rank
Executive Officer (Accounts)	CONTISS 6	(a) Foundation of ICAN, ACCA, ACNA, CPA or ATS. (b) National Diploma in Accountancy from a recognised tertiary institution.	Higher Executive Officer (Accounts)
Higher Executive Officer (Accounts)	CONTISS 7	(a) By promotion of an Executive Officer (Accounts) with 3 years cognate experience. (b) By direct appointment as in Executive Officer (Accounts) with 3 years cognate experience OR (c) By direct appointment of a candidate with Intermediate ICAN, ATS, ACCA, CPA, ACA or ACNA. (d) By direct appointment of a candidate with HND in Accountancy, Banking & Finance and other related fields.	Senior Executive Officer (Accounts)
Senior Executive Officer (Accounts)	CONTISS 8	(a) By promotion of a Higher Executive Officer (Accounts) with 3 years cognate experience. (b) By direct appointment as in Executive Officer (Accounts) with 6 years cognate experience. (c) By direct appointment of a candidate with Intermediate ICAN, ATS, ACCA, CPA, ACA or ACNA with 3 years relevant experience. (d) By direct appointment of a candidate with HND in Accountancy with 3 years cognate experience.	Principal Executive Officer II (Accounts)
Principal Executive Officer II (Accounts)	CONTISS 9	(a) By promotion of a Senior Executive Officer (Accounts) with 3 years cognate experience. (b) By direct appointment as in Higher Executive Officer (Accounts) with 6 years cognate experience. (c) By direct appointment of a candidate with Intermediate ICAN, ACCA, CPA, ACA or ACNA with 6 years cognate experience. (d) By direct appointment of a candidate with HND in Accountancy with 6 years cognate experience.	Principal Executive Officer I (Accounts)
Principal Executive Officer I (Accounts)	CONTISS 11	(a) By promotion of a Principal Executive Officer II (Accounts) with 3 years cognate experience. (b) By direct appointment as in Higher Executive Officer (Accounts) with 9 years cognate experience. (c) By direct appointment of a candidate with Intermediate ICAN, ACCA, CPA, ACA or ACNA with 9 years cognate experience. (d) By direct appointment of a candidate with HND in Accountancy with 9 years cognate experience. <b>Terminal point for holders of ND, Foundation Certificate from ICAN, ACCA, CPA, ACA, ACMA or ATS.</b>	Assistant Chief Executive Officer (Accounts)
Assistant Chief Executive Officer (Accounts)	CONTISS 12	(a) By promotion of a Principal Executive Officer I (Accounts) with 3 years cognate experience and possessing HND in Accountancy OR Intermediate ICAN, ACCA, CPA, ACA or ACNA with 3 years cognate experience. (b) By direct appointment of a candidate with Intermediate ICAN, ACCA, CPA, ACA or ACNA with 12 years cognate experience. (c) By direct appointment of a candidate with HND in Accountancy with 12 years cognate experience.	Chief Executive Officer (Accounts)

Rank	Salary Grade	Required Qualification	Next Rank
Chief Executive Officer (Accounts)	CONTISS 13	(a) By promotion of an Assistant Chief Executive Officer (Accounts) with 5 years cognate experience on the grade. (b) By direct appointment of a candidate with HND in Accountancy with 14 years cognate experience and a professional certificate in a relevant field. (c) By direct appointment of a candidate with Intermediate ICAN, ACCA, CPA, ACA or ACNA with 14 years cognate experience.	

### C. Supply Officer Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Stores and Supplies Officer III	CONTISS 6	(a) Certificate I & II of the Institute of Purchasing and Supply. (b) OND (Purchasing and Supply) Marketing, Business Administration or relevant field with at least 3 years relevant experience. The officer must in addition pass the prescribed examination.	Stores and Supplies Officer II
Stores and Supplies Officer II	CONTISS 7	(a) By promotion of a Stores and Supplies Officer III with 3 years cognate experience. (b) By direct appointment of a candidate with a good honours degree in Purchasing and Supply or HND (Purchasing and Supply) Marketing, Business Administration or relevant field from a recognised institution.	Supply Officer I
Stores and Supplies Officer I	CONTISS 8	(a) By promotion of a Stores and Supplies Officer II with 3 years cognate experience. (b) By direct appointment as in Stores and Supplies Officer II “b” plus 3 years cognate experience OR a Masters degree	Senior Supply Officer
Senior Stores and Supplies Officer	CONTISS 9	(a) By promotion of a Stores and Supplies Officer I with 3 years cognate experience. (b) By direct appointment as in Stores and Supplies Officer II “b” plus 6 years cognate experience.	Principal Supply Officer II
Principal Stores and Supplies Officer II	CONTISS 11	(a) By promotion of a Senior Stores and Supplies Officer with 3 years cognate experience. (b) By direct appointment as in Stores and Supplies Officer II “b” plus 9 years cognate experience. <b>Terminal point for ND holders.</b>	Principal Supply Officer I (For HND Holders) Assistant Chief Stores and Supplies Officer (For Degree holders)
Principal Stores and Supplies Officer I	CONTISS 12	(a) By promotion of a Principal Stores and Supplies Officer II possessing HND with 3 years cognate experience. (b) By direct appointment as in Stores and Supplies Officer II “b” plus 12 years cognate experience. <b>Degree holders skip this level.</b>	Assistant Chief Supply Officer

Rank	Salary Grade	Required Qualification	Next Rank
Assistant Chief Stores and Supplies Officer	CONTISS 13	(a) By promotion of a Principal Stores and Supplies Officer I possessing HND with 3 years cognate experience. (b) By promotion of a Principal Stores and Supplies Officer II possessing a degree with 3 years cognate experience. (c) By direct appointment as in Stores and Supplies Officer II “b” plus 14 years cognate experience. <b>Terminal Point for HND Holders without additional qualifications.</b>	Chief Stores and Supplies Officer
Chief Stores and Supplies Officer	CONTISS 14	(a) By direct appointment as in Assistant Chief Stores and Supplies Officer (b) above including the following: (i) 5 years cognate experience on the grade. (ii) Master’s Degree in relevant field. (iii) Membership of relevant certified professional body.	

#### D. Supply Store Keeper Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Principal Store Keeper	CONTISS 6	(a) Senior School Certificate with Ordinary Certificate of the Institute of Purchasing & Supply in Store Keeping plus 6 years cognate experience. (b) Promotion avenue for Senior Store Keeper with relevant certificate.	Assistant Chief Store Keeper
Assistant Chief Store Keeper	CONTISS 7	(a) By promotion of a Principal Store Keeper with 3 years cognate experience. (b) By direct appointment as in Principal Store Keeper plus 8 years cognate experience.	Chief Store Keeper
Chief Store Keeper	CONTISS 8	(a) By promotion of an Assistant Chief Store Keeper with 3 years cognate experience. (b) By direct appointment as in Principal Store Keeper plus 10 years cognate experience. (c) Any officer in the Supply Store Keeper Cadre with ND in relevant field shall qualify for conversion to Supply Officer Cadre	

## E. Procurement Officer Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Procurement Officer II	CONTISS 7	(a) A good honours degree in relevant disciplines from a recognised university.	Procurement Officer I
Procurement Officer I	CONTISS 8	(a) By promotion of a Procurement Officer II with 3 years cognate experience. (b) By direct appointment as in Procurement Officer II plus 2 years cognate experience OR a Masters degree	Senior Procurement Officer
Senior Procurement Officer	CONTISS 9	(a) By promotion of a Procurement Officer I with 3 years cognate experience. (b) By direct appointment as in Procurement Officer II plus 6 years cognate experience. Possession of higher degree in the relevant field from a recognized university shall be an advantage.	Principal Procurement Officer
Principal Procurement Officer	CONTISS 11	(a) By promotion of a Senior Procurement Officer with 3 years cognate experience. (b) By direct appointment as in Procurement Officer II plus 9 years cognate experience. Possession of higher degree in the relevant field from a recognized university shall be an advantage.	Chief Procurement Officer
Chief Procurement Officer	CONTISS 13	(a) By promotion of a Principal Procurement Officer with 3 years cognate experience. (b) By direct appointment as in Procurement Officer II plus 12 years cognate experience. Possession of higher degree in the relevant field from a recognized university shall be an advantage.	Deputy Director II
Deputy Director II	CONTISS 14	(a) By direct appointment of a Chief Procurement Officer with the following: (i) 5 years cognate experience on the grade. (ii) Master's degree in relevant field. (iii) Membership of a relevant professional body (b) By direct appointment as in Procurement Officer II including the following: (i) 14 years cognate experience on the grade. (ii) Master's degree in relevant field. (iii) Membership of a relevant professional body	Deputy Director I
Deputy Director I	CONTISS 15	(a) By direct appointment as in Deputy Director II with 15 years cognate experience with a minimum of 5 year experience in a tertiary institution.	Director
Director	CONTISS 15	(i) Shall be by appointment by Appointments and Promotions Committee for a period of three (3) years, renewable for maximum period of another three (3) years.	NIL

*Ernest A. Jones*

### 3. ICT RESOURCE CENTRE

#### A. System Analyst/ System Programmer Cadre

Rank	Salary Grade	Required Qualification	Next Rank
System Analyst II / System Programmer II	CONTISS 7	(a) A good honours degree in Computer Science, ICT, Informatics or any related discipline from a recognized University or equivalent qualifications.	System Analyst I / System Programmer I
System Analyst I / System Programmer I	CONTISS 8	(a) By promotion of a System Analyst II / System Programmer II with 3 year cognate experience. (b) By direct appointment as in System Analyst II / System Programmer II plus at least 3 years cognate experience OR a Masters degree.	Senior System Analyst/Senior System Programmer
Senior System Analyst / Senior System Programmer	CONTISS 9	(a) By promotion of a System Analyst I / System Programmer I with 3 year cognate experience. (b) By direct appointment as in System Analyst II / System Programmer II but with at least 6 years cognate experience.	Principal System Analyst/Principal System Programmer
Principal System Analyst / Principal System Programmer	CONTISS 11	(a) By promotion of a Senior System Analyst / Senior System Programmer with 3 year cognate experience. (b) By direct appointment as in System Analyst II / System Programmer II but with at least 9 years cognate experience. Possession of relevant higher degree or professional ICT certificate from a recognised body shall be an advantage.	Chief System Analyst/Chief System Programmer
Chief System Analyst / Chief System Programmer	CONTISS 13	(a) By promotion of a Principal System Analyst / Principal System Programmer with 3 year cognate experience. (b) By direct appointment as in System Analyst II/System Programmer II but with at least 12 years cognate experience. Possession of relevant higher degree or professional ICT certificate from a recognised body shall be an advantage.	Deputy Director II

#### B. Data Analyst Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Data Analyst II	CONTISS 7	(a) HND in Computer Science/Technology or a related discipline from a recognised institution. (b) A good honours degree in Mathematics, Statistics, Social/Management Sciences or a related discipline from a recognised University with ICT related certificate.	Data Analyst I
Data Analyst I	CONTISS 8	(a) By promotion of a Data Analyst II with 3 years cognate experience. (b) By direct appointment as in Data Analyst II plus 3 years cognate experience OR a Masters degree.	Senior Data Analyst

Rank	Salary Grade	Required Qualification	Next Rank
Senior Data Analyst	CONTISS 9	(a) By promotion of a Data Analyst I with 3 year cognate experience. (b) By direct appointment as in Data Analyst II with at least 6 years cognate experience.	Principal Data Analyst
Principal Data Analyst	CONTISS 11	(a) By promotion of a Senior Data Analyst with 3 year cognate experience. (b) By direct appointment as in Data Analyst II with at least 9 years cognate experience.	Assistant Chief Data Analyst (for HND holders) Chief Data Analyst (for Degree holders)
Assistant Chief Data Analyst	CONTISS 12	(a) By promotion of a Principal Data Analyst with 3 year cognate experience and possessing HND. (b) By direct appointment as in Data Analyst II with at least 12 years cognate experience. <b>Degree holders skip this level.</b>	Chief Data Analyst
Chief Data Analyst	CONTISS 13	(a) By promotion of a Principal Data Analyst with 3 year cognate experience and possessing a degree. (b) By promotion of an Assistant Chief Data Analyst with 3 year cognate experience possessing HND. (b) By direct appointment as in Data Analyst II with at least 14 years cognate experience <b>Terminal Point for HND holder except with higher qualification.</b>	Deputy Director II

### C. Computer Engineer Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Computer Engineer II	CONTISS 7	(a) A good honours degree in Computer Engineering, Electrical/Electronics, Physics or any related discipline from a recognized University or equivalent qualifications.	Computer Engineer I
Computer Engineer I	CONTISS 8	(a) By promotion of a Computer Engineer II with 3 years cognate experience. (b) By direct appointment as in Computer Engineer II with at least 3 years cognate experience OR a Masters degree.	Senior Computer Engineer
Senior Computer Engineer	CONTISS 9	(a) By promotion of a Computer Engineer I with 3 years cognate experience. (b) By direct appointment as in Computer Engineer II with at least 6 years cognate experience.	Principal Computer Engineer
Principal Computer Engineer	CONTISS 11	(a) By promotion of a Senior Computer Engineer with 3 years cognate experience. (b) By direct appointment as in Computer Engineer II with at least 9 years cognate experience.	Chief Computer Engineer
Chief Computer Engineer	CONTISS 13	(a) By promotion of a Principal Computer Engineer with 3 years cognate experience. (b) By direct appointment as in Computer Engineer II with at least 12 years cognate experience.	Deputy Director II

#### D. Directorate Cadre for ICT

Rank	Salary Grade	Required Qualification	Next Rank
Deputy Director II	CONTISS 14	(a) By direct appointment of a Chief System Analyst / Chief System Programmer with the following: (i) 5 years cognate experience on the grade. (ii) Master's degree in Computer Science/ICT/Informatics. (iii) Professional certificate from a recognised body. (b) By direct appointment of a candidate as in System Analyst II/System Programmer II including the following: (i) 14 years cognate experience. (ii) Master's degree in a Computer Science/ICT/Informatics. (iii) Professional certificate from a recognised body.	Deputy Director I
Deputy Director I	CONTISS 15	(a) By direct appointment as in Deputy Director II with 15 years cognate experience with a minimum of 5 year experience in a tertiary institution.	Director
Director (ICT)	CONTISS 15	(i) Shall be by appointment of an academic staff not below the rank of Professor by Appointments and Promotions Committee for a period of three (3) years, renewable for maximum period of another three (3) years.	NIL

#### E. ICT Technical Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Technical Officer III, ICT	CONTISS 6	(a) By promotion of a Senior Technical Assistant, ICT with 5 credits in Senior School Certificate in not more than 2 sittings and possessing National Diploma in an ICT related field. (b) By direct appointment of a candidate with ND in Computer Science/Technology, Electrical/Electronic Engineering or a related discipline from a recognised institution or its equivalence. <b>Terminal point for Technical Officer III, ICT without Diploma</b>	Technical Officer II, ICT
Technical Officer II, ICT	CONTISS 7	(a) By promotion of a Technical Officer III, ICT with at least 3 years cognate experience. (b) By direct appointment of a candidate with HND in Computer Science/Technology, Electrical/Electronic Engineering or a related discipline from a recognized institution or its equivalent qualification. (c) By direct appointment of a candidate with HND in Management/Social Sciences or a relevant field from a recognised institution or equivalent qualification and possessing an ICT related certificate.	Technical Officer I, ICT

Rank	Salary Grade	Required Qualification	Next Rank
Technical Officer I, ICT	CONTISS 8	(a) By promotion of a Technical Officer II, ICT with at least 3 years cognate experience. (b) By direct appointment as in Technical Officer II, ICT (b) or (c) above with at least 3 years cognate experience. <b>Terminal Point for Diploma holders except with higher qualification.</b>	Senior Technical Officer, ICT
Senior Technical Officer, ICT	CONTISS 9	(a) By promotion of a Technical Officer I, ICT with at least 3 years cognate experience. (b) By direct appointment as in Technical Officer II, ICT (b) or (c) above but with 6 years cognate experience.	Principal Technical Officer, ICT
Principal Technical Officer, ICT	CONTISS 11	(a) By promotion of a Senior Technical Officer, ICT with at least 3 years cognate experience. (b) By direct appointment as in Technical Officer II, ICT (b) or (c) above but with 9 years cognate experience. <b>Terminal Point for ND holder except with higher qualification.</b>	Assistant Chief Technical Officer, ICT
Assistant Chief Technical Officer, ICT	CONTISS 12	(a) By promotion of a Principal Technical Officer, ICT with at least 3 years cognate experience. (b) By direct appointment as in Technical Officer II, ICT (b) or (c) above but with 12 years cognate experience.	Chief Technical Officer, ICT
Chief Technical Officer, ICT	CONTISS 13	(a) By promotion of an Assistant Technical Officer, ICT with the following: (i) 5 years cognate experience as Principal Technical Officer, ICT. (ii) Professional certificate from a recognised body. (b) By direct appointment as in Technical Officer II, ICT (b) or (c) above and including (i) 14 years cognate experience. (ii) A higher degree from recognized institution. (iii) Professional certificate from a recognised body.	

## F. ICT Data Processing Officer Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Data Processing Officer III, ICT	CONTISS 6	(a) By promotion of a Senior Data Processing Assistant, ICT with 3 years cognate experience. (b) Diploma/Certificate in Computer Studies, Data Processing, Word processing or related field from a recognized institution and Senior School Certificate with 5 credits in not more than 2 sittings. (c) ND in Social/Management Science from a recognised institution with ICT related certificate. <b>Terminal point for Data Processing Officer III without Diploma.</b>	Data Processing Officer II, ICT



Rank	Salary Grade	Required Qualification	Next Rank
Data Processing Officer II, ICT	CONTISS 7	(a) By promotion of a Data Processing Officer III, ICT with 3 years cognate experience. (b) By direct appointment as in Data Processing Officer III, ICT (b)/(c) above with 3 years cognate experience. (c) By direct appointment of a candidate with a good honours degree or HND in Social / Management Sciences from a recognised institution with ICT related certificate.	Data Processing Officer I, ICT
Data Processing Officer I, ICT	CONTISS 8	(a) By promotion of a Data Processing Officer II, ICT with 3 years cognate experience. (b) By direct appointment as in Data Processing Officer III, ICT (b)/(c) above with 6 years cognate experience. (c) By direct appointment as in Data Processing Officer II, ICT (c) above with 3 years cognate experience OR a Masters degree.	Senior Data Processing Officer, ICT
Senior Data Processing Officer, ICT	CONTISS 9	(a) By promotion of a Data Processing Officer I, ICT with 3 years cognate experience. (b) By direct appointment as in Data Processing Officer III, ICT (c) above with 9 years cognate experience. (c) By direct appointment as in Data Processing Officer II, ICT (c) above with 6 years cognate experience. (d) Automatic conversion for Chief Secretarial Assistant who have spent a minimum of five (5) years on the grade	Principal Data Processing Officer, ICT
Principal Data Processing Officer, ICT	CONTISS 11	(a) By promotion of a Senior Data Processing Officer, ICT with 3 years cognate experience. (b) By direct appointment as in Data Processing Officer III, ICT (c) above with at least 12 years cognate experience. (c) By direct appointment as in Data Processing Officer II, ICT (c) above with at least 9 years cognate experience. <b>Terminal Point for ND holders except with higher qualification.</b>	Assistant Chief Data Processing Officer, ICT (for HND holders) / Chief Data Processing Officer, ICT (for degree holders)
Assistant Chief Data Processing Officer, ICT	CONTISS 12	(a) By promotion of a Principal Data Processing Officer, ICT with at least 3 years cognate experience for HND holders. (b) By direct appointment of a candidate with HND in Social/Management Sciences from a recognised institution with ICT related certificate plus 12 years cognate experience. <b>Degree holders skip this level</b>	Chief Data Processing Officer, ICT
Chief Data Processing Officer, ICT	CONTISS 13	(a) By promotion of a Principal Data Processing Officer, ICT possessing a degree/an Assistant Chief ICT Data Processing Officer with the following: (i) 5 years cognate experience as Principal Data Processing Officer, ICT / Assistant Chief Data Processing Officer, ICT. (ii) Professional ICT related certificate from a recognised body. (b) By direct appointment of a candidate with a good honours degree in Social/Management Sciences from a recognised University including the following: (i) 14 years cognate experience. (ii) Professional ICT related certificate from a recognised body.	

