

FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA



CAREER STRUCTURE FOR STAFF OF THE UNIVERSITY

DECEMBER, 2025

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, subject to satisfactory performance and absence of disciplinary case(s).
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. Promotions to CONTISS 14 shall require additional qualification of a masters degree and a maturity of four (4) years in the preceding grade level (CONTISS 13) and its equivalent with six (6) years for staff without masters degree except otherwise specified in this career structure. This is however, subject to vacancy and satisfactory performance at the interview.
4. Positions at CONTISS 15 are filled by appointment, subject to vacancy, unless otherwise stated in this Career Structure. The appointment process must ensure transparency through established procedures such as advertisement, shortlisting, written and oral interviews, and a determination of appointability.
5. The minimum entry requirement is a Senior School Certificate (or equivalent) with five (5) O' level credit passes at a maximum two (2) sittings, including English Language and four other relevant subjects.
6. All holders of National Diploma (ND) and Advanced NABTEB without additional qualification shall terminate on CONTISS 11, while holders of Higher National Diploma (HND) shall terminate on CONTISS 13. Similarly, holders of International Centre for Professional Development (ICPD) Advanced Diploma shall terminate on CONTISS 12.
7. Where additional professional/academic qualifications are required for progression in any cadre, the onus is on the staff member to acquire the additional qualification(s).
8. Without prejudice to (7) above, where additional professional/academic qualification is required for progression in any cadre, a time frame of a minimum of 3 years shall normally be granted as a moratorium before the requirement shall be invoked.
9. Every conversion shall be by appointment, subject to possession of minimum requisite qualifications and established vacancy.
10. All vacancies shall be advertised internally and/or externally.
11. Officers with recognized additional professional qualifications may be upgraded, after submitting their certificate(s) to the Registrar, subject to availability of a vacancy.
12. Appointment to the position of Director for Non-Teaching Departments/Units shall be for a five (5)-year term. This term may be extended for a period of one (1) year. Following this extension the Director shall not be eligible for reappointment to the same position.
13. All Directors of Academic Institutes, Centres and Units shall be by appointments by the Appointments and Promotions Committee for a period of three (3) years, renewable for maximum period of another three (3) years.

14. The waiting periods for promotion to penultimate level shall be 4 years. Appointments to the ultimate levels (CONTISS 14 and 15) shall require a waiting period of five (5) years. For all other staff categories, the waiting period for promotion to their respective terminal levels remains five (5) years.
15. Any staff transferring his/her services from any institution would be required to spend a minimum of three (3) years before eligibility for promotion.
16. Any served-out Registrar and Bursar from FUNAAB or other University shall be automatically placed on CONTISS 15. Returning Directors will also be placed on CONTISS 15 after the completion of their tenures. Also, any served-out Registrar and Bursar from a Polytechnic/College of Education shall be placed on his/her previous post upon return. However, they shall be allowed to participate in promotion exercises while away and serving as Registrar and Bursar.

B. JUNIOR STAFF

- i. The minimum entry qualification for appointment to junior staff cadre (CONTISS 2) is the Junior School Certificate (JSC).*
- ii. 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 (4) other subjects.*
- iii. Terminal point for able bodied men without WASC/GCE shall be on CONTISS 03. Terminal point for WASC/GCE holders with less than 5 Credit pass shall be CONTISS 05 while that of WASC/GCE holders with 5 Credit pass and its equivalent shall be CONTISS 06.*
- iv. Where additional professional/academic qualification is required for progression in any cadre, the onus is on the staff member to acquire the additional qualification while the University shall encourage such training.
- v. Without prejudice to (iv) 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.
- vi. Every conversion shall be by appointment subject to possession of a minimum requisite qualification and established vacancy.
- vii. All vacancies shall be advertised internally and/or externally.*

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SENIOR NON-TEACHING STAFF

1. DIRECTORATE OF ACADEMIC PLANNING

A. ACADEMIC PLANNING OFFICER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Academic Planning Officer II	CONTISS 7	(a) A good honours degree from a recognized University in any of the following relevant fields: Mathematics, Statistics, Economics or Educational Management with minimum of Second Class (Lower Division).	<ul style="list-style-type: none"> • Assisting in general supervision and coordinating affairs of the unit. • Assisting in collection and collation of staff and students' data. • Collecting and analysing data and information for planning purposes. • Assisting in management of matters relating to general academic planning. • Performing professional and community services. • Performing any other duties assigned. 	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 of an Academic Planning Officer II plus a Master's degree OR 3 years cognate experience.	<ul style="list-style-type: none"> • Preparing the University's Annual Recurrent Budget in collaboration with the Bursary and the Budget Unit and with cooperation of other Departments and Units. • Analysing the University's budget. • Guiding each Unit of the University on the implementation of the Academic Brief. • Projecting student enrolment figures and corresponding staff strength. • Performing professional and community services. • Performing any other duties assigned. 	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 of an Academic Planning Officer II plus 6 years cognate experience.	<ul style="list-style-type: none"> • Computing Full-Time Equivalent (FTE) for all programmes. • Preparing the University calendar for stable academic delivery. • Guiding each Unit of the University on the implementation of the Academic Brief. • Initiating and coordinating the review of the University curricula in line with extant NUC policy and trends in the academic world. • Maintaining a database of statistics on students and staff for use in planning, budgeting, and other requirements. • Performing professional and community services. • Performing any other duties assigned. 	Principal Academic Planning Officer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Principal Academic Planning Officer	CONTISS 11	(a) By promotion of a Senior Academic Planning Officer with 3 years cognate experience. (b) By direct appointment of an Academic Planning Officer II plus 9 years cognate experience.	<ul style="list-style-type: none"> • Coordinating the preparation of Academic Brief and Strategic Plan for the University. • Working with Schools and Departments to prepare, review and monitor their academic plans as well as identifying areas of potential development. • Coordinating preparatory activities of the University for Accreditation by NUC and Professional bodies. • Computing Full-Time Equivalents (FTE) for all programmes. • Periodically analysing relevant data for performance evaluation of academic programmes of the University in order to advise the University Management as may be required. • Documenting and storing information on academic programmes of the University. • Performing professional and community services. • Performing any other duties assigned. 	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 of an Academic Planning Officer II plus 12 years cognate experience.	<ul style="list-style-type: none"> • Interpreting the result of the Statistical Analyses made on the University's activities and providing appropriate recommendations. • Assisting in providing leadership in the general administration of the Unit. • Periodically updating and analysing data from relevant University Departments/Units for internal evaluation of institutional performance. • Promoting strong national and international linkages with sister and foreign Universities. • Ensuring compliance with national and institutional guidelines such as admission quotas. • Conducting feasibility studies to support cases for establishment of new academic programmes. • Publishing University records, statistics and research reports. • Documenting and storing information on academic programmes of the University. • Providing professional and community services. • Performing any other duties as may assigned. 	Deputy Director II

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Deputy Director II	CONTISS 14	<p>(a) By promotion of a Chief Academic Planning Officer with the following:</p> <p>(i) 4 years cognate experience on the grade.</p> <p>(ii) Master's Degree in relevant field.</p> <p>(iii) Membership of relevant certified professional body.</p> <p>(b) By direct appointment of a candidate with the following:</p> <p>(i) 14 years cognate experience of which a minimum of 5 years must be in a University system.</p> <p>(ii) Master's degree in any of the following fields: Mathematics, Statistics, Economics, Educational Management.</p> <p>(iii) Membership of a certified professional body.</p>	<ul style="list-style-type: none"> Assisting the Director in the day-to-day administration of the Unit. Coordinating the activities of the Unit and providing expert advice to the Director. Coordinating budget preparation of the University. Coordinating provision of periodic statistics to the Federal Ministry of Education, National Universities Commission, National Manpower Board, National Bureau of Statistics, private sector organisations, NGOs and individual researchers on demand. Ensuring strict adherence to Bench Mark Minimum Academic Standards (BMMAS) Responsible to the Director. Providing leadership in the management of the Unit. Attending committee meetings or others, for example, as may be required of him by the University or Director. Providing professional and community services. Performing any other duties as may be assigned. 	Deputy Director I By Appointment
Deputy Director I	CONTISS 15	<p>(a) By direct appointment of a Deputy Director II with 15 years cognate experience with a minimum of 5 years' experience in a tertiary institution.</p>	<ul style="list-style-type: none"> Assisting the Director in the day-to-day administration of the Unit. Coordinating the activities of the Unit and providing expert advice to the Director. Coordinating budget preparation of the University. Coordinating provision of periodic statistics to the Federal Ministry of Education, National Universities Commission, National Manpower Board, National Bureau of Statistics, private sector organisations, NGOs and individual researchers on demand. Ensuring strict adherence to Bench Mark Minimum Academic Standards (BMMAS) Responsible to the Director. Providing leadership in the management of the Unit. Attending committee meetings or others, for example, as may be required of him by the University or Director. 	Director, Academic Planning By Appointment

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<ul style="list-style-type: none"> • Providing professional and community services. • Performing any other duties as may be assigned. 	
Director of Academic Planning		<p>(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.</p> <p>(ii) Shall be an academic staff not below the rank of a Professor</p>		

2. BURSARY DEPARTMENT

A. ACCOUNTANT CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Accountant II	CONTISS 7	(a) A good honours degree in Accounting from a recognised University with minimum of Second Class (Lower Division).	<ul style="list-style-type: none"> • Taking charge of receipts disbursements and other financial transactions. • Using relevant accounting packages to perform operations. • Performing mechanical accounting and other duties that may be assigned. • Implementing the approved accounting system. 	Accountant I
Accountant I	CONTISS 8	(a) By promotion of an Accountant II with 3 years cognate experience. (b) By direct appointment of an Accountant II plus a Master's degree OR 3 years cognate experience	<ul style="list-style-type: none"> • Implementation of the annual budget as may be directed. • Execution and monitoring of daily financial transactions. • Wages/Salaries/Allowances administration. • Reconciling internal accounts • Implementing the approved accounting system. 	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 of an Accountant II with 6 years cognate experience. (d) By direct appointment of a candidate with ACA, CNA, ACCA, CPA, ACNA.	<ul style="list-style-type: none"> • Provision of the required information and advice on the financial position of the University as may be required. • Conducting feasibility studies on specific projects. • Maintaining subsidiary accounts for deposits. 	Principal Accountant
Principal Accountant	CONTISS 11	(a) By promotion of a Senior Accountant with 3 years cognate experience. (b) By direct appointment of an Accountant II with 9 years cognate experience. (c) By direct appointment of a	<ul style="list-style-type: none"> • Performing monthly reconciliation of accounts. • Preparing financial reports and returns as may be required. • Supervising and training subordinates. • Controlling departmental vote accounts. • Interpreting financial regulations. 	Chief Accountant

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		Senior Accountant with 3 years cognate experience. Terminal point for candidates not registered and fully inducted with relevant professional body.		
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 of a Senior Accountant with 6 years cognate experience.	<ul style="list-style-type: none"> • Supervising the Final Accounts unit and preparation of the monthly transcripts. • Coordinating the accounting functions of a section of the Bursary • Preparing periodic annual/monthly financial reports. • Supervising and coordinating subordinates. • Implementing the approved accounting system. • Advising on the control and management of funds, investments, loans of the University. • Responsible for the development and installations of efficient accounting code and manual. • Interpreting financial regulations. • Establishing appropriate internal control system. • Advising on the disbursement of funds. 	Deputy Bursar
Deputy Bursar	CONTISS 14	(a) By promotion of a Chief Accountant with the following: (i) 4 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.	<ul style="list-style-type: none"> • Appraising budget proposals from Units/Departments. • Preparing periodic/annual financial reports. • Advising on the control and management of funds, investments, loans and guarantees. • Interpreting financial memorandum/ regulations. • Advising on staff deployment and training programmes. • Establishing an accounting system with appropriate inbuilt/internal controls. 	Senior Deputy Bursar By Appointment

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		Relevant experience in a tertiary institution shall be an advantage.		
Senior Deputy Bursar	CONTISS 15	(a) By direct appointment as in Deputy Bursar with 15 years cognate experience with a minimum of 5 years' experience in a tertiary institution. (b) Automatic appointment for returning Bursars from any recognised University.	<ul style="list-style-type: none"> Appraising budget proposals from Units/Departments. Preparing periodic/annual financial reports. Advising on the control and management of funds, investments, loans and guarantees. Interpreting financial memorandum/ regulations. Advising on staff deployment and training programme. Establishing an accounting system with appropriate inbuilt/internal controls. 	Bursar By Appointment
Bursar	Consolidated	(a) By direct appointment of a Senior Deputy Bursar with minimum of 15 years cognate experience of which 5 years must be in a tertiary institution.	<ul style="list-style-type: none"> As statutorily defined 	

B. EXECUTIVE OFFICER (ACCOUNTS) CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	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 with minimum of Lower Credit.	<ul style="list-style-type: none"> Making submissions to Senior Officers on matters within assigned schedule of duties. Taking charge of specified subject matters within a Unit as assigned. 	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. (c) By direct appointment of a candidate with Intermediate ICAN, ATS, ACCA, CPA, ACA or ACNA.	<ul style="list-style-type: none"> Making submission to Senior Officers on matters within assigned schedule of duties. Taking charge of specified subject matters within a Unit. 	Senior Executive Officer (Accounts)

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		(d) By direct appointment of a candidate with HND in Accountancy, Banking & Finance and other related fields with minimum of Lower Credit.		
Senior Executive Officer (Accounts)	CONTISS 8	(a) By promotion of a Higher Executive Officer (Accounts) with 3 years cognate experience. (b) By direct appointment of an 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.	<ul style="list-style-type: none"> Supervising the activities of subordinate staff in the Unit. Assisting in the establishment and maintenance of accurate staff information system. 	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.	<ul style="list-style-type: none"> Supervising the activities of subordinate staff in the Unit. Assisting in the establishment and maintenance of accurate staff information system. 	Principal Executive Officer I (Accounts)
Principal Executive Officer I	CONTISS 11	(a) By promotion of a Principal Executive Officer II (Accounts) with 3 years cognate experience.	<ul style="list-style-type: none"> Assisting in the planning, execution and supervision of specific programmes/assignments. 	Assistant Chief Executive Officer (Accounts)

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
(Accounts)		<p>(b) By direct appointment as in Higher Executive Officer (Accounts) with 9 years cognate experience.</p> <p>(c) By direct appointment of a candidate with Intermediate ICAN, ACCA, CPA, ACA or ACNA with 9 years cognate experience.</p> <p>(d) By direct appointment of a candidate with HND in Accountancy with 9 years cognate experience.</p> <p>Terminal point for holders of ND, Foundation Certificate from ICAN, ACCA, CPA, ACA, ACMA or ATS.</p>		
Assistant Chief Executive Officer (Accounts)	CONTISS 12	<p>(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 4 years cognate experience.</p> <p>(b) By direct appointment of a candidate with Intermediate ICAN, ACCA, CPA, ACA or ACNA with 12 years cognate experience.</p> <p>(c) By direct appointment of a candidate with HND in Accountancy with 12 years cognate experience.</p>	<ul style="list-style-type: none"> Assisting in the collection, processing, collation of data for budget preparation. Supervising, co-coordinating and training of the Junior Staff. Performing sundry official duties as directed by the Head of Unit/Department. 	Chief Executive Officer (Accounts)
Chief Executive Officer (Accounts)	CONTISS 13	<p>(a) By promotion of an Assistant Chief Executive Officer (Accounts) with 5 years cognate experience on the grade.</p> <p>(b) By direct appointment of a candidate with HND in Accountancy with 14 years cognate experience and</p>	<ul style="list-style-type: none"> Assisting in the collection, processing, collation of data for budget preparation. Supervising, co-coordinating and training of the Junior Staff. Performing sundry official duties as directed by the Head of Unit/Department. 	

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		<p>a professional certificate in a relevant field.</p> <p>(c) By direct appointment of a candidate with Intermediate ICAN, ACCA, CPA, ACA or ACNA with 14 years cognate experience.</p>		

C. STORES AND SUPPLIES OFFICER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Stores and Supplies Officer III	CONTISS 6	<p>(a) Certificate I & II of the Institute of Purchasing and Supply.</p> <p>(b) ND (Purchasing and Supply) Marketing, Business Administration in relevant fields with minimum of Lower Credit and at least 3 years relevant experience.</p> <p>(c) The officer must in addition possess Intermediate Certificate from Institute of Purchasing and Supply.</p>	<ul style="list-style-type: none"> • Taking stock of materials and equipment in the store. • Checking stocks of unallocated and allocated stores. • Supervising very big stores. • Making local purchase of approved materials and equipment. • Supervising subordinate staff. • Checking stock in stores. • Training subordinate staff. 	Stores and Supplies Officer II
Stores and Supplies Officer II	CONTISS 7	<p>(a) By promotion of a Stores and Supplies Officer III with 3 years cognate experience.</p> <p>(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 with minimum of Second Class (Lower Division/Lower Credit).</p> <p>(c) The officer must in addition possess Intermediate Certificate in Institute of Purchasing and Supply.</p>	<ul style="list-style-type: none"> • Taking charge of stores. • Allocating store materials to user departments/units based on requisition. • Rendering reports to appropriate authorities in respect of store services. • Raising stores certification of items supplied. • Receiving supplies and issuing same to Departments, Units/Sections. 	Stores and Supplies Officer I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		(d) Membership of the Institute of Purchasing and Supply.		
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 of a Stores and Supplies Officer II “b” plus 3 years cognate experience OR a Master’s degree	<ul style="list-style-type: none"> • Taking charge of the stores. • Rendering reports in respect of store services. • In charge of the physical store. • Checking the transfer vouchers raised by the Higher Stores and Supplies Officer. • Making sure that the store records are properly made. • Performing any other duties as assigned. 	Senior Stores and Supplies 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 of a Stores and Supplies Officer II “b” plus 6 years cognate experience.	<ul style="list-style-type: none"> • Taking charge of the stores. • Organizing for the procurement of materials within approved limits. • Monitoring and keeping up to date price list of stores and materials. Signing the Stores Certification Papers. • Checking the supplies against the Local Purchase Order (L.P.O) • Keeping the stores L.P.O. copies of the supplied materials. 	Principal Stores and Supplies 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 of a Stores and Supplies Officer II “b” plus 9 years cognate experience. Terminal point for ND holders.	<ul style="list-style-type: none"> • Performing any other duties as assigned. • Taking charge of the stores. • Organizing for the procurement of materials within approved limits. • Monitoring and keeping up to date price list of stores and materials. • Processing the Suppliers’ papers for payment. • Checking the stock items for obsolete ones that have to be removed or replaced as the case may be. • Participating in boarding materials that are no more required by the University. • Performing any other duties as assigned. 	Principal Stores and Supplies 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.	<ul style="list-style-type: none"> • Supervising stores. • Assisting in the training and coordination of the activities of subordinates 	Assistant Chief Supply Officer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		(b) By direct appointment of a Stores and Supplies Officer II “b” plus 12 years cognate experience. Degree holders skip this level.	<ul style="list-style-type: none"> Responsible to Chief Stores and Supplies Officer. Assisting in procurement. In charge of writing reports concerning the general condition of the store and stock to the Chief Stores and Supplies Officer. 	
Assistant Chief Stores and Supplies Officer	CONTISS 13	(a) By promotion of a Principal Stores and Supplies Officer I with HND with 5 years cognate experience. (b) By promotion of a Principal Stores and Supplies Officer II with B.Sc. and 3 years cognate experience. (c) By direct appointment of a Stores and Supplies Officer II “b” plus 14 years cognate experience. Terminal Point for HND Holders.	<ul style="list-style-type: none"> Taking charge of the administration of the stores. Preparing reports and making recommendation for Management consideration. General overseer/coordinator store activities. Procuring goods. Responsible to the Bursar. Performing any other duties as may be assigned. 	Chief Stores and Supplies Officer
Chief Stores and Supplies Officer II	CONTISS 14	(a) By promotion of an Assistant Chief Stores and Supplies Officer (b) above including the following: (i) 4 years cognate experience on the grade. (ii) Master’s Degree in relevant field. (iii) Membership of relevant certified professional body.	<ul style="list-style-type: none"> Taking charge of the Library/ Stores. Provide strategic direction for the Stores Unit and ensure alignment with University goals. Represent the Stores Unit in University Committee and external fora. Conduct annual performance appraisals for all stores staff. Exercise majority administrative delegations, coordinating, supervising, monitoring, and delegating assignments to subordinate officers within the stores unit to ensure effective and efficient operations. Check inventory records received and transferred from other locations within the University. Supervise the fuelling stations and distributions of diesel in the University. Be responsible for the maintenance of the fuel pump. Write reports on various activities of the stores and submit them to the Management. Perform any other assignment given by the management. 	Chief Stores and Supplies Officer I By Appointment

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Chief Stores and Supplies Officer I	CONTISS 15	(a) By direct appointment of an 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	Schedule of Duties	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 Intermediate Certificate from Institute of Purchasing and Supply. (b) By direct appointment with ND Certificate in Purchasing and Supply, Marketing, Business Administration with minimum of Lower Credit.	<ul style="list-style-type: none"> • Taking charge of the stores under supervision. • Checking stores and reviewing stock positions. • Planning store bins and keeping proper records. • Issuing and receiving materials and equipment. 	Assistant Chief Store Keeper
Assistant Chief Store Keeper	CONTISS 7	(a) By promotion of a Principal Store Keeper with 4 years cognate experience. (b) By direct appointment of a Principal Store Keeper plus 8 years cognate experience.	<ul style="list-style-type: none"> • Taking charge of materials and equipment in the stores. • Checking stocks of unallocated and allocated stores. 	Chief Store Keeper
Chief Store Keeper	CONTISS 8	(a) By promotion of an Assistant Chief Store Keeper with 5 years cognate experience.	<ul style="list-style-type: none"> • Taking charge of stores. • Allocating store materials to user departments/units based on requisition. 	

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		(b) By direct appointment of a 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	<ul style="list-style-type: none"> • Rendering reports in respect of store services. 	

E. PROCUREMENT OFFICER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Procurement Assistant I	CONTISS 06	OND/ NCE, or equivalent in Business Administration, Purchasing & Supply or related field.	<ul style="list-style-type: none"> • Supervision of Assistants during stock taking in preparation of procurement documentation (quotations. Purchase orders etc); • Maintaining Procurement Records and filing systems. • Supports bid invitation quotation analysis. • Assists in stock taking and verification deliveries. • Performs other routine clerical duties as assigned by higher officers. 	Procurement Officer II
Procurement Officer II	CONTISS 7	(a) A good honours degree in Economics, Business Administration, Procurement, Purchasing and Supply and relevant disciplines from a recognised university with minimum of Second Class (Lower Division) and relevant professional certificate.	<ul style="list-style-type: none"> • Assists in preparing procurement plan and schedules. • Participation in Bid Evaluation and Vendor selection. • Drafts Procurement documents and reports for approval. • Keep suppliers and contract records. • Monitors delivery of goods and completion of works/services. • Ensures compliance with the Public Procurement Act and Bureau of Public Procurement guidelines. 	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 of a Procurement Officer II with relevant professional certificate and 3 years cognate experience OR a Master's degree	<ul style="list-style-type: none"> • Supervises junior staff in procurement. • Coordinates market surveys and cost analysis. • Ensures transparency and fairness in all procurement processes. • Reviews and updates suppliers' data base. • Liaises with user department on specification and needs assessment. 	Senior Procurement Officer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
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.	<ul style="list-style-type: none"> Provides professional advice on procurement matters to management. Leads evaluation team for major tenders. Prepares and reviews procurement plans and reports for the BPP. Supervises the implementation of procurement procedures in line with regulations. Coordinates vendors appraisal and contract administration. Trains and mentors junior procurement officers. 	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.	<ul style="list-style-type: none"> Manages procurement operation for the University Oversees preparation of annual procurement plans and budget estimates. Ensures value-for-money principle in all purchases. Coordinates tender processes and contract management. Provides periodic reports to management and BPP. Represents the agency in inter-ministerial procurement meetings. 	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.	<ul style="list-style-type: none"> Heads the Procurement Unit or Department. Advises the Accounting Officer on Procurement policy and compliance. Oversees all procurement planning execution and reporting. Chairs or serves as Secretary to the Tenders Board. Ensures strict adherence to due process and BPP guidelines. Coordinates capacity-building and performance evaluation of staff. 	Deputy Director II
Deputy Director II	CONTISS 14	(a) By promotion of a Chief Procurement Officer with the following: (i) 4 years cognate experience on the grade. (ii) Master's degree in relevant field.	<ul style="list-style-type: none"> Serves as principal adviser to management on all procurement matters. Oversees all procurement activities within the University Ensures compliance with the Public Procurement Act 2007. 	Deputy Director I By Appointment

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		(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	CONTISS 15	(a) By direct appointment as in Deputy Director II with 15 years cognate experience of which 5 years must be in a tertiary institution.	<ul style="list-style-type: none"> • Provides strategic leadership in procurement planning policies and implementation. • Serves as principal adviser to management on all procurement matters. • Oversees all procurement activities within the University • Ensures compliance with the Public Procurement Act 2007. • Represents the organisation before the Bureau of Public Procurement (BPP) and other oversight bodies. • Coordinates capacity development ethics and efficiency in the procurement function. 	Director By Appointment
Director	CONTISS 15	(i) Shall be by appointment by Appointments and Promotions Committee for a period five (5) years and non-renewable.	<ul style="list-style-type: none"> • Provides strategic leadership in procurement planning policies and implementation. • Serves as principal adviser to management on all procurement matters. • Oversees all procurement activities within the organisation. • Ensures compliance with the Public Procurement Act 2007. • Represents the organisation before the Bureau of Public Procurement (BPP) and other oversight bodies. • Coordinates capacity development ethics and efficiency in the procurement function. 	

3. DIRECTORATES OF INFORMATION COMMUNICATION AND TECHNOLOGY SERVICES

A. NETWORK ADMINISTRATOR CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Network Administrator II	CONTISS 7	(a) A good honours degree in Computer Science, Cyber Security, ICT, Computer Engineering, Electrical/Electronic Engineering or any related discipline from a recognized University with minimum of Second Class (Lower Division).	<ul style="list-style-type: none"> Provides first-level support for network connectivity issues. Assists in configuring switches, routers, firewalls, and access points. Documents network diagrams and update changes. Performs routine checks on LAN, WAN, and wireless networks. Ensures daily network monitoring and report performance anomalies. Updates device logs, documentation, and incident reports and help maintain inventory of network devices, tools, and accessories. Supports the mid-level and senior administrators on planned maintenance works. 	Network Administrator I
Network Administrator I	CONTISS 8	<p>(a) By promotion of a Network Administrator II with 3 years cognate experience.</p> <p>(b) By direct appointment as in Network Administrator II plus at least 3 years cognate experience OR a Master's degree.</p>	<ul style="list-style-type: none"> Deploys, and manages University-wide network infrastructure. Ensures network security, firewalls, and VPN configurations. Monitors network performance, bandwidth usage and device health and cybersecurity daily. Configures and maintains network devices: switches, routers, access points, and firewalls. Provides network-related support to staff and users. Resolves issues involving internet access, VPN, shared folders, and authentication. Troubleshoots and resolves network connectivity issues promptly. Maintains logs of incidents, resolutions, and support activities. 	Senior Network Administrator

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Senior Network Administrator	CONTISS 9	<p>(a) By promotion of a Network Administrator I with 3 years cognate experience.</p> <p>(b) By direct appointment as in Network Administrator II with at least 6 years cognate experience and duly registered with Computer Professionals Registration Council of Nigeria (CPN) or possessing a professional certification relevant to Networking or Cyber Security from CISCO, CompTIA, Juniper, MikroTik, Microsoft, Huawei, ISACA, ISC² or other recognised certification bodies.</p>	<ul style="list-style-type: none"> • Designs and implements and maintains network security protocols and firewall rules. • Updates antivirus, intrusion prevention systems (IPS), and intrusion detection systems (IDS). • Monitors for security breaches, unauthorized access, and vulnerabilities. • Performs regular backups of critical data and system configurations. • Configures new network installations, upgrades, and expansions. • Optimizes network performance through load balancing, QoS, and segmentation (VLANs). • Develops and enforce IT and network usage policies. • Maintains updated documentation for network setup, procedures, and inventory. • Prepares periodic network performance and security reports. • Schedules maintenance and service-level agreement (SLA) reviews. • Trains staff on safe network usage, password policies, and cybersecurity awareness. • Assists in onboarding new staff with network access and credentials. • Participates in planning for network upgrades and long-term IT strategies. 	Principal Network Administrator
Principal Network Administrator	CONTISS 11	<p>(a) By promotion of a Senior Network Administrator with 3 years cognate experience and duly registered with CPN or possessing a professional certification relevant to Networking or Cyber Security from CISCO, CompTIA, Juniper, MikroTik, Microsoft, Huawei, ISACA, ISC² or other recognised certification bodies.</p>	<ul style="list-style-type: none"> • Designs, plans, and implements network infrastructures (LAN, WAN, WLAN). • Develops network diagrams, topology maps, and system architecture documentation. • Evaluates and selects appropriate network hardware, software, and technologies. • Sets up VLANs, routing protocols, VPNs, and QoS policies. 	Chief Network Administrator

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		(b) By direct appointment as in Senior Network Administrator (b) with at least 3 years cognate experience.	<ul style="list-style-type: none"> • Deploys and configures network monitoring tools and systems. • Analyzes traffic patterns and optimize network speed and reliability. • Troubleshoots complex network issues and implement long-term solutions. • Ensures compliance with cybersecurity policies and industry standards. • Responds to and resolve network outages and performance degradation issues. • Performs root-cause analysis and implement preventive measures. 	
Chief Network Administrator	CONTISS 13	<p>(a) By promotion of a Principal Network Administrator with 3 years cognate experience</p> <p>(b) By direct appointment as in Senior Network Administrator (b) but with at least 6 years cognate experience.</p>	<ul style="list-style-type: none"> • Provides last-line technical support. • Oversees the planning, design, and implementation of the organization's network infrastructure. • Develops long-term strategies for network growth, scalability, and technology upgrades. • Supervises monitoring of network performance, uptime, and service availability. • Manages the network administration team and assign daily/weekly responsibilities. • Ensures adherence to IT policies, procedures, and best practices within the team. • Implements and enforce network security policies, standards, and protocols. • Oversees firewall configurations, access controls, and vulnerability assessments. • Ensures compliance with regulatory requirements and organizational security frameworks. • Maintains inventory of network assets and ensure proper lifecycle management. • Serves as primary liaison with ISPs, hardware vendors, 	Deputy Director II

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<p>and IT service contractors.</p> <ul style="list-style-type: none"> • Manages service level agreements (SLAs) and evaluate vendor performance. 	
Deputy Director II	CONTISS 14	<p>(a) By promotion of a Chief Network Administrator with the following conditions:</p> <p>(i) 4 years cognate experience on the grade</p> <p>(ii) Duly registered with CPN.</p> <p>(iii) Master’s degree in Computer Science, Cyber Security, ICT, Informatics or any related discipline from a recognized University.</p> <p>OR</p> <p>(i) 7 years cognate experience as Chief Network Administrator</p> <p>(ii) Duly registered with duly registered with CPN</p> <p>(iii) Professional certification in Networking / Cyber Security from CISCO, CompTIA, Juniper, MikroTik, Microsoft, Huawei, ISACA, ISC² or other recognised certification bodies.</p> <p>(b) By direct appointment of a candidate with the following:</p> <p>(i) 14 years cognate experience, relevant experience in a tertiary institution shall be an advantage.</p> <p>(ii) Master’s degree in a Computer Science, Cyber Security, ICT, Informatics or any related discipline from a recognized University.</p> <p>(iii) Duly registered with CPN and possessing a professional certification relevant to Networking or Cyber Security</p>	<ul style="list-style-type: none"> • Approves changes to Network designs and configuration. • Provides technical direction. • Oversees day-to-day ICT operation • Participates in the formulation and implementation ICT policy, projects and strategy. • Participates in ICT budget preparation. • Provides leadership and support to all IT services users. • Formulates and monitor service level agreement. • Coordinates the activities of Unit Heads and teams as required. • Oversees staff welfare and professional development. • Carries out any other duties assigned by the Director. • Reports directly to the Director on all assigned tasks. 	Deputy Director I By Appointment

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		from CISCO, CompTIA, Juniper, MikroTik, Microsoft, Huawei, ISACA, ISC ² or other recognised certification bodies.		
Deputy Director I	CONTISS 15	By direct appointment as in Deputy Director II with minimum of 14 years cognate experience of which 5 years must be in a tertiary institution.	<ul style="list-style-type: none"> As in Deputy Director II 	Director By Appointment
Director	CONTISS 15	By direct appointment as Deputy Director II with minimum of 15 years cognate experience of which 5 years must be in a tertiary institution.	<ul style="list-style-type: none"> General administration, including training, collaborations, office space, and finances. Formulates, present and Implement University ICT policies, goals, and objectives. Ensures ICT standards and procedures are developed, implemented, and adhered to. Ensures compliance with professional codes of practice and ethics (e.g., CPN, COREN). Sets key performance indicators based on the University strategy plan. Coordinates the preparation of ICT annual budget. Represents the Directorate in management meetings. Collaborates and maintains effective relationship with other segments of the University. Oversees contract/project implementation with vendors and service providers. 	

B. SYSTEMS ADMINISTRATOR CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Systems Administrator II	CONTISS 7	(a) A good honours degree in Computer Science, Cyber Security, ICT, Computer Engineering, Mechatronic Engineering, Electrical/Electronic Engineering, Physics or any related discipline from a recognized University with minimum of Second Class (Lower Division).	<ul style="list-style-type: none"> Troubleshoots and repairs hardware. Handles day-to-day operations of IT systems and infrastructures. Provides end-users' support: user accounts, permissions, and storage. Ensures compliance with security policies. 	Systems Administrator I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Systems Administrator I	CONTISS 8	(a) By promotion of a Systems Administrator II with 3 years cognate experience. (b) By direct appointment as in Systems Administrator II plus at least 3 years cognate experience OR a Master's degree.	<ul style="list-style-type: none"> Handles day-to-day operations of IT systems and infrastructures. Performs routine maintenance schedule on systems Assists in server provisioning and patch management. Ensures compliance with security policies. 	Senior Systems Administrator
Senior Systems Administrator	CONTISS 9	(a) By promotion of a Systems Administrator I with 3 years cognate experience. (b) By direct appointment as in Systems Administrator II with at least 6 years cognate experience and duly registered with Computer Professionals Registration Council of Nigeria (CPN) or possessing a professional certification relevant to System Administration from CompTIA, Microsoft, Linux, AWS, Google or other recognised certification bodies.	<ul style="list-style-type: none"> Oversees day-to-day operations of IT infrastructures and tasks. Monitors server uptime and report incidences. Documents server activities and update. Ensures compliance with security policies. Assists to administer on-premise and remote servers (databases, applications, and mail servers) – Linux/Windows 	Principal Systems Administrator
Principal Systems Administrator	CONTISS 11	(a) By promotion of a Senior Systems Administrator with 3 years cognate experience and duly registered with CPN or possessing a professional certification relevant to System Administration from CompTIA, Microsoft, Linux, AWS, Google or other recognised certification bodies. (b) By direct appointment as in Senior Systems Administrator (b) with at least 3 years cognate experience.	<ul style="list-style-type: none"> Performs periodic server optimization checks (logs, backups, updates). Collaborates with Network Administrators on security and server optimization. Performs regular security monitoring and backup. Coordinates the preparation of technical documentation, operation standards, training materials and reports. Ensuring compliance with security policies. 	Chief Systems Administrator
Chief Systems Administrator	CONTISS 13	(a) By promotion of a Principal Systems Administrator with 3 years cognate experience (b) By direct appointment as in Senior Systems Administrator (b) but with at least 6 years cognate experience.	<ul style="list-style-type: none"> Plans changes to server configuration, disaster recovery policy and backup strategies. Provides last-line technical support. Ensures server security and compliance with University ICT policies. Optimizes server performance for efficiency and scalability. 	Deputy Director II

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<ul style="list-style-type: none"> • Trains and supervises junior administrators. • Coordinates and oversees prompt delivery of projects and tasks. • Ensures backup integrity and security. • Mentorship of lower-level officers. • Enforces compliance with security policies. 	
Deputy Director II	CONTISS 14	<p>(a) By promotion of a Chief Systems Administrator with the following conditions:</p> <p>(i) 4 years cognate experience on the grade</p> <p>(ii) Duly registered with CPN.</p> <p>(iii) Master’s degree in Computer Science, Cyber Security, ICT, Informatics or any related discipline from a recognized University.</p> <p>OR</p> <p>(i) 7 years cognate experience as Chief Systems Administrator</p> <p>(ii) Duly registered with duly registered with CPN</p> <p>(iii) Professional certification relevant to System Administration from CompTIA, Microsoft, Linux, AWS, Google or other recognised certification bodies.</p> <p>(b) By direct appointment of a candidate with the following:</p> <p>(i) 14 years cognate experience, relevant experience in a tertiary institution shall be an advantage.</p> <p>(ii) Master’s degree in Computer Science, ICT, Informatics or any related discipline from a recognized University.</p> <p>(iii) Duly registered with CPN and possessing a professional certification relevant to System Administration from CompTIA, Microsoft, Linux, AWS, Google or other recognised</p>	<ul style="list-style-type: none"> • Approves changes to server configuration, disaster recovery policy and backup strategies. • Provides technical direction for infrastructure management. • Oversees day-to-day ICT operation • Participates in the formulation and implementation ICT policy, projects and strategy. • Participates in ICT budget preparation. • Provides leadership and support to all IT services users. • Formulates and monitors service level agreement. • Coordinates the activities of Unit Heads and teams as required. • Oversees staff welfare and professional development. • Carries out any other duties assigned by the Director. • Reports directly to the Director on all assigned tasks. 	Deputy Director I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		certification bodies.		
Deputy Director I	CONTISS 15	By direct appointment as in Deputy Director II with minimum of 14 years cognate experience of which 5 years must be in a tertiary institution.	<ul style="list-style-type: none"> As in Deputy Director II 	By Appointment
Director	CONTISS 15	By direct appointment as Deputy Director I with minimum of 15 years cognate experience of which 5 years must be in a tertiary institution.	<ul style="list-style-type: none"> General administration, including training, collaborations, office space, and finances. Formulates, presents and Implements University ICT policies, goals, and objectives. Ensures ICT standards and procedures are developed, implemented, and adhered to. Ensures compliance with professional codes of practice and ethics (e.g., CPN, COREN). Sets key performance indicators based on the University strategy plan. Coordinates the preparation of ICT annual budget. Represents the Directorate in management meetings. Collaborates and maintains effective relationship with other segments of the University. Oversees contract/project implementation with vendors and service providers. 	