#### 4. FARM CENTRE AND DIRECTORATE OF ENVIRONMENTAL MANAGEMENT

##### A. Farm Officer Cadre (Livestock, Crops, Fisheries, Forestry, Extension, Environmental Unit and Mechanization) – Teaching & Research

Rank	Salary Grade	Required Qualification	Next Rank
Agricultural Officer II	CONTISS 7	(a) A good honours degree in Agriculture or related discipline from a recognised University.	Agricultural Officer I
Agricultural Officer I	CONTISS 8	(a) By promotion of Agricultural Officer II with 3 years cognate experience. (b) By direct appointment of a candidate with a good honours degree in Agriculture or related discipline from a recognised University with 3 years cognate experience OR a Masters degree.	Senior Agricultural Officer
Senior Agricultural Officer	CONTISS 9	(a) By promotion of an Agricultural Officer I with 3 years cognate experience. (b) By direct appointment as in Agricultural Officer I (b) plus 6 years cognate experience.	Principal Agricultural Officer
Principal Agricultural Officer	CONTISS 11	(a) By promotion of a Senior Agricultural Officer with 3 years cognate experience. (b) By direct appointment as in Agricultural Officer I (b) plus 9 years cognate experience.	Chief Agricultural Officer
Chief Agricultural Officer	CONTISS 13	(a) By promotion of a Principal Agricultural Officer with 3 years cognate experience. (b) By direct appointment as in Agricultural Officer I (b) plus 12 years cognate experience.	Deputy Director II

##### B. Farm Officer Cadre (Livestock, Crops, Fisheries, Forestry, Extension, Environmental Unit and Mechanization) – Commercial & Innovation

Rank	Salary Grade	Required Qualification	Next Rank
Agricultural Officer II	CONTISS 7	(a) A good honours degree in Agriculture or related discipline from a recognised University.	Agricultural Officer I
Agricultural Officer I	CONTISS 8	(a) By promotion of Agricultural Officer II with 3 years cognate experience. (b) By direct appointment of a candidate with a good honours degree in Agriculture or related discipline from a recognised University with 3 years cognate experience OR a Masters degree.	Senior Agricultural Officer
Senior Agricultural Officer	CONTISS 9	(a) By promotion of an Agricultural Officer I with 3 years cognate experience. (b) By direct appointment as in Agricultural Officer I (b) plus 6 years cognate experience.	Principal Agricultural Officer
Principal Agricultural Officer	CONTISS 11	(a) By promotion of a Senior Agricultural Officer with 3 years cognate experience. (b) By direct appointment as in Agricultural Officer I (b) plus 9 years cognate experience.	Chief Agricultural Officer
Chief Agricultural Officer	CONTISS 13	(a) By promotion of a Principal Agricultural Officer with 3 years cognate experience. (b) By direct appointment as in Agricultural Officer I (b) plus 12 years cognate experience.	Deputy Director II

### C. Directorate Cadre for DUFARMS

Rank	Salary Grade	Required Qualification	Next Rank
Deputy Director II	CONTISS 14	(a) By direct appointment of a Chief Agricultural Officer with the following: (i) 5 years cognate experience as Chief Agricultural Officer. (ii) Master's Degree in Agriculture or related discipline from a recognized University. (iii) Membership of a related Professional Association. (b) By direct appointment of a candidate with the following: (i) 14 years cognate experience. (ii) Master's Degree in Agriculture or related discipline from a recognized University. (iii) Membership of a related Professional Association.	Deputy Director I
Deputy Director I	CONTISS 15	(a) By direct appointment as in Deputy Director II with 15 years cognate experience with a minimum of 5 year experience in a tertiary institution.	Director
Director	CONTISS 15	(i) Shall be by appointment by Appointments and Promotions Committee for a period of three (3) years, renewable for maximum period of another three (3) years.	NIL

### D. Agricultural / \*\*\*Animal Health / Forestry / Wildlife / Fisheries / Environmental / Extension Superintendent Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Experimental Supervisor / Foreman	CONTISS 6	(a) ND in Animal Health / Agriculture / Forestry / Environmental Superintendent (b) By promotion of a Field Overseer I / Principal Head Gardener / Principal Experimental Assistant with 3 years cognate experience <b>Terminal point for Experimental Supervisor / Foreman without Diploma</b>	Animal Health / Agricultural / Forestry / Horticulture / Fisheries / Environmental Superintendent
Animal Health / Agricultural / Forestry / Horticulture / Fisheries / Environmental Superintendent	CONTISS 7	(a) HND in Animal Health / Agriculture / Forestry / Fisheries / Wildlife / Environmental / Horticulture Superintendent from a recognised institution.	Higher Animal Health / Agricultural / Fisheries / Forestry / Horticulture Superintendent
Higher Animal Health / Agricultural / Forestry / Horticulture / Fisheries / Environmental Superintendent	CONTISS 8	(a) By promotion of an Animal Health / Agricultural / Forestry / Horticulture / Fisheries / Environmental Superintendent with 3 years cognate experience. (b) By direct appointment as in Animal Health / Agricultural / Forestry / Horticulture / Fisheries / Environmental Superintendent above plus 3 years cognate experience.	Senior Animal Health / Agricultural / Forestry / Horticulture / Fisheries / Environmental Superintendent

Rank	Salary Grade	Required Qualification	Next Rank
Senior Animal Health / Agricultural / Forestry / Horticulture / Fisheries / Environmental Superintendent	CONTISS 9	(a) By promotion of a Higher Animal Health / Agricultural / Forestry / Horticulture / Fisheries / Environmental Superintendent with 3 years cognate experience. (b) By direct appointment as in Animal Health / Agricultural / Forestry / Horticulture / Fisheries / Environmental Superintendent above plus 6 years cognate experience.	Principal Animal Health / Agricultural / Forestry / Horticulture / Fisheries / Environmental Superintendent II
Principal Animal Health / Agricultural / Forestry / Horticulture / Fisheries / Environmental Superintendent II	CONTISS 11	(a) By promotion of a Senior Animal Health / Agricultural / Forestry / Horticulture / Fisheries / Environmental Superintendent with 3 years cognate experience. (b) By direct appointment as in Animal Health / Agricultural / Forestry / Horticulture / Fisheries / Environmental Superintendent above plus 9 years cognate experience.	Assistant Chief Animal Health / Agricultural / Forestry / Horticulture / Fisheries / Environmental Superintendent I
Assistant Chief Animal Health / Agricultural / Forestry / Horticulture / Fisheries / Environmental Superintendent I	CONTISS 12	(a) By promotion of a Principal Animal Health / Agricultural / Forestry / Horticulture / Fisheries / Environmental Superintendent with 3 years cognate experience. (b) By direct appointment as in Animal Health / Agricultural / Forestry / Horticulture / Fisheries / Environmental Superintendent above plus 12 years cognate experience.	Chief Animal Health / Agricultural / Forestry / Horticulture / Fisheries / Environmental Superintendent
Chief Animal Health / Agricultural / Forestry / Horticulture / Fisheries / Environmental Superintendent	CONTISS 13	(a) By promotion of an Assistant Chief Animal Health / Agricultural / Forestry / Horticulture / Fisheries / Environmental Superintendent with 3 years cognate experience. (b) By direct appointment as in Animal Health / Agricultural / Forestry / Horticulture / Fisheries / Environmental Superintendent above plus 13 years cognate experience.	Senior Chief Animal Health/ Agriculture/ Forestry/ Fisheries/Wildlife/ Horticulture/Environmental/ Superintendent

\*\*\*By the Federal Government of Nigeria official gazette No. 25 dated 7<sup>th</sup> May, 1987, Animal Health Superintendents are now designated as Technologists

## 5. HEALTH SERVICES

### A. Medical Officer Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Medical Officer	CONMESS 2	(a) M.B.B.S. or MB. BCH or equivalent qualifications. Must be registered with Medical/Dental Council of Nigeria.	Senior Medical Officer II
Senior Medical Officer II	CONMESS 3	(a) By promotion of a Medical Officer with 3 years cognate experience. (b) By direct appointment as in Medical Officer above with 3 years post full registration experience.	Senior Medical Officer I
Senior Medical Officer I	CONMESS 4	(a) By promotion of a Senior Medical Officer II with 3 years cognate experience. (b) By direct appointment as in Medical Officer above with 6 years post full registration experience.	Principal Medical Officer II
Principal Medical Officer II	CONMESS 5	(a) By promotion of a Senior Medical Officer I with 3 years cognate experience. (b) By direct appointment as in Medical Officer above with 9 years post full registration experience.	Principal Medical Officer I
Principal Medical Officer I	CONMESS 6	(a) By direct appointment of a Principal Medical Officer II with 3 years cognate experience. (b) By direct appointment as in Medical Officer above with 12 years post full registration experience.	Chief Medical Officer
Chief Medical Officer	CONMESS 7	(a) By direct appointment of a Principal Medical Officer I with 5 years cognate experience and a higher degree (MPH) or relevant higher qualification. (b) By direct appointment as in Medical Officer above with 14 years post full registration experience and a higher degree (MPH) or relevant qualification.	Director, Health Services
Director, Health Services	CONMESS 7	(i) Shall be by appointment by Appointments and Promotions Committee for a period of three (3) years, renewable for maximum period of another three (3) years.	NIL

### B. Pharmacist Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Pharmacist	CONTISS 9	(a) A good honours degree in Pharmacy from a recognised University plus registration with Pharmacy Council of Nigeria.	Senior Pharmacist II
Senior Pharmacist II	CONTISS 11	(a) By promotion of a Pharmacist with 3 years cognate experience. (b) By direct appointment as in Pharmacist plus 3 years cognate experience.	Senior Pharmacist I
Senior Pharmacist I	CONTISS 12	(a) By promotion of a Senior Pharmacist II with 3 years cognate experience. (b) By direct appointment as in Pharmacist plus 6 years cognate experience.	Principal Pharmacist II
Principal Pharmacist II	CONTISS 13	(a) By promotion of a Senior Pharmacist I with 3 years cognate experience. (b) By direct appointment as in Pharmacist plus 9 years cognate experience.	Principal Pharmacist I

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Rank	Salary Grade	Required Qualification	Next Rank
Principal Pharmacist I	CONTISS 14	(a) By direct appointment of a Principal Pharmacist II including the following: (i) 5 years cognate experience on the grade. (ii) Master's degree in Pharmacy related fields. (b) By direct appointment as in Principal Pharmacist II including the following: (i) 14 years post registration experience of which 5 must be in a tertiary institution. (ii) Master's degree in Pharmacy related fields.	Chief Pharmacist
Chief Pharmacist	CONTISS 15	By direct appointment as in Principal Pharmacist I (b) with 15 years post registration experience.	

### C. Pharmacy Technician Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Pharmacy Technician	CONTISS 6	(a) Diploma in Pharmacy Technician.	Higher Pharmacy Technician
Higher Pharmacy Technician	CONTISS 7	(a) By promotion of a Pharmacy Technician with 3 years cognate experience. (b) By direct appointment as in Pharmacy Technician plus 3 years cognate experience.	Senior Pharmacy Technician
Senior Pharmacy Technician	CONTISS 8	(a) By promotion of a Higher Pharmacy Technician with 3 years cognate experience. (b) By direct appointment as in Pharmacy Technician above with 6 years cognate experience.	Principal Pharmacy Technician
Principal Pharmacy Technician	CONTISS 9	(a) By promotion of a Senior Pharmacy Technician with 3 years cognate experience. (b) By direct appointment as in Pharmacy Technician above with 9 years cognate experience.	Assistant Chief Pharmacy Technician
Assistant Chief Pharmacy Technician	CONTISS 11	(a) By promotion of a Principal Pharmacy Technician with 3 years cognate experience. (b) By direct appointment as in Pharmacy Technician above with 12 years cognate experience.	Chief Pharmacy Technician
Chief Pharmacy Technician	CONTISS 12	(a) By promotion of an Assistant Chief Pharmacy Technician with 3 years cognate experience. (b) By direct appointment as in Pharmacy Technician above with 14 years cognate experience.	NIL

## D. Nursing Officer Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Staff Nurse / Nursing Officer II	CONTISS 7	(a) RN/Midwife duly registered with NMCN or (b) A good honours degree in Nursing from a recognised University.	Nursing Sister / Nursing Officer I
Nursing Sister / Nursing Officer I	CONTISS 8	(a) By promotion of a Staff Nurse/Nursing Officer II with 3 years cognate experience. (b) By appointment as in Staff Nurse/Nursing Officer II with 3 years cognate experience.	Senior Nursing Sister / Senior Nursing Officer
Senior Nursing Sister / Senior Nursing Officer	CONTISS 9	(a) By promotion of a Nursing Sister / Nursing Officer I with 3 years cognate experience. (b) By appointment as in Staff Nurse/Nursing Officer II with 6 years cognate experience.	Matron / Principal Nursing Officer
Matron / Principal Nursing Officer	CONTISS 11	(a) By promotion of a Senior Nursing Sister/Officer with 3 years cognate experience. (b) By appointment as in Staff Nurse/Nursing Officer II with 9 years cognate experience. <b>Degree holders skip CONTISS 12.</b>	Senior Matron / Chief Nursing Officer
Senior Matron	CONTISS 12	(a) By promotion of a Matron possessing RN/Midwife registration with 3 years cognate experience. (b) By appointment as in Staff Nurse possessing RN/Midwife registration and with 12 years cognate experience.	Chief Matron
Chief Matron / Chief Nursing Officer	CONTISS 13	(a) By promotion of a Senior Matron with 3 years cognate experience. (b) By promotion of a Principal Nursing Officer with 3 years cognate experience. (c) By appointment as in Staff Nurse/Nursing Officer II with 14 years cognate experience.	Senior Chief Matron / Senior Chief Nursing Officer
Senior Chief Matron / Senior Chief Nursing Officer	CONTISS 14	(a) By direct appointment of a Chief Matron/Chief Nursing Officer with the following: (i) 5 years cognate experience on the grade. (ii) Master's degree / Post basic qualification diploma in Nursing or related discipline. (b) By appointment as in Nursing Officer II including the following: (i) 14 years cognate experience. (ii) Master's degree / Post basic qualification diploma in Nursing or related discipline.	Head Matron / Head Nurse
Head Matron / Head Nurse	CONTISS 15	By appointment of a Senior Chief Matron / Senior Chief Nursing Officer with 15 years cognate experience.	NIL

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### E. Medical Records Officer Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Medical Records Officer II	CONTISS 7	(a) A good honours degree/HND in Medical Records or its equivalent from a recognised institution.	Medical Records Officer I
Medical Records Officer I	CONTISS 8	(a) By promotion of a Medical Records Officer II with 3 years cognate experience. (b) By direct appointment as in Medical Records Officer II with 3 years cognate experience OR a Masters degree	Senior Medical Records Officer
Senior Medical Records Officer	CONTISS 9	(a) By promotion of a Medical Records Officer I with 3 years cognate experience. (b) By direct appointment as in Medical Records Officer II with 6 years cognate experience.	Principal Medical Records Officer II
Principal Medical Records Officer II	CONTISS 11	(a) By promotion of a Senior Medical Records Officer with 3 years cognate experience. (b) By direct appointment as in Medical Records Officer II with 9 years cognate experience.	Principal Medical Records Officer I
Principal Medical Records Officer I	CONTISS 12	(a) By promotion of a Principal Medical Records Officer II with 3 years cognate experience. (b) By direct appointment as in Medical Records Officer II with 12 years cognate experience. <b>Degree holders will skip this level</b>	Chief Medical Records Officer
Chief Medical Records Officer	CONTISS 13	(a) By promotion of a Principal Medical Records Officer with 3 years cognate experience. (b) By direct appointment as in Medical Records Officer II with 14 years cognate experience.	Senior Chief Medical Records Officer
Senior Chief Medical Records Officer	CONTISS 14	(a) By direct appointment of a Chief Medical Records Officer II with the following: (i) 5 years cognate experience. (ii) Master's degree in Medical Records, Statistics, Health Information Management, Computer Science, Information Technology, Information Science, Public Health and Management/Administration. (b) By direct appointment as in Medical Records Officer II with the following: (i) 14 years cognate experience. (ii) Master's degree in Medical Records, Statistics, Health Information Management, Computer Science, Information Technology, Information Science, Public Health and Management/Administration. (iii) Professional license from the regulating body.	Principal Chief Medical Records Officer
Principal Chief Medical Records Officer	CONTISS 15	By direct appointment as in Senior Chief Medical Records Officer (b) above but with 15 years cognate experience.	

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**F. Medical Records Technician Cadre**

<b>Rank</b>	<b>Salary Grade</b>	<b>Required Qualification</b>	<b>Next Rank</b>
Assistant Medical Records Technician	CONTISS 6	(a) National Diploma in Medical Record / Medical Librarianship or equivalent qualification from a recognised institution.	Medical Records Technician
Medical Records Technician	CONTISS 7	(a) By promotion of an Assistant Medical Records Technician with 3 years cognate experience. (b) By direct appointment as in Assistant Medical Records Technician with 3 years cognate experience.	Senior Medical Records Technician
Senior Medical Records Technician	CONTISS 8	(a) By promotion of a Medical Records Technician with 3 years cognate experience. (b) By direct appointment as in Assistant Medical Records Technician with 6 years cognate experience.	Principal Records Technician
Principal Records Technician	CONTISS 9	(a) By promotion of a Senior Medical Records Technician with 3 years cognate experience. (b) By direct appointment as in Assistant Medical Records Technician with 9 years cognate experience.	Assistant Chief Medical Records Technician
Assistant Chief Medical Records Technician	CONTISS 11	(a) By promotion of a Senior Medical Records Technician with 3 years cognate experience. (b) By direct appointment as in Assistant Medical Records Technician with 12 years cognate experience.	Chief Medical Records Technician
Chief Medical Records Technician	CONTISS 12	(a) By promotion of an Assistant Chief Medical Records Technician with 3 years cognate experience. (b) By appointment as in Assistant Medical Records Technician plus 14 years cognate experience.	NIL

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## G. Medical Laboratory Scientist Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Medical Laboratory Scientist II	CONTISS 7	(a) A good honours degree in Medical Laboratory Science from a recognised institution plus Associate registration with the Nigeria Institute of Medical Laboratory Science (AIMLS)/Council. (b) Conversion avenue for Chief Medical Laboratory Assistant with a good honours degree in Medical Laboratory Science	Medical Laboratory Scientist I
Medical Laboratory Scientist I	CONTISS 8	(a) By promotion of a Medical Laboratory Scientist II with at least 3 years cognate experience. (b) By direct appointment as in Medical Laboratory Scientist II plus 3 years cognate OR a Masters degree	Senior Medical Laboratory Scientist
Senior Medical Laboratory Scientist	CONTISS 9	(a) By promotion of a Medical Laboratory Scientist I with at least 3 years cognate experience. (b) By direct appointment of a Fellow of the Institute of Medical Laboratory Science (FMLS) with at least 6 years cognate experience.	Principal Medical Laboratory Scientist
Principal Medical Laboratory Scientist	CONTISS 11	(a) By promotion of a Senior Medical Laboratory Scientist with at least 3 years cognate experience. (b) By direct appointment of a Fellow of the Institute of Medical Laboratory Science (FMLS) with at least 9 years cognate experience.	Assistant Chief Medical Laboratory Scientist
Assistant Chief Medical Laboratory Scientist	CONTISS 13	(a) By promotion of a Principal Medical Laboratory Scientist with at least 3 years cognate experience. (b) By direct appointment of a Fellow of the Institute of Medical Laboratory Science (FMLS) with at least 12 years cognate experience.	Deputy Chief Medical Laboratory Scientist
Deputy Chief Medical Laboratory Scientist	CONTISS 14	(a) By direct appointment of a Principal Medical Laboratory Scientist with the following: (i) 5 years cognate experience. (ii) Master's degree in Medical Laboratory Science - related field. (iii) Fellow of the Institute of Medical Laboratory Science (FMLS). (b) By direct appointment as in Medical Laboratory Scientist II with the following: (i) 14 years cognate experience. (ii) Master's degree in Medical Laboratory Science - related field. (iii) Fellow of the Institute of Medical Laboratory Science (FMLS).	Chief Medical Laboratory Scientist
Chief Medical Laboratory Scientist	CONTISS 15	By direct appointment as in Deputy Chief Medical Laboratory Scientist (b) above but with 15 years cognate experience.	NIL