C. SYSTEMS ANALYST CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Systems Analyst II	CONTISS 7	(a) A good honours degree in Computer Science, Data Science, Software Engineering, ICT, Informatics or any related discipline from a recognized University with minimum of Second Class (Lower Division).	<ul style="list-style-type: none"> Provides first-level support for the University's information systems Assists in software testing, debugging, and validation Gathers and documents basic user requirements Supports senior analysts in designing system specifications Assists in developing and maintaining system documentation and user manuals Monitors system performance and report issues 	Systems Analyst I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Systems Analyst I	CONTISS 8	(a) By promotion of a Systems Analyst II with 3 years cognate experience. (b) By direct appointment as in Systems Analyst II plus at least 3 years cognate experience OR a Master's degree.	<ul style="list-style-type: none"> Provides second-level support for the University's information systems Participates in software testing, debugging, and validation Gathers and documents detailed user requirements Assists senior analysts in designing system specifications Develops and maintains system documentation and user manuals Monitors system performance and escalate issues Assists in training users on system functionality 	Senior Systems Analyst
Senior Systems Analyst	CONTISS 9	(a) By promotion of a Systems Analyst I with 3 years cognate experience. (b) By direct appointment as in Systems Analyst II with at least 6 years cognate experience and duly registered with Computer Professionals Registration Council of Nigeria (CPN) or possessing a professional certification relevant to Systems Analysis, Project Management, Data Science or Database Administration such as PMI, PRINCE2, ITIL, Scrum, Google, Microsoft, Oracle or other recognised certification bodies.	<ul style="list-style-type: none"> Provides advanced support for the University's information systems Leads software testing, debugging, and validation efforts Gathers and documents complex user requirements Assists senior analysts in designing system specifications Develops and maintains comprehensive system documentation and user manuals Monitors system performance and implement improvements Participate in project planning and implementation 	Principal Systems Analyst
Principal Systems Analyst	CONTISS 11	(a) By promotion of a Senior Systems Analyst with 3 years cognate experience and duly registered with CPN or possessing a professional certification relevant to Systems Analysis, Project Management, Data Science or Database Administration such as PMI, PRINCE2, ITIL, Scrum, Google, Microsoft, Oracle or other recognised certification bodies. (b) By direct appointment as in Senior Systems Analyst (b) with at least 3 years	<ul style="list-style-type: none"> Leads analysis, design, and implementation of information systems Liaises with academic and administrative departments to identify processes for automation Conducts feasibility studies for new ICT projects Ensures integration of systems across the University Develops policies, procedures, and standards for ICT system operations Oversees system audits and compliance with data security standards 	Chief Systems Analyst

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		cognate experience.	<ul style="list-style-type: none"> Supervises and mentors junior analysts Provides technical expertise and guidance to stakeholders 	
Chief Systems Analyst	CONTISS 13	<p>(a) By promotion of a Principal Systems Analyst with 3 years cognate experience</p> <p>(b) By direct appointment as in Senior Systems Analyst (b) but with at least 6 years cognate experience.</p>	<ul style="list-style-type: none"> Plans IT projects and initiatives Manages relationships with vendors and external stakeholders Oversees the entire system development lifecycle Ensures alignment of ICT systems with University goals and objectives Provides expert guidance and thought leadership to the team Supervises and mentors subordinates 	Deputy Director II
Deputy Director II	CONTISS 14	<p>(a) By promotion of a Chief Systems Analyst with the following conditions:</p> <p>(i) 4 years cognate experience on the grade</p> <p>(ii) Duly registered with CPN.</p> <p>(iii) Master's degree in Computer Science, ICT, Informatics or any related discipline from a recognized University.</p> <p>OR</p> <p>(i) 7 years cognate experience as Chief Systems Analyst</p> <p>(ii) Duly registered with duly registered with CPN</p> <p>(iii) Professional certification relevant to Systems Analysis, Project Management, Data Science or Database Administration such as PMI, PRINCE2, ITIL, Scrum, Google, Microsoft, Oracle or other recognised certification bodies.</p> <p>(b) By direct appointment of a candidate with the following:</p> <p>(i) 14 years cognate experience, relevant</p>	<ul style="list-style-type: none"> Approves IT project plan. Manages software licences and provide technical direction. Oversees day-to-day ICT operation Participates in the formulation and implementation ICT policy, projects and strategy. Participates in ICT budget preparation. Provides leadership and support to all IT services users. Formulates and monitors service level agreement. Coordinate the activities of Unit Heads and teams as required. Oversees staff welfare and professional development. Carries out any other duties assigned by the Director. Reports directly to the Director on all assigned tasks. 	Deputy Director I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		<p>experience in a tertiary institution shall be an advantage.</p> <p>(ii) Master's degree in Computer Science, ICT, Informatics or any related discipline from a recognized University.</p> <p>(iii) Duly registered with CPN and possessing a professional certification relevant to Systems Analysis, Project Management, Data Science or Database Administration from CompTIA, Microsoft, Linux, AWS, Google, Microsoft, Oracle or other recognised certification bodies.</p>		
Deputy Director I	CONTISS 15	By direct appointment as in Deputy Director II with minimum of 14 years cognate experience of which 5 years must be in a tertiary institution.	<ul style="list-style-type: none"> As in Deputy Director II 	By Appointment
Director	CONTISS 15	By direct appointment as Deputy Director II with minimum of 15 years cognate experience of which 5 years must be in a tertiary institution.	<ul style="list-style-type: none"> General administration, including training, collaborations, office space, and finances. Formulates, presents and Implements University ICT policies, goals, and objectives. Ensures ICT standards and procedures are developed, implemented, and adhered to. Ensures compliance with professional codes of practice and ethics (e.g., CPN, COREN). Sets key performance indicators based on the University strategy plan. Coordinates the preparation of ICT annual budget. Represents the Directorate in management meetings. Collaborates and maintains effective relationship with other segments of the University. Oversees contract/project implementation with vendors and service providers. 	

D. SYSTEMS PROGRAMMER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Systems Programmer II	CONTISS 7	(a) A good honours degree in Computer Science, Data Science, Software Engineering, ICT, Informatics, Mechatronic Engineering, or any related discipline from a recognized University with minimum of Second Class (Lower Division).	<ul style="list-style-type: none"> Writes, tests, and debugs code under supervision. Assists in database queries, stored procedures, and scripts. Assisting and modifying existing software to meet user requirements. Administers and supports applications (in-house and third party) Documents code and maintains version control. Ensures compliance with security policies. Performs other related duties as assigned. 	Systems Programmer I
Systems Programmer I	CONTISS 8	(a) By promotion of a Systems Programmer II with 3 years cognate experience. (b) By direct appointment as in Systems Programmer II plus at least 3 years cognate experience OR a Master's degree.	<ul style="list-style-type: none"> Writes and tests code Learns and implements new technologies Maintain and update existing codebases Provides technical support for deployed applications. Collaborates with senior developers and teams Ensures compliance with security policies. Performs other related duties as assigned. 	Senior Systems Programmer
Senior Systems Programmer	CONTISS 9	(a) By promotion of a Systems Programmer I with 3 years cognate experience. (b) By direct appointment as in Systems Programmer II with at least 6 years cognate experience and duly registered with Computer Professionals Registration Council of Nigeria (CPN) or possessing a professional certification relevant to Database and Application Development or Web Technologies such as Microsoft, Oracle, Java, Python or other recognised certification bodies.	<ul style="list-style-type: none"> Writes and tests code Learns and implements new technologies Identifies, evaluates, and recommends tools and technologies to continuously improve development process. Contributes to maintaining coding standards through thoughtful code reviews and knowledge sharing. Maintains and updates existing codebases. Ensures compliance with security policies. Performs other related duties as assigned. 	Principal Systems Programmer
Principal Systems Programmer	CONTISS 11	(a) By promotion of a Senior Systems Programmer with 3 years cognate experience and duly registered with CPN or	<ul style="list-style-type: none"> Designs, develops and deploys enterprise-level applications for university use. Leads solution development teams in application and portal 	Chief Systems Programmer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		<p>possessing a professional certification relevant to Database and Application Development or Web Technologies such as Microsoft, Oracle, Java, Python or other recognised certification bodies.</p> <p>(b) By direct appointment as in Senior Systems Programmer (b) with at least 3 years cognate experience.</p>	<p>development.</p> <ul style="list-style-type: none"> Integrates University portals with third-party platforms (e.g., payment, e-learning). Provides technical guidance and mentorship to junior team members. Owns the upgrade, patching, and lifecycle management for assigned system software components. Collaborates with network and systems administrator on technical design, work estimation and feature implementation on new and existing application, data model, business processes or logic, and user interfaces. Ensures compliance with security policies. Performs other related duties as assigned. 	
Chief Systems Programmer	CONTISS 13	<p>(a) By promotion of a Principal Systems Programmer with 3 years cognate experience</p> <p>(b) By direct appointment as in Senior Systems Programmer (b) but with at least 6 years cognate experience.</p>	<ul style="list-style-type: none"> Ensures software aligns with University ICT strategy. Oversees the overall health, security, and compliance of the system programming environment. Conducts code reviews and enforce programming standards. Mentors junior programmers and assign tasks. Leads the resolution of the most critical and complex system-wide incidents Serves as the primary technical point of contact for other departments and senior management. 	Deputy Director II
Deputy Director II	CONTISS 14	<p>(a) By promotion of a Chief Systems Programmer with the following conditions:</p> <p>(i) 4 years cognate experience on the grade</p> <p>(ii) Duly registered with CPN.</p> <p>(iii) Master's degree in Computer Science, ICT, Informatics or any related discipline from a recognized University.</p> <p>OR</p> <p>(i) 7 years cognate experience as Chief Systems Programmer</p>	<ul style="list-style-type: none"> Manages software licences and provide technical direction. Oversees day-to-day ICT operation Participates in the formulation and implementation ICT policy, projects and strategy. Participates in ICT budget preparation. Provides leadership and support to all IT services users. Formulates and monitor service level agreement. Coordinates the activities of Unit Heads and teams as required. 	Deputy Director I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		<p>(ii) Duly registered with duly registered with CPN</p> <p>(iii) Professional certification relevant to relevant to Database and Application Development or Web Technologies such as Microsoft, Oracle, Java, Python or other recognised certification bodies.</p> <p>(b) By direct appointment of a candidate with the following:</p> <p>(i) 14 years cognate experience, relevant experience in a tertiary institution shall be an advantage.</p> <p>(ii) Master's degree in a Computer Science/ICT/Informatics.</p> <p>(iii) Duly registered with CPN and possessing a professional certification relevant to Database and Application Development or Web Technologies such as Microsoft, Oracle, Java, Python or other recognised certification bodies.</p>	<ul style="list-style-type: none"> • Oversees staff welfare and professional development. • Carries out any other duties assigned by the Director. • Reports directly to the Director on all assigned tasks. 	
Deputy Director I	CONTISS 15	By direct appointment as in Deputy Director II with minimum of 14 years cognate experience of which 5 years must be in a tertiary institution.	<ul style="list-style-type: none"> • As in Deputy Director II 	By Appointment
Director	CONTISS 15	By direct appointment as Deputy Director II with minimum of 15 years cognate experience of which 5 years must be in a tertiary institution.	<ul style="list-style-type: none"> • General administration, including training, collaborations, office space, and finances. • Formulates, presents and Implements University ICT policies, goals, and objectives. • Ensures ICT standards and procedures are developed, implemented, and adhered to. • Ensures compliance with professional codes of practice and ethics (e.g., CPN, COREN). • Sets key performance indicators based on the University strategy plan. 	

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<ul style="list-style-type: none"> Coordinates the preparation of ICT annual budget. Represents the Directorate in management meetings. Collaborates and maintains effective relationship with other segments of the University. Oversees contract/project implementation with vendors and service providers. 	

E. DATA ANALYST CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Data Analyst II	CONTISS 7	(a) A good honours degree in Statistics, Mathematics, Social and Management Science or any related discipline from a recognized University with minimum of Second Class (Lower Division).	<ul style="list-style-type: none"> Data collection, collation and cleaning. Data transformation. Assists in generating basic reports and creating visualizations. Ensures compliance with security policies. Performs other related duties as assigned. 	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 at least 3 years cognate experience OR a Master's degree.	<ul style="list-style-type: none"> Provisions, update and administer student/staff applications. Documents datasets and ensure accuracy of entries. Ensures compliance with security policies. Performs other related duties as assigned. 	Senior Data Analyst
Senior Data Analyst	CONTISS 9	(a) By promotion of a Data Analyst I with 3 years cognate experience. (b) By direct appointment as in Data Analyst II with at least 6 years cognate experience and duly registered with NCS or possessing a professional certification relevant to Data Processing or Analytics from recognized certification bodies such as Microsoft, Google, IBM, Tableau, SAS, Oracle or other recognised certification bodies.	<ul style="list-style-type: none"> Generates basic reports and visualizations. Provides data to support institutional research and surveys. Supports institution database design and implementation. Maintains and updates of the University official websites and journals. Ensures compliance with security policies. Performs other related duties as assigned. 	Principal Data Analyst
Principal Data	CONTISS 11	(a) By promotion of a Senior Data Analyst	<ul style="list-style-type: none"> Leads University-wide data collection, analysis, and 	Principal Data Analyst

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Analyst II		<p>with 3 years cognate experience and duly registered with CPN or possessing a professional certification relevant to Data Analytics from recognized certification bodies such as Microsoft, Google, IBM, Tableau, SAS, Oracle or other recognised certification bodies.</p> <p>(b) By direct appointment as in Senior Data Analyst (b) with at least 3 years cognate experience.</p>	<p>reporting.</p> <ul style="list-style-type: none"> Provides data-driven insights for decision-making. Designs dashboards, visualizations, and predictive models. Ensures compliance with data privacy and ethics policies. Supervises junior analysts. Provisions and administers e-learning platforms and other applications. Prepares technical documentation, operation standards, training materials and reports. Ensures compliance with security policies. Performs other related duties as assigned. 	I
Principal Data Analyst I	CONTISS 13	<p>(a) By promotion of a Principal Data Analyst with 3 years cognate experience</p> <p>(b) By direct appointment as in Senior Data Analyst (b) but with at least 6 years cognate experience.</p>	<ul style="list-style-type: none"> Reviews reports for accuracy. Coordinates data-centric projects. Presents insights from large data sets Creates and maintains dashboards. Supports accreditation, ranking, and NUC reporting with data. Mentorship of lower-level officers. Enforces compliance with security policies and standards. Performs other related duties as assigned. 	Assistant Chief Data Analyst
Assistant Chief Data Analyst	CONTISS 14	<p>(a) By promotion of a Chief Data Analyst with the following conditions:</p> <p>(i) 4 years cognate experience on the grade</p> <p>(ii) Duly registered with NCS.</p> <p>(iii) Master's degree in Computer Science, ICT, Informatics or any related discipline from a recognized University.</p> <p>OR</p>	<ul style="list-style-type: none"> Oversees day-to-day data handling. Coordinates the activities of data-centric activities. Participates in the formulation and implementation ICT policy, projects and strategy. Participates in ICT budget preparation. Provides leadership and support to all IT services users. Formulates and monitors service level agreement. 	Chief Data Analyst By Appointment

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		<p>(i) 7 years cognate experience as Chief Data Analyst</p> <p>(ii) Duly registered with duly registered with NCS</p> <p>(iii) Professional certification relevant to Data Analytics from recognized certification bodies such as Microsoft, Google, IBM, Tableau, SAS, Oracle or other recognised certification bodies.</p> <p>(b) By direct appointment of a candidate with the following:</p> <p>(i) 14 years cognate experience.</p> <p>(ii) Master's degree in a Computer Science/ICT/Informatics.</p> <p>(iii) Duly registered with CPN and possessing a professional certification relevant to Data Analytics from recognized certification bodies such as Microsoft, Google, IBM, Tableau, SAS, Oracle or other recognised certification bodies.</p>	<ul style="list-style-type: none"> Oversees staff welfare and professional development. Carries out any other duties assigned by the Director. Reports directly to the Director on all assigned tasks. 	
Chief Data Analyst	CONTISS 15	By direct appointment as in Assistant Chief Data Analyst with minimum of 15 years cognate experience of which 5 years must be in a tertiary institution.	<ul style="list-style-type: none"> Assistant Chief Data Analyst 	

F. ICT TECHNICAL/ICT OPERATIONS OFFICER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
ICT Technical Officer III/ ICT Operations Officer III	CONTISS 6	<p>(a) By promotion of a Senior Technical Assistant with 5 credits in Senior School Certificate in not more than 2 sittings and possessing National Diploma in an ICT related field.</p> <p>(b) By direct appointment of a candidate</p>	<ul style="list-style-type: none"> Serves as IT Liaison officer to interface with other departments. Troubleshoots, diagnoses, and repairs ICT equipment. Ensures compliance with security policies. 	ICT Technical Officer II

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		with ND in Computer Science/Technology, Electrical/Electronic Engineering, or a related discipline from a recognised institution with minimum of Lower Credit or its equivalents. Terminal point for Technical Officer III, ICT without Diploma.	<ul style="list-style-type: none"> Performs other related duties as assigned. 	
ICT Technical Officer II / ICT Operations Officer II	CONTISS 7	<p>(a) By promotion of ICT Technical Officer III, / ICT Operations Officer III with at least 3 years cognate experience.</p> <p>(b) By direct appointment of a candidate with HND in Computer Science/Technology, Electrical/Electronic Engineering, or a related discipline from a recognised institution minimum of Lower Credit or its equivalents.</p> <p>(c) By direct appointment of a candidate with HND in Management / Social Science or a relevant field from a recognised institution or its equivalent qualification and possessing ICT-related certificate</p>	<ul style="list-style-type: none"> Serves as IT Liaison Officer for other departments, facilitating effective communication and coordination on ICT-related matters. Installs, configures, and maintains ICT hardware and peripherals, including computers, printers, UPS systems, and projectors. Provides frontline technical support to staff and students across a wide range of ICT services, ensuring timely resolution of issues. Ensures compliance with security policies. Performs other related duties as assigned. 	ICT Technical Officer I / ICT Operations Officer
ICT Technical Officer I / ICT Operations Officer I	CONTISS 8	<p>(a) By promotion of ICT Technical Officer II / ICT Operations Officer II, with at least 3 years cognate experience.</p> <p>(b) By direct appointment as in ICT Technical Officer II/ ICT Operations Officer II (b) or (c) above but with at least 3 years cognate experience.</p>	<ul style="list-style-type: none"> Provides operational support and user-end management of networks. Supports the implementation and adoption of IT technologies and services. Supports operations of IT infrastructures. Prepares and submits daily reports on performance indicators Ensures compliance with security policies. Performs other related duties as assigned. 	Senior ICT Technical Officer / Senior ICT Operations Officer
Senior ICT Technical Officer / Senior ICT	CONTISS 9	(a) By promotion of ICT Technical Officer I / ICT Operations Officer I, with at least 3 years cognate experience.	<ul style="list-style-type: none"> Oversees day-to-day IT service delivery in the University. Coordinates front office and first line support 	Principal ICT Technical Officer / Principal ICT Operations Officer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Operations Officer		(b) By direct appointment as in ICT Technical Officer II / ICT Operations Officer II (b) or (c) above but with at least 6 years cognate experience.	<p>services.</p> <ul style="list-style-type: none"> • Manages projection, sound, and video-conferencing equipment for physical and virtual events. • Prepares and submits periodic reports on performance indicators, highlighting service levels and areas for improvement. • Ensures compliance with security policies. • Performs other related duties as assigned. 	
Principal ICT Technical Officer / Principal ICT Operations Officer	CONTISS 11	<p>(a) By promotion of Senior ICT Technical Officer / Senior ICT Operations Officer with at least 3 years cognate experience.</p> <p>(b) By direct appointment as in ICT Technical Officer II / ICT Operations Officer II (b) or (c) above but with at least 9 years cognate experience.</p> <p>Terminal Point for ND Holders.</p>	<ul style="list-style-type: none"> • Coordinates IT operations. • Enforces ICT policies, procedures, and standards for security and compliance. • Manages network infrastructure, including routers, switches, and firewalls. • Monitors system performance and address issues proactively. • Provides mentorship, training, and technical guidance to team members. • Ensures compliance with security policies. • Performs other related duties as assigned. 	Assistant Chief ICT Technical Officer / Assistant Chief ICT Operations Officer
Assistant Chief ICT Technical Officer / Assistant Chief ICT Operations Officer	CONTISS 12	<p>(a) By promotion of Principal ICT Technical Officer / Principal ICT Operations Officer with at least 3 years cognate experience.</p> <p>(b) By direct appointment as in ICT Technical Officer II / ICT Operations Officer II (b) or (c) above but with at least 12 years cognate experience.</p>	<ul style="list-style-type: none"> • Formulates ICT policies, procedures, and standards for security and compliance. • Manages network infrastructure, including routers, switches, and firewalls. • Ensures ICT system security. • Assigns daily tasks and ensure proper execution of technical activities. • Provides mentorship, training, and technical guidance to team members. • Coordinates major repairs, maintenance, and upgrades of technical equipment. • Ensures compliance with security policies. • Performs other related duties as assigned. 	Chief ICT Technical Officer / Chief ICT Operations Officer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Chief ICT Technical Officer / Chief ICT Operations Officer	CONTISS 13	(a) By promotion of Assistant Chief ICT Technical Officer / Assistant Chief ICT Operations Officer with the following: (i) 5 years cognate experience. (ii) Professional certificate from a recognised body, (b) By direct appointment as in ICT Technical Officer II / ICT Operations Officer II (b) or (c) above but with the following: (i) 14 years cognate experience (ii) Professional certificate from a recognised body.	<ul style="list-style-type: none"> • Coordinates front office and first line support services • Oversees compliance with standards, safety procedures, and best practices. • Evaluates new technologies and industry trends for potential adoption. • Conducts periodic technical audits and recommend improvements. • Provides mentorship to subordinate officers. • Ensures adherence to security policies. • Performs other related duties as assigned. 	