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## H. Medical Laboratory Assistant Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Higher Medical Laboratory Assistant	CONTISS 6	(a) Possession of National Certificate for Medical Laboratory Assistant plus 4 years cognate experience.	Senior Medical Laboratory Assistant
Senior Medical Laboratory Assistant	CONTISS 7	(a) By promotion of a Higher Medical Laboratory Assistant with 3 years cognate experience. (b) By direct appointment as in Higher Medical Laboratory Assistant but with 6 years cognate experience.	Principal Medical Laboratory Assistant II
Principal Medical Laboratory Assistant II	CONTISS 8	(a) By promotion of a Senior Medical Laboratory Assistant with 3 years cognate experience. (b) By direct appointment as in Higher Medical Laboratory Assistant but with 8 years cognate experience.	Principal Medical Laboratory Assistant I
Principal Medical Laboratory Assistant I	CONTISS 9	(a) By promotion of a Principal Medical Laboratory Assistant II with 3 years cognate experience. (b) By direct appointment as in Higher Medical Laboratory Assistant but with 10 years cognate experience.	Chief Medical Laboratory Assistant
Chief Medical Laboratory Assistant	CONTISS 11	(a) By promotion of a Principal Medical Laboratory Assistant I with 3 years cognate experience. (b) By direct appointment as in Higher Medical Laboratory Assistant but with 12 years cognate experience.	NIL

## I. Medical Laboratory Technician

Rank	Salary Grade	Required Qualification	Next Rank
Medical Laboratory Technician	CONTISS 6	(a) A three years training in a recognized institution as a Medical Laboratory Technician (b) Registration with Medical Laboratory Science Council of Nigeria for Technician Cadre	Higher Medical Laboratory Technician
Higher Medical Laboratory Technician	CONTISS 7	(a) By promotion of a Medical Laboratory Technician with 3 years cognate experience. (b) By appointment as in Medical Laboratory Technician plus 3 years cognate experience. (c) Conversion avenue for Chief Medical Laboratory Assistant with Medical Laboratory Technician Certificate	Senior Medical Laboratory Technician
Senior Medical Laboratory Technician	CONTISS 8	(a) By promotion of a Higher Medical Laboratory Technician with 3 years cognate experience. (b) By appointment as in Medical Laboratory Technician plus 6 years cognate experience.	Principal Medical Laboratory Technician

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Rank	Salary Grade	Required Qualification	Next Rank
Principal Medical Laboratory Technician	CONTISS 9	(a) By promotion of a Senior Medical Laboratory Technician with 3 years cognate experience. (b) By appointment as in Medical Laboratory Technician plus 9 years cognate experience.	Assistant Chief Medical Laboratory Technician
Assistant Chief Medical Laboratory Technician	CONTISS 11	(a) By promotion of a Principal Medical Laboratory Technician with 3 years cognate experience. (b) By appointment as in Medical Laboratory Technician plus 12 years cognate experience.	Chief Medical Laboratory Technician
Chief Medical Laboratory Technician	CONTISS 12	(a) By promotion of an Assistant Chief Medical Laboratory Technician with 3 years cognate experience. (b) By appointment as in Medical Laboratory Technician plus 15 years cognate experience.	NIL

#### J. Environmental Health Officer Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Environmental Health Officer II	CONTISS 7	(a) HND/B.Sc. from a recognised institution in the relevant profession.	Environmental Health Officer I
Environmental Health Officer I	CONTISS 8	(a) By promotion of an Environmental Health Officer II with 3 years cognate experience. (b) By direct appointment as in Environmental Health Officer II with 3 years cognate experience OR a Masters degree.	Senior Environmental Health Officer
Senior Environmental Health Officer	CONTISS 9	(a) By promotion of an Environmental Health Officer I with 3 years cognate experience. (b) By direct appointment as in Environmental Health Officer II with 6 years cognate experience.	Principal Environmental Health Officer
Principal Environmental Health Officer	CONTISS 11	(a) By promotion of a Senior Environmental Health Officer with 3 years cognate experience. (b) By direct appointment as in Environmental Health Officer II with 9 years cognate experience.	Assistant Chief Environmental Health Officer II / Assistant Chief Health Environmental Officer I
Assistant Chief Environmental Health Officer II	CONTISS 12	(a) By promotion of a Principal Environmental Health Officer with 3 years cognate experience. (b) By direct appointment as in Environmental Health Officer II with 12 years cognate experience. <b>B.Sc. holder skips this level.</b>	Assistant Chief Health Environmental Officer I

Rank	Salary Grade	Required Qualification	Next Rank
Assistant Chief Health Environmental Officer I	CONTISS 13	(a) By promotion of an Assistant Chief Environmental Health Officer II with 5 years cognate experience. (b) By promotion of a Principal Environmental Health Officer with 3 years cognate experience. (c) By direct appointment as in Environmental Health Officer II with 14 years cognate experience. <b>Terminal Point for HND holders.</b>	Chief Environmental Health Officer
Chief Environmental Health Officer	CONTISS 14	(a) By direct appointment of an Assistant Chief Environmental Health Officer I with 5 years cognate experience. (i) 5 years cognate experience on the field. (ii) Master's degree in Environmental Health related field. (iii) Professional license from the regulating body. (b) By direct appointment as in Environmental Health Officer II with 15 years cognate experience of which at least 5 years should be in a recognized tertiary institution. (i) 5 years cognate experience on the field. (ii) Master's degree in Environmental Health related field. (iii) Professional license from the regulating body.	NIL

#### K. Environmental Health Technologist Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Assistant Environmental Health Technologist	CONTISS 6	(a) National Diploma in a relevant field from an approved Health Institution.	Environmental Health Technologist
Environmental Health Technologist	CONTISS 7	(a) By promotion of an Assistant Environmental Health Technologist with 3 years cognate experience. (b) By direct appointment as in Assistant Environmental Health Technologist with 3 years cognate experience.	Higher Environmental Health Technologist
Higher Environmental Health Technologist	CONTISS 8	(a) By promotion of an Environmental Health Technologist with 3 years cognate experience. (b) By direct appointment as in Assistant Environmental Health Technologist with 6 years cognate experience.	Senior Environmental Health Technologist
Senior Environmental Health Technologist	CONTISS 9	(a) By promotion of a Higher Environmental Health Technologist with 3 years cognate experience. (b) By direct appointment as in Assistant Environmental Health Technologist with 9 years cognate experience.	Principal Environmental Health Technologist
Principal Environmental Health Technologist	CONTISS 11	(a) By promotion of a Senior Environmental Health Technologist with 3 years cognate experience. (b) By direct appointment as in Assistant Environmental Health Technologist with 12 years cognate experience.	NIL

## L. Medical Health Assistant Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Principal Health Assistant	CONTISS 6	(a) By promotion of a Principal Health Attendant with relevant certificate. (b) By direct appointment of a candidate with a certificate in Community Health from a tertiary institution plus 4 years cognate experience or Clinical/Health Assistant Certificate plus 4 years relevant experience.	Chief Health Assistant
Chief Health Assistant	CONTISS 7	(a) By promotion of a Principal Health Assistant with 3 years cognate experience. (b) By direct appointment as in Principal Health Assistant (b) but with 6 years cognate experience.	NIL

## M. Senior Community Health Extension Worker/Technician

Rank	Salary Grade	Required Qualification	Next Rank
Community Health Technician	CONTISS 6	(a) By promotion of a Junior Community Health Extension Worker III with relevant certificate (b) A candidate with the following: (i) Senior School Certificate or its equivalent (ii) Certificate in Senior Community Health Extension Work from a recognised institution. (iii) Registration with Community Health Practitioner Board of Nigeria.	Higher Community Health Technician
Higher Community Health Technician	CONTISS 7	(a) By promotion of a Community Health Technician with 3 years cognate experience. (b) By direct appointment as in Community Health Technician plus 3 years cognate experience.	Senior Community Health Technician
Senior Community Health Technician	CONTISS 8	(a) By promotion of a Higher Community Health Technician with 3 years cognate experience. (b) By direct appointment as in Community Health Technician plus 6 years cognate experience.	Principal Community Health Technician
Principal Community Health Technician	CONTISS 9	(a) By promotion of a Senior Community Health Technician with 3 years cognate experience. (b) By direct appointment as in Community Health Technician plus 9 years cognate experience.	Assistant Chief Community Health Technician
Assistant Chief Community Health Technician	CONTISS 11	(a) By promotion of a Principal Community Health Technician with 3 years cognate experience. (b) By direct appointment as in Community Health Technician plus 12 years cognate experience.	Chief Community Health Technician
Chief Community Health Technician	CONTISS 12	(a) By promotion of an Assistant Chief Community Health Technician with 3 years cognate experience. (b) By direct appointment as in Community Health Technician plus 14 years cognate experience.	NIL

*Emmanuel O. Jones*

## 6. VETERINARY TEACHING HOSPITAL

### A. Veterinary Officer Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Veterinary Officer	CONMESS 2	(a) Possession of Doctor of Veterinary Medicine (DVM) degree with registration as Veterinary Surgeon	Senior Veterinary Officer II
Senior Veterinary Officer II	CONMESS 3	(a) By promotion of a Veterinary Officer with 3 years cognate experience. (b) By direct appointment as in Veterinary Officer with 3 years post registration cognate experience.	Senior Veterinary Officer I
Senior Veterinary Officer I	CONMESS 4	(a) By promotion of a Senior Veterinary Officer II with 3 years cognate experience. (b) By direct appointment as in Veterinary Officer with 6 years post registration cognate experience.	Principal Veterinary Officer II
Principal Veterinary Officer II	CONMESS 5	(a) By promotion of a Senior Veterinary Officer I with 3 years cognate experience. (b) By direct appointment as in Veterinary Officer with 9 years post registration cognate experience.	Principal Veterinary Officer I
Principal Veterinary Officer I	CONMESS 6	(a) By direct appointment of a Principal Veterinary Officer II with 3 years cognate experience. (b) By direct appointment as in Veterinary Officer with 12 years post registration cognate experience.	Chief Veterinary Officer
Chief Veterinary Officer	CONMESS 7	(a) By direct appointment of a Principal Veterinary Officer I with 5 years cognate experience. (i) Possession of the Fellowship of College of Veterinary Surgeons of Nigeria (b) By direct appointment as in Veterinary Officer with 14 years post registration cognate experience. (i) Possession of the Fellowship of College of Veterinary Surgeons of Nigeria	Director, Veterinary Services
Director, Veterinary Teaching Hospital	CONMESS 7	(i) Shall be by appointment of an academic staff not below the rank of Professor by Appointments and Promotions Committee for a period of three (3) years, renewable for maximum period of another three (3) years.	NIL

*Emmanuel O. Jones*

## 7. INTERNAL AUDIT

### A. Internal Auditor Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Internal Auditor II	CONTISS 7	(a) A good honours degree in Accountancy from a recognised University.	Internal Auditor I
Internal Auditor I	CONTISS 8	(a) By promotion of an Internal Auditor II with 3 years cognate experience. (b) By direct appointment as in Internal Auditor II with 3 years cognate experience OR a Masters degree.	Senior Internal Auditor
Senior Internal Auditor	CONTISS 9	(a) By promotion of an Internal Auditor I with 3 years cognate experience. (b) By upgrade of an Internal Auditor II or I with ACA, CNA, ACCA, CPA. (c) By direct appointment as in Internal Auditor II with 6 years cognate experience. (d) By direct appointment of a candidate with ACA, CNA, ACCA, CPA with 6 years cognate experience.	Principal Internal Auditor
Principal Internal Auditor	CONTISS 11	(a) By promotion of a Senior Internal Auditor with 3 years cognate experience. (b) By direct appointment as in Internal Auditor II with 9 years cognate experience. (c) By direct appointment as in Senior Internal Auditor (d) but with 9 years cognate experience. <b>Terminal point for candidate not registered with relevant professional body.</b>	Chief Internal Auditor
Chief Internal Auditor	CONTISS 13	(a) By promotion of a Principal Internal Auditor with 3 years cognate experience with any of the following professional qualifications: ACA, CNA, ACCA, CPA or any other equivalent qualification. (b) By direct appointment as in Senior Internal Auditor (d) with 12 years cognate experience.	Deputy Director, Internal Audit
Deputy Director, Internal Audit	CONTISS 14	(a) By direct appointment of a Chief Internal Auditor with the following: (i) 5 years cognate experience on the grade. (ii) Membership of relevant certified professional body. (b) By direct appointment of a candidate with the following: (i) Possession of any of the following professional qualifications: ACA, CNA, ACCA, CPA or any other equivalent qualification. (ii) 14 years cognate experience. Relevant experience in a tertiary institution shall be an advantage.	Director of Internal Audit
Director of Internal Audit	CONTISS 15	(i) Shall be by appointment by Appointments and Promotions Committee for a period of three (3) years, renewable for maximum period of another three (3) years.	NIL

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## B. Executive Officer Cadre (Audit)

Rank	Salary Grade	Required Qualification	Next Rank
Executive Officer (Audit)	CONTISS 6	(a) Foundation of ICAN, ACCA, CPA, ACA or ATS. (b) National Diploma in Accountancy from a recognised tertiary institution.	Higher Executive Officer (Audit)
Higher Executive Officer (Audit)	CONTISS 7	(a) By promotion of an Executive Officer (Audit) with 3 years cognate experience. (b) By direct appointment as in Executive Officer (Audit) with 3 years cognate experience OR (c) By direct appointment of a candidate with Intermediate ICAN, ACCA, CPA, ACA or ATS with 3 years cognate experience. (d) By direct appointment of a candidate with HND in Accountancy.	Senior Executive Officer (Audit)
Senior Executive Officer (Audit)	CONTISS 8	(a) By promotion of a Higher Executive Officer (Audit) with 3 years cognate experience. (b) By direct appointment as in Executive Officer (Audit) with 6 years cognate experience. (c) By direct appointment of a candidate with Intermediate ICAN, ACCA, ACA or CPA with 3 years cognate experience or ATS with 6 years cognate experience. (d) By direct appointment of a candidate with HND in Accountancy with 3 years cognate experience.	Principal Executive Officer II (Audit)
Principal Executive Officer II (Audit)	CONTISS 9	(a) By promotion of a Senior Executive Officer (Audit) with 3 years cognate experience. (b) By direct appointment as in Higher Executive Officer (Audit) with 6 years cognate experience. (c) By direct appointment of a candidate with Intermediate ICAN, ACCA, ACA or CPA with 6 years cognate experience. (d) By direct appointment of a candidate with HND in Accountancy with 6 years cognate experience.	Principal Executive Officer I (Audit)
Principal Executive Officer I (Audit)	CONTISS 11	(a) By promotion of a Principal Executive Officer II (Audit) with 3 years cognate experience. (b) By direct appointment as in Higher Executive Officer (Audit) with 9 years cognate experience. (c) By direct appointment of a candidate with Intermediate ICAN, ACCA, CPA or ACA with 9 years cognate experience. (d) By direct appointment of a candidate with HND in Accountancy with 9 years cognate experience. <b>Terminal point for holders of ND, Foundation Certificate from ICAN, ACCA, CPA, ACA or ATS.</b>	Assistant Chief Executive Officer (Audit)
Assistant Chief Executive Officer (Audit)	CONTISS 12	(a) By promotion of a Principal Executive Officer I (Audit) with 3 years cognate experience and possessing HND in Accountancy OR Intermediate ICAN, ACCA, CPA or ACA with 3 years cognate experience. (b) By direct appointment of a candidate with Intermediate ICAN, ACCA, CPA or ACA with 12 years cognate experience. (c) By direct appointment of a candidate with HND in Accountancy with 12 years cognate experience.	Chief Executive Officer (Audit)
Chief Executive Officer (Audit)	CONTISS 13	(a) By promotion of an Assistant Chief Executive Officer (Audit) with 5 years cognate experience on the grade. (b) By direct appointment of a candidate with HND in Accountancy with 14 years cognate experience and a professional certificate in a relevant field. (c) By direct appointment of a candidate with Intermediate ICAN, ACCA, CPA or ACA with 14 years cognate experience.	NIL

## 8. LIBRARY

### A. Library Officer Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Library Officer	CONTISS 6	(a) Minimum of Diploma in Library Studies / Science from a recognised tertiary institution. (b) By promotion of a Principal Library Assistant with 5 years on the grade with relevant ND. <b>Terminal point for Library Officers without Diploma.</b>	Higher Library Officer
Higher Library Officer	CONTISS 7	(a) By promotion of a Library Officer with 3 years cognate experience. (b) By direct appointment as in Library Officer with 3 years cognate experience. (c) By direct appointment of a candidate with a good honours degree or Higher Diploma in Library Studies / Science from a recognised institution.	Senior Library Officer
Senior Library Officer	CONTISS 8	(a) By promotion of a Higher Library Officer with 3 years cognate experience. (b) By direct appointment as in Library Officer with 6 years cognate experience. (c) By direct appointment as in Higher Library Officer (c) with 3 years cognate experience OR a Masters degree	Principal Library Officer II
Principal Library Officer II	CONTISS 9	(a) By promotion of a Senior Library Officer with 3 years cognate experience. (b) By direct appointment as in Library Officer with 9 years cognate experience. (c) By direct appointment as in Higher Library Officer (c) with 6 years cognate experience.	Principal Library Officer I
Principal Library Officer I	CONTISS 11	(a) By promotion of a Principal Library Officer II with 3 years cognate experience. (b) By direct appointment as in Library Officer with 12 years cognate experience. (c) By direct appointment as in Higher Library Officer (c) with 9 years cognate experience.	Assistant Chief Library Officer II / Assistant Chief Library Officer I
Assistant Chief Library Officer II	CONTISS 12	(a) By promotion of a Principal Library Officer I with 3 years cognate experience (without a degree in Library Science). (b) By direct appointment of a candidate with a Higher Diploma in Library Studies / Science from a recognised institution and 12 years cognate experience. <b>Terminal point for Diploma holders. Degree holders skip this level.</b>	Assistant Chief Library Officer I
Assistant Chief Library Officer I	CONTISS 13	(a) By promotion of a Principal Library Officer I with B.Sc. in Library Studies / Science and 3 years cognate experience. (b) By promotion of an Assistant Chief Library Officer II with 5 years cognate experience. (c) By direct appointment of a candidate with B.Sc. in Library Studies / Science from a recognised University with 14 years cognate experience. <b>Terminal point for HND holders.</b>	Chief Library Officer

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Rank	Salary Grade	Required Qualification	Next Rank
Chief Library Officer	CONTISS 14	(a) By direct appointment of an Assistant Chief Library Officer I with the following: (i) 5 years cognate experience on the grade. (ii) A Master's Degree in Library Studies / Science. (iii) Membership of Nigeria Library Association. (b) By direct appointment of a candidate with a good honours degree in Library Studies / Science from a recognised institution and the following: (i) 14 years cognate experience of which 5 years must be in a tertiary institution. (ii) A Master's Degree in Library Studies / Science. (iii) Membership of Nigeria Library Association.	NIL

### B. Library (Clerical Officer Cadre)

Rank	Salary Grade	Required Qualification	Next Rank
Chief Library Assistant	CONTISS 6	Promotion avenue for a candidate with 3 years of cognate experience as a Principal Library Assistant	NIL

### C. Library Porter Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Chief Porter	CONTISS 6	(a) By promotion of an Assistant Chief Porter with 5 years cognate experience on the grade. (b) By direct appointment of a candidate with WASC plus 8 years cognate experience or Ex-Police Officer (not below the rank of Inspector). (c) By direct appointment of a candidate with ND in relevant field from a recognised institution. (d) By direct appointment of a candidate with NABTEB (Advance) in relevant field (e) By direct appointment of a candidate with Technical College certificate plus 2 years cognate experience.	Supervisor II
Supervisor II	CONTISS 7	(a) By promotion of a Chief Porter possessing ND or NABTEB (Advance) or Technical College Certificate with 3 years cognate experience. (b) By direct appointment of a candidate with ND or NABTEB (Advance) in relevant field from a recognised institution with 3 years cognate experience. (c) By direct appointment of a candidate with Technical College Certificate plus 5 years cognate experience.	Supervisor I

Rank	Salary Grade	Required Qualification	Next Rank
Supervisor I	CONTISS 8	(a) By promotion of a Supervisor II with 3 years cognate experience. (b) By direct appointment of a candidate with ND or NABTEB (Advance) in relevant field from a recognised institution with 6 years cognate experience. (c) By direct appointment of a candidate with Technical College Certificate plus 7 years cognate experience.	Senior Supervisor
Senior Supervisor	CONTISS 9	(a) By promotion of a Supervisor I with 3 years cognate experience. (b) By direct appointment of a candidate with ND or NABTEB (Advance) in relevant field from a recognised institution with 9 years cognate experience. <b>Terminal point for Candidate with Technical College Certificate</b>	Chief Supervisor
Chief Supervisor	CONTISS 11	(a) By promotion of a Senior Supervisor with ND or NABTEB with 5 years cognate experience on the grade. (b) By direct appointment of a candidate with ND or NABTEB (Advance) in relevant field from a recognised institution with 15 years cognate experience.	NIL

## 9. PHYSICAL PLANNING UNIT

### A. Physical Planning Officer Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Planning Officer II	CONTISS 7	(a) A good honours degree in Architecture, Engineering, Quantity Surveying, Building Technology, Town Planning and Land Surveying from a recognised University	Planning Officer I
Planning Officer I	CONTISS 8	(a) By promotion of a Planning Officer II with 3 years cognate experience. (b) By direct appointment as in Planning Officer II with 3 years cognate experience OR a Masters degree	Senior Planning Officer
Senior Planning Officer	CONTISS 9	(a) By promotion of a Planning Officer I with 3 years cognate experience. (b) By direct appointment as in Planning Officer II with 6 years cognate experience.	Principal Planning Officer
Principal Planning Officer	CONTISS 11	(a) By promotion of a Senior Planning Officer with 3 years cognate experience and registered with relevant professional body. (b) By direct appointment as in Planning Officer II with 9 years cognate experience and registered with relevant professional body. <b>Terminal point for candidate not registered with relevant professional bodies.</b>	Chief Planning Officer
Chief Planning Officer	CONTISS 13	(a) By promotion of a Principal Planning Officer with 3 years cognate experience and registered with relevant professional body. (b) By direct appointment as in Planning Officer II with 12 years cognate experience and registered with relevant professional body.	Deputy Director II
<b>Deputy Director II</b>	CONTISS 14	(a) By direct appointment of a Chief Planning Officer with the following: (i) 5 years cognate experience as Chief Planning Officer. (ii) Higher degree in relevant field. (b) By direct appointment as in Planning Officer II including the following: (i) 14 years cognate experience. (ii) Higher degree in relevant field. (iii) Registration with relevant professional body.	Deputy Director I
<b>Deputy Director I</b>	CONTISS 15	(a) By direct appointment as in Deputy Director II with 15 years cognate experience with a minimum of 5 year experience in a tertiary institution.	Director of Physical Planning
Director of Physical Planning	CONTISS 15	(i) Shall be by appointment by Appointments and Promotions Committee for a period of three (3) years, renewable for maximum period of another three (3) years.	NIL

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## B. Technical/Maintenance Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Technical Officer	CONTISS 6	(a) National Diploma in relevant field from a recognised institution. (b) National Technical Certificate (Advance Diploma) or NABTEB (Advance) qualification in relevant discipline plus 3 years cognate experience.	Higher Technical Officer
Higher Technical Officer	CONTISS 7	(a) By promotion of a Technical Officer with 3 years cognate experience. (b) By direct appointment of a candidate with HND in the relevant field from a recognised institution. (c) By direct appointment of a candidate with ND in relevant field plus 3 years cognate experience. (d) By direct appointment of a candidate with National Technical Certificate (Advance Diploma) or NABTEB (Advance) qualification in the relevant discipline plus 6 years cognate experience.	Senior Technical Officer
Senior Technical Officer	CONTISS 8	(a) By promotion of Higher Technical Officer with 3 years cognate experience. (b) By direct appointment of a candidate with HND in the relevant field from a recognised institution plus 3 years cognate experience. (c) By direct appointment of a candidate with ND in relevant field plus 6 years cognate experience. (d) By direct appointment of a candidate with National Technical Certificate (Advance Diploma) or NABTEB (Advance) qualification in the relevant discipline plus 9 years cognate experience.	Principal Technical Officer II
Principal Technical Officer II	CONTISS 9	(a) By promotion of a Senior Technical Officer with 3 years cognate experience. (b) By direct appointment of a candidate with HND in the relevant field from a recognised institution plus 6 years cognate experience. (c) By direct appointment of a candidate with ND in relevant field plus 9 years cognate experience. (d) By direct appointment of a candidate with National Technical Certificate (Advance Diploma) or NABTEB (Advance) qualification in the relevant discipline plus 12 years cognate experience.	Principal Technical Officer I
Principal Technical Officer I	CONTISS 11	(a) By promotion of a Principal Technical Officer II with 3 years cognate experience. (b) By direct appointment of a candidate with HND in the relevant field from a recognised institution plus 9 years cognate experience. (c) By direct appointment of a candidate with ND in relevant field plus 12 years cognate experience. (d) By direct appointment of a candidate with National Technical Certificate (Advance Diploma) or NABTEB(Advance) qualification in the relevant discipline plus 14 years cognate experience. <b>Terminal point for holders of ND/NTC (Advanced Diploma) / NABTEB (Advanced).</b>	Assistant Chief Technical Officer
Assistant Chief Technical Officer	CONTISS 12	(a) By promotion of a Principal Technical Officer I with 3 years cognate experience. (b) By direct appointment of a candidate with HND in the relevant field from a recognised institution plus 12 years cognate experience.	Chief Technical Officer

Rank	Salary Grade	Required Qualification	Next Rank
Chief Technical Officer	CONTISS 13	(a) By promotion of a Assistant Chief Technical Officer with the following: (i) 5 years cognate experience on the grade. (ii) Higher degree in relevant field. (iii) Registration with relevant professional body. (b) By direct appointment of a candidate with the following: (i) 14 years cognate experience on the grade. (ii) HND in the relevant field from a recognised institution. (iii) Higher degree in relevant field. (iv) Registration with relevant professional body.	NIL

## 10. REGISTRY

### A. Administrative Officer Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Administrative Officer II	CONTISS 7	(a) A good honours degree in Humanities/Social Sciences/Management or relevant disciplines from a recognised university.	Administrative Officer I
Administrative Officer I	CONTISS 8	(a) By promotion of an Administrative Officer II with 3 years cognate experience. (b) By direct appointment as in Administrative Officer II plus 3 years cognate experience OR a Masters degree	Assistant Registrar
Assistant Registrar	CONTISS 9	(a) By promotion of an Administrative Officer I with 3 years cognate experience. (b) By direct appointment as in Administrative Officer II plus 6 years cognate experience. Possession of higher degree in the relevant field from a recognized university shall be an advantage.	Senior Assistant Registrar
Senior Assistant Registrar	CONTISS 11	(a) By promotion of an Assistant Registrar with 3 years cognate experience. (b) By direct appointment as in Administrative Officer II plus 9 years cognate experience. Possession of higher degree in the relevant field from a recognized university shall be an advantage.	Principal Assistant Registrar II
Principal Assistant Registrar	CONTISS 13	(a) By promotion of a Senior Assistant Registrar with 3 years cognate experience. (b) By direct appointment as in Administrative Officer II plus 12 years cognate experience. Possession of higher degree in the relevant field from a recognized university shall be an advantage.	Deputy Registrar II
Deputy Registrar II	CONTISS 14	(a) By direct appointment of a Principal Assistant Registrar with the following: (i) 5 years cognate experience on the grade. (ii) Master's degree in relevant field. (iii) Membership of a relevant professional body e.g. ANUPA, NIM, IPM, AUA (b) By direct appointment as in Administrative Officer II including the following: (i) 14 years cognate experience on the grade. (ii) Master's degree in relevant field. (iii) Membership of a relevant professional body e.g. ANUPA, NIM, IPM, AUA	Deputy Registrar I
Deputy Registrar I	CONTISS 15	(a) By appointment as in Deputy Registrar II (b) above but with 15 years cognate experience. (b) Automatic appointment for returning Registrars	Registrar
Registrar	CONSOLIDATED	By appointment as in Deputy Registrar (b) above but with minimum of 15 years cognate experience.	NIL

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## B. Executive Officer Cadre (Administration)

Rank	Salary Grade	Required Qualification	Next Rank
Executive Officer (Admin)	CONTISS 6	(a) Minimum of NCE/ND in Social Sciences/Humanities/Management/Public Administration or any other relevant discipline from a recognised institution. (b) Promotion avenue for Assistant Chief Clerical Officer with NCE/ND in Social Sciences /Humanities /Management/Public Administration or any other relevant discipline from a recognised Institution.	Higher Executive Officer (Admin)
Higher Executive Officer (Admin)	CONTISS 7	(a) By promotion of an Executive Officer (Admin) with 3 years cognate experience. (b) By promotion of a Chief Clerical Officer with NCE/ND in Social Sciences/Humanities/Management/ Public Administration or any other relevant discipline from a recognised institution. (c) By direct appointment as in Executive Officer (Admin) plus 3 years cognate experience. (d) By direct appointment of a candidate with HND in Social Sciences/Humanities/Management or any other relevant field from a recognised institution.	Senior Executive Officer (Admin)
Senior Executive Officer (Admin)	CONTISS 8	(a) By promotion of a Higher Executive Officer (Admin) with 3 years cognate experience. (b) By direct appointment as in Executive Officer (Admin) plus 6 years cognate experience. (c) By direct appointment as in Higher Executive Officer (Admin) (d) with 3 years cognate experience.	Principal Executive Officer II (Admin)
Principal Executive Officer II (Admin)	CONTISS 9	(a) By promotion of a Senior Executive Officer (Admin) with 3 years cognate experience. (b) By direct appointment as in Executive Officer (Admin) plus 9 years cognate experience. (c) By direct appointment as in Higher Executive Officer (Admin) (d) with 6 years cognate experience.	Principal Executive Officer I (Admin.)
Principal Executive Officer I (Admin.)	CONTISS 11	(a) By promotion of a Principal Executive Officer II (Admin) with 3 years cognate experience. (b) By direct appointment as in Executive Officer (Admin) plus 12 years cognate experience. (c) By direct appointment as in Higher Executive Officer (Admin) (d) with 9 years cognate experience. <b>Terminal point for NCE/ND holders.</b>	Assistant Chief Executive Officer (Admin.)
Assistant Chief Executive Officer (Admin.)	CONTISS 12	(a) By promotion of a Principal Executive Officer I (Admin) possessing HND with 3 years cognate experience. (b) By direct appointment as in Higher Executive Officer (Admin) (d) with 12 years cognate experience.	Chief Executive Officer (Admin.)
Chief Executive Officer (Admin.)	CONTISS 13	(a) By promotion of an Assistant Chief Executive Officer (Admin) with the following: (i) 5 years cognate experience on the grade. (ii) Registration with relevant professional body. (b) By direct appointment as in Assistant Chief Executive Officer (Admin.) (b) with the following: (i) 14 years cognate experience on the grade. (ii) Higher degree in relevant field. (iii) Registration with relevant professional body.	

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### C. Clerical Officer Cadre (Administration)

Rank	Salary Grade	Required Qualification	Next Rank
Chief Clerical Officer (Admin)	CONTISS 6	By promotion of an Assistant Chief Clerical Officer with 3 years cognate experience.	NIL

### D. Secretarial Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Confidential Secretary II	CONTISS 6	(a) SSCE, WASC, GCE or NECO with credit in 5 subjects including English Language, plus 100/50wpm in Shorthand and Typewriting respectively from RSA/PITMAN/NABTEB/Government Training School or their equivalent and evidence of Word Processing skills. (b) OND/NCE in Secretarial Studies or Office Technology & Management with a pass in 100/50wpm in Shorthand and Typewriting respectively and evidence of Word Processing skills.	Confidential Secretary I
Confidential Secretary I	CONTISS 7	(a) By promotion of a Confidential Secretary II with 120/50wpm in Shorthand and Typewriting respectively with 3 years cognate experience. (b) By direct appointment as in Confidential Secretary II in 'b' above but with 3 years cognate experience and 120/50wpm in Shorthand and Typewriting. (c) By direct appointment of a candidate with HND Secretarial Studies/Office Technology & Management or a good honours degree in Secretarial Studies with 120/50wpm in Shorthand and Typewriting respectively and evidence of Word Processing skills.	Senior Confidential Secretary
Senior Confidential Secretary	CONTISS 8	(a) By promotion of a Confidential Secretary I with 3 years cognate experience. (b) By direct appointment as in Confidential Secretary II in 'b' above with 6 years cognate experience. (c) By direct appointment as in Confidential Secretary I in 'c' above with 3 years cognate experience.	Principal Confidential Secretary II
Principal Confidential Secretary II	CONTISS 9	(a) By promotion of a Senior Confidential Secretary with 3 years cognate experience. (b) By direct appointment as in Confidential Secretary II in 'b' above with 9 years cognate experience. (c) By direct appointment as in Confidential Secretary I in 'c' above with 6 years cognate experience.	Principal Confidential Secretary I
Principal Confidential Secretary I	CONTISS 11	(a) By promotion of a Principal Confidential Secretary II with 3 years cognate experience. (b) By direct appointment as in Confidential Secretary I in 'b' above with 12 years cognate experience. (c) By direct appointment as in Confidential Secretary I in 'c' above with 9 years cognate experience. <b>Terminal Point for OND/ND holders.</b>	Assistant Chief Confidential Secretary

Rank	Salary Grade	Required Qualification	Next Rank
Assistant Chief Confidential Secretary	CONTISS 12	(a) By promotion of a Principal Confidential Secretary I with 3 years cognate experience. (b) By direct appointment as in Confidential Secretary I in 'c' above with 12 years cognate experience.	Chief Confidential Secretary
Chief Confidential Secretary	CONTISS 13	(a) By promotion of an Assistant Chief Confidential Secretary with 3 years cognate experience. (b) By direct appointment as in Confidential Secretary I in 'c' above with 14 years cognate experience.	NIL

### E. Secretarial Assistant Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Senior Secretarial Assistant II	CONTISS 6	(a) By promotion of a Secretarial Assistant I with 3 years cognate experience. (b) By direct appointment of a candidate with the following: (i) SSCE, WASC, GCE or NECO with credit in 5 subjects including English Language. (ii) 50wpm in Typewriting from a government approved examining body/institution. (iii) Certificate in Word Processing. (iv) 3 years cognate experience.	Senior Secretarial Assistant I
Senior Secretarial Assistant I	CONTISS 7	(a) By promotion of a Senior Secretarial Assistant II with 3 years cognate experience. (b) By direct appointment as in Senior Secretarial Assistant II but with 6 years cognate experience.	Chief Secretarial Assistant
Chief Secretarial Assistant	CONTISS 8	(a) By promotion of a Senior Secretarial Assistant I with 3 years cognate experience. (b) By direct appointment as in Senior Secretarial Assistant II but with 9 years cognate experience.	

Any Officer in the Secretarial Assistant cadre who acquires 120/50 wpm in Shorthand and Typewriting respectively, ND Secretarial Studies/Office Technology and Management, HND/B.Sc. Secretarial Administration/Office Technology and Management is eligible for conversion to Confidential Secretary Cadre.

**OR**

- (i) ND in Secretarial Studies/Office Technology and Management
- (ii) Certificate in Computer Studies
- (iii) Certificate in Word Processing
- (iv) Certificate in Data Processing or its equivalent with 3 years work experience is eligible for re-designation as Principal Confidential Secretary II or Senior Data Processing Officer I on CONTISS 9.

**F. \*\*\*Data Processing Officer**

<b>Rank</b>	<b>Salary Grade</b>	<b>Required Qualification</b>	<b>Next Rank</b>
Data Processing Officer (Secretary)	CONTISS 6	(a) By promotion of a Secretarial Assistant I with Typing Speed of 50 W.P.M who has spent at least 3 years on the grade. (b) By direct appointment of a candidate possessing 5 'O' Level Credits (WASC/NECO/GCE/NABTEB) including English Language and Mathematics, a Professional Diploma in Secretarial Studies, Diploma in Office Technology and Management, Diploma in Data Processing or with Professional Training Certificate in Data Processing or Word Processing or IDPM or ICSAN and a Typing Speed of 50 W.P.M	Higher Data Processing Officer (Secretary)
Higher Data Processing Officer (Secretary)	CONTISS 7	(a) By promotion of a Data Processing Officer (Secretary) who has spent at least 3 years on the grade. (b) By Promotion/Conversion of Senior Secretarial Assistant II who had spent minimum of 3 years on CONTISS 6 provided such staff has Professional Certificate in Data Processing or Word Processing or Desktop Publishing or Computer Studies or Data Analysis or Institute of Data Processing Management (IDPM) or Institute of Chartered Secretary and Administrator of Nigeria (ICSAN) or B.Sc. in Business Education (Secretarial Option) or B.SA in Secretarial Administration or minimum of ND or equivalent qualification in Secretarial Studies/Office Technology and Management and a Typing Speed of 50 W.P.M (c) By Direct Appointment of a candidate possessing 5 O' Level Credits (WASC/NECO/GCE/NABTEB) including English Language and Mathematics plus any of the following qualifications: (i) HND in Secretarial Studies/Office Technology and Management (ii) HND in Computer Studies or (iii) HND in Data Processing or Professional Certificate in Electrical Data Processing or its equivalent. (iv) B.Sc. in Business Education (Secretarial Option) (v) B.SA in Secretarial Administration	Senior Data Processing Officer II
Senior Data Processing Officer II (Secretary)	CONTISS 8	(a) By promotion of a Higher Data Processing Officer (Secretary) who has spent at least 3 years on the grade. (b) By Promotion/Conversion of Senior Secretarial Assistant I who had spent minimum of 3 years on CONTISS 7 provided such staff has Professional Certificate in Data Processing or Word Processing or Desktop Publishing or Computer Studies or Data Analysis or Institute of Data Processing Management (IDPM) or Institute of Chartered Secretary and Administrator of Nigeria (ICSAN)	Senior Data Processing Officer I (Secretary)

Rank	Salary Grade	Required Qualification	Next Rank
		or B.Sc. in Business Education (Secretarial Option) or B.SA in Secretarial Administration or minimum of ND or equivalent qualification in Secretarial Studies/Office Technology and Management and a Typing Speed of 50 W.P.M (c) By Direct Appointment as in Higher Data Processing Officer (Secretary) 'c' above with 3 years working experience.	
Senior Data Processing Officer I (Secretary)	CONTISS 9	(a) By promotion of a Senior Data Processing Officer II (Secretary) who has spent at least 3 years on the grade. (b) By Promotion/Conversion of Chief Secretarial Assistant who had spent minimum of 3 years on CONTISS 8 provided such staff has Professional Certificate in Data Processing or Word Processing or Desktop Publishing or Computer Studies or Data Analysis or Institute of Data Processing Management (IDPM) or Institute of Chartered Secretary and Administrator of Nigeria (ICSAN) or B.Sc. in Business Education (Secretarial Option) or B.SA in Secretarial Administration or minimum of ND or equivalent qualification in Secretarial Studies/Office Technology and Management and a Typing Speed of 50 W.P.M (c) By Direct Appointment as in Higher Data Processing Officer (Secretary) 'c' above with 6 years working experience.	Principal Data Processing Officer (Secretary)
Principal Data Processing Officer (Secretary)	CONTISS 11	(a) By promotion of a Senior Data Processing Officer I (Secretary) who has spent at least 3 years on the grade. (b) By Direct Appointment as in Higher Data Processing Officer (Secretary) 'c' above with 9 years working experience.	Assistant Chief Data Processing Officer (Secretary)
Assistant Chief Data Processing Officer (Secretary)	CONTISS 12	(a) By promotion of a Principal Data Processing Officer (Secretary) who has spent at least 3 years on the grade or spent 3 years as a Word Processing Manager.	Chief Data Processing Officer (Secretary)
Chief Data Processing Officer (Secretary)	CONTISS 13	(a) By promotion of an Assistant Chief Data Processing Officer (Secretary) who has spent at least 3 years on the grade or spent 3 years as a Word Processing Manager.	NIL