4. DIRECTORATES OF UNIVERSITY FARMS AND ENVIRONMENTAL MANAGEMENT

A. FARM OFFICER CADRE (LIVESTOCK, CROPS, FISHERIES, FORESTRY, EXTENSION, ENVIRONMENTAL UNIT AND MECHANIZATION)– TEACHING & RESEARCH

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Agricultural Officer II	CONTISS 7	(a) A good honours degree in Agriculture or related discipline from a recognised University with minimum of Second Class (Lower Division).	<ul style="list-style-type: none"> Supervising and training agricultural extension workers. Taking charge of an agricultural project or operations requiring no supervision. Assisting Senior Officers in carrying out specific assignments 	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 Master's degree.	<ul style="list-style-type: none"> Supervising the activities of a number of junior officers in a project or extension services Taking charge of a large agricultural project or operation. 	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.	<ul style="list-style-type: none"> Managing a large agricultural project. Any other duty that may assigned to him/her. 	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.	<ul style="list-style-type: none"> Coordinating the activities of Agricultural Superintendents on a number of projects. Supervising and coordinating the operations in large extension service areas. 	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.	<ul style="list-style-type: none"> Taking charge of the administration of the section. Directing and coordinating the activities of a number of Agricultural Superintendents and other extension service workers in a specified area. 	Deputy Director II

B. FARM OFFICER CADRE (LIVESTOCK, CROPS, FISHERIES, FORESTRY, EXTENSION, ENVIRONMENTAL UNIT AND MECHANIZATION)– COMMERCIAL & INNOVATION

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Agricultural Officer II	CONTISS 7	(a) A good honours degree in Agriculture or related discipline from a recognised University with minimum of Second Class (Lower Division).	<ul style="list-style-type: none"> • Supervising and training agricultural extension workers. • Taking charge of an agricultural project or operations requiring no supervision. • Assisting Senior Officers in carrying out specific assignments 	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 Master’s degree.	<ul style="list-style-type: none"> • Supervising the activities of a number of junior officers in a project or extension services • Taking charge of a large agricultural project or operation. 	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.	<ul style="list-style-type: none"> • Managing a large agricultural project. • Any other duty that may assigned to him/her. 	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.	<ul style="list-style-type: none"> • Coordinating the activities of Agricultural Superintendents on a number of projects. • Supervising and coordinating the operations in large extension service areas. 	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.	<ul style="list-style-type: none"> • Taking charge of the administration of the section. • Directing and coordinating the activities of a number of Agricultural Superintendents and other extension service workers in a specified area. 	Deputy Director II

C. DIRECTORATE CADRE FOR DUFARMS

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Deputy Director II	CONTISS 14	<p>(a) By promotion of a Chief Agricultural Officer with the following:</p> <p>(i) 4 years cognate experience as Chief Agricultural Officer.</p> <p>(ii) Master's Degree in Agriculture or related discipline from a recognized University.</p> <p>(iii) Membership of a related Professional Association.</p> <p>(b) By direct appointment of a candidate with the following:</p> <p>(i) 14 years cognate experience.</p> <p>(ii) Master's Degree in Agriculture or related discipline from a recognized University.</p> <p>(iii) Membership of a related Professional Association.</p>	<ul style="list-style-type: none"> Assists the Director in planning, organizing and supervising all farm operations. He/She supports effective management of resources, ensure productivity and provide leadership across various units of the farm to achieve University objective. 	Deputy Director I
Deputy Director I	CONTISS 15	<p>(a) By direct appointment as in Deputy Director II with minimum of 15 years cognate experience of which 5 years must be in a tertiary institution.</p>	<ul style="list-style-type: none"> Assists the Director in planning, organizing and supervising all farm operations. He/She supports effective management of resources, ensures productivity, and provides leadership across various units of the University Farms to achieve the University objectives. 	Director
Director	CONTISS 15	<p>(i) Shall be by appointment by Appointments and Promotions Committee for a period five (5) years and non-renewable.</p>	<ul style="list-style-type: none"> Responsible for the overall planning, management and supervision of farm operations. He/She ensures that agricultural production, resources and personnel are managed effectively to achieve University goals in productivity, sustainability and profitability. 	

D. AGRICULTURAL / *ANIMAL HEALTH / FORESTRY / WILDLIFE / FISHERIES / ENVIRONMENTAL / EXTENSION
SUPERINTENDENT CADRE**

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Experimental Supervisor / Foreman	CONTISS 6	(a) ND/NCE/NABTEB Advanced in Animal Health / Agriculture / Forestry / Environmental Superintendent from a recognised institution with minimum of Lower Credit. (b) By promotion of a Field Overseer I / Principal Head Gardener/ Principal Experimental Assistant with 3 years cognate experience Terminal point for Experimental Supervisor/ Foreman without National Diploma/NCE/NABTEB Advanced.	<ul style="list-style-type: none"> Supervising the activities of subordinate staff in a field or field project/programme. Taking charge, under supervision, of a small field project/programme. Assisting Senior Officers in carrying out specified assignments. Performing professional and community services. Performing any other duties assigned. 	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 with minimum of Lower Credit.	<ul style="list-style-type: none"> Taking charge of a Field Project/Programme. Supervising and training Junior Field Staff. Taking charge of field operations like animal capture, animal counts and Management/Review of habitat touring regimes. Performing professional and community services. Performing any other duties assigned. 	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.	<ul style="list-style-type: none"> Assisting in the training of field personnel. Carrying out specified assignments. Performing professional and community services. Performing any other duties assigned. 	Senior Animal Health / Agricultural / Forestry / Horticulture / Fisheries / Environmental Superintendent
Senior Animal Health / Agricultural / Forestry / Horticulture / Fisheries /	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 /	<ul style="list-style-type: none"> Managing a large Field Project or Programme. Organising training programme for staff. Performing professional and community services. Performing any other duties assigned. 	Principal Animal Health / Agricultural / Forestry / Horticulture / Fisheries /

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Environmental Superintendent		Environmental Superintendent above plus 6 years cognate experience.		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. Terminal Point for ND Holders.	<ul style="list-style-type: none"> • Co-ordinating a number of related field projects or programmes. • Performing professional and community services. • Performing any other duties assigned. 	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.	<ul style="list-style-type: none"> • Assisting in the administration of the section. • Co-ordinating the activities of a number of subordinate staff. • Training of subordinate staff. • Performing professional and community services. • Performing any other duties as may be assigned. 	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 5 years cognate experience. (b) By direct appointment as in Animal Health / Agricultural / Forestry / Horticulture / Fisheries / Environmental Superintendent above plus 13 years cognate experience.	<ul style="list-style-type: none"> • Responsible to the Head of Department. • Taking charge of the administration of the Section. • Providing professional and community services. • Performing any other duties as may be assigned. 	

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

5. DIRECTORATE OF HEALTH SERVICES

A. MEDICAL OFFICER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Medical Officer	CONMESS 3	(a) M.B.B.S. or MB. BCH or equivalent qualifications. Must be registered with Medical/Dental Council of Nigeria.	<ul style="list-style-type: none"> Carrying out general medical duties in the University Health Services. Giving Health Education and Counselling. Taking calls, that is, work outside normal working hours and during weekends. Conducting Medical registration for new staff and new students. Performing professional and community services. Performing any other duties assigned. 	Senior Medical Officer
Senior Medical Officer	CONMESS 4	<p>(a) By promotion of a Medical Officer with 3 years cognate experience.</p> <p>(b) By direct appointment as in Medical Officer above with 3 years post full registration experience.</p>	<ul style="list-style-type: none"> Carrying out general medical duties in the University Health Services. Giving Health Education and Counselling. Taking calls, that is, work outside normal working hours and during weekends. Conducting Medical registration for new staff and students. Visiting and counselling patients referred to other hospitals. Supervision of junior Doctors in the Department. Performing professional and community services. Performing any other duties assigned. 	Principal Medical Officer II
Principal Medical Officer II	CONMESS 5	<p>(a) By promotion of a Senior Medical Officer II with 3 years cognate experience.</p> <p>(b) By direct appointment as in Medical Officer above with 6 years post full registration experience.</p>	<ul style="list-style-type: none"> Carrying out general medical duties in the University Health Services. Giving Health Education and Counselling. Taking calls, that is, work outside normal working hours and during weekends. Conducting medical examinations for new staff and new students. Visiting and counselling patients referred to other hospitals. Supervision of junior Doctors in the Department. 	Principal Medical Officer I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<ul style="list-style-type: none"> Performing professional and community services. Performing any other duties assigned. 	
Principal Medical Officer I	CONMESS 6	<p>(a) By promotion of a Principal Medical Officer I with 4 years cognate experience and a Master's degree in Public Health (MPH) or any relevant higher qualification.</p> <p>(b) By direct appointment as in Medical Officer above with 11 years post full registration experience with a higher degree in Public Health (MPH) or any relevant higher qualification.</p>	<ul style="list-style-type: none"> Carrying out general medical duties in the University Health Services. Giving Health Education and Counselling. Taking calls, that is, work outside normal working hours and during weekends. Conducting medical examinations for new staff and students. Visiting and counselling patients referred to other hospitals. Supervision of junior Doctors in the Department. Providing professional and community services. Performing any other duties as may be assigned. 	Chief Medical Officer
Chief Medical Officer	CONMESS 7	<p>(a) By promotion of a Principal Medical Officer I with 5 years cognate experience.</p> <p>(b) By direct appointment as in Medical Officer above with 16 years post full registration experience with a higher degree in Public Health (MPH) or any relevant higher qualification.</p>	<ul style="list-style-type: none"> Responsible to the Director, Health Services. Carrying out general medical duties in the University Health Services. Giving Health Education and Counselling. Taking calls, that is, work outside normal working hours and during weekends. Conducting medical examinations for new staff and students. Visiting and counselling patients referred to other hospitals. Supervision of junior Doctors in the Department. Providing professional and community services. Performing any other duties as may be assigned. 	Chief Medical Officer By Appointment
Director, Health Services	CONMESS 7	(i) Shall be by appointment by Appointments and Promotions Committee for a period of five (5) years and non-renewable.	<ul style="list-style-type: none"> As statutorily defined. 	

B. PHARMACIST CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Pharmacist	CONHESS 9	Entry point for Bachelor of Pharmacy (BPharm) By direct appointment of a candidate with a Bachelor of Pharmacy degree (BPharm) plus registration with Pharmacy Council of Nigeria.	<ul style="list-style-type: none"> Responsible to the Chief Pharmacist. Controlling and supervising the Pharmacy in the University Health Centre. Dispensing prescription to in-and-out patients and keeping the prescription records as required by Law. Preparing simple Pharmaceuticals such as mixtures, lotions and syrups. Maintaining stores and keeping relevant store records. Providing technical information and advice to professional staff of the Health Centre. Controlling and issuing of drugs. Carrying out routine analysis of drugs. Performing professional and community services. Performing any other duties assigned. 	Senior Pharmacist II
Senior Pharmacist II	CONHESS 11	Entry point for Doctor of Pharmacy (PharmD) (a) By promotion of a pharmacist with 3 years cognate experience. (b) By direct appointment as in Pharmacist plus 3 years cognate experience. (C)By direct appointment of a candidate with a Doctor of Pharmacy (PharmD) and registration with Pharmacy Council of Nigeria.	<ul style="list-style-type: none"> Responsible to the Chief Pharmacist Performing inspection duties as provided under the Poison and Pharmacy Act, the Dangerous Drugs Act and the Food and Drugs Act. Making sample drug analysis and making the result available to the Police for prosecution purposes. Performing professional and community services. Performing any other duties assigned. 	Senior Pharmacist I
Senior Pharmacist I	CONHESS 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. (c)By direct appointment of a candidate as in Senior Pharmacist II (c) above with 3 years cognate experience.	<ul style="list-style-type: none"> Responsible to the Chief Pharmacist Taking charge of the preparation of certain sterile products such as transfusion solutions, ophthalmic drugs and ointments. Manufacturing drugs and pharmaceuticals such as sterile products, tablets and lozenges, external preparations and mouth washes on a large scale. Supervising the training programme of staff. 	Principal Pharmacist II

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<ul style="list-style-type: none"> Performing professional and community services. -Performing any other duties assigned. 	
Principal Pharmacist II	CONHESS 13	<p>(a) By promotion of a Senior Pharmacist I with 3 years cognate experience.</p> <p>(b) By direct appointment as in Pharmacist plus 9 years cognate experience.</p> <p>(c) By direct appointment of a candidate as in Senior Pharmacist II (C) above with 6 years cognate experience.</p>	<ul style="list-style-type: none"> Responsible to the Chief Pharmacist Taking charge of indents, medical stores and ensuring proper maintenance of stock of all medical stores required by the Health Centre. Supervising the activities of the Central Drug Store. Providing professional and community services. Performing any other duties as assigned. 	Principal Pharmacist I
Principal Pharmacist I	CONHESS 14	<p>(a) By promotion of a Principal Pharmacist II including the following:</p> <p>(i) 4 years cognate experience on the grade.</p> <p>(ii) Master's degree in any Pharmacy related fields.</p> <p>(b) By direct appointment as in Principal Pharmacist II including the following:</p> <p>(i) 14 years post registration experience of which 5 must be in a tertiary institution.</p> <p>(ii) Master's degree in Pharmacy related fields.</p> <p>(c) By direct appointment of a candidate as in Senior Pharmacist II (C) above with 6 years cognate experience including the following:</p> <p>(i) 11years post registration experience of which 5 must be in a tertiary institution.</p> <p>(ii) Master's degree in any Pharmacy related fields.</p>	<ul style="list-style-type: none"> Responsible to the Director, Pharmacy. Performing all the duties of the Director, Pharmacy whenever he is on casual or annual leave. Providing professional and community services. Performing any other duties as may be assigned. 	Chief Pharmacist By Appointment
Chief Pharmacist	CONHESS 15	<p>(a) By direct appointment of a Principal Pharmacist I with the following:</p> <p>(i) 5 years cognate experience on the grade.</p> <p>(ii) Master's degree in any Pharmacy related fields.</p> <p>(b) By direct appointment as in Principal Pharmacist II including the following:</p> <p>(i) 15 years post registration experience of which 5</p>	<ul style="list-style-type: none"> Responsible to the Director, Health Services Coordinating the day-to-day activities of the Pharmacy Unit. Supervising the requisition from and supplies to all medical units. Supervising the training programmes for all Pharmacy Staff. 	

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		<p>must be in a tertiary institution.</p> <p>(ii) Master's degree in Pharmacy related fields.</p> <p>(c) By direct appointment of a candidate as in Senior Pharmacist II (C) above with 6 years cognate experience including the following:</p> <p>(i) 12years post registration experience of which 5 must be in a tertiary institution.</p> <p>(ii) Master's degree in any Pharmacy related fields.</p>	<ul style="list-style-type: none"> • Taking charge of general administration of the Pharmacy Unit • Providing professional and community services. • Performing any other duties as may be assigned. 	

C. PHARMACY TECHNICIAN CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Pharmacy Technician	CONHESS 6	(a) National Diploma in Pharmacy Technician with registration with relevant professional body (pharmacist).	<ul style="list-style-type: none"> • Dispensing prescribed drugs under the supervision of a Pharmacist from the Central Store. • Maintaining the cleanliness of the Pharmacy equipment. • Performing any other duties assigned. 	Higher Pharmacy Technician
Higher Pharmacy Technician	CONHESS 7	<p>(a) By promotion of a Pharmacy Technician with 3 years cognate experience.</p> <p>(b) By direct appointment of Pharmacy Technician plus 3 years cognate experience.</p>	<ul style="list-style-type: none"> • Assisting the Pharmacist in the preparation of stock mixtures, lotions and syrups. • Assisting in the supervision of subordinate staff. • Assisting in the manufacturing of drugs. • Performing professional and community services. • Performing any other duties assigned. 	Senior Pharmacy Technician
Senior Pharmacy Technician	CONHESS 8	<p>(a) By promotion of a Higher Pharmacy Technician with 3 years cognate experience.</p> <p>(b) By direct appointment of Pharmacy Technician above with 6 years cognate experience.</p>	<ul style="list-style-type: none"> • Taking charge of the Dispensary. • Keeping proper records of drugs in the Pharmacy units. • Ensuring adequate care of drug laboratory. • Supervising the duties of subordinate staff in the Pharmacy. • Performing professional and community services. • Performing any other duties assigned. 	Principal Pharmacy Technician
Principal Pharmacy Technician	CONHESS 9	(a) By promotion of a Senior Pharmacy Technician with 3 years cognate experience.	<ul style="list-style-type: none"> • Preparing simple dilution of stock mixtures for use in the Health Centre's Pharmacy. • Controlling and supervising subordinate staff. 	Assistant Chief Pharmacy Technician

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		(b) By direct appointment of Pharmacy Technician above with 9 years cognate experience.	<ul style="list-style-type: none"> • Ensuring that equipment used in the Pharmacy are in good working condition and stored properly. • Performing professional and community services. • Performing any other duties assigned. 	
Assistant Chief Pharmacy Technician	CONHESS 11	<p>(a) By promotion of a Principal Pharmacy Technician with 3 years cognate experience.</p> <p>(b) By direct appointment as in Pharmacy Technician above with 12 years cognate experience.</p>	<ul style="list-style-type: none"> • Ensuring the proper care and replenishment of drugs in the Health Centre's Pharmacy. • Performing professional and community services. • Performing any other duties as assigned. 	Chief Pharmacy Technician
Chief Pharmacy Technician	CONHESS 12	<p>(a) By promotion of an Assistant Chief Pharmacy Technician with 5 years cognate experience.</p> <p>(b) By direct appointment as in Pharmacy Technician above with 14 years cognate experience.</p>	<ul style="list-style-type: none"> • Maintaining the general supervision and control of staff. • Providing professional and community services. • Performing any other duties as assigned. • Assisting in the general administration of Pharmacy unit in the University Health Centre. • Coordinating the activities of subordinate staff. • Assisting the Pharmacist in the Central Medical Store or Laboratory. • Providing professional and community services. • Performing any other duties as may be assigned. 	