\*\*\* By the Federal Government of Nigeria circular ref. No. HCSF/EPO/EIR/CND/S.100/30 dated March 4, 2013, Secretarial Assistants are now converted to Data Processing Officer

## G. House Keeping Superintendent Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Assistant House Keeper	CONTISS 6	(a) ND in relevant field from a recognised institution. (b) City & Guilds Certificate Nos. 150, 151 and 152 or 705 and 706. (c) Technical College Certificate (d) National Technical Certificate (Advanced Diploma) or NABTEB (Advance).	House Keeper
House Keeper	CONTISS 7	(a) By promotion of an Assistant House Keeper with 3 years cognate experience. (b) By direct appointment as in Assistant House Keeper with 3 years cognate experience. (c) By direct appointment of a candidate with a good honours degree or HND in Hotel & Institutional Administration or relevant field from a recognised institution.	Higher House Keeper
Higher House Keeper	CONTISS 8	(a) By promotion of a House Keeper with 3 years cognate experience. (b) By direct appointment as in Assistant House Keeper with 6 years cognate experience. (c) By direct appointment as in House Keeper in 'c' above with 3 years cognate experience OR a Masters degree	Senior House Keeper
Senior House Keeper	CONTISS 9	(a) By promotion of a Higher House Keeper with 3 years cognate experience. (b) By promotion of a Senior Supervisor with ND or NABTEB (advance) in relevant fields from a recognised institution. (c) By direct appointment as in Assistant House Keeper with 9 years cognate experience. (d) By direct appointment as in House Keeper in 'c' above with 6 years cognate experience.	Principal House Keeper II
Principal House Keeper II	CONTISS 11	(a) By promotion of a Senior House Keeper with 3 years cognate experience. (b) By direct appointment as in Assistant House Keeper with 12 years cognate experience. (c) By direct appointment as in House Keeper in 'c' above with 9 years cognate experience. <b>Terminal point for ND or NABTEB (Advance) holders.</b>	Principal House Keeper I / Assistant Chief House Keeper
Principal House Keeper I	CONTISS 12	(a) By promotion of a Principal House Keeper II with HND and 3 years cognate experience. (b) By direct appointment as in House Keeper in 'c' above with 12 years cognate experience. <b>Degree holders skip this level</b>	Assistant Chief House Keeper
Assistant Chief House Keeper	CONTISS 13	(a) By promotion of a Principal House Keeper II with a degree and 3 years cognate experience. (b) By promotion of a Principal House Keeper I with HND in relevant fields from a recognised institution with 5 years cognate experience. (c) By direct appointment as in House Keeper in 'c' above with 14 years cognate experience. <b>Terminal point for HND holders.</b>	Chief House Keeper
Chief House Keeper	CONTISS 14	(a) By direct appointment of an Assistant Chief House Keeper with the following: (i) 5 years cognate experience on the grade. (ii) Master in a Hotel and Institutional Administration. (iii) Professional certificate from a relevant body.	

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Rank	Salary Grade	Required Qualification	Next Rank
		(b) By direct appointment of a candidate possessing a good honours degree from a recognised university including the following: (i) 15 years cognate experience of which 5 years must be in a tertiary institution. (ii) Master in a Hotel and Institutional Administration. (iii) Professional certificate from a relevant body.	

## H. Porter

Rank	Salary Grade	Required Qualification	Next Rank
Chief Porter	CONTISS 6	(a) By promotion of an Assistant Chief Porter. (b) Senior School Certificate plus 7 years cognate experience or Ex-Police Officer (not below the rank of Inspector) and possessing a ND. (c) ND in relevant field from a recognised institution. (d) NABTEB (Advance) in relevant field plus 2 years cognate experience. <b>Terminal point for Holders of West Africa School Certificate.</b>	Supervisor
Supervisor	CONTISS 7	(a) By promotion of a Chief Porter possessing ND or NABTEB (Advance) or Technical College Certificate with 3 years cognate experience. (b) By direct appointment of a candidate with ND in relevant field from a recognised institution with 2 years cognate experience. (b) By direct appointment of a candidate with NABTEB (Advance) in relevant field plus 4 years cognate experience. (c) By direct appointment of a candidate with Technical College Certificate plus 6 years cognate experience.	Senior Supervisor
Senior Supervisor	CONTISS 8	(a) By promotion of a Supervisor with 6 years cognate experience. (b) By direct appointment of a candidate with ND in relevant field from a recognised institution with 4 years cognate experience. (b) By direct appointment of a candidate with NABTEB (Advance) in relevant field plus 6 years cognate experience. (c) By direct appointment of a candidate with Technical College Certificate plus 8 years cognate experience.	Senior House keeper

## I. Counselling and Human Development Unit

Rank	Salary Grade	Required Qualification	Next Rank
Counsellor / Psychologist II	CONTISS 7	A good honours degree in Guidance Counselling, Counselling Psychology or a relevant field from a recognized Institution.	Counsellor / Psychologist I
Counsellor / Psychologist I	CONTISS 8	(a) By promotion of a Counsellor / Psychologist II with 3 years cognate experience. (b) By direct appointment of a candidate with Master's Degree in Guidance Counselling or Counselling Psychology from a recognized Institution or 3 years cognate experience.	Senior Counsellor / Psychologist
Senior Counsellor / Psychologist	CONTISS 9	(a) By promotion of a Counsellor / Psychologist I with 3 years cognate experience. (b) By direct appointment as in Counsellor / Psychologist II from a recognized Institution with 6 years cognate experience. <b>Terminal Point for candidates without Master's Degree.</b>	Principal Counsellor / Psychologist
Principal Counsellor / Psychologist	CONTISS 11	(a) By promotion of a Senior Counsellor / Psychologist with 3 years cognate experience. (b) By direct appointment as in Counsellor / Psychologist II from a recognized Institution with 9 years cognate experience.	Chief Counsellor / Psychologist
Chief Counsellor / Psychologist	CONTISS 13	(a) By promotion of a Principal Counsellor / Psychologist with 3 years cognate experience. (b) By direct appointment as in Counsellor / Psychologist II with a Master's Degree in Guidance Counselling or Counselling Psychology from a recognized Institution plus 9 years cognate experience in a tertiary institution.	Nil

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## 11. SPORTS CENTER

### A. Sports Coach Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Sports Coach II	CONTISS 7	(a) A good honours degree in Physical Education or related discipline from a recognised institution.	Sports Coach I
Sports Coach I	CONTISS 8	(a) By promotion of a Sports Coach II with 3 years cognate experience. (b) By direct appointment as in Sports Coach II plus 3 years coaching experience OR a Masters degree	Senior Sports Coach
Senior Sports Coach	CONTISS 9	(a) By promotion of a Sports Coach I with 3 years cognate experience. (b) By direct appointment as in Sports Coach II plus 6 years coaching experience.	Principal Sports Coach
Principal Sports Coach	CONTISS 11	(a) By promotion of a Senior Sports Coach with 3 years cognate experience. (b) By direct appointment as in Sports Coach II plus 9 years coaching experience.	Chief Sports Coach
Chief Sports Coach	CONTISS 13	(a) By promotion of a Principal Sports Coach with 3 years cognate experience. (b) By direct appointment as in Sports Coach II plus 12 years cognate experience in coaching and administration of sports.	Deputy Director
Deputy Director	CONTISS 14	(a) By direct appointment of a Chief Sports Coach with the following: (i) 5 years cognate experience on the grade. (ii) A Master's degree in sports administration from a recognised institution. (iii) Professional certificate from a recognised body. (b) By direct appointment as in Sports Coach II including the following: (i) 14 years cognate experience in coaching and administration of sports. (ii) A Master's degree in sports administration from a recognised institution. (iii) Professional certificate from a recognised body.	Director
Director	CONTISS 15	(i) Shall be by appointment by Appointments and Promotions Committee for a period of three (3) years, renewable for maximum period of another three (3) years.	

*Ernesto @ Jones*

## B. Sports Superintendent Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Assistant Sports Superintendent	CONTISS 6	(a) Diploma/NCE in Physical Education or related discipline from a recognised institution.	Sports Superintendent II
Sports Superintendent II	CONTISS 7	(a) By promotion of an Assistant Sports Superintendent with 3 years cognate experience. (b) By direct appointment as in Assistant Sports Superintendent plus 3 years cognate experience.	Sports Superintendent I
Sports Superintendent I	CONTISS 8	(a) By promotion of a Sports Superintendent II with 3 years cognate experience. (b) By direct appointment as in Assistant Sports Superintendent plus 6 years cognate experience.	Senior Sports Superintendent
Senior Sports Superintendent	CONTISS 9	(a) By promotion of a Sports Superintendent I with 3 years cognate experience. (b) By direct appointment as in Assistant Sports Superintendent plus 9 years cognate experience.	Principal Sports Superintendent
Principal Sports Superintendent	CONTISS 11	(a) By promotion of an Senior Sports Superintendent with 3 years cognate experience (b) By direct appointment as in Assistant Sports Superintendent plus 12 years cognate experience. <b>Terminal point for Diploma holders</b>	Assistant Chief Sports Superintendent
Assistant Chief Sports Superintendent	CONTISS 12	(a) By promotion of a Principal Sports Superintendent with 3 years cognate experience (b) By direct appointment as in Assistant Sports Superintendent but possessing NCE and with at least 12 years cognate experience in coaching and administration of sports. <b>Terminal point for NCE holders</b>	Chief Sports Superintendent
Chief Sports Superintendent	CONTISS 13	(a) By promotion of an Assistant Chief Sports Superintendent with the following: (i) 5 years cognate experience on the grade. (ii) A degree in administration of sports from a recognised University. (iii) Professional certificate from a recognised body. (b) By direct appointment of a candidate with a degree in Physical Education from a recognised University and the following: (i) 14 years cognate experience in coaching and administration of sports. (ii) A higher degree in administration of sports from a recognised institution. (iii) Professional certificate from a recognised body.	

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## 12. SCIENCE LABORATORY

### A. Laboratory /Engineering Technologist Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Laboratory / Engineering Technologist II	CONTISS 7	(a) HND/Final Diploma or its equivalent registerable with the relevant Professional Bodies. (b) HND in Engineering registerable with NATE COREN.	Laboratory / Engineering Technologist I
Laboratory / Engineering Technologist I	CONTISS 8	(a) By promotion of a Laboratory / Engineering Technologist II with 3 years cognate experience, (b) By direct appointment of a candidate with HND/Final Diploma with 3 years cognate experience plus registration with relevant professional body	Senior Laboratory / Engineering Technologist
Senior Laboratory / Engineering Technologist	CONTISS 9	(a) By promotion of a Laboratory / Engineering Technologist I with 3 years cognate experience, (b) By direct appointment as in Laboratory / Engineering Technologist II with 6 years cognate experience plus registration with relevant professional body	Principal Laboratory / Engineering Technologist
Principal Laboratory / Engineering Technologist	CONTISS 11	(a) By promotion of a Senior Laboratory / Engineering Technologist with 3 years cognate experience, (b) By direct appointment as in Laboratory / Engineering Technologist II with 9 years cognate experience plus registration with relevant professional body <b>Terminal point for non-registered member of NATE COREN</b>	Assistant Chief Laboratory / Engineering Technologist
Assistant Chief Laboratory / Engineering Technologist	CONTISS 12	(a) By promotion of a Principal Laboratory / Engineering Technologist with 3 years cognate experience, (b) By direct appointment as in Laboratory / Engineering Technologist II with 12 years cognate experience plus registration with relevant professional body	Chief Laboratory / Engineering Technologist
Chief Laboratory / Engineering Technologist	CONTISS 13	(a) By promotion of an Assistant Chief Laboratory / Engineering Technologist with 3 years cognate experience. (b) By direct appointment as in Laboratory / Engineering Technologist II with 13 years cognate experience plus registration with relevant professional body.	Senior Chief Laboratory / Engineering Technologist / Deputy Director II

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## B. Laboratory Scientist / Agro-meteorologist / Engineer Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Laboratory Scientist / Agro-meteorologist / Engineer II	CONTISS 7	(a) B.Sc. /B.Eng. (Professional degree) registerable with the relevant Institute.	Laboratory Scientist / Agro-meteorologist / Engineer I
Laboratory Scientist / Agro-meteorologist / Engineer I	CONTISS 8	(a) By promotion of a Laboratory Scientist / Agro-meteorologist / Engineer II with 3 years cognate experience. (b) By appointment of a candidate with B.Sc. (Professional Degree) and 3 years cognate experience plus registration with relevant professional body OR plus a Masters degree.	Senior Laboratory Scientist / Agro-meteorologist / Engineer
Senior Laboratory Scientist / Agro-meteorologist / Engineer	CONTISS 9	(a) By promotion of a Laboratory Scientist / Agro-meteorologist / Engineer I with 3 years cognate experience. (b) By direct appointment as in Laboratory Scientist / Agro-meteorologist / Engineer II with 6 years cognate experience plus registration with relevant professional body.	Principal Laboratory Scientist / Agro-meteorologist / Engineer
Principal Laboratory Scientist / Agro-meteorologist / Engineer	CONTISS 11	(a) By promotion of a Senior Laboratory Scientist / Agro-meteorologist / Engineer with 3 years cognate experience. (b) By direct appointment as in Laboratory Scientist / Agro-meteorologist / Engineer II with 9 years cognate experience plus registration with relevant professional body.	Chief Laboratory Scientist / Agro-meteorologist / Engineer
Chief Laboratory Scientist / Agro-meteorologist / Engineer	CONTISS 13	(a) By promotion of a Principal Laboratory Scientist / Agro-meteorologist / Engineer with 3 years cognate experience. (b) By direct appointment as in Laboratory Scientist / Agro-meteorologist / Engineer II with 12 years cognate experience plus registration with relevant professional body.	Senior Chief Laboratory Scientist / Agro-meteorologist / Engineer / Deputy Director II

## C. Surveyor / Cartographer Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Studio Surveyor / Cartographer II	CONTISS 7	(a) B.Sc., registerable with Nigerian Institute of Surveyors (NIS) / Surveyors Council of Nigeria (SURCON)	Studio Surveyor / Cartographer I
Studio Surveyor / Cartographer I	CONTISS 8	(a) By promotion of a Studio Surveyor / Cartographer II with 3 years cognate experience. (b) By direct appointment as in Studio Surveyor / Cartographer II with 3 years cognate experience OR a Masters degree	Senior Studio Surveyor / Cartographer

*Emmanuel O. Jones*

Rank	Salary Grade	Required Qualification	Next Rank
Senior Studio Surveyor / Cartographer	CONTISS 9	(a) By promotion of a Studio Surveyor / Cartographer I with 3 years cognate experience. (b) By direct appointment as in Studio Surveyor / Cartographer II with 6 years cognate experience. <b>Terminal point for non-registered member of Nigerian Institute of Surveyors (NIS) / Surveyors Council of Nigeria (SURCON).</b>	Principal Studio Surveyor / Cartographer
Principal Studio Surveyor / Cartographer	CONTISS 11	(a) By promotion of a Senior Studio Surveyor / Cartographer with 3 years cognate experience. (b) By direct appointment as in Studio Surveyor / Cartographer II with 9 years cognate experience.	Chief Studio Surveyor / Cartographer
Chief Studio Surveyor / Cartographer	CONTISS 13	(a) By promotion of a Principal Studio Surveyor / Cartographer with 3 years cognate experience. (b) By direct appointment as in Studio Surveyor / Cartographer II with 12 years cognate experience.	Senior Chief Studio Surveyor / Cartographer / Deputy Director II

#### D. Surveying Technologist Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Surveying Technologist II	CONTISS 7	(a) HND Survey registrable with Nigerian Institute of Surveyors (NIS) / Surveyors Council of Nigeria (SURCON).	Surveying Technologist I
Surveying Technologist I	CONTISS 8	(a) By promotion of a Surveying Technologist II with 3 years cognate experience. (b) By direct appointment as in Surveying Technologist II with 3 years cognate experience.	Senior Surveying Technologist
Senior Surveying Technologist	CONTISS 9	(a) By promotion of a Surveying Technologist I with 3 years cognate experience. (b) By direct appointment as in Surveying Technologist II with 6 years cognate experience.	Principal Surveying Technologist
Principal Surveying Technologist	CONTISS 11	(a) By promotion of a Senior Surveying Technologist with 3 years cognate experience. (b) By direct appointment as in Surveying Technologist II with 9 years cognate experience. <b>Terminal point for non-registered member of Nigerian Institute of Surveyors (NIS) / Surveyors Council of Nigeria (SURCON).</b>	Assistant Chief Surveying Technologist

Rank	Salary Grade	Required Qualification	Next Rank
Assistant Chief Surveying Technologist	CONTISS 12	(a) By promotion of a Principal Surveying Technologist with 3 years cognate experience. (b) By direct appointment as in Surveying Technologist II with 12 years cognate experience.	Chief Surveying Technologist
Chief Surveying Technologist	CONTISS 13	(a) By promotion of an Assistant Chief Surveying Technologist with 3 years cognate experience. (b) By direct appointment as in Surveying Technologist II with 13 years cognate experience. <b>Terminal point for HND only</b>	Senior Chief Surveying Technologist / Deputy Director II

### E. Directorate Cadre for DITTECS

Senior Chief Laboratory Scientist / Engineering Technologist / Deputy Director II	CONTISS 14	(a) By direct appointment of a Chief Laboratory Scientist / Engineering Technologist with M.Sc. and 3 years cognate experience. (b) By direct appointment as in Laboratory / Engineering Technologist II plus M.Sc. with 14 years cognate experience and registration with relevant professional body. (c) By direct appointment of a candidate with HND/Final Diploma plus M.Sc. with 14 years cognate experience of which 5 years must be in a University system and registration with relevant professional body.	Principal Chief Laboratory Scientist / Engineering Technologist / Deputy Director I
Principal Chief Laboratory Scientist / Engineering Technologist / Deputy Director I	CONTISS 15	(a) By direct appointment of a Senior Chief Laboratory Scientist / Engineering Technologist / Deputy Director II with M.Sc. and 5 years cognate experience subject to availability of vacancies. (b) By direct appointment of a candidate with HND/Final Diploma plus M.Sc. with 15 years cognate experience of which 5 years must be in a University system and registration with relevant professional body.	Director, DITTECS
Director, DITTECS	CONTISS 15	(i) Shall be by appointment by Appointments and Promotions Committee for a period of three (3) years, renewable for maximum period of another three (3) years.	NIL

**F. Assistant Laboratory / Surveying Technologist Cadre**

<b>Rank</b>	<b>Salary Grade</b>	<b>Required Qualification</b>	<b>Next Rank</b>
Higher Assistant Technologist	CONTISS 06	(a) ND/NCE in relevant field from a recognized Institution plus 2 years cognate experience (b) By promotion of Principal Laboratory Assistant <b>Terminal point for Senior School Certificate holders without ND in relevant field.</b>	Senior Assistant Technologist
Senior Assistant Technologist	CONTISS 07	(a) By promotion of a Higher Assistant Technologist plus 3 years cognate experience (b) By appointment of a candidate with ND/NCE in the relevant field from a recognized Institution with 3 years cognate experience.	Principal Assistant Technologist II
Principal Assistant Technologist II	CONTISS 08	(a) By promotion of a Senior Assistant Technologist plus 3 years cognate experience (b) By appointment of a candidate with ND/NCE in the relevant field from a recognized Institution plus 6 years cognate experience.	Principal Assistant Technologist I
Principal Assistant Technologist I	CONTISS 09	(a) By promotion of a Principal Assistant Technologist II plus 3 years cognate experience (b) By appointment of a candidate with ND/NCE in the relevant field from a recognized Institution plus 9 years cognate experience	Chief Assistant Technologist
Chief Assistant Technologist	CONTISS 11	(a) By promotion of a Principal Assistant Technologist I plus 3 years cognate experience.	NIL