D. NURSING OFFICER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Senior Nursing Officer	CONHESS 9	A good honours degree in Nursing and duly registered with Nursing and Midwifery Council of Nigeria.	<ul style="list-style-type: none"> • Diagnosing and treating minor ailment. • Setting up intravenous infusion, suturing of lacerations and wounds, incision of superficial abscesses. • Serving as a communicator. • Educating patients on promotion and maintenance of good health. • Managing patients care. • Counselling and giving psychotherapy care to patients and relatives. • Supervising the activities of subordinates and student nurses. • Managing a ward. • Assessing and setting nursing care priorities for individuals and group of patients. • Synthesising theoretical and empirical knowledge of physical behavioural sciences with nursing theory practice. • Assessing health status and potentials and evaluating nursing care of individuals, families and communities. • Evaluating the effectiveness of nursing intervention and revising it accordingly. • Taking responsibility for the choice of nursing action. • Evaluating research findings for applicability to nursing action. • Carrying out routine nursing activities. • Performing Professional and Community Services. • Performing any Other duties assigned. 	Principal Nursing Officer
Principal Nursing Officer	CONHESS 11	<p>(a) By promotion of a Senior Nursing Officer with 3 years cognate experience.</p> <p>(b) By appointment as in Senior Nursing Officer with 3 years cognate experience.</p>	<ul style="list-style-type: none"> • Performing general nursing duties. • Supervising the activities of a number of subordinates. • Deploying and controlling staff in the Unit. • Assisting in training junior staff. • Participating in the formulation of policies on nursing matters. • Assisting in organizing, orientating and training staff for continuing education. 	Assistant Chief Nursing Officer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<ul style="list-style-type: none"> • Assisting in planning hospitals' structure, identifying and making recommendations for the procurement of hospital equipment. • Providing and co-ordinating clinical learning experiences. • Preparing financial estimates for the Unit. • Liaising with central administration in matters affecting staff. • Assisting in research duties. • Collating and assisting in writing reports. • Performing Professional and Community Services. • Performing any other duties as may be assigned. • 	
Assistant Chief Nursing Officer	CONHESS 12	<p>(a) By promotion of a Principal Nursing Officer with 3 years cognate experience.</p> <p>(b) By direct appointment as in Senior Nursing officer with 6 years cognate experience.</p>	<ul style="list-style-type: none"> • Assisting in identifying and meeting the rehabilitation needs of patients. • Collecting and maintaining accurate data for clinic statistics and research purpose. • Identifying and documenting changes in the health status of patients. • Establishing follow-up care patients. • Counselling and giving psychotherapy to patients. 	Chief Nursing Officer
Chief Nursing Officer	CONHESS 13	<p>(a) By promotion of an Assistant Chief Nursing Officer with 3 years cognate experience.</p> <p>(b) By direct appointment as in Senior Nursing Officer with 9 years cognate experience.</p>	<ul style="list-style-type: none"> • Supervising general nursing activities. • Assisting in the administration of the total health care. • Assisting in the administration of the nursing services. • Liaising with and assisting in co-ordinating the activities of the health care Institutions. • Advising on purchase of hospital equipment and appliances. • Assisting in the inspection of hospital, health centres, maternity homes and training schools for standard of practice and submitting reports. • Appraising the activities of subordinates. • Assisting in organizing the training programmes of staff. • Ensuring report and even distributing programmes of staff • Collecting the estimates of the Units 	Chief Nursing Officer Special Grade II

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<ul style="list-style-type: none"> Assisting in research duties Assisting in the general administration of the Section. Providing Professional and Community Services. Performing any other duties as may be assigned. 	
Chief Nursing Officer Special Grade II	CONHESS 14	<p>(a) By promotion of Chief Nursing Officer with the following:</p> <p>(i) 4 years cognate experience on the grade.</p> <p>(ii) Master's degree in Nursing Science in any nursing specialties as follows: Health Care Management, Public Health, Occupational Health and Safety, Nutrition & Dietetics, Health Services Management, Guidance & Counselling, Maternal & Child Health, Social Works, Health Care Administration.</p> <p>(b) By direct appointment as in Senior Nursing Officer with following:</p> <p>(i) 12 years cognate experience.</p> <p>(ii) Master's degree in Nursing Science in any nursing specialties as follows: Health Care Management, Public Health, Occupational Health and Safety, Nutrition & Dietetics, Health Services Management, Guidance & Counselling, Maternal & Child Health, Social Works, Health Care Administration.</p>	<ul style="list-style-type: none"> Supervising general nursing activities. Assisting in the administration of the total health care. Assisting in the administration of the nursing services. Liaising with and assisting in co-ordinating the activities of the health care Institutions. Advising on purchase of hospital equipment and appliances. Assisting in the inspection of hospital, health centres, maternity homes and training schools for standard of practice and submitting reports. Appraising the activities of subordinates. Assisting in organizing the training programmes of staff. Ensuring report and even distributing programmes of staff Collecting the estimates of the Units Assisting in research duties Assisting in the general administration of the Section. Providing Professional and Community Services. Performing any other duties as may be assigned. 	<p>Chief Nursing Officer Special Grade I</p> <p>By Appointment</p>
Chief Nursing Officer, Special Grade I	CONHESS 15	<p>(a) By promotion of Chief Nursing Officer Special Grade II with the following:</p> <p>(i) 5 years cognate experience on the</p>	<ul style="list-style-type: none"> Responsible to the Director, University Health Services. Taking charge of a Section Co-ordinating the activities of a number of units Advising on general nursing matters 	

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		<p>grade.</p> <p>(ii) Master's degree in Nursing Science in any nursing specialties as follows: Health Care Management, Public Health, Occupational Health and Safety, Nutrition & Dietetics, Health Services Management, Guidance & Counselling, Maternal & Child Health, Social Works, Health Care Administration.</p> <p>(b) By direct appointment as in Senior Nursing Officer with following:</p> <p>(i) 12 years cognate experience.</p> <p>(ii) Master's degree in Nursing Science in any nursing specialties as follows: Health Care Management, Public Health, Occupational Health and Safety, Nutrition & Dietetics, Health Services Management, Guidance & Counselling, Maternal & Child Health, Social Works, Health Care Administration.</p>	<ul style="list-style-type: none"> • Participating in the formulation of general nursing policies • Relating with appropriate authorities in nursing service aspect of primary health care. • Participating in the preparation of standard procedure patterns for health institutions. • Motivating staff through counselling and promotion of continuing education programmes. • Evaluating performance for promotion or transfer purposes. • Assisting in organising workshops, seminars etc. • Participating in reviewing department functions and activities to achieve goals. • Providing Professional and Community Services. • Performing any other duties that may be assigned. 	

E. STAFF NURSE CADRE (WITH REGISTERED NURSE/MIDWIFERY RN/RM OR RN POST BASIC QUALIFICATIONS)

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Staff Nurse II	CONHESS 7	<p>RN with post basic qualification entry point</p> <p>(a) By direct appointment of a candidate with RN/Midwife and post basic Nursing qualification registrable by the Nursing and Midwifery Council of Nigeria.</p>	<ul style="list-style-type: none"> • Providing first aid services to members of the University. • Managing staff/student patients. • Conducting examination on the patients utilizing the service aids and equipment. • Identifying patients' problems and needs. • Planning the care of patients • Informing Doctors about the cases of patients who require medical attention. 	Staff Nurse I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Staff Nurse I	CONHESS 8	(a) By promotion of a Nursing Sister II with 3 years cognate experience. (b) By direct appointment as in Nursing Sister II with 3 years cognate experience.	<ul style="list-style-type: none"> Helping patients to meet their identified needs. Creating a therapeutic environment. Organizing University Community nursing services. Providing technical nursing care- injection, dressing, medication etc. Keeping adequate records of patients, drugs and equipment/instrument. Supervising junior staff. Maintaining and evaluating the effectiveness of care given to patients. 	Senior Staff Nurse I
Senior Staff Nurse I	CONHESS 9	(a) By promotion of a Nursing Sister I with 3 years cognate experience. (b) By direct appointment as in Nursing Sister I with 6 years cognate experience.	<ul style="list-style-type: none"> Assisting in identifying and meeting the rehabilitation needs of patients. Collecting and maintaining accurate data for clinic statistics and research purpose. Identifying and documenting changes in the health status of patients. Establishing follow-up care patients. Counselling and giving psychotherapy to patients. 	Matron
Matron	CONHESS 11	(a) By promotion of a Senior Nursing Sister with 3 years cognate experience. (b) By direct appointment as in Nursing Sister II with 9 years cognate experience.	<ul style="list-style-type: none"> Assisting in the formulation of policies in nursing matters. Assisting in making recommendations for the procurement of equipment and supplies. Assisting in the administration of nursing services. Collating and assisting in writing reports. 	Senior Matron
Senior Matron	CONHESS 12	(a) By promotion of a Matron with 4 years cognate experience. (b) By direct appointment as in Nursing Sister II with 12 years cognate experience.	<ul style="list-style-type: none"> Assisting in the research activities. Ensuring availability and proper use of equipment and instrument. Supervising and ensuring proper record keeping. Diagnosing and treating minor ailments when there is no Doctor. Counselling and giving psychotherapy care to staff and students. 	Chief Matron
Chief Matron	CONHESS 13	(a) By promotion of a Senior Matron with 5 years cognate experience.	<ul style="list-style-type: none"> Taking charge of a Section. Supervising subordinate staff. Participation in the formulation of general nursing policies. 	

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		(b) By direct appointment as in Nursing Sister II with 15 years cognate experience.	<ul style="list-style-type: none"> • Relating with the appropriate authorities on nursing service aspect of Primary Health Care. • Participating in the preparation of standard procedure patterns for health institutions. • Evaluating performance for promotion or transfer purposes. • Participating in the employment of new staff. • Assisting in organising workshops, seminars etc. • Participating in reviewing departmental functions and activities to achieve goals. • Participating in the administration of the hospital. • Liaising with the hospital administration on the supply and replacement of equipment and Uniforms. • Providing professional and community services. • Performing any other duties assigned. 	

F. HEALTH INFORMATION MANAGEMENT OFFICER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Health Information Management Officer II	CONHESS 7	A good honours degree in Health Records Management & Biostatistics/Health Information Management with minimum of Second Class (Lower Division) and current practising licence from the regulatory body.	<ul style="list-style-type: none"> • Health Records documentation for clinical activities. • Creation of health records for new facility users (registration). • Health Records tracing, auditing, and culling for effective health records library management. 	Health Information Management Officer I
Health Information Management Officer I	CONHESS 8	<p>(a) By promotion of a Health Information Management Officer II with 3 years cognate experience and current practising licence from the regulatory body.</p> <p>(b) By direct appointment of a Health Information Management Officer II with 3 years cognate experience and current practising licence from the regulatory body.</p>	<ul style="list-style-type: none"> • Screening data capturing into database. • Quantitative and qualitative analysis of Health Records for quality control. • Compiling, analysing, presenting clinical attendance statistics. 	Senior Health Information Management Officer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Senior Health Information Management Officer	CONHESS 9	(a) By promotion of a Health Information Management Officer I with 3 years cognate experience and current practising licence from the regulatory body. (b) By direct appointment of a Health Information Management Officer II with 6 years cognate experience, and current practising licence from the regulatory body.	<ul style="list-style-type: none"> Auditing of computer-based and manual patients' master index system to avoid medical records duplication. Participating in anti-medical errors' procedures in health information management. Compiling, analysing, presenting health statistics on morbidity, and mortality cases of both ambulatory and inpatient cases. 	Principal Health Information Management Officer
Principal Health Information Management Officer	CONHESS 11	By promotion of a Senior Health Information Officer with 3 years Cognate experience and current practising licence from the regulatory body. By direct appointment as in Health Information Management Officer II with 9 years cognate experience, and current practising licence from the regulatory body.	<ul style="list-style-type: none"> Participating in healthcare datasets review, data cleaning, visualization, analysis and reporting. Participating in medical auditing and quality control in health information services. Participating on disease surveillance and notification activities for preventative healthcare. 	Chief Health Information Management Officer
Chief Health Information Management Officer	CONHESS 13	By promotion of a Principal Health Information Management Officer with 3 years Cognate experience and current practising licence from the Regulatory body. By direct appointment of a Health Information Management Officer II with 12 years cognate experience, and current practising licence from the regulatory body.	<ul style="list-style-type: none"> Establishing ethical procedures for the creation, storage, processing, control, retrieval and linkage of health records and information for improved health outcomes. Taking charge of one of the sections in the Health Information Management Unit for improved services. Supervising the sectional professional staff for ethical services and optimal productivity. Indexing and Coding of causes of morbidity, mortality and health-related problems in line WHO tools and standards. 	Deputy Director II, Health Information Management
Deputy Director II, Health Information Management	CONHESS 14	(a) By promotion of a Chief Health Information Management Officer with the following: (i) 4 years cognate experience. (ii) Master's degree in Medical Records, Statistics, Health Information	<ul style="list-style-type: none"> Implementing health information management policies on creation, storage, use, disposal of medical records in accordance to regulatory, national, and international standards. Designing and implementing healthcare data management and analytics applications for evidence- 	Deputy Director I, Health Information Management By Appointment

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		<p>Management, Computer Science, Information Technology, Information Science, Public Health and Healthcare Management, Health Services Administration</p> <p>(iii) Current Practising licence from the regulatory body.</p> <p>(b) By direct appointment as in Health Information Management Officer II with the following:</p> <p>(i) 14 years cognate experience.</p> <p>(ii) Master's degree in, Health Information Management, Statistics, Healthcare Informatics, Computer Science, Information Technology, Information Science, Data Science, Public Health, Management, Administration.</p> <p>(iii) Current Practising licence from the Regulatory body.</p>	<p>based healthcare, appropriate health care interventions and improved health outcomes.</p> <ul style="list-style-type: none"> • Monitoring and evaluating health information activities and programmes. • Providing quality health data for medical researches and participating in ethical research activities for improved health system. • Participating in preparing Unit annual budget. 	
Deputy Director I, Health Information Management	CONHESS 15	<p>(a) By promotion of a Deputy Director II, Health Information Management Officer with 5 years cognate experience and current practising licence from the regulatory body.</p> <p>(b) By direct appointment as in Health Information Management Officer II with 15 years cognate experience.</p>	<ul style="list-style-type: none"> • Participating in policy formulation in all matters relating to health information activities. • Enforcing all standards relating to ethico-medico-legal aspects of health data and information system. • Ensuring health data and information privacy, security, confidentiality and ethical usage. • Participate in health information use advocacy for informed decision making in the health system. • Conducting needs assessment on the annual training for staff for professional human capacity development and better health system. • Preparing and presenting Unit annual budget. 	

G. HEALTH INFORMATION MANAGEMENT TECHNOLOGIST CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Health Information Management Technologist II	CONHESS 7	Higher National Diploma in Health Records Management & Biostatistics/Health Information Management with minimum of Lower Credit and current practising licence from the regulatory body.	<ul style="list-style-type: none"> Health Records documentation for clinical activities. Creation of health records for new facility users (registration). Health Records tracing, auditing, and culling for effective health records library management. 	Higher Health Information Management Technologist I
Higher Health Information Management Technologist I	CONHESS 8	<p>By promotion of a Health Information Management Technologist II with 3 years Cognate experience and current practising licence from the regulatory body.</p> <p>By direct appointment as in Health Information Management Technologist II with 3 years cognate experience, and current practising licence from the regulatory body.</p>	<ul style="list-style-type: none"> Screening data capturing into database. Quantitative and qualitative analysis of Health Records for quality control. Compiling, analysing, presenting clinical attendance statistics. 	Senior Health Information Management Technologist
Senior Health Information Management Technologist	CONHESS 9	<p>By promotion of a Health Information Management Technologist I with 3 years Cognate experience and current practising licence from the regulatory body.</p> <p>By direct appointment as in Health Information Management Technologist II with 6 years cognate experience, and current practising licence from the regulatory body.</p>	<ul style="list-style-type: none"> Auditing of computer-based and manual patients' master index system to avoid medical records duplication. Participating in anti-medical errors' procedures in health information management. Compiling, analysing, presenting health statistics on morbidity, and mortality cases of both ambulatory and inpatient cases. 	Principal Health Information Management Technologist
Principal Health Information Management Technologist	CONHESS 11	<p>By promotion of a Senior Health Information Management Technologist with 3 years Cognate experience, and current practising licence from the regulatory body.</p> <p>By direct appointment as in Health Information Management</p>	<ul style="list-style-type: none"> Participating in healthcare datasets' review, data cleaning, visualization, analysis and reporting. Participating in medical auditing and quality control in health information services. Participating on disease surveillance and notification activities for preventative healthcare. 	Assistant Chief Health Information Management Technologist

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		Technologist II with 9 years cognate experience, and current practising licence from the regulatory body.		
Assistant Chief Health Information Management Technologist	CONHESS 12	By promotion of a Principal Health Information Management Technologist with 3 years Cognate experience, and current practising licence from the regulatory body. By direct appointment as in Health Information Management Technologist II with 12 years cognate experience, and current practising licence from the regulatory body.	<ul style="list-style-type: none"> Establishing ethical procedures for the creation, storage, processing, control, retrieval and linkage of health records and information for improved health outcomes. Taking charge of one of the sections in the Health Information Management Unit for improved services. Supervising the sectional professional staff for ethical services and optimal productivity. Indexing and Coding of causes of morbidity, mortality and health-related problems in line WHO tools and standards. 	Chief Health Information Management Technologist
Chief Health Information Management Technologist	CONHESS 13	By promotion of an Assistant Chief Health Information Management Technologist with 5 years cognate experience, and current practising licence from the regulatory body. By direct appointment as in Health Information Management Technologist II with 14 years cognate experience, and current practising licence from the regulatory body.	<ul style="list-style-type: none"> Establishing ethical procedures for the creation, storage, processing, control, retrieval and linkage of health records and information for improved health outcomes. Taking charge of one of the sections in the Health Information Management Unit for improved services. Supervising the sectional professional staff for ethical services and optimal productivity. Indexing and Coding of causes of morbidity, mortality and health-related problems in line WHO tools and standards. 	

H. HEALTH INFORMATION MANAGEMENT TECHNICIAN CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Health Information Management Technician	CONHESS 6	National Diploma/Health Technician in Health Information Management with minimum of Lower Credit and current practising license from the regulatory body.	<ul style="list-style-type: none"> Assisting in the arrangement of the Health Records. Assisting in organizing, classifying, and taking custody of Health records. Assisting in Health Records filing, retrieving, and tracing. 	Higher Health Information Management Technician

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Higher Health Information Management Technician	CONHESS 7	By promotion of a Health Information Management Technician with 3 years Cognate experience and current practising licence from the regulatory body. By direct appointment of a Health Information Management Technician with 3 years cognate experience, and current practising licence from the regulatory body.	<ul style="list-style-type: none"> • Arranging and managing Health Records. • Collecting and compiling clinical attendance statistics. • Participating in the creation, and storage of health records 	Senior Health Information Management Technician
Senior Health Information Management Technician	CONHESS 8	By promotion of a Higher Health Information Management Technician with 3 years Cognate experience and current practising licence from the regulatory body. By direct appointment of a Health Information Management Technician with 6 years cognate experience, and current practising licence from the regulatory body.	<ul style="list-style-type: none"> • Data extraction from the health records for causes of morbidity analysis. • Data entry computer-based patients' master index system to avoid medical records duplication. • Participating in anti-medical errors' procedures in health information management. 	Principal Health Information Management Technician
Principal Health Information Management Technician	CONHESS 9	By promotion of a Senior Health Information Management Technician with 3 years Cognate experience and current practising licence from the regulatory body. By direct appointment as in Health Information Management Technician with 9 years cognate experience, and current practising licence from the regulatory body.	<ul style="list-style-type: none"> • Participating in healthcare dataset's review, data cleaning, and visualization. • Participating on disease surveillance and notification activities for preventative healthcare. • Participating in health statistical analysis and reporting. 	Assistant Chief Health Information Management Technician
Assistant Chief Health Information Management Technician	CONHESS 11	By promotion of a Principal Health Information Management Technician with 4 years Cognate experience and current practising licence from the regulatory body. By direct appointment as in Health Information Management Technician with 12 years cognate experience, and current practising licence from the regulatory body.	<ul style="list-style-type: none"> • Participating in ethical procedures for the processing, control, retrieval, and disposal of health records and information. • Taking charge of one of the sections in the Health Information Management Unit for improved services. • Supervising the sectional professional staff for ethical services and optimal productivity. 	Chief Health Information Management Technician

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Chief Health Information Management Technician	CONHESS 12	By promotion of an Assistant Chief Health Information Management Technician with 5 years Cognate experience and current practising licence from the regulatory body. By direct appointment as in Health Information Management Technician with 14 years cognate experience, and current practising licence from the regulatory body.	<ul style="list-style-type: none"> • Classification of Health Records into active, transition and inactive records for health records culling. • Indexing and Coding of causes of morbidity, mortality and health-related problems in line WHO tools and standards. • Supervising the sectional professional staff for ethical services and optimal productivity. 	