### 13. ENVIRONMENTAL UNIT

#### A. Environmental Officer Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Assistant Environmental Officer	CONTISS 7	(a) A good honours degree in Security Studies/Humanities/Social Sciences/Management Sciences or relevant discipline from a recognised University. (b) By promotion of Environmental Supervisor with a good honours degree as in (a) above	Environmental Officer
Environmental Officer	CONTISS 8	(a) By promotion of an Assistant Environmental Officer with 3 years cognate experience. (b) By direct appointment as in Assistant Environmental Officer plus 3 years cognate experience. (c) By direct appointment of an ASP with first degree from a recognised institution.	Senior Environmental Officer
Senior Environmental Officer	CONTISS 9	(a) By promotion of an Environmental Officer with 3 years cognate experience. (b) By direct appointment as in Assistant Environmental Officer plus 6 years cognate experience. (c) By direct appointment of an Ex-military/Para-military not less than the rank of a Captain or its equivalent plus 6 years cognate experience.	Principal Environmental Officer
Principal Environmental Officer	CONTISS 11	(a) By promotion of a Senior Environmental Officer with 3 years cognate experience. (b) By direct appointment as in Assistant Environmental Officer plus 9 years cognate experience. (c) By direct appointment of an Ex-military/Para-military not less than the rank of a Captain or its equivalent plus 8 years cognate experience.	Assistant Chief Environmental Officer
Assistant Chief Environmental Officer	CONTISS 13	(a) By promotion of a Principal Environmental Officer with 3 years cognate experience. (b) By direct appointment as in Assistant Environmental Officer plus 12 years cognate experience. (c) By direct appointment of an Ex-military/Para-military not less than the rank of a Captain or its equivalent plus 10 years cognate experience.	Deputy Chief Environmental Officer
Deputy Chief Environmental Officer	CONTISS 14	(a) By direct appointment of an Assistant Chief Environmental Officer with the following: (i) 5 years cognate experience on the grade. (ii) A Master's degree in relevant field from a recognised Institution. (iii) Professional Certificate from a recognised body. (b) By direct appointment as in Assistant Environmental Officer including the following: (i) 14 years cognate experience. (ii) A Master's degree in relevant field from a recognised Institution. (iii) Professional Certificate from a recognised body. (b) By direct appointment of an ASP with first degree from a recognised institution or equivalent with 8 years cognate experience. (c) By direct appointment of an Ex-military/Para-military not less than the rank of a Captain or its equivalent plus 12 years cognate experience.	Chief Environmental Officer
Chief Environmental Officer	CONTISS 15	(i) Shall be by appointment by Appointments and Promotions Committee for a period of three (3) years, renewable for maximum period of another three (3) years.	NIL

*Enrique O. Jones*



## B. Environmental Supervisor Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Environmental Supervisor	CONTISS 6	(a) By promotion of an Assistant Environmental Supervisor. (b) Ex-Inspector of Police or equivalent with relevant security experience. (c) Diploma/ND in the field of Security Studies/Humanities/Social Sciences/Management Sciences. <b>Terminal point for Senior School Certificate holders without ND in relevant field.</b>	Environmental Supervisor II
Environmental Supervisor II	CONTISS 7	(a) By promotion of an Environmental Supervisor. (b) By direct appointment of an Ex-Inspector of Police or equivalent with relevant security experience. (c) By direct appointment of an HND/Advanced Diploma holder in the field of Security Studies/Humanities/Social Sciences.	Environmental Supervisor I
Environmental Supervisor I	CONTISS 8	(a) By promotion of an Environmental Supervisor II. (b) By direct appointment of an Ex-Inspector of Police or equivalent with relevant security experience. (c) By direct appointment of an ND/HND holder in a relevant field with 6 years relevant experience.	Higher Environmental Supervisor
Higher Environmental Supervisor	CONTISS 9	(a) By promotion of an Environmental Supervisor I. (b) By direct appointment of an Ex-Inspector of Police or equivalent with relevant security experience. (c) By direct appointment of an ND/HND holder in a relevant field with 9 years relevant experience.	Senior Environmental Supervisor
Senior Environmental Supervisor	CONTISS 11	(a) By promotion of a Higher Environmental Supervisor. (b) By direct appointment of an Ex-Inspector of Police or equivalent with relevant security experience. (c) By direct appointment of an ND/HND holder in a relevant field with 12 years relevant experience. <b>Terminal point for ND/Diploma holders</b>	Principal Environmental Supervisor
Principal Environmental Supervisor	CONTISS 12	(a) By direct appointment of an Ex-Inspector of Police or equivalent with relevant security experience of 4 years. (b) By promotion of Senior Environmental Supervisor	Chief Environmental Supervisor
Chief Environmental Supervisor	CONTISS 13	By direct appointment of a Principal Environmental Supervisor	NIL

*Enoch O. Jones*

## 14. STAFF SCHOOL

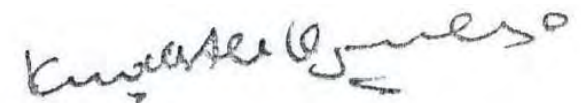
### A. Master Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Master III	CONTISS 6	(a) Nigerian Certificate of Education (NCE). (b) By promotion of a Class Assistant with NCE	Master II
Master II	CONTISS 7	(a) A good honours degree in Education or relevant field from a recognized University (b) By promotion of a Master III with 3 years cognate experience. (c) By direct appointment as in Master III with 3 years cognate experience.	Master I
Master I	CONTISS 8	(a) By promotion of a Master II with 3 years cognate experience. (b) By direct appointment as in Master III with 6 years cognate experience. (c) By direct appointment as in Master II plus a Masters degree OR 3 years cognate experience.	Senior Master II
Senior Master II	CONTISS 9	(a) By promotion of a Master I with 3 years cognate experience. (b) By direct appointment as in Master III with 9 years cognate experience.	Senior Master I
Senior Master I	CONTISS 11	(a) By promotion of a Senior Master II with 3 years cognate experience. (b) By direct appointment as in Master III with 12 years cognate experience. <b>Terminal point for NCE holders</b>	Assistant Headmaster II
Assistant Headmaster II	CONTISS 12	(a) By promotion of a Senior Master I with 3 years cognate experience. (b) By direct appointment as in Master III with 14 years cognate experience.	Asst. Headmaster I
Assistant Headmaster I	CONTISS 13	(a) By promotion of an Assistant Headmaster II with the following: (i) 5 years cognate experience on the grade. (ii) Any additional relevant qualification. (iii) Registration with a recognised professional body e.g. TRC. (b) By direct appointment as in Master II including the following: (i) 14 years cognate experience. (ii) Any additional relevant qualification. (iii) Registration with a recognised professional body e.g. TRC.	Headmaster / Head Teacher
Headmaster / Head Teacher	CONTISS 14	By direct appointment as in Assistant Headmaster in 'b' above but with 15 years cognate experience of which at least 5 years must be from a Staff School.	Nil

*Emmanuel O. Jones*

**B. Teaching Assistant Cadre**

<b>Rank</b>	<b>Salary Grade</b>	<b>Required Qualification</b>	<b>Next Rank</b>
Senior Teaching Assistant II	CONTISS 6	(a) By promotion of a Teaching Assistant I with 3 years cognate experience. (b) By direct appointment of a candidate with Teachers Grade II certificate with 4 years teaching experience.	Senior Teaching Assistant I
Senior Teaching Assistant I	CONTISS 7	(a) By promotion of a Senior Teaching Assistant II with 3 years cognate experience. (b) By direct appointment of a candidate with Teachers Grade II certificate with 6 years teaching experience. (c) Conversion avenue to Master II with NCE	Master II



## 15. WORKS AND SERVICES DEPARTMENT

### A. Engineer Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Engineer II	CONTISS 7	(a) A good honours degree in Engineering or NSE Graduateship Certificate (Civil / Electrical / Mechanical / Agricultural), registerable with the Council for the Regulation of Engineering in Nigeria (COREN).	Engineer I
Engineer I	CONTISS 8	(a) By promotion of an Engineer II with 3 years cognate experience. (b) By direct appointment as in Engineer II with 3 years cognate experience. (c) Entry point for COREN Registered Engineer	Senior Engineer
Senior Engineer	CONTISS 9	(a) By promotion of an Engineer I with 3 years cognate experience. (b) By direct appointment as in Engineer II with 6 years cognate experience.	Principal Engineer
Principal Engineer	CONTISS 11	(a) By promotion of a Senior Engineer with 3 years cognate experience. (b) By direct appointment as in Engineer II with 9 years cognate experience. <b>Terminal point for non-COREN Registered member.</b>	Chief Engineer
Chief Engineer	CONTISS 13	(a) By promotion of a Principal Engineer with 3 years cognate experience. (b) By direct appointment as in Engineer II with 12 years cognate experience and registered with COREN.	Deputy Director II
Deputy Director II	CONTISS 14	(a) By direct appointment of a Chief Engineer with the following: (i) 5 years cognate experience on the grade. (ii) Professional certificate from a recognised body. (b) By direct appointment as in Engineer II including the following: (i) 14 years cognate experience on the grade. (ii) Professional certificate from a recognised body.	Deputy Director I
Deputy Director I	CONTISS 15	(a) By direct appointment as in Deputy Director II with 15 years cognate experience with a minimum of 5 year experience in a tertiary institution.	Director
Director	CONTISS 15	(i) Shall be by appointment by Appointments and Promotions Committee for a period of three (3) years, renewable for maximum period of another three (3) years.	NIL

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## B. Estate Management Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Estate Officer II	CONTISS 7	(a) A good honours degree in Building/Estate Management registerable with relevant professional bodies	Estate Officer I
Estate Officer I	CONTISS 8	(a) By promotion of an Estate Officer II with 3 years cognate experience. (b) By direct appointment as in Estate Officer II with 3 years cognate experience.	Senior Estate Officer
Senior Estate Officer	CONTISS 9	(a) By promotion of an Estate Officer I with 3 years cognate experience. (b) By direct appointment as in Estate Officer II with 6 years cognate experience.	Principal Estate Officer II
Principal Estate Officer II	CONTISS 11	(a) By promotion of a Senior Estate Officer with 3 years cognate experience. (b) By direct appointment as in Estate Officer II with 9 years cognate experience and registration with relevant professional body. <b>Terminal point for candidates not registered with relevant professional bodies.</b>	Principal Estate Officer I
Principal Estate Officer I	CONTISS 13	(a) By promotion of a Principal Estate Officer II with 3 years cognate experience. (b) By direct appointment as in Estate Officer II with 12 years cognate experience and registration with relevant professional body.	Assistant Chief Estate Officer
Assistant Chief Estate Officer	CONTISS 14	(a) By direct appointment of a Principal Estate Officer I with the following: (i) 5 years cognate experience on the grade. (ii) Professional certificate from a recognised body. (b) By direct appointment as in Estate Officer II including the following: (i) 14 years cognate experience on the grade. (ii) Master's degree in a relevant field. (iii) Registration with relevant professional body. (iv) Professional certificate from a recognised body.	Chief Estate Officer
Chief Estate Officer	CONTISS 15	(i) Shall be by appointment by Appointments and Promotions Committee for a period of three (3) years, renewable for maximum period of another three (3) years.	NIL

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### C. Technical/Maintenance Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Technical Officer	CONTISS 6	(a) By promotion of a Senior Technical Assistant with ND certificate or NABTEB (Advance) in relevant field. (b) National Diploma in relevant field from a recognised institution. (c) National Technical Certificate (Advance Diploma) or NABTEB (Advance) qualification in relevant discipline plus 2 years cognate experience. <b>Terminal point for Technical Officer without ND</b>	Higher Technical Officer
Higher Technical Officer	CONTISS 7	(a) By promotion of a Technical Officer with 3 years cognate experience. (b) By direct appointment of a candidate with HND in the relevant field from a recognised institution. (c) By direct appointment of a candidate with ND in relevant field plus 3 years cognate experience. (d) By direct appointment of a candidate with National Technical Certificate (Advance Diploma) or NABTEB (Advance) qualification in the relevant discipline plus 5 years cognate experience.	Senior Technical Officer
Senior Technical Officer	CONTISS 8	(a) By promotion of Higher Technical Officer with 3 years cognate experience. (b) By direct appointment of a candidate with HND in the relevant field from a recognised institution plus 3 years cognate experience. (c) By direct appointment of a candidate with ND in relevant field plus 6 years cognate experience. (d) By direct appointment of a candidate with National Technical Certificate (Advance Diploma) or NABTEB (Advance) qualification in the relevant discipline plus 8 years cognate experience.	Principal Technical Officer II
Principal Technical Officer II	CONTISS 9	(a) By promotion of a Senior Technical Officer with 3 years cognate experience. (b) By direct appointment of a candidate with HND in the relevant field from a recognised institution plus 6 years cognate experience. (c) By direct appointment of a candidate with ND in relevant field plus 9 years cognate experience. (d) By direct appointment of a candidate with National Technical Certificate (Advance Diploma) or NABTEB (Advance) qualification in the relevant discipline plus 11 years cognate experience.	Principal Technical Officer I
Principal Technical Officer I	CONTISS 11	(a) By promotion of a Principal Technical Officer II with 3 years cognate experience. (b) By direct appointment of a candidate with HND in the relevant field from a recognised institution plus 9 years cognate experience. (c) By direct appointment of a candidate with ND in relevant field plus 12 years cognate experience. (d) By direct appointment of a candidate with National Technical Certificate (Advance Diploma) or NABTEB(Advance) qualification in the relevant discipline plus 14 years cognate experience. <b>Terminal point for holders of ND/NTC (Advanced Diploma) / NABTEB (Advanced).</b>	Assistant Chief Technical Officer

Rank	Salary Grade	Required Qualification	Next Rank
Assistant Chief Technical Officer	CONTISS 12	(a) By promotion of a Principal Technical Officer I with 3 years cognate experience. (b) By direct appointment of a candidate with HND in the relevant field from a recognised institution plus 12 years cognate experience.	Chief Technical Officer
Chief Technical Officer	CONTISS 13	(a) By promotion of an Assistant Chief Technical Officer with 5 years cognate experience. (b) By direct appointment of a candidate with HND in the relevant field from a recognised institution plus 14 years cognate experience.	NIL

#### D. Technical Assistant Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Chief Technical Assistant	CONTISS 6	(a) National Technical Certificate Advanced Diploma plus 7 years cognate experience (b) OTD or NTC (Advanced Diploma or WASC Tech. II) plus 2 years cognate experience. (c) Promotion avenue for Senior Technical Assistant with 3 years cognate experience.	Technical Supervisor
Technical Supervisor	CONTISS 7	(a) By promotion of a Chief Technical Assistant with 3 years cognate experience. (b) By direct appointment of a candidate with HTD in relevant fields from a recognised institution. (c) By direct appointment of a candidate with National Technical Certificate Advanced Diploma plus 9 years cognate experience. (d) By direct appointment of a candidate with OTD plus 4 years cognate experience. <b>Terminal point for Trade Test holders without NABTEB (Advanced).</b>	Senior Technical Supervisor
Senior Technical Supervisor	CONTISS 8	(a) By promotion of a Technical Supervisor with 3 years cognate experience. (b) By direct appointment of a candidate with HTD in relevant fields from a recognised institution with 2 years cognate experience. (c) By direct appointment of a candidate with OTD plus 6 years cognate experience. (d) National Technical Certificate Advanced Diploma plus 11 years cognate experience.	Principal Technical Supervisor II
Principal Technical Supervisor II	CONTISS 9	(a) By promotion of a Senior Technical Supervisor with 3 years cognate experience. (b) By direct appointment of a candidate with National Technical Certificate Advanced Diploma with 13 years cognate experience. (c) By direct appointment of a candidate with OTD plus 8 years cognate experience.	Principal Technical Supervisor I
Principal Technical Supervisor I	CONTISS 11	(a) By promotion of a Principal Technical Supervisor II with 3 years cognate experience. (b) By direct appointment of a candidate with National Technical Certificate Advanced Diploma plus 15 years cognate experience. (c) By direct appointment of a candidate with OTD/NABTEB (Advanced) plus 10 years cognate experience. <b>Terminal point for holders of OTD/NABTEB (Advanced).</b>	Asst. Chief Technical Supervisor

Rank	Salary Grade	Required Qualification	Next Rank
Asst. Chief Technical Supervisor	CONTISS 12	(a) By promotion of a Principal Technical Supervisor I with 3 years cognate experience. (b) By direct appointment of a candidate with National Technical Certificate Advanced Diploma plus 17 years cognate experience. (c) By direct appointment of a candidate with Higher Technical Diploma (HTD) plus 12 years cognate experience.	Chief Technical Supervisor
Chief Technical Supervisor	CONTISS 13	(a) By promotion of an Assistant Chief Technical Supervisor with 5 years cognate experience. (b) By direct appointment of a candidate with National Technical Certificate Advanced Diploma plus 19 years cognate experience.	

### E. Driver/Mechanic Cadre (Transport Unit)

Rank	Salary Grade	Required Qualification	Next Rank
Technical Supervisor	CONTISS 6	(a) By Promotion of a Senior Driver Mechanic with 3 years cognate experience. (b) Senior School Certificate/ NABTEB or equivalent Certificates plus Driver/ Mechanic Trade Test Grade I and Driving License Class E Certificate plus 8 years cognate experience.	Higher Transport Supervisor
Higher Transport Supervisor	CONTISS 7	(a) By promotion of a Technical Supervisor with 3 year cognate experience. (b) By direct appointment as in Technical Supervisor (b) but 10 years cognate experience.	Senior Transport Supervisor
Senior Transport Supervisor	CONTISS 8	(a) By promotion of a Higher Transport Supervisor with 3 year cognate experience. (b) By direct appointment as in Technical Supervisor in 'b' above but 12 years cognate experience.	Assistant Chief Transport Supervisor
Assistant Chief Transport Supervisor	CONTIST 9	(a) By promotion of a Senior Transport Supervisor with 3 year cognate experience. (b) By direct appointment as in Technical Supervisor in 'b' above but 14 years cognate experience.	Chief Transport Supervisor
Chief Transport Supervisor	CONTISS 11	(a) By promotion of an Assistant Chief Transport Supervisor with 5 years on the post. (b) By direct appointment as in Technical Supervisor in 'b' above but 16 years cognate experience.	NIL

### F. Tractor Operator/Mechanic Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Higher Tractor Operator II	CONTISS 6	(a) By Promotion of a Senior Tractor Operator / Mechanic with 3 years cognate experience. (b) By direct appointment of a candidate with Senior School Certificate/ NABTEB or equivalent Certificates plus Tractor Operator Trade Test Grade I and Driving License Class F Certificate plus 8 years cognate experience.	Higher Tractor Operator I
Higher Tractor Operator I	CONTISS 7	(a) By promotion of a Higher Tractor Operator II with 3 year cognate experience. (b) By direct appointment as in Higher Tractor Operator I in 'b' above but 10 years cognate experience.	Principal Tractor Operator



Rank	Salary Grade	Required Qualification	Next Rank
Principal Tractor Operator	CONTISS 8	(a) By promotion of a Higher Tractor Operator I with 3 year cognate experience. (b) By direct appointment as in Higher Tractor Operator I in 'b' above but 12 years cognate experience.	Assistant Chief Tractor Operator
Assistant Chief Tractor Operator	CONTISS 9	(a) By promotion of a Principal Tractor Operator with 3 year cognate experience. (b) By direct appointment as in Higher Tractor Operator I in 'b' above but 14 years cognate experience.	Chief Tractor Operator
Chief Tractor Operator	CONTISS 11	(a) By promotion of an Assistant Chief Tractor Operator with 5 years cognate experience. (b) By direct appointment as in Higher Tractor Operator I in 'b' above but 16 years cognate experience.	NIL

## 16. FUNAAB ZOO PARK

### A. Zoo Officer Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Zoo Curator II	CONTISS 07	(a) A good honours degree in Wildlife Management, Zoology or Applied Sciences from a recognised University.	Zoo Curator I
Zoo Curator I	CONTISS 08	(a) By promotion of a Zoo Curator II with 3 years cognate experience. (b) By direct appointment as in Zoo Curator II plus 3 years cognate experience OR a Masters degree	Senior Zoo Curator
Senior Zoo Curator	CONTISS 09	(a) By promotion of a Zoo Curator I with 3 years cognate experience. (b) By direct appointment as in Zoo Curator II plus 6 years cognate experience.	Principal Zoo Curator
Principal Zoo Curator	CONTISS 11	(a) By promotion of a Senior Zoo Curator with 3 years cognate experience. (b) By direct appointment as in Zoo Curator II plus 9 years cognate experience.	Chief Zoo Curator
Chief Zoo Curator	CONTISS 13	(a) By promotion of a Principal Zoo Curator with 3 years cognate experience. (b) By direct appointment as in Zoo Curator II plus 12 years cognate experience.	Deputy Director, Zoo Park II
Deputy Director, Zoo Park II	CONTISS 14	(a) By direct appointment of a Chief Zoo Curator with the following: (i) 5 years cognate experience on the grade. (ii) Master's Degree in a relevant field or (iii) Relevant professional certificate from a recognised body. (b) By direct appointment as in Zoo Curator II including the following: (i) 14 years cognate experience on the grade. (ii) Master's Degree in a relevant field or (iii) Relevant professional certificate from a recognised body.	Deputy Director, Zoo Park I
Deputy Director, Zoo Park I	CONTISS 15	(a) By direct appointment as in Deputy Director, Zoo Park II with 15 years cognate experience with a minimum of 5 year experience in a tertiary institution.	Director, Zoo Park
Director, Zoo Park	CONTISS 15	(i) Shall be by appointment of an Academic Staff for a three (3) year tenure, renewable for another three (3) years.	