I. MEDICAL LABORATORY SCIENTIST CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Medical Laboratory Scientist	CONHESS 9	(a) By direct appointment of a candidate with a good honours' degree in Bachelor of Medical Laboratory Science with minimum of Second Class (Lower Division) and registration with Medical Laboratory Council of Nigeria. (b) By direct appointment of a candidate with an Associate Certificate of the Medical Laboratory Council of Nigeria.	<ul style="list-style-type: none"> • Producing and testing vaccines. • Producing special media for vaccines and diagnostic work. • Maintaining stains and cultures. • Caring and breeding laboratory animals. • Taking charge of a number of sub-units of a laboratory. • Indenting and supplying stores and equipment. • Organising training for subordinate staff. • Supervising and coordinating the activities of a number of subordinate staff. • Performing professional and community service. • Performing any other duties assigned. 	Principal Medical Laboratory Scientist II
Principal Medical Laboratory Scientist II	CONHESS 11	By promotion of Medical Laboratory Scientist with 3 years cognate experience. By direct appointment of a candidate as in Medical Laboratory Scientist with 3 years cognate experience.	<ul style="list-style-type: none"> • Performing at higher level the duties of Senior Medical Laboratory Scientist. • Assisting in supervision and coordinating the activities of junior officers in the various units. • Taking charge of a specialised aspect of a research project. • Performing professional and community service. • Performing any other duties assigned. 	Principal Medical Laboratory Scientist I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Principal Medical Laboratory Scientist I	CONHESS 12	By promotion of a Principal Medical Laboratory Scientist II with 3 years cognate experience. By direct appointment of a candidate as in Medical Laboratory Scientist with 6 years cognate experience.	<ul style="list-style-type: none"> Assisting in the administration of laboratories in the section. Assisting in rendering appropriate reports in the activities of the laboratories. Assisting in co-ordinating the training programmes for laboratory staff. Performing professional and community service. Performing any other duties assigned. 	Assistant Chief Medical Laboratory Scientist
Assistant Chief Medical Laboratory Scientist	CONHESS 13	By promotion of a Principal Medical Laboratory Scientist I with 3 years cognate experience. By direct appointment of a candidate as in Medical Laboratory Scientist with 9 years cognate experience	<ul style="list-style-type: none"> Responsible to Director, University Health Services. Taking charge of the general administration of the laboratory. Organising, planning and ensuring the execution of training programmes for laboratory staff. Advising on policy matters relating to the medical laboratory technology. Rendering appropriate reports on the activities of the laboratory. Maintaining technical data and records in the laboratory. Budgeting and ordering for laboratory equipment and chemical reagents. Performing professional and community service. Performing any other duties as may be assigned. 	Deputy Chief Medical Laboratory Scientist
Deputy Chief Medical Laboratory Scientist	CONHESS 14	By promotion of an Assistant Chief Medical Laboratory Scientist with 4 years cognate experience. Master's degree, in Medical Laboratory Science, Medical Microbiology & Parasitology, Chemical Pathology, Haematology, Blood banking & Serology, Histopathology, and Public Health. By direct appointment of a candidate as in	<ul style="list-style-type: none"> Responsible to Director, University Health Services. Taking charge of the general administration of the laboratory. Organising, planning and ensuring the execution of training programmes for laboratory staff. Advising on policy matters relating to the medical laboratory technology. 	Chief Medical Laboratory Scientist By Appointment

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		Medical Laboratory Scientist with (i) 14 years cognate experience. (ii) Master's degree, in Medical Laboratory Science, Medical Microbiology & Parasitology, Chemical Pathology, Haematology, Blood banking & Serology, Histopathology, and Public Health.	<ul style="list-style-type: none"> • Rendering appropriate reports on the activities of the laboratory. • Maintaining technical data and records in the laboratory. • Budgeting and ordering for laboratory equipment and chemical reagents. • Performing professional and community service. • Performing any other duties as may be assigned. 	
Chief Medical Laboratory Scientist	CONHESS 15	By promotion of a Deputy Chief Medical Laboratory Scientist with 5 years cognate experience. (ii) Master's degree, in Medical Laboratory Science, Medical Microbiology & Parasitology, Chemical Pathology, Haematology, Blood banking & Serology, Histopathology, and Public Health. By direct appointment of a candidate as in Medical Laboratory Scientist with (i) 15 years cognate experience. (ii) Master's degree, in Medical Laboratory Science, Medical Microbiology & Parasitology, Chemical Pathology, Haematology, Blood Banking & Serology, Histopathology, and Public Health.		

J. MEDICAL LABORATORY TECHNICIAN CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Medical Laboratory Technician	CONHESS 6	By direct appointment of a candidate possessing Medical Laboratory Technician Diploma certificate from a recognized institution	<ul style="list-style-type: none"> • Collecting, examining and analysing specimen from patients to provide the information required medical officer from diagnosis and treatment. • Preparing chemical solutions, reagents, 	Higher Medical Laboratory Technician

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<p>microscope slide and culture media for laboratory tests.</p> <ul style="list-style-type: none"> • Caring for and maintaining laboratory equipment. • Carrying out microscopic examination of specimen for pathogens. • Analysing body fluids, classifying and processing blood to determine types and to separate serum from blood cells. 	
Higher Medical Laboratory Technician	CONHESS 7	<p>By promotion of a Medical Laboratory Technician with 3 years cognate experience.</p> <p>By direct appointment a Medical Laboratory Technician with Diploma certificate and 3 years cognate experience.</p>	<ul style="list-style-type: none"> • Maintaining stains and cultures; performing biochemical staining and examining fibres for bacterial and other pathogens. • Preparing buffer solutions, fluids, Glemsa's Leishman's stains and preserving parasites and arthropods vectors. • Carrying out declassification and preparation of paraffin. • Analysing urine and cerebro spinal fluid, quantitative estimation of anylass, urea, glucose. 	Senior Medical Laboratory Technician
Senior Medical Laboratory Technician	CONHESS 8	<p>By promotion of a Higher Medical Laboratory Technician with 6 years cognate experience.</p> <p>By direct appointment a Higher Medical Laboratory Technician with 6 years cognate experience.</p>	<ul style="list-style-type: none"> • Identifying of malarial parasites, trypanosomes, spirochetes and other protozoa by using concentration methods. • Preparing anticoagulants used in blood transfusion and carrying out other supervisory duties as may be assigned. • Treating blocks before cutting, preparation and use of Erlich's Harmies and Weigert Hearmaatoxyline. • Supervising a number of Medical Laboratory Technicians, Assistants and Attendants. • Ensuring that laboratory equipment and glassware are properly sterilized and maintained in good condition. 	Principal Medical Laboratory Technician

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Principal Medical Laboratory Technician	CONHESS 9	By promotion of a Senior Medical Laboratory Technician with 3 years cognate experience on the grade. By direct appointment as in Senior Medical Laboratory with 9 years cognate experience.	<ul style="list-style-type: none"> • Taking charge of routine investigation. • Producing and testing of vaccines and taking charge of the production of special media for diagnostic work. • Organizing training programmes for students and junior staff. 	Ass. Chief Medical Laboratory Technician
Ass. Chief Medical Laboratory Technician	CONHESS 11	By promotion of a Principal Medical Laboratory Technician with 3 years cognate experience on the grade.	<ul style="list-style-type: none"> • Taking charge of laboratory services in any of the specialties. • Advising on policy matters relating to laboratory services. • Supervising the activities of junior officers in the various sections of the laboratory. • Organizing training programmes for laboratory personnel. 	Chief Medical Laboratory Technician
Chief Medical Laboratory Technician	CONHESS 12	By promotion of an Ass. Chief Medical Laboratory Technician with 5 years cognate experience on the grade	<ul style="list-style-type: none"> • Coordinating the duties of all the Medical/Laboratory Technicians and assigning other responsibilities as might arise from time to time. • Procuring laboratory equipment, media, stains and chemical reagents. • Maintaining technical data and records in the research and service laboratories and assuming total responsibility for all laboratory technicalities. 	

K. ENVIRONMENTAL HEALTH OFFICER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Environmental Health Officer II	CONHESS 7	A good honours degree in Environmental Health with minimum of Second Class (Lower Division) and duly registered with Environmental Health Officers' Regulation Council of Nigeria.	<ul style="list-style-type: none"> • Inspecting factories for industrial health and food hygiene under supervision. • Collecting food and water samples for bacteriological examination to ensure compliance with food hygiene regulation. • Participating in carrying out health education programmes 	Environmental Health Officer I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<p>both in the public and training Institutions.</p> <ul style="list-style-type: none"> • Performing professional and community services. • Performing any other duties assigned. 	
Environmental Health Officer I	CONHESS 8	<p>By promotion of an Environmental Health Officer II with 3 years cognate experience.</p> <p>By direct appointment as in Environmental Health Officer II with 3 years cognate experience.</p>	<ul style="list-style-type: none"> • Participating in carrying out health education in the community. • Ensuring that the public complies with the public health laws on environmental health and offensive trade, disposal of toxic wastes and other pollutants. • Designing and managing appropriate sewage and refuse disposal systems at cost which the community could afford and maintain for sanitary disposal of their solid, gaseous and liquid wastes. • Carrying out meat, milk and other food inspection where they are handled, processed, prepared or preserved to ensure that handlers either by their omissions or commissions do not introduce physical, bacteriological and chemical contamination to food meant for human consumption. • Maintaining statistical records for planning and research purposes. • Ensuring compliance with all laws relating to public health. • Conducting investigations into infectious diseases during epidemic diseases outbreak. • Performing professional and community services. • Performing any other duties assigned. 	Senior Environmental Health Officer
Senior Environmental Health Officer	CONHESS 9	<p>By promotion of an Environmental Health Officer I with 3 years cognate experience.</p> <p>By direct appointment as in Environmental Health Officer II with 6 years cognate experience.</p>	<ul style="list-style-type: none"> • Carrying out pollution control activities. • Carrying out field investigations with a view to controlling epidemic diseases such as cholera, cerebra-spinal meningitis and yellow fever. • Supervising subordinate staff. • Participating in organising health education programmes. • Collecting and processing health data. 	Principal Environmental Health Officer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<ul style="list-style-type: none"> • Initiating policy formulation on environmental health issues. • Performing professional and community services. • Performing any other duties assigned. 	
Principal Environmental Health Officer	CONHESS 11	<p>By promotion of a Senior Environmental Health Officer with 3 years cognate experience.</p> <p>By direct appointment as in Environmental Health Officer II with 9 years cognate experience.</p>	<ul style="list-style-type: none"> • Assisting in the conduct of research in the field of environmental health. • Vetting and collating the submissions of a number of subordinates on data gathered on environmental health activities. • Performing professional and community services. • -Performing any other duties assigned. 	Chief Environmental Health Officer
Chief Environmental Health Officer	CONHESS 13	<p>By promotion of a Principal Environmental Health Officer with 3 years cognate experience.</p> <p>By direct appointment as in Senior Environmental Health Officer with 12 years cognate experience.</p>	<ul style="list-style-type: none"> • Supervising and co-ordinating the activities of subordinate staff. • Assisting in planning the activities of the Department. • Initiating policy formulation in the field of environmental health. • Assisting in executing environmental health programmes of the Department. • Co-ordinating cold rooms activities in compliance with the rules and regulations. • Assisting in carrying out research in the Department. • Providing professional and community services. • Performing any other duties as may be assigned. 	Deputy Director, Environmental Health Officer
Deputy Director, Environmental Health Officer	CONHESS 14	<p>By promotion of Chief Environmental Health Officer with the following:</p> <p>(i) 4 years cognate experience.</p> <p>(ii) Master's degree, in Environmental Health, Environmental Management, and other related fields.</p> <p>By direct appointment as in Environmental Health Officer II with the following:</p>	<ul style="list-style-type: none"> • Heading a Section. • Participating in planning the activities of the department. • Assisting in preparing the budget/estimate for environmental health service. • Examining inter-state environmental health matters and making recommendations. • Initiating policies on environmental health matters. • Participating in organising training for environmental health 	<p>Director, Environmental Health Officer</p> <p>By Appointment</p>

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		(i) 14 years cognate experience. (ii) Master's degree, in Environmental Health, Environmental Management, and other related fields.	staff. <ul style="list-style-type: none"> • Providing professional and community services. • Performing any other duties as may be assigned. 	
Director, Environmental Health Officer	CONHESS 15	(a) By promotion of Deputy Director, Environmental Health Officer with the following: (i) 5 years cognate experience. (ii) Master's degree, in Environmental Health, Environmental Management, and other related fields. (b) By direct appointment as in, Environmental Health Officer with following: (i) 15 years cognate experience. (ii) Master's degree, in Environmental Health, Environmental Management, and other related fields.	<ul style="list-style-type: none"> • Heading a Section. • Participating in planning the activities of the department. • Assisting in preparing the budget/estimate for environmental health service. • Examining inter-state environmental health matters and making recommendations. • Initiating policies on environmental health matters. • Participating in organising training for environmental health staff. • Providing professional and community services. • Performing any other duties as may be assigned. 	

L. MEDICAL SOCIAL WELFARE OFFICER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Medical Social Welfare Officer II	CONHESS 7	(a) A good honours degree in Social Work, Psychology, Sociology or Health Education from recognised University with minimum of Second Class (Lower Division).	<ul style="list-style-type: none"> • Social case work intervention. • Functioning as Secretary to Medical Social Welfare Advisory Committee. • Collecting and classifying data on matters related to Medical Social Welfare. • Running of Mental Health Clinic. • Counselling and Psychotherapy. • Assisting in editing and publishing magazines and newsletters on Medical Social Welfare activities. • Organizing counselling sessions with patients and significant others. • Performing socio-economic assessment to needy patients by 	Medical Social Welfare Officer II

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<ul style="list-style-type: none"> referral to community resources for support. Offering family therapy and psychotherapy and actively involve in rehabilitation of patients. Formulating social welfare diagnosis of patients and involve in crisis intervention of emergency cases. 	
Medical Social Welfare Officer I	CONHESS 8	<p>(a) By promotion of a Medical Social Welfare Officer II with 3 years cognate experience.</p> <p>(b) By direct appointment of a Medical Social Welfare Officer II plus 3 years cognate experience or candidate with Master's degree.</p>	<ul style="list-style-type: none"> Social case work intervention. Running of Mental Health Clinic. Coordinating patient/family physician conferences. Counselling and Psychotherapy. Routine visits/contact tracing. Performing psychosocial assessments and discharge planning for high-risk patients. Referring needy patients to appropriate community resources for support. Participating in patient care planning responsive to age specific needs. Performing basic administrative tasks related to the job; updating community resources lists, statistics, reports and other routines as required. Supervising and training junior staff and medical social welfare students. Providing crisis intervention and emotional support to patients and family on bio-psychosocial issues. Performing all duties of the medical social welfare worker at a higher level of responsibility. Supervising the medical social welfare work interns and junior staff. Participating in holistic ward round i.e. Medical Consultant ward round. 	Senior Medical Social Officer
Senior Medical Social Officer	CONHESS 9	(a) By promotion of a Medical Social Welfare Officer I with 3 years cognate experience.	<ul style="list-style-type: none"> Social case work intervention. Running of Mental Health Clinic. Coordinating patient/family physician conferences. 	Principal Medical Social Welfare Officer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		<p>(b) By direct appointment of a Medical Social Welfare Officer II plus 6 years cognate experience.</p> <p>(C) By direct appointment of a Medical Social Welfare Officer II with 4 years cognate experience plus Master's degree.</p>	<ul style="list-style-type: none"> • Counselling and Psychotherapy. • Routine visits/contact tracing. • Performing psychosocial assessments and discharge planning for high-risk patients. • Referring needy patients to appropriate community resources for support. • Providing consultation to physicians and hospital staff on: psychosocial issues, bioethical issues and discharge problems. • Developing and maintaining working relationship with the community agencies. • Providing in-service education for staff and training of Medical Social Welfare work students. • Participating in planning the social work components required in selected hospital programmes. • Documenting pertinent contacts regarding discharge plans in the social services notes of the patient's medical record. • Performing basic administrative duties related to the job updating community resources lists, statistics, reports and other routines as required. • Providing crisis intervention and emotional support to patients and family on bio-psychosocial issues. • Performing all duties of medical social worker at a higher level. 	
Principal Medical Social Welfare Officer	CONHESS 11	<p>(a) By promotion of a Senior Medical Social Welfare Officer with 3 years cognate experience.</p> <p>(b) By direct appointment of a Medical Social Welfare Officer II plus 9 years cognate experience.</p>	<ul style="list-style-type: none"> • Social case work intervention. • Performing legal reports for suspected child abuse and elder abuse and domestic violence referrals. • Rendering medical social welfare work intervention in sensitive cases and psychosocial palliative care to terminally ill patients. • Soliciting for funds from community resources to help needy patients and as well recommended needy patients for fee 	Chief Medical Social Welfare Officer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<p>exemption in life threatening situation.</p> <ul style="list-style-type: none"> • Formulating social diagnosis of patients and participating in holistic ward round. • Participating in patient care planning responsive to age specific needs. • Providing consultation to physicians and hospital staff on psychosocial issues, bioethical issues and discharge problems. • Preparing the weekly medico-social statistics of the units. • Developing and maintaining working relationship with community agencies. • Providing in-service training to staff and supervising the activities. • Coordinating the activities of; rehabilitation of discharged patients, research, policy formulation and planning, family and child medical welfare development, counselling and corrections, community and medical social mobilization. 	
Chief Medical Social Welfare Officer	CONHESS 13	<p>(a) By promotion of a Principal Medical Social Welfare Officer with 3 years cognate experience.</p> <p>(b) By direct appointment of a Chief Medical Social Welfare Officer II plus 12 years cognate experience.</p>	<ul style="list-style-type: none"> • Supervising the training programmes for staff in the unit. • Coordinating the activities of a number of junior Medical Social Welfare Officers. • Taking charge of planning and production of technical literature and publicity materials on Medical Social Welfare development. • Taking charge of a unit of health facility. • Taking responsibility for international medical social welfare work. • Working in collaboration with other health care givers to evaluate the medical or physical condition of patients. • Counselling patients on how to overcome their conditions and avoid dependencies as they recuperate from their illnesses. • Helping patients to adjust back to normal life. 	Deputy Director, Medical Social Welfare Officer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<ul style="list-style-type: none"> Offering intensive casework intervention and advocacy in medical/psychiatric emergencies. Liaising with other departments and outside agencies to solicit support for needy patients and ensuring judicious management of departmental resources. 	
Deputy Director, Medical Social Welfare Officer	CONHESS 14	<p>(a) By promotion of a Chief Medical Social Welfare officer with the following:</p> <p>(i) 4 years cognate experience on the grade</p> <p>(ii) Master's degree in Social Work, Psychology, Sociology or Health Education.</p> <p>(iii) Membership of relevant professional body.</p> <p>(b) By direct appointment of Medical Social Welfare Officer II with the following:</p> <p>(i) 14 years cognate experience.</p> <p>(ii) Master's degree in Social Work, Psychology, Sociology or Health Education.</p> <p>(iii) Membership of relevant professional body.</p>	<ul style="list-style-type: none"> Coordinating the activities of a section in the clinic. Supervising/Appraisal of subordinate officers. Assisting in inter-state planning, research and training activities. Evaluating and suggesting the appropriate type of in-home help required by a newly discharged patient. Working together with other members of the multidisciplinary treatment team. Working in collaboration with other healthcare givers to evaluate the medical or physical condition of the patients. Participating in professional organizations programmes as appropriate. Performing legal report to suspected child abuse and elder abuse and domestic violence referrals. Assisting with general administration, planning and budgeting for the department. Preparing of annual statistics of medico-social work interventions of the department. 	Director, Medical Social Welfare Officer By Appointment
Director, Medical Social Welfare Officer	CONHESS 15	(a) By direct appointment as in Deputy Medical Social Welfare Officer above, 15 years cognate experience with minimum of 5 years' experience in a tertiary institution.	<ul style="list-style-type: none"> Taking charge of the administration of a unit of the department. Coordinating inter-government and inter-state planning, research and training. Initiating action on the review of policies and programmes for staff. Interns and students on placement. Representing the department in the Medical Welfare Advisory Committee of the hospital. Ensuring judicious management of department resources 	

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<p>and acting as link between the department and other department as well as outside agencies.</p> <ul style="list-style-type: none"> • Developing and maintaining working relationships with community agencies and coordinating patient/family/physician conferences. • Taking responsibility for medical social welfare development, planning, formulation and review of policies. • Ensuring quality control in medico-social intervention with patients. • Coordinating research activities of department and forwarding medico-social reports of medical social welfare workers to the management for utilization. • Performing other duties as may be assigned by the Director or hospital Management. • Liaising with related NGOs to solicit financial support of needy patients. • Coordinating, monitoring, evaluating and analysing activities of Medical Social Welfare workers as well as formulating policies on medical social welfare works within the hospital. • Advising hospital management on general medical social welfare work matters. 	

M. COMMUNITY HEALTH OFFICER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Community Health Officer II	CONHESS 7	(a) A good honours degree in Community Health from a recognised University with minimum of Second Class (Lower Division) and registration with Community Health Practitioners Registration Board of Nigeria.	<ul style="list-style-type: none"> • Coordinating and supervising the activities of the Community Health Technicians and Health Assistants. • Checking of vital signs of patients. • Hourly monitoring of vital signs of in-patients. • Dressing of patients wound. • Laying of patients' bed in the ward. • Cleaning and sterilizing of instruments. • Assisting the Doctor in attending to emergency patient. 	Community Health Officer I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<ul style="list-style-type: none"> • Accompanying the referred patient to different medical centres for further management. • Assisting staff and students during the following University activities: Sporting events, inaugural lecture, matriculation and convocation, medical registration and during examinations. • Any other assigned duties. 	
Community Health Officer I	CONHESS 8	<p>(a) By promotion of a Community Health Officer II with 3 years cognate experience.</p> <p>(b) By direct appointment as in Community Health Officer II plus 3 years cognate experience.</p>	<ul style="list-style-type: none"> • Coordinating and supervising the activities of the Community Health Technicians and Health Assistant. • Checking of vital signs of patients. Hourly monitoring of vital signs of in-patients. • Dressing of patients wound. • Laying of patients' bed in the ward. • Cleaning and sterilizing of instruments. • Assisting the Doctor in attending to emergency patient. • Accompanying the referred patient to different medical centres for further management. • Assisting staff and students during the following University activities: Sporting events, inaugural lecture, matriculation and convocation, medical registration and during examinations. 	Senior Community Health Officer
Senior Community Health Officer	CONHESS 9	<p>(a) By promotion of a Community Health Officer I with 3 years cognate experience.</p> <p>(b) By direct appointment as in Senior Community Health Officer II plus 6 years cognate experience.</p>	<ul style="list-style-type: none"> • Coordinating and supervising the activities of the Community Health Technicians and Health Assistant. • Checking of vital signs of patients. Hourly monitoring of vital signs of in-patients. • Dressing of patients wound. • Laying of patients' bed in the ward. • Cleaning and sterilizing of instruments. • Assisting the Doctor in attending to emergency patient. • Accompanying the referred patient to different medical centres for further management. • Assisting staff and students during the following University activities: Sporting events, inaugural lecture, matriculation and convocation, medical registration and during examinations. 	Principal Community Health Officer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Principal Community Health Officer	CONHESS 11	(a) By promotion of a Senior Community Health Officer with 3 years cognate experience. (b) By direct appointment as in Community Health Officer II plus 9 years cognate experience.	<ul style="list-style-type: none"> • Coordinating and supervising the activities of the Community Health Technicians and Health Assistant. • Checking of vital signs of patients. Hourly monitoring of vital signs of in-patients. • Dressing of patients wound. • Laying of patients' bed in the ward. • Cleaning and sterilizing of instruments. • Assisting the Doctor in attending to emergency patient. • Accompanying the referred patient to different medical centres for further management. • Assisting staff and students during the following University activities: Sporting events, inaugural lecture, matriculation and convocation, medical registration and during examinations. 	Chief Community Health Officer
Chief Community Health Officer	CONHESS 13	(a) By promotion of a Principal Community Health Officer with 3 years cognate experience. (b) By direct appointment as in Community Health Officer II plus 14 years cognate experience.	<ul style="list-style-type: none"> • Coordinating and supervising the activities of the Community Health Technicians and Health Assistant. • Checking of vital signs of patients. Hourly monitoring of vital signs of in-patients. • Dressing of patients wound. • Laying of patients' bed in the ward. • Cleaning and sterilizing of instruments. • Assisting the Doctor in attending to emergency patient. • Accompanying the referred patient to different medical centres for further management. • Assisting staff and students during the following University activities: Sporting events, inaugural lecture, matriculation and convocation, medical registration and during examinations. 	Senior Chief Community Health Officer
Senior Chief Community Health Officer	CONHESS 14	(a) By promotion of a Chief Community Health Officer with the following: (i) 4 years cognate experience on the grade (ii) Master's degree in Community Health, Public Health, Healthcare Management,	<ul style="list-style-type: none"> • General coordination and supervision of the overall activities of the Community section of the Directorate of Health Services. • Coordination of the checking of vital signs of in-patients. • Assigning responsibility to officers within the section. • Monitoring the overall performance of the staff of the section. 	Principal Community Health Officer By Appointment

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		<p>Child Healthcare, Reproductive Health, Occupational Health.</p> <p>(b) By direct appointment as in Community Health Officer II with the following:</p> <p>(i) 14 years cognate experience.</p> <p>(ii) Master’s degree in Community Health, Public Health, Healthcare Management, Child Healthcare, Reproductive Health, Occupational Health.</p> <p>(iii) Professional licence from regulatory body.</p>	<ul style="list-style-type: none"> • Participating in the management of the Directorate of the Health Services in structuring the effective and efficient service delivery. • Any other assigned duties. 	
Principal Community Health Officer	CONHESS 15	<p>(a) By promotion of a Chief Community Health Officer with the following:</p> <p>(i) 5 years cognate experience on the grade</p> <p>(ii) Master’s degree in Community Health, Public Health, Healthcare Management, Child Healthcare, Reproductive Health, Occupational Health.</p> <p>(b) By direct appointment as in Community Health Officer II with the following:</p> <p>(i) 14 years cognate experience.</p> <p>(ii) Master’s degree in Community Health, Public Health, Healthcare Management, Child Healthcare, Reproductive Health, Occupational Health.</p> <p>(iii) Professional licence from regulatory body.</p>	<ul style="list-style-type: none"> • General coordination and supervision of the overall activities of the Community section of the Directorate of Health Services. • Coordination of the checking of vital signs of in-patients. • Assigning responsibility to officers within the section. • Monitoring the overall performance of the staff of the section. • Participating in the management of the Directorate of the Health Services in structuring the effective and efficient service delivery. • Any other assigned duties. 	By Appointment

N. COMMUNITY HEALTH TECHNICIAN CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Community Health Technician	CONHESS 6	(a) Diploma in Community Health or Senior Community Health Extension Work from a recognised Institution with minimum of Lower Credit. (b) Registration with Community Health Practitioner Board of Nigeria.	<ul style="list-style-type: none"> • Checking of vital signs of patients. • Hourly monitoring of vital signs of in-patients. • Dressing of patients wound. • Laying of patients' bed in the ward. • Cleaning and sterilizing of instruments. • Assisting the Doctor in attending to emergency patient. • Accompanying the referred patient to different medical centres for further management. • Assisting staff and students during the following University activities: Sporting events, inaugural lecture, matriculation and convocation, medical registration and during examinations. • Any other assigned duties. 	Higher Community Health Technician
Higher Community Health Technician	CONHESS 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.	<ul style="list-style-type: none"> • Checking of vital signs of patients. • Hourly monitoring of vital signs of in-patients. • Dressing of patients wound. • Laying of patients' bed in the ward. • Cleaning and sterilizing of instruments. • Assisting the Doctor in attending to emergency patient. • Accompanying the referred patient to different medical centres for further management. • Assisting staff and students during the following University activities: Sporting events, inaugural lecture, matriculation and convocation, medical registration and during examinations. • Any other assigned duties. 	Senior Community Health Technician
Senior Community Health Technician	CONHESS 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	<ul style="list-style-type: none"> • Checking of vital signs of patients. • Hourly monitoring of vital signs of in-patients. • Dressing of patients wound. • Laying of patients' bed in the ward. 	Principal Community Health Technician

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		years cognate experience.	<ul style="list-style-type: none"> • Cleaning and sterilizing of instruments. • Assisting the Doctor in attending to emergency patient. • Accompanying the referred patient to different medical centres for further management. • Assisting staff and students during the following University activities: Sporting events, inaugural lecture, matriculation and convocation, medical registration and during examinations. • Any other assigned duties. 	
Principal Community Health Technician	CONHESS 9	<p>(a) By promotion of a Senior Community Health Technician with 3 years cognate experience.</p> <p>(b) By direct appointment as in Community Health Technician plus 9 years cognate experience.</p>	<ul style="list-style-type: none"> • Checking of vital signs of patients. • Hourly monitoring of vital signs of in-patients. • Dressing of patients wound. • Laying of patients' bed in the ward. • Cleaning and sterilizing of instruments. • Assisting the Doctor in attending to emergency patient. • Accompanying the referred patient to different medical centres for further management. • Assisting staff and students during the following University activities: Sporting events, inaugural lecture, matriculation and convocation, medical registration and during examinations. • Any other assigned duties. 	Assistant Chief Community Health Technician
Assistant Chief Community Health Technician	CONHESS 11	<p>(a) By promotion of a Principal Community Health Technician with 3 years cognate experience.</p> <p>(b) By direct appointment as in Community Health Technician plus 12 years cognate experience.</p> <p>Terminal point for Diploma holders without additional qualifications.</p>	<ul style="list-style-type: none"> • Checking of vital signs of patients. • Hourly monitoring of vital signs of in-patients. • Dressing of patients wound. • Laying of patients' bed in the ward. • Cleaning and sterilizing of instruments. • Assisting the Doctor in attending to emergency patient. • Accompanying the referred patient to different medical centres for further management. • Assisting staff and students during the following University 	Chief Community Health Technician

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<p>activities: Sporting events, inaugural lecture, matriculation and convocation, medical registration and during examinations.</p> <ul style="list-style-type: none"> Any other assigned duties. 	
Chief Community Health Technician	CONHESS 12	<p>(a) By promotion of an Assistant Chief Community Health Technician with 5 years cognate experience.</p> <p>(b) By direct appointment as in Community Health Technician with 14 years cognate experience.</p>	<ul style="list-style-type: none"> Supervising the checking of vital signs of patients. Supervising the hourly monitoring of vital signs of in-patients. Supervising the dressing of patients wound. Supervising the laying of patients' bed in the ward. Supervising the cleaning and sterilizing of instruments. Assisting the Doctor in attending to emergency patient. Supervising the staff accompanying the referred patient to different medical centres for further management. Supervising the staff on the assignment of assisting staff and students during the following University activities: Sporting events, inaugural lecture, matriculation and convocation, medical registration and during examinations. Any other assigned duties. 	

O. X-RAY TECHNICIAN CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
X-Ray Technician	CONHESS 6	Diploma in X-Ray from a recognised institution with minimum of Lower Credit.	<ul style="list-style-type: none"> Performing routine duties under supervision. 	Higher X-Ray Technician
Higher X-Ray Technician	CONHESS 7	<p>By promotion of an X-Ray Technician with 3 years cognate experience.</p> <p>By direct appointment as in X-Ray Technician with 3 years cognate experience.</p>	<ul style="list-style-type: none"> Performing routine duties as may be assigned. 	Senior X-Ray Technician
Senior X-Ray Technician	CONHESS 8	<p>By promotion of a Higher X-Ray Technician with 3 years cognate experience.</p> <p>By direct appointment as in X-Ray Technician with 6 years cognate experience.</p>	<ul style="list-style-type: none"> Carrying out regular duties and provide supervision and training of subordinate staff. 	Principal X-Ray Technician
Principal X-Ray	CONHESS 9	By promotion of a Senior X-Ray Technician	<ul style="list-style-type: none"> Carrying out regular duties and provide supervision and training of subordinate staff. 	Assistant Chief X-Ray

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Technician		with 3 years cognate experience. By direct appointment as in X-Ray Technician with 9 years cognate experience.		Technician
Assistant Chief X-Ray Technician.	CONHESS 11	(a) By Promotion of a Principal X-Ray Technician with 3 years cognate experience By direct appointment as in X-Ray Technician with 12 years cognate experience.	<ul style="list-style-type: none"> Carrying out regular duties and provide supervision and training of subordinate staff. 	Chief X-Ray Technician
Chief X-Ray Technician.	CONHESS 12	By promotion of an Assistant Chief X-Ray Technician with 5 years cognate experience By direct appointment as in X-Ray Technician with 14 years cognate experience.	<ul style="list-style-type: none"> Carrying out regular duties and provide supervision and training of subordinate staff. 	

6. VETERINARY TEACHING HOSPITAL

A. VETERINARY OFFICER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Veterinary Officer	CONMESS 3	(a) Possession of Doctor of Veterinary Medicine (DVM) degree with registration as Veterinary Surgeon.	<ul style="list-style-type: none"> • House calls based on clients' requests. • Counselling of clients on proper care of pets and farm management. • Care of animals boarded in the clinic • Minor and major surgical operations such as hematoma correction, castration, hysterectomy, wound closures and removal of benign growths. • Administration of boarding and hospitalization services. • Teaching of Veterinary clinical students. • Training of Veterinary students on Industrial attachments. 	Senior Veterinary Officer
Senior Veterinary Officer	CONMESS 4	<p>(a) By promotion of a Veterinary Officer with 3 years cognate experience.</p> <p>(b) By direct appointment of a Veterinary Officer with 3 years post registration cognate experience.</p>	<ul style="list-style-type: none"> • House calls based on clients' requests. • Counselling of clients on proper care of pets and farm management. • Care of animals boarded in the clinic. • Minor and major surgical operations such as hematoma correction, castration, hysterectomy, wound closures and removal of benign growths. • Administration of boarding and hospitalization services. • Teaching of Veterinary clinical students. • Training of Veterinary students on Industrial attachments. 	Principal Veterinary Officer II
Principal Veterinary Officer II	CONMESS 5	<p>(a) By promotion of a Senior Veterinary Officer II with 3 years cognate experience.</p> <p>(b) By direct appointment as in Veterinary Officer with 6 years post registration cognate experience.</p>	<ul style="list-style-type: none"> • Practical training of Veterinary clinical Students. • Treatment of companion and large animal patients. • Administration of boarding and hospitalization services. • Administration and training of Veterinary and other students on industrial attachments. • Large and small animal ambulatory services (visit to farms in the rural areas). 	Principal Veterinary Officer I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<ul style="list-style-type: none"> • Counselling of clients on proper care of pets and farm management. • Administrative duties such as laboratory and clinical record keeping. • Post operative management. 	
Principal Veterinary Officer I	CONMESS 6	<p>(a) By promotion of a Principal Veterinary Officer II with 4 years cognate experience with a relevant higher degree.</p> <p>(b) By direct appointment of a Veterinary Officer with 11 years post registration cognate experience with a relevant higher degree.</p>	<ul style="list-style-type: none"> • Counselling of clients on proper care of pets and farm management. • Assisting with minor and major surgical operations such as hematoma correction, castration, hysterectomy, wound closures and removal of benign growths. • Training of Veterinary students on Industrial attachments. • Veterinary officer in charge of laboratory diagnostic services. • Veterinary officer in charge of Hospital service records. • Treatment of companion and large animal patients. • Poultry clinical services. 	Chief Veterinary Officer
Chief Veterinary Officer	CONMESS 7	<p>(a) By direct appointment of a Principal Veterinary Officer I with 5 years cognate experience.</p> <p>(i) Possession of the Fellowship of College of Veterinary Surgeons of Nigeria</p> <p>(b) By direct appointment of a Veterinary Officer with 16 years post registration cognate experience.</p> <p>(i) Possession of the Fellowship of College of Veterinary Surgeons of Nigeria</p>	<ul style="list-style-type: none"> • Treatment of companion and large animal patients. • Administration of boarding and hospitalization services. • Counselling of clients on proper care of pets and farm management. • Assist with minor and major surgical operations such as hematoma correction, castration, hysterectomy, wound closures and removal of benign growths. • Training of Veterinary students on Industrial attachments. • Veterinary officer in charge of Hospital service records. • Poultry clinical services. 	<p>Director, Veterinary Services</p> <p>By Appointment</p>
Director, Veterinary Teaching Hospital		<p>(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.</p>	<ul style="list-style-type: none"> • As statutorily defined. 	

7. DIRECTORATE OF INTERNAL AUDIT

A. INTERNAL AUDITOR CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Internal Auditor II	CONTISS 7	(a) A good honours degree in Accountancy from a recognised University with a minimum of Second Class (Lower Division).	<ul style="list-style-type: none"> Collecting data, checking requests and appropriation of funds and preparing draft reports. Assisting in monitoring and evaluating projects and compliance with relevant rules and regulations. Checking the accuracy and reliability of accounting data. Examining revenue collection procedures to ensure compliance with regulations. 	Internal Auditor I
Internal Auditor I	CONTISS 8	<p>(a) By promotion of an Internal Auditor II with 3 years cognate experience.</p> <p>(b) By direct appointment as in Internal Auditor II with 3 years cognate experience OR a Master's degree.</p>	<ul style="list-style-type: none"> As for Internal Auditor II plus: Assisting in conducting Audit inspection of Departments/Units. Providing training for subordinates. Conducting enquiries and investigations into fraud, losses, misappropriations etc. Examining revenue returns to ensure that shortfalls and arrears are properly dealt with and recoveries are made. 	Senior Internal Auditor
Senior Internal Auditor	CONTISS 9	<p>(a) By promotion of an Internal Auditor I with 3 years cognate experience.</p> <p>(b) By upgrade of an Internal Auditor II or I with ACA, CNA, ACCA, CPA.</p> <p>(c) By direct appointment as in Internal Auditor II with 6 years cognate experience.</p> <p>(d) By direct appointment of a candidate with ACA, CNA, ACCA, CPA with 6 years cognate experience.</p>	<ul style="list-style-type: none"> Preparing Audit guide. Processing financial reports and Audit Inspection reports. Carrying out Management audit. Undertaking feasibility studies on specific projects. 	Principal Internal Auditor
Principal	CONTISS 11	(a) By promotion of a Senior Internal Auditor with 3 years	<ul style="list-style-type: none"> As for Senior Internal Auditor plus: 	Chief Internal

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Internal Auditor		<p>cognate experience.</p> <p>(b) By direct appointment as in Internal Auditor II with 9 years cognate experience.</p> <p>(c) By direct appointment as in Senior Internal Auditor (d) but with 9 years cognate experience.</p> <p>Terminal point for candidate not fully registered with relevant professional body.</p>	<ul style="list-style-type: none"> • Undertaking follow-up actions. • Interpreting financial regulations. 	Auditor
Chief Internal Auditor	CONTISS 13	<p>(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.</p> <p>(b) By direct appointment as in Senior Internal Auditor (d) with 12 years cognate experience.</p>	<ul style="list-style-type: none"> • Initiating the review of policies and programmes relating to Audit matters. • Advising the Management on Audit matters. • Establishing effective internal control system. 	Deputy Director, Internal Audit II
Deputy Director, Internal Audit II	CONTISS 14	<p>(a) By promotion of a Chief Internal Auditor with the following:</p> <p>(i) 4 years cognate experience on the grade.</p> <p>(ii) Membership of relevant certified professional body.</p> <p>(b) By direct appointment of a candidate with the following:</p> <p>(i) Possession of any of the following professional qualifications: ACA, CNA, ACCA, CPA or any other equivalent qualification.</p> <p>(ii) 14 years cognate experience. Relevant experience in a tertiary institution shall be an advantage.</p>	<ul style="list-style-type: none"> • Conducting enquiries into fraud and losses. • Carrying out Management Audit duties. 	Deputy Director of Internal Audit I By Appointment
Deputy Director, Internal Audit I	CONTISS 15	<p>(a) By direct appointment of a Deputy Director, Internal Audit II with the following:</p> <p>(i) 5 years cognate experience on the grade.</p> <p>(ii) Membership of relevant certified professional body.</p> <p>(b) By direct appointment of a candidate with the following:</p> <p>(i) Possession of any of the following professional qualifications: ACA, CNA, ACCA, CPA or any other equivalent qualification.</p> <p>(ii) 14 years cognate experience. Relevant experience in a tertiary institution shall be an advantage.</p>	<ul style="list-style-type: none"> • Conducting enquiries into fraud and losses. • Carrying out Management Audit duties. 	Director of Internal Audit By Appointment

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Director of Internal Audit	CONTISS 15	(i) Shall be by appointment by Appointments and Promotions Committee for a period five (5) years and non-renewable.	<ul style="list-style-type: none"> As statutorily defined. 	