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## B. Zoo Superintendent Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Zoo Superintendent II	CONTISS 06	(a) ND in relevant field from a recognised institution (b) Promotion avenue for Senior Zoo Keeper/Attendant/Marksman/Interpreter/Gardener with ND	Zoo Superintendent I
Zoo Superintendent I	CONTISS 07	(a) By promotion of a Zoo Superintendent II with 3 years cognate experience. (b) By direct appointment as in Zoo Superintendent II with 3 years cognate experience. (c) By direct appointment of a candidate with HND in relevant field from a recognised institution.	Senior Zoo Superintendent
Senior Zoo Superintendent	CONTISS 08	(a) By promotion of a Zoo Superintendent I with 3 years cognate experience. (b) By direct appointment as in Zoo Superintendent II with 6 years cognate experience. (c) By direct appointment of a candidate with HND in relevant field from a recognised institution with 3 years cognate experience.	Principal Zoo Superintendent II
Principal Zoo Superintendent II	CONTISS 9	(a) By promotion of a Senior Zoo Superintendent with 3 years cognate experience. (b) By direct appointment as in Zoo Superintendent II with 9 years cognate experience. (c) By direct appointment of a candidate with HND in relevant field from a recognised institution with 6 years cognate experience.	Principal Zoo Superintendent I
Principal Zoo Superintendent I	CONTISS 11	(a) By promotion of a Principal Zoo Superintendent II with 3 years cognate experience. (b) By direct appointment as in Zoo Superintendent II with 12 years cognate experience. (c) By direct appointment of a candidate with HND in relevant field from a recognised institution with 9 years cognate experience. <b>Terminal point for holders of ND without higher qualification.</b>	Assistant Chief Zoo Superintendent
Assistant Chief Zoo Superintendent	CONTISS 12	(a) By promotion of a Principal Zoo Superintendent I with 3 years cognate experience. (b) By direct appointment of a candidate with HND in relevant field from a recognised institution with 12 years cognate experience.	Chief Zoo Superintendent
Chief Zoo Superintendent	CONTISS 13	(a) By promotion of an Assistant Chief Zoo Superintendent with the following: (i) 5 years cognate experience on the grade. (ii) Relevant professional certificate from a recognised body. (b) By direct appointment of a candidate with HND in relevant field from a recognised institution along with the following: (i) 14 years cognate experience on the grade. (ii) Relevant professional certificate from a recognised body.	NIL

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## 17. DIRECTORATE OF PUBLIC RELATIONS

### A. Protocol/Passages/Media/Graphic & Information Officer Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Protocol / Passages / Media/ Graphic & Information Officer II	CONTISS 7	(a) A good honours degree in Mass Communication, Humanities / Social Sciences or relevant discipline from a recognised University.	Protocol / Passages / Media / Graphic & Information Officer I
Protocol / Passages / Media/Graphic & Information Officer I	CONTISS 8	(a) By promotion of a Protocol / Passages / Media / Graphic & Information Officer II with 3 years cognate experience. (b) By direct appointment as in Protocol / Passages / Media / Graphic & Information Officer II with 3 years cognate experience OR a Masters degree.	Senior Protocol / Passages / Media/ Graphic & Information Officer
Senior Protocol / Passages / Media / Graphic & Information Officer	CONTISS 9	(a) By promotion of a Protocol / Passages / Media / Graphic & Information Officer I with 3 years cognate experience. (b) By direct appointment as in Protocol / Passages / Media / Graphic & Information Officer II with 6 years cognate experience. Membership of relevant Professional body shall be an advantage.	Principal Public Relations Officer (Protocol & Passages) / (Media/ Graphic & Information)
Principal Public Relations Officer (Protocol & Passages) / (Media / Graphic & Information)	CONTISS 11	(a) By promotion of a Senior Protocol / Passages / Media/ Graphic & Information Officer with 3 years cognate experience. (b) By direct appointment as in Protocol / Passages / Media/ Graphic & Information Officer II with 9 years cognate experience. Membership of relevant Professional body shall be an advantage.	Assistant Director, Public Relations (Protocol & Passages) / (Media/ Graphic & Information)
Assistant Director, Public Relations (Protocol & Passages) / (Media / Graphic & Information)	CONTISS 13	(a) By promotion of a Principal Protocol / Passages / Media / Graphic & Information Officer with 3 years cognate experience. (b) By direct appointment as in Protocol / Passages / Media / Graphic & Information Officer II with 12 years cognate experience. Membership of relevant Professional body shall be an advantage.	Deputy Director II
Deputy Director II	CONTISS 14	(a) By direct appointment of an Assistant Director, Public Relations (Protocol / Passages / Media / Graphic & Information Officer) with the following: (i) 5 years cognate experience. (ii) A higher degree in a relevant field. (iii) Relevant professional certificate from a recognised body.	Deputy Director I

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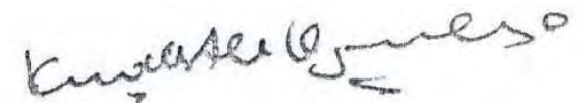
Rank	Salary Grade	Required Qualification	Next Rank
		(b) By direct appointment as in Protocol / Passages / Media /Graphic & Information Officer II including the following: (i) 14 years cognate experience. (ii) A higher degree in a relevant field. (iii) Relevant professional certificate from a recognised body.	
Deputy Director I	CONTISS 15	(a) By direct appointment as in Deputy Director II with 15 years cognate experience with a minimum of 5 year experience in a tertiary institution.	Director
Director, Public Relations	CONTISS 15	(i) Shall be by appointment by Appointments and Promotions Committee for a period of three (3) years, renewable for maximum period of another three (3) years.	NIL

## B. Technical / Graphic Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Technical Officer	CONTISS 6	(a) ND in relevant field from a recognised institution.	Higher Technical Officer (Graphic) / Higher Technical Officer (Media & Information)
Higher Technical Officer (Graphic) / Higher Technical Officer (Media & Information)	CONTISS 7	(a) By promotion of a Technical Officer with 3 years cognate experience. (b) By direct appointment of a candidate with ND plus 3 years cognate experience or NTC (Advanced Diploma) or NABTEB qualification plus 3 years cognate experience. (c) By direct appointment of a candidate with HND in the relevant field from a recognised institution.	Senior Technical Officer (Graphic) / Senior Technical Officer (Media & Information)
Senior Technical Officer (Graphic) / Senior Technical Officer (Media & Information)	CONTISS 8	(a) By promotion of a Higher Technical Officer with 3 years cognate experience. (b) By direct appointment of a candidate with ND plus 6 years cognate experience or NTC (Advanced Diploma) or NABTEB Advanced qualification plus 6 years cognate experience. (c) By direct appointment of a candidate with HND in the relevant field from a recognised institution plus 3 years cognate experience.	Principal Technical Officer II (Graphic) / Principal Technical Officer I ((Media & Information)

*Emmanuel Jones*

Rank	Salary Grade	Required Qualification	Next Rank
Principal Technical Officer II (Graphic) / Principal Technical Officer I ((Media & Information)	CONTISS 9	(a) By promotion of a Senior Technical Officer with 3 years cognate experience. (b) By direct appointment of a candidate with ND plus 6 years cognate experience or NTC (Advanced Diploma) or NABTEB Advanced qualification plus 9 years cognate experience. (c) By direct appointment of a candidate with HND in the relevant field from a recognised institution with 6 years cognate experience.	Principal Technical Officer I (Graphic) /Principal Technical Officer I (Media & Information)
Principal Technical Officer I (Graphic) /Principal Technical Officer I (Media & Information)	CONTISS 11	(a) By promotion of a Principal Technical Officer II with 3 years cognate experience. (b) By direct appointment of a candidate with ND plus 8 years cognate experience or NTC (Advanced Diploma) or NABTEB Advanced qualification plus 12 years cognate experience. (c) By direct appointment of a candidate with HND in the relevant field from a recognised institution with 9 years cognate experience. <b>Terminal point for ND/NTC (Advanced Diploma)/NABTEB Advanced level holders.</b>	Assistant Chief Technical Officer (Graphic) / Assistant Chief Technical Officer (Media & Information)
Assistant Chief Technical Officer (Graphic) / Assistant Chief Technical Officer (Media & Information)	CONTISS 12	(a) By promotion of a Principal Technical Officer I possessing HND with 3 years cognate experience. (b) By direct appointment of a candidate with HND in the relevant field from a recognised institution with 12 years cognate experience.	Chief Technical Officer
Chief Technical Officer	CONTISS 13	(a) By promotion of an Assistant Chief Technical Officer with the following: (i) 5 years cognate experience on the grade. (ii) Relevant professional certificate from a recognised body. (b) By direct appointment of a candidate with HND in the relevant field from a recognised institution including the following: (i) 14 years cognate experience. (ii) Relevant professional certificate from a recognised body.	NIL



### C. Broadcasting Officer Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Broadcasting Officer II	CONTISS 7	(a) A good honours degree in Mass Communication, Humanities / Social Sciences or relevant discipline from a recognised University.	Broadcasting Officer I
Broadcasting Officer I	CONTISS 8	(a) By promotion of Broadcasting Officer II with 3 years cognate experience. (b) By direct appointment as in Broadcasting Officer II with 3 years cognate experience OR a Masters degree.	Senior Broadcasting Officer
Senior Broadcasting Officer	CONTISS 9	(a) By promotion of a Broadcasting Officer I with 3 years cognate experience. (b) By direct appointment as Broadcasting Officer II with 6 years cognate experience. Membership of relevant Professional body shall be an advantage.	Principal Broadcasting Officer
Principal Broadcasting Officer	CONTISS 11	(a) By promotion of a Senior Broadcasting Officer with 3 years cognate experience. (b) By direct appointment as in Broadcasting Officer II with 9 years cognate experience. Membership of relevant Professional body shall be an advantage.	Assistant Director, FUNAAB Radio
Assistant Director, FUNAAB Radio	CONTISS 13	(a) By promotion of a Principal Broadcasting Officer with 3 years cognate experience. (b) By direct appointment as in Broadcasting Officer II with 12 years cognate experience. Membership of relevant Professional body shall be an advantage.	

*Emmanuel O. Jones*

# JUNIOR STAFF

## 1. BURSARY

### A. Supply Store Keeper Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Store Attendant	CONTISS 2	By direct appointment of a candidate with JSS3/S.75/ Modern III Certificate	Store Keeper
Store Keeper	CONTISS 3	<ol style="list-style-type: none"> <li>1. By direct appointment of a candidate with WASC/GCE</li> <li>2. By direct appointment of a candidate with Ordinary Certificate of the Institute of Purchasing &amp; Supply in Store-Keeping</li> <li>3. Promotion avenue for a candidate with 3 years cognate experience as Store Attendant</li> </ol>	Higher Store Keeper
Higher Store Keeper	CONTISS 4	<ol style="list-style-type: none"> <li>1. By direct appointment of a candidate with WASC/GCE with 2 years of cognate experience</li> <li>2. By direct appointment of a candidate with Ordinary Certificate of the Institute of Purchasing &amp; Supply in Store-Keeping plus 2 years relevant experience</li> <li>3. Promotion avenue for a candidate with 3 years cognate experience as Store Keeper</li> </ol>	Senior Store Keeper
Senior Store Keeper	CONTISS 5	<ol style="list-style-type: none"> <li>1. Promotion avenue for a candidate with 3 years cognate experience as Higher Store Keeper</li> <li>2. Terminal point for candidates without WASC/GCE.</li> </ol>	Principal Store Keeper

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## 2. ICTREC

### A. ICT Data Processing Assistant Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Data processing Assistant, ICT	CONTISS 4	By direct appointment of a candidate with WASC/GCE which must include Credit passes in English Language and Mathematics plus Certificate of Computer literacy from a recognized Institution plus 35wpm typewriting speed	Senior Data Processing Assistant, ICT
Senior Data Processing Assistant, ICT	CONTISS 5	<p>1. By direct appointment of a candidate with WASC/GCE which must include Credit passes in English Language and Mathematics plus Certificate of Computer literacy with 3 years relevant experience plus 35wpm typewriting speed</p> <p>2. Promotion avenue for a candidate with 3 years cognate experience as ICT Data Processing Assistant II plus WASC/GCE which must include Credit passes in English Language and Mathematics plus Certificate of Computer literacy with 3 years of cognate service plus 35wpm typewriting speed</p>	Data Processing Officer III, ICT

### B. Technical Assistant Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Technical Assistant II, ICT	CONTISS 3	By direct appointment of a candidate with JSS3/S.75/Modern III/Trade Test II Certificate plus Computer literacy Certificate obtained from a recognized Institution.	Technical Assistant I, ICT
Technical Assistant I, ICT	CONTISS 4	<p>1. By direct appointment of a candidate with JSS3/S.75/Modern III/Trade Test II Certificate plus Computer literacy Certificate obtained from a recognized Institution with 2 years relevant experience.</p> <p>2. Promotion avenue for a candidate with 3 years cognate experience as Technical Assistant II, ICT</p>	Senior Technical Assistant, ICT
Senior Technical Assistant, ICT	CONTISS 5	<p>1. By direct appointment of a candidate with relevant National Technical Certificate plus 5 years relevant experience</p> <p>2. Promotion avenue for a candidate with 3years cognate experience as Technical Assistant I, ICT</p> <p>3. Terminal point for holders of JSS3/modern III/S.75/Trade Test II</p>	Technical Officer III, ICT

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### 3. FARM CENTRE

#### A. Animal Health/Crop/Forestry/Fishery/Wildlife/Environmental Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Herdsman / Gardener/Farm Labour/ Attendant	CONTISS 1	a) Able bodied man	Livestock/Diary/ Crop /Forestry/ Fisheries / Wildlife/ Gardener Attendant / Environmental Attendant
Livestock/Dairy/ Crop/ Forestry Fisheries/ Wildlife/Head Gardener	CONTISS 2	1. By direct appointment of a candidate with JSS3/Modern III/S.75 2. Promotion avenue for a candidate with 3 years of cognate experience as Herdsman / Gardener/Farm Labour/ Attendant 3. Terminal point for able bodied men.	Field Overseer III/Higher Head Gardener/ Experimental Assistant
Field Overseer III/ Higher Head Gardener/ Experimental Assistant	CONTISS 3	1. By direct appointment of a candidate with WASC/GCE. 2. Promotion avenue for a candidate with 3 years of cognate experience as Livestock / Dairy / Crop / Forestry Fisheries / Wildlife / Head Gardener plus JSS3/Modern III/S.75 Certificate	Field Overseer II/Senior Head Gardener/Senior Experimental Assistant
Field Overseer II/Senior Head Gardener/Senior Experimental Assistant	CONTISS 4	1. By direct appointment of a candidate with WASC/GCE plus 4 years training and experience in any of the professional areas. 2. Promotion avenue for a candidate with 3years of cognate experience as Field Overseer III/ Higher Head Gardener/ Experimental Assistant	Field Overseer I /Principal Head Gardener/Principal Experimental Assistant
Field Overseer I /Principal Head Gardener/Principal Experimental Assistant	CONTISS 5	1. By direct appointment of a candidate with WASC/GCE plus 5 years training and experience in any of the professional areas above. 2. Promotion avenue for a candidate with 3 years of cognate service as Field Overseer II / Senior Head Gardener / Senior Experimental Assistant 3. Terminal point for candidate with JSS3/ Modern III/S.75	Experimental Supervisor / Foreman

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#### 4. HEALTH SERVICES

##### A. Medical Health Assistant Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Health Assistant	CONTISS 3	By direct appointment of a candidate with WASC/GCE plus National Certificate for Health Assistants	Higher Health Assistant
Higher Health Assistant	CONTISS 4	1. By direct appointment of a candidate with WASC/GCE and National Certificate for Health Assistant plus 2 years relevant experience 2. Promotion avenue for a candidate with 3 years of cognate experience as Health Assistant	Senior Health Assistant
Senior Health Assistant	CONTISS 5	1. By direct appointment of a candidate with WASC/GCE plus National Certificate in relevant Field plus 4 years relevant experience. 2. Promotion avenue for a candidate with 3 years of cognate experience as Higher Health Assistant	Principal Health Assistant

##### B. Medical Laboratory Assistant Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Medical Laboratory Attendant	CONTISS 3	By direct appointment of a candidate with WASC/GCE	Medical Laboratory Assistant
Medical Laboratory Assistant	CONTISS 4	1. By direct appointment of a candidate with WASC/GCE plus National Certificate for Medical Laboratory Assistant (IMLT) 2. Promotion avenue for a candidate with 3 years of cognate experience as Medical Laboratory Attendant	Senior Medical Laboratory Assistant
Senior Medical Laboratory Assistant	CONTISS 5	1. By direct appointment of a candidate with WASC/GCE and National Certificate for Medical Laboratory Assistant (IMLT) plus 3 years relevant experience 2. Promotion avenue for a candidate with 3 years of relevant service as Medical Laboratory Assistant	Principal Medical Laboratory Assistant

### C. Health Attendant (Cleaners)

Rank	Salary Grade	Required Qualification	Next Rank
Health Attendant	CONTISS 2	By direct appointment of a candidate with JSS3/Modern III/S.75	Higher Health Attendant
Higher Health Attendant	CONTISS 3	1. By direct appointment of a candidate with JSS3/Modern III/S.75 plus 3 years relevant experience 2. Promotion avenue for a candidate with 3 years of relevant experience as Health Attendant	Senior Health Attendant
Senior Health Attendant	CONTISS 4	1. By direct appointment of a candidate with WASC/GCE plus 3 years cognate experience 2. Promotion avenue for Higher Health Attendant with 3 years cognate experience	Principal Health Attendant
Principal Health Attendant	CONTISS 5	1. By direct appointment of a candidate with WASC/GCE plus 6 years relevant experience 2. Promotion avenue for Senior Health Attendant with WASC/GCE plus 3 years of cognate service 3. Terminal point for candidate with JSS3/Modern III/S.75	Chief Health Assistant II