B. EXECUTIVE OFFICER (AUDIT) CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	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 with minimum of Lower Credit.	<ul style="list-style-type: none"> Making submission to Senior Officers on matters within his schedule of duties. Taking charge of specified subject matter within a Unit. 	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 of an 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 with minimum of Lower Credit.	<ul style="list-style-type: none"> Making submission to Senior Officers on matters within his schedule of duties. Taking charge of specified subject matter within a Unit. 	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 of an 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.	<ul style="list-style-type: none"> Supervising the activities of subordinates' staff in the Unit. Assisting in the establishment and maintenance of accurate staff information system. 	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 of a Higher Executive Officer (Audit) with 6 years cognate experience.	<ul style="list-style-type: none"> Supervising the activities of subordinates' staff in the Unit. Assisting in the establishment and maintenance of accurate staff 	Principal Executive Officer I (Audit)

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		(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.	information system.	
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 of a 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. Terminal point for holders of ND, Foundation Certificate from ICAN, ACCA, CPA, ACA or ATS.	<ul style="list-style-type: none"> Assisting in the planning, execution and supervision of specific programmes/assignments. 	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.	<ul style="list-style-type: none"> Assisting in the collection, processing, collation of data for budget preparation. Supervising, co-coordinating and training of the Junior Staff. Performing sundry official duties as directed by the Head of Unit/Department. 	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.	<ul style="list-style-type: none"> Assisting in the collection, processing, collation of data for budget preparation. Supervising, co-coordinating and training of the Junior Staff. Performing sundry official duties as directed by the Head of Unit/Department. 	

8. UNIVERSITY LIBRARY

A. LIBRARY ASSISTANT/OFFICER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Chief Library Assistant/Library Officer	CONTISS 6	(a) By direct appointment of Library Assistant with a minimum of National Diploma in Library Studies/Science from a recognised tertiary institution with minimum of Lower Credit. (b) By promotion of a Principal Library Assistant with 3 years on the grade with relevant National Diploma. Terminal point for Library Assistants without National Diploma.	Cataloguing and Classification <ul style="list-style-type: none"> Organizing library materials using standard systems such as DDC, LCC or UDC. Preparing bibliographic records and ensuring materials are properly shelved and easily retrievable. Circulation Services <ul style="list-style-type: none"> Managing, borrowing and returning of books. Registering users, renewing items, placing holds and enforcing circulation policies. Maintaining accurate circulation statistics. Reference and Information Services <ul style="list-style-type: none"> Assisting students, staff and researchers in locating information. Guiding users on how to search the OPAC (Online Public Access Catalogue) and electronic databases. Handling reference queries physically or via email/phone. Collection Development <ul style="list-style-type: none"> Participating in the selection, acquisition and evaluation of library resources. Recommending new materials based on users' needs Assisting with weeding and updating outdated materials. Serials Management <ul style="list-style-type: none"> Handling journals, newspapers, magazines and 	Higher Library Assistant / Higher Library Officer
Higher Library Assistant/Higher Library Officer	CONTISS 7	(a) By promotion of a Chief Library Assistant/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 National Diploma in Library Studies/Science from a recognised institution with minimum of Second Class (Lower Division)/Lower Credit.		Senior Library Assistant/Senior Library Officer
Senior Library Assistant/Senior Library Officer	CONTISS 8	(a) By promotion of a Higher Library Assistant/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 Master's degree		Principal Library Assistant/ Principal Library Officer II
Principal Library Assistant/ Principal Library	CONTISS 9	(a) By promotion of a Senior Library Assistant/Senior Library Officer with 3 years cognate experience.		Principal Library Assistant I/ Principal Library

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Officer II		(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.	other serials. <ul style="list-style-type: none"> Maintaining serials records and ensuring current issues are displayed. Digital and ICT Support	Officer I
Principal Library Assistant I/ Principal Library Officer I	CONTISS 11	(a) By promotion of a Principal Library Assistant/Principal Library Officer I 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. Terminal point for Diploma holders.	<ul style="list-style-type: none"> Handling users access e-resources, institutional repositories and electronic library services. Assisting in digitization activities and uploading documents to the IR. Managing computer labs and ensuring smooth internet access in the library. User Education and Information Literacy	Assistant Chief Library Officer II
Assistant Chief Library Officer II	CONTISS 12	(a) By promotion of Assistant Chief Library Officer II 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. Degree holders skip this level.	<ul style="list-style-type: none"> Conducting library orientation for fresh students. Training users on how to use databases, citation style guides and online tools. Preservation and Conservation	Assistant Chief Library Officer I
Assistant Chief Library Officer I	CONTISS 13	(a) By promotion of Assistant Library Officer I with B.Sc. in Library Studies / Science and 3 years cognate experience. (b) By promotion of an Assistant Chief Library Officer I with HND and 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. Terminal point for HND holders.	Administrative and Supervisory Duties <ul style="list-style-type: none"> Supervising junior staff such as Library Assistant and Attendants Preparing monthly, quarterly and annual reports. Keeping records of library operations and assisting in departmental planning. Shelving and Self Reading	Deputy Chief Library Officer
Deputy Chief	CONTISS 14	(a) By promotion of a Deputy Chief Library Officer	<ul style="list-style-type: none"> Maintaining a friendly and welcoming Customers Service	Chief Library

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Library Officer		<p>with the following:</p> <p>(i) 4 years cognate experience on the grade.</p> <p>(ii) A Master's Degree in Library Studies / Science.</p> <p>(iii) Membership of Nigeria Library Association.</p> <p>(b) By direct appointment of a candidate with a good honours degree in Library Studies / Science from a recognised institution and the following:</p> <p>(i) 14 years cognate experience of which 5 years must be in a tertiary institution.</p> <p>(ii) A Master's Degree in Library Studies / Science.</p> <p>(iii) Membership of Nigeria Library Association.</p>	<p>environment for users.</p> <ul style="list-style-type: none"> Handling complaints and directing users to relevant sections of the library. <p>Participation in Library Committees</p> <ul style="list-style-type: none"> Serving on Committees such as: Collection Development, Digitization, Event and Outreach, Quality Assurance/Accreditation Preparations. <p>Support for Teaching, Research and Accreditation</p> <ul style="list-style-type: none"> Assisting in compiling documents for NUC Accreditation. Supporting lecturers and researchers with research materials, bibliographic support and referencing. 	<p>Officer</p> <p>By Appointment</p>
Chief Library Officer	CONTISS 15	<p>a) By direct appointment of an Assistant Chief Library Officer I with the following:</p> <p>(i) 5 years cognate experience on the grade.</p> <p>(ii) A Master's Degree in Library Studies / Science.</p> <p>(iii) Membership of Nigeria Library Association.</p> <p>(b) By direct appointment of a candidate with a good honours degree in Library Studies / Science from a recognised institution and the following:</p> <p>(i) 14 years cognate experience of which 5 years must be in a tertiary institution.</p> <p>(ii) A Master's Degree in Library Studies / Science.</p> <p>(iii) Membership of Nigeria Library Association.</p>		

B. LIBRARY PORTER CADRE

Rank	Salary Grade	Required Qualification	Duties	Next Rank
Chief Porter	CONTISS 6	<p>(a) By promotion of an Assistant Chief Porter with 3 years cognate experience.</p> <p>(b) By direct appointment of a candidate with WASC plus 8 years cognate experience or Ex-Police Officer (not below the rank of</p>	<p>Circulation Desk Services</p> <ul style="list-style-type: none"> Charging and discharging (issuing and returning) of library materials. Registering new users and renewing library cards. 	Supervisor II

Rank	Salary Grade	Required Qualification	Duties	Next Rank
		Inspector). (c) By direct appointment of a candidate with ND in relevant field from a recognised institution with minimum of Lower Credit. (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.	<ul style="list-style-type: none"> Shelving returned books and ensuring proper arrangement. <p>Shelving and Shelf-Reading</p> <ul style="list-style-type: none"> Arranging books according to classification number (e.g., LC or Dewey) Regular shelf-reading to detect misplaced books and maintain order. <p>Assisting Users</p> <ul style="list-style-type: none"> Guiding students and staff on how to locate books in the catalogue (OPAC). Helping users understand library rules and services. Directing users to the right sections. <p>Routine Reference Support</p> <ul style="list-style-type: none"> Assisting users with basic reference queries. Directing advanced queries to professional Librarians. <p>Processing of Library Materials</p> <ul style="list-style-type: none"> Labelling, stamping, tagging and covering new books Filing catalogue cards (in libraries that still use them). Sorting materials for cataloguing. <p>Inventory and Stock Management</p> <ul style="list-style-type: none"> Assisting with stock checking Nothing missing or damaged materials. Reporting theft or mutation. <p>Serials and Periodicals</p> <ul style="list-style-type: none"> Displaying newspapers, journals and Magazines. Filing and marking serials for easy use. <ul style="list-style-type: none"> ICT and Digital Support Assisting users with OPAC search and basic computer use. 	
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
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 4 years cognate experience. (b) By direct appointment of a candidate with ND or NABTEB (Advance) in relevant		Chief Supervisor

Rank	Salary Grade	Required Qualification	Duties	Next Rank
		field from a recognised institution with 9 years cognate experience. Terminal point for Candidate with Technical College Certificate	<ul style="list-style-type: none"> • Helping with scanning, printing and photocopying. Maintaining Library Environment <ul style="list-style-type: none"> • Ensuring the reading is clean, quiet and conducive. • Reporting faults (light, furniture and equipment) to appropriate unit. 	
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.	Enforcement of Library Rules <ul style="list-style-type: none"> • Ensuring users maintain silence and order. • Preventing food, drinks and misuse of library materials. Assisting in Special Projects <ul style="list-style-type: none"> • Supporting institutional repository (IR) uploads when trained. • Helping during accreditation preparations. • Assisting in exhibitions, orientations and library tours. Any Other Duties Assigned <ul style="list-style-type: none"> • Supporting library programmes and events. • Assisting professional librarians to achieve library goals 	

9. DIRECTORATE OF PHYSICAL PLANNING

A. TECHNICAL OFFICER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Technical Officer	CONTISS 06	(a) By direct appointment of candidates with Ordinary National Diploma in Architecture, Quantity Surveying, Land Surveying, Building Technology and Town Planning from a recognized Institution with minimum of Lower Credit plus SSCE/NECO/WASC/GCE O/L Credits in 5 subjects including Mathematics and English	<ul style="list-style-type: none"> Responsible to the various Professionals in their individual field for the day to day running of the Directorate. Assisting the Professionals in carrying out their duties. Carrying out other duties as may be assigned and providing assistance to the Professionals. 	Higher Technical Officer
Higher Technical Officer	CONTISS 07	<p>(a) Promotion avenue for Technical Officer with 3 years cognate experience.</p> <p>(b) By direct appointment of candidates with Ordinary National Diploma in Architecture, Quantity Surveying, Land Surveying, Building Technology and Town Planning from a recognized Institution with 3 years cognate experience.</p> <p>(c) Direct appointment of candidate with Higher National Diploma in Architecture, Quantity Surveying, Land Surveying, Building Technology, Town Planning, Engineering (Civil, Mechanical and Electrical) and any other relevant Professions from a recognized Institution.</p>	<ul style="list-style-type: none"> Responsible to the various Professionals in their individual field for the day to day running of the Directorate. Assisting the Professionals in carrying out their duties. Carrying out other duties as may be assigned and providing assistance to the Professionals. 	Senior Technical Officer
Senior Technical Officer	CONTISS 08	<p>(a) Promotion avenue for Higher Technical Officer with 3 years cognate experience.</p> <p>(b) By direct appointment of candidates with Ordinary National Diploma in Architecture, Quantity Surveying, Land Surveying, Building Technology and Town Planning from a recognized Institution with 6 years cognate experience.</p> <p>(c) Direct appointment of candidate with Higher National Diploma in Architecture, Quantity Surveying, Land Surveying, Building Technology, Town Planning, Engineering (Civil, Mechanical and</p>	<ul style="list-style-type: none"> Responsible to the various Professionals in their individual field for the day to day running of the Directorate Assisting the Professionals in carrying out their duties Carrying out other duties as may be assigned and providing assistance to the Professionals. 	Principal Technical Officer II

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		Electrical) and any other relevant Professions from a recognized Institution with 3 years cognate experience.		
Principal Technical Officer II	CONTISS 09	<p>(a) Promotion avenue for Senior Technical Officer with 3 years cognate experience.</p> <p>(b) By direct appointment of candidates with Ordinary National Diploma in Architecture, Quantity Surveying, Land Surveying, Building Technology and Town Planning from a recognized Institution with 9 years cognate experience</p> <p>(c) Direct appointment of candidate with Higher National Diploma in Architecture, Quantity Surveying, Land Surveying, Building Technology, Town Planning, Engineering (Civil, Mechanical and Electrical) and any other relevant Professions from a recognized Institution with 6 years cognate experience.</p> <p>Terminal point for ND Holders.</p>	<ul style="list-style-type: none"> Responsible to the various Professionals in their individual field for the day to day running of the Directorate Assisting the Professionals in carrying out their duties Carrying out other duties as may be assigned and providing assistance to the Professionals. 	Principal Technical Officer I
Principal Technical Officer I	CONTISS 11	<p>(a) Promotion avenue for Principal Technical Officer II with 3 years cognate experience.</p> <p>(b) Direct appointment of candidate with Higher National Diploma in Architecture, Quantity Surveying, Land Surveying, Building Technology, Town Planning, Engineering (Civil, Mechanical and Electrical) and any other relevant Professions from a recognized Institution with 6 years cognate experience.</p>	<ul style="list-style-type: none"> Responsible to the various Professionals in their individual field for the day to day running of the Directorate Assisting the Professionals in carrying out their duties Carrying out other duties as may be assigned and providing assistance to the Professionals. Assisting in drafting for the architects, engineers, surveyors, etc Liaising with the Professionals from time to time. 	Assistant Chief Technical Officer
Assistant Chief Technical Officer	CONTISS 12	<p>(a) Promotion avenue for Principal Technical Officer I with 3 years cognate experience.</p> <p>(b) Direct appointment of candidate with Higher National Diploma in Architecture, Quantity Surveying, Land Surveying, Building Technology, Town Planning, Engineering (Civil, Mechanical and Electrical) and any other relevant Professions from</p>	<ul style="list-style-type: none"> Responsible to the various Professionals in their individual field for the day to day running of the Directorate Assisting the Professionals in carrying out their duties Carrying out other duties as may be assigned and providing assistance to the Professionals. Assisting in drafting for the architects, engineers, 	Chief Technical Officer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		a recognized Institution with 9 years cognate experience.	<ul style="list-style-type: none"> surveyors, etc • Liaising with the Professionals from time to time. • Carrying out other duties as may be assigned, and providing Community service 	
Chief Technical Officer	CONTISS 13	<p>(a) Promotion avenue for Assistant Chief Technical Officer with 5 years cognate experience.</p> <p>(b) Direct appointment of candidate with Higher National Diploma in Architecture, Quantity Surveying, Land Surveying, Building Technology, Town Planning, Engineering (Civil, Mechanical and Electrical) and any other relevant Professions from a recognized Institution with 12 years cognate experience.</p>	<ul style="list-style-type: none"> • Responsible to the various Professionals in their individual field for the day to day running of the Directorate • Assisting the Professionals in carrying out their duties • Carrying out other duties as may be assigned and providing assistance to the Professionals. • Assisting in drafting for the architects, engineers, surveyors, etc • Liaising with the Professionals from time to time. • Carrying out other duties as may be assigned, and providing Community service. 	

B. ENGINEERS CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Engineer II	CONTISS 07	(a) By direct appointment of candidate with B.Sc. in Civil, Mechanical, Electrical/Electronic Engineering from a recognized Institution with minimum of Second Class (Lower Division) plus NYSC Discharge Certificate or Evidence of Exemption plus SSCE/NECO/WASC/GCE O/L credit in 5 subjects including Mathematics and English.	<ul style="list-style-type: none"> • Providing basic Engineering designs. • Serving as Project Engineer. • Supervising all engineering services and elements on projects. • Carrying out other duties as may be assigned and providing community services. 	Engineer I
Engineer I	CONTISS 08	<p>(a) Promotion avenue for Engineer II with 3 years cognate experience.</p> <p>(b) By direct appointment of candidate with B.Sc. in Civil, Mechanical, Electrical/Electronics Engineering from a recognized Institution with 3 years cognate experience</p>	<ul style="list-style-type: none"> • Providing basic Engineering designs. • Serving as Project Engineer. • Supervising all engineering services and elements on projects. • Carrying out other duties as may be assigned and providing professional community services. 	Senior Engineer
Senior Engineer	CONTISS 09	(a) Promotion avenue for Engineer I with 3 years cognate experience.	<ul style="list-style-type: none"> • Providing basic Engineering designs. • Serving as Project Engineer. 	Principal Engineer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		(b) By direct appointment of candidate with B.Sc. in Civil, Mechanical, Electrical/Electronics Engineering from a recognized Institution with 6 years cognate experience	<ul style="list-style-type: none"> Supervising all engineering services and elements on projects. Carrying out other duties as may be assigned and providing professional community services. 	
Principal Engineer	CONTISS 11	<p>(a) Promotion avenue for Senior Engineer with 3 years cognate experience.</p> <p>(b) By direct appointment of candidate with B.Sc. in Civil, Mechanical, Electrical/Electronics Engineering from a recognized Institution with 9 years cognate experience</p> <p>Terminal Point for candidates Not Registered with COREN</p>	<ul style="list-style-type: none"> Providing basic Engineering designs.; Serving as Project Engineer. Supervising all engineering services and elements on projects. Participating in the preparation of annual capital estimates. Carrying out other duties as may be assigned and providing professional community services. 	Chief Engineer
Chief Engineer	CONTISS 13	<p>Promotion avenue for Principal Engineer with 3 years cognate experience.</p> <p>(b) By direct appointment of candidate with B.Sc. in Civil, Mechanical, Electrical/Electronics Engineering from a recognized Institution with 12 years cognate experience with the following:</p> <p>(i) Must be duly registered with the Council for the Regulation of Engineering in Nigeria (COREN).</p>	<ul style="list-style-type: none"> Providing basic Engineering designs. Serving as Project Engineer. Supervising all engineering