### D. Junior Community Health Extension Workers

Rank	Salary Grade	Required Qualification	Next Rank
Junior Community Health Extension Worker V	CONTISS 3	By direct appointment of a candidate with GCE/WASC	Junior Community Health Extension Worker IV
Junior Community Health Extension Worker IV	CONTISS 4	1. By direct appointment of a candidate with GCE/WASC plus 2years relevant experience 2. Promotion avenue for Junior Community Health Extension Worker V	Junior Community Health Extension Worker III
Junior Community Health Extension Worker III	CONTISS 5	1. By direct appointment of a candidate with GCE/WASC plus 4years relevant experience 2. Promotion avenue for Junior Community Health Extension Worker IV	Community Health Technician

## 5. LIBRARY STAFF

### A. Library (Clerical Cadre)

Rank	Salary Grade	Required Qualification	Next Rank
Library Attendant	CONTISS 2	By direct appointment of a candidate with JSS3/Modern III/S.75	Library Assistant
Library Assistant	CONTISS 3	1. By direct appointment of a candidate with WASC/GCE 2. Promotion avenue for Library Attendant plus 3 years of cognate experience	Senior Library Assistant
Senior Library Assistant	CONTISS 4	1. By direct appointment of a candidate with WASC/GCE plus 2 years relevant experience 2. Promotion avenue for a candidate with 3 years of cognate service as Library Assistant	Principal Library Assistant
Principal Library Assistant	CONTISS 5	1. By direct appointment of a candidate with Senior School Certificate plus 5 years experience 2. Promotion avenue for a candidate with 3 years of cognate experience as a Senior Library Assistant 3. Terminal point for candidate with JSS3/Modern III/S.75	Library Officer

### B. Library Porter Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Assistant Porter	CONTISS 2	By direct appointment of a candidate with evidence of WASC attempted / JSS3/Modern III/S.75	Porter
Porter	CONTISS 3	1. By direct appointment of a candidate with 5 Credit passes in WASC/GCE obtained at not more than 2 sittings which must include English Language 2. By direct appointment of an Ex-service man with evidence of discharge certificate plus WASC/GCE. 3. By promotion of Assistant Porter with 3 years cognate experience	Senior Porter
Senior Porter	CONTISS 4	1 By direct appointment of a candidate with 5 Credit passes in WASC/GCE obtained at not more than 2 sittings which must include English Language plus 3 years relevant experience 2. By direct appointment of an Ex-service man in the rank of Police Sergeant or equivalent plus WASC/GCE. 3. By promotion of a Porter with 3 years of cognate experience.	Assistant Chief Porter
Assistant Chief Porter	CONTISS 5	1. By direct appointment of a candidate with 5 Credit passes in WASC/GCE obtained at not more than 2 sittings which must include English Language plus 6 years relevant experience 2. By direct appointment of an Ex-service man in the rank of Police Inspector or equivalent plus WASC/GCE. 3. By promotion of a Senior Porter with 3 years cognate experience. <b>Terminal point for JSS3/Modern III/S.75</b>	Chief Porter

*Emmanuel O. Jones*

## 6. REGISTRY

### A. Clerical Officer Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Clerical Assistant	CONTISS 2	By direct appointment of a candidate with JSS3/Modern III/S.75	Clerical Officer
Clerical Officer	CONTISS 3	1. By direct appointment of a candidate with 5 Credit passes in WASC/GCE obtained at not more than 2 sittings which must include English Language 2. Promotion avenue for a candidate with 3 years cognate experience as Clerical Assistant	Senior Clerical Officer
Senior Clerical Officer	CONTISS 4	1 By direct appointment of a candidate with 5 Credit passes in WASC/GCE obtained at not more than 2 sittings which must include English Language plus 3 years relevant experience 2. Promotion avenue for candidate with 3 years of cognate experience as Clerical Officer	Assistant Chief Clerical Officer
Assistant Chief Clerical Officer	CONTISS 5	1. By direct appointment of a candidate with 5 Credit passes in WASC/GCE obtained at not more than 2 sittings which must include English Language plus 6years relevant experience 2. Promotion avenue for candidate with 3 years of cognate service as Senior Clerical Officer 3. Terminal point for JSS3/Modern III/S.75	Chief Clerical Officer/ Executive Officer

### B. Executive Officers Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Assistant Executive Officer	CONTISS 5	1. By direct appointment of a candidate with 5 Credit passes in WASC/GCE obtained at not more than 2 sittings which must include English Language plus 6 years clerical experience	Executive Officer

### C. Secretarial Assistant Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Secretarial Assistant III	CONTISS 3	By direct appointment of a candidate with WASC/GCE plus 35wpm in Typewriting speed obtained from a recognized institution	Secretarial Assistant II
Secretarial Assistant II	CONTISS 4	1. By direct appointment of a candidate with WASC/GCE plus 50wpm in typewriting speed and a recognized Certificate of Computer training plus 2 years relevant experience 2. Promotion avenue for a candidate with 3 years of cognate experience as Secretarial Assistant III	Secretarial Assistant I
Secretarial Assistant I	CONTISS 5	1. By direct appointment of a candidate with WASC/GCE with 35wpm in typewriting speed and a recognized Certificate of Computer training plus 4 years relevant experience 2. Promotion avenue for candidate with 35wpm plus 3 years of cognate experience as Secretarial Assistant II	Senior Secretarial Assistant II / Data Processing Officer (Secretary)

**\*\*Mail Assistants are now re-designated as Clerical Officer**

*Enoch A. Jones*

#### D. Porter Cadre (Student Affairs)

Rank	Salary Grade	Required Qualification	Next Rank
Porter	CONTISS 3	1. By direct appointment of a candidate with JSS3/Modern III/S.75 2. By direct appointment of Ex-service man with evidence of Discharge Certificate	Senior Porter
Senior Porter	CONTISS 4	1. By direct appointment of a candidate with WASC/GCE plus 2 years relevant experience. 2. By direct appointment of an Ex-service man in the rank of Police Sergeant or equivalent plus WASC/GCE 3. Promotion avenue for candidate with 3 years of cognate experience as Senior Porter	Assistant Chief Porter
Assistant Chief Porter	CONTISS 5	1. By direct appointment of a candidate with WASC/GCE plus 5 years relevant experience 2. By direct appointment of an Ex-service man in the rank of Police Inspector or equivalent plus WASC/GCE 3. Promotion avenue for a candidate with 3 years of cognate service as Senior Porter 4. Terminal point for holders of JSS3/Modern III/S.75	Chief Porter

#### E. Care Assistant Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Care Assistant IV	CONTISS 2	By direct appointment of a candidate with JSS3/Modern III/S.75 Certificate	Care Assistant III
Care Assistant III	CONTISS 3	1. By direct appointment of a candidate with JSS3/Modern III/S.75 plus 2 years experience 2. Promotion avenue for candidate with 3 years of cognate experience as Care Assistant IV	Care Assistant II
Care Assistant II	CONTISS 4	1. By direct appointment of a candidate with WASC/GCE plus 4 years relevant experience 2. By promotion avenue for a candidate with 3 years of cognate experience as Care Assistant III	Care Assistant I
Care Assistant I	CONTISS 5	1. By direct appointment of a candidate with WASC/GCE plus 6 years relevant experience 2. Promotion avenue for candidates with 3 years of cognate experience as Care Assistant II 3. Terminal point for JSS3/Modern III/S.75 holders	Chief Care Assistant
Chief Care Assistant	CONTISS 6	1. By direct appointment of a candidate with WASC/GCE plus 8 years relevant experience 2. Promotion avenue for candidates with 3 years of cognate experience as Care Assistant I	NIL

*Emmanuel O. Jones*

## F. Laundry

Rank	Salary Grade	Required Qualification	Next Rank
Laundry Headman	CONTISS 2	By direct appointment of a candidate with JSS3/Modern III/S.75 Certificate	Assistant Laundry Foreman
Assistant Laundry Foreman	CONTISS 3	1. By direct appointment of a candidate with JSS3/Modern III/S.75 plus 2 years experience 2. Promotion avenue for candidates with 3 years of cognate service as Laundry Headman	Laundry Foreman
Laundry Foreman	CONTISS 4	1. By direct appointment of a candidate with WASC/GCE plus 4 years relevant experience 2. Promotion avenue for candidate with 3 years of cognate service as Assistant Laundry Foreman	Laundry Superintendent
Laundry Superintendent	CONTISS 5	1. By direct appointment of a candidate with WASC/GCE plus 6 years of cognate experience 2. Promotion avenue for candidate with 3 years of cognate service as Laundry Foreman 3. Terminal point for JSS3/Modern III/S.75 holders	Chief Laundry Superintendent
Chief Laundry Superintendent	CONTISS 6	1. By direct appointment of a candidate with WASC/GCE plus 8 years of cognate experience 2. Promotion avenue for candidate with 3 years of cognate service as Laundry Superintendent.	NIL

## 7. SCIENCE LABORATORY

### A. Laboratory Assistant Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Laboratory Attendant	CONTISS 2	By direct appointment of a candidate with JSS3/Modern III/S.75	Laboratory Assistant
Laboratory Assistant	CONTISS 3	1. By direct appointment of a candidate with WASC/GCE/NABTEB Certificate 2. Promotion avenue of a candidate with 3 years of service as Laboratory Attendant	Senior Laboratory Assistant
Senior Laboratory Assistant	CONTISS 4	1. By direct appointment of a candidate with WASC/GCE/NABTEB plus 2 years relevant experience 2. Promotion avenue for candidates with 3 years of cognate experience as Laboratory Assistant	Principal Laboratory Assistant
Principal Laboratory Assistant	CONTISS 5	1. Promotion avenue for candidates with 3 years cognate service as Senior Laboratory Assistant 2. Terminal point for holders of JSS3/Modern III/S.75	Higher Assistant Technologist

*Eniola Ojuleso*



## 8. ENVIRONMENTAL UNIT (FORMER SECURITY UNIT)

### A. Environmental Assistant Cadre /Fire Assistant Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Environmental Assistant	CONTISS 3	1. By direct appointment of an able bodied candidate with WASC/GCE 2. By direct appointment of an able bodied Ex-police Corporal or its equivalent with JSS3/Modern III/S.75 plus Discharge Certificate	Senior Environmental Assistant
Senior Environmental Assistant	CONTISS 4	1. By direct appointment of an able bodied candidate with WASC/GCE plus 2 years relevant experience 2. By direct appointment of an Ex-Police Sergeant or equivalent with at least 2 years relevant experience plus Discharge Certificate 3. Promotion avenue for a candidate with 3 years cognate experience as an Environmental Assistant	Asst. Environmental Supervisor
Asst. Environmental Supervisor	CONTISS 5	1. By direct appointment of an able bodied candidate with WASC/GCE plus 4 years relevant experience 2. By direct appointment of an Ex-Police Inspector or equivalent with at least 5 years relevant experience plus Discharge Certificate 3. Promotion avenue for candidate with 3 years cognate experience as Senior Environmental Assistant 4. Terminal point for candidate with JSS3/Modern III/S.75	Environmental Supervisor

### B. Watchman Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Watchman	CONTISS 1	By direct appointment of an able bodied man or First School Leaving Certificate	Head Watchman
Head Watchman	CONTISS 2	1. By direct appointment of an able bodied man plus JSS3/Modern III/S.75 2. Promotion avenue for candidate with 3 years cognate experience as Watchman 3. Terminal point for able bodied man	Senior Watchman
Senior Watchman	CONTISS 3	1. By direct appointment of a candidate with WASC/GCE with 2 years relevant experience 2. Promotion avenue for candidate with 3 years cognate experience as Head Watchman	Caretaker (Watchman)
Caretaker (Watchman)	CONTISS 4	1. By direct appointment of a candidate with WASC/GCE plus 4 years relevant experience 2. Promotion avenue for candidate with 3 years cognate experience as Senior Watchman	Head Caretaker

*Enoch O. Jones*

Rank	Salary Grade	Required Qualification	Next Rank
Head Caretaker (Watchman)	CONTISS 5	1. By direct appointment of a candidate with WASC/GCE plus 6 years relevant experience 2. Promotion avenue for candidate with 3 years cognate experience as Caretaker (Watchman)	Chief Caretaker (Watchman)
Chief Caretaker (Watchman)	CONTISS 6	1. By direct appointment of a candidate with WASC/GCE plus 8 years relevant experience 2. Promotion avenue for candidate with 3 years cognate experience as Head Caretaker (Watchman)	NIL

## 9. STAFF SCHOOL

### A. Teaching Assistant Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Teaching Assistant II	CONTISS 4	1. By direct appointment of candidate with Teachers' Grade II Certificate with relevant teaching experience	Teaching Assistant I
Teaching Assistant I	CONTISS 5	1. By direct appointment of candidate with Teachers' Grade II Certificate with 2 years relevant teaching experience 2. Promotion avenue for candidate with 3 years cognate experience as Teaching Assistant II	Senior Teaching Assistant II

### B. Class Attendant (Cleaners - Staff School)

Rank	Salary Grade	Required Qualification	Next Rank
Class Attendant	CONTISS 2	By direct appointment of a candidate with JSS3/Modern III/S.75	Higher Class Attendant
Higher Class Attendant	CONTISS 3	1. By direct appointment of a candidate with WASC/GCE 2. Promotion avenue for candidate with 3 years cognate service as Class Attendant	Senior Class Attendant
Senior Class Attendant	CONTISS 4	1. By direct appointment of a candidate with WASC/GCE plus 2 years relevant experience 2. Promotion avenue for candidates with 3 years cognate service as Higher Class Attendant 3. Terminal point for JSS3/Modern III/S.75 holders	Principal Class Attendant
Principal Class Attendant	CONTISS 5	1. By direct appointment of candidate with WASC/GCE plus 4 years relevant experience 2. Promotion avenue for candidates with 3 years cognate experience as Senior Class Attendant	Chief Class Attendant
Chief Class Attendant	CONTISS 6	1. By direct appointment of candidate with WASC/GCE plus 6 years relevant experience 2. Promotion avenue for candidates with 3 years cognate experience as Principal Class Attendant	NIL

### C. Class Assistant Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Class Assistant	CONTISS 5	1. By direct appointment of a candidate with WASC/GCE plus 5 years relevant experience 2. Promotion avenue for candidate with 3 years cognate experience as Teaching Assistant II 3. Terminal point for Class Assistant without NCE	Master III

## 10. WORKS AND SERVICES

### A. Driver / Mechanic Cadre (Transport Unit)

Rank	Salary Grade	Required Qualification	Next Rank
Driver/Mechanic II	CONTISS 3	By direct appointment of a candidate with JSS3/Modern III/S.75/Trade Test III Certificate plus Class 'E' Driving License and 2 years driving experience.	Driver/Mechanic I
Driver/Mechanic I	CONTISS 4	1. By direct appointment of a candidate with JSS3/Modern III/S.75/Trade Test II Certificate plus Class 'E' Driving License and 4 years driving experience. 2. Promotion avenue for candidate with 3 years cognate experience as Driver/Mechanic II	Senior Driver Mechanic/
Senior Driver/ Mechanic	CONTISS 5	1. By direct appointment of a candidate with at least 5 years relevant driving experience with Class 'E' Driving License plus WASC/GCE 2. Promotion avenue for candidate with 3 years cognate service as Driver/ Mechanic I 3. Terminal point for Senior Driver/ Mechanic without Secondary School Certificate or equivalent and Trade Test I.	Technical Supervisor

### B. Tractor Operator/Mechanic Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Tractor Operator/ Mechanic II	CONTISS 3	By direct appointment of a candidate with JSS3/Modern III/S.75/Trade Test III Certificate plus Class 'E' Driving License and 2 years driving experience.	Senior Tractor Operator / Mechanic I
Senior Tractor Operator/ Mechanic I	CONTISS 4	1. By direct appointment of a candidate with JSS3/Modern III/S.75/Trade Test II Certificate plus Class 'E' Driving License and 4 years driving experience. 2. By promotion avenue for candidate with 3 years cognate service as Tractor Operator/ Mechanic II.	Senior Tractor Operator / Mechanic
Senior Tractor Operator/Mechanic	CONTISS 5	1. By direct appointment of a candidate with at least 5 years relevant experience plus Trade Test I and WASC/GCE 2. Promotion avenue for candidate with 3 years cognate experience as Senior Tractor Operator/Mechanic I 3. Terminal point for Senior Tractor mate without Secondary School Certificate or equivalent and Trade Test I.	Higher Tractor Operator II

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### C. Technical Assistant Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Technical Assistant II	CONTISS 3	1. By direct appointment of a candidate with JSS3/Modern III/S.75 plus Trade Test II & 2 years cognate experience 2. National Technical Certificate (NTC)	Technical Assistant I
Technical Assistant I	CONTISS 4	1. By direct appointment of a candidate with National Technical Certificate with 2 years relevant experience plus Trade Test II 2. Promotion avenue for candidate with 3 years of cognate service as Technical Assistant II	Senior Technical Assistant
Senior Technical Assistant	CONTISS 5	1. By direct appointment of a candidate with National Technical Certificate plus 5 years relevant experience with WASC/GCE 2. By direct appointment of a candidate with Ordinary level Certificate of City & Guilds plus WASC/GCE 3. Promotion avenue for candidate with 3 years cognate service as Technical Assistant I 4. Terminal point for JSS3/Modern III/S.75 with Trade Test II	Chief Technical Assistant

## 11. FUNAAB ZOO PARK

### A. Zoo Keeper Cadre

Rank	Salary Grade	Required Qualification	Next Rank
Zoo Keeper II	CONTISS 02	By direct appointment of a candidate with JSS3/Modern III/S.75 Certificate	Zoo Keeper I
Zoo Keeper I	CONTISS 03	1. By direct appointment of a candidate with JSS3/Modern III/S.75 Certificate plus 2 years experience 2. Senior School Certificate plus 2 years cognate experience 3. Promotion avenue for candidate with 3 years cognate service as Zoo Keeper II	Higher Zoo Keeper
Higher Zoo Keeper	CONTISS 04	1. By direct appointment of a candidate with SSC/WASC/GCE plus 4 years of cognate experience 2. Promotion avenue for candidate with 3 years cognate service as Zoo Keeper I	Senior Zoo Keeper
Senior Zoo Keeper	CONTISS 05	1. By direct appointment of a candidate with SSC/WASC/GCE plus 5 years of relevant experience 2. Promotion avenue for candidate with 3 years cognate service as Higher Zoo Keeper 3. Terminal point for holders of JSS3/Modern III/S.75	Zoo Superintendent II

*Emmanuel O. Jones*

**B. Zoo Attendant/Marksman/Interpreters Cadre**

Rank	Salary Grade	Required Qualification	Next Rank
Zoo Attendant/ Marksman/ Interpreters/ Gardener	CONTISS 02	By direct appointment of a candidate with JSS3/Modern III/S.75	Head Zoo Attendant/ Marksman/ Interpreter/ Gardener
Head Zoo Attendant/ Marksman/ Interpreter/ Gardener	CONTISS 03	1. By direct appointment of a candidate with JSS3/Modern III/S.75 Certificate plus 2 years relevant experience 2. By direct appointment of a candidate with WASC/GCE 3. Promotion avenue for candidate with 3 years cognate service as Head Zoo Attendant/ Marksman/Interpreter/ Gardener	Higher Zoo Attendant/ Marksman/ Interpreter/ Gardener
Higher Zoo Attendant Marksman/ Interpreter/ Gardener	CONTISS 04	1. By direct appointment of a candidate with WASC/GCE plus 2 years relevant experience 2. Promotion avenue for candidate with 3years of cognate service as Higher Zoo Attendant Marksman/Interpreter/ Gardener	Senior Zoo Keeper/ Marksman/ Interpreter/ Gardener
Senior Zoo Attendant/ Marksman/ Interpreter/ Gardener	CONTISS 05	1. By direct appointment of a candidate with WASC/GCE plus 4 years relevant experience 2. Promotion avenue for candidate with 3 years of cognate service as Higher Zoo Attendant/ Marksman/Interpreter/ Gardener 3. Terminal point for holders of JSS3/Modern III/S.75	Zoo Superintendent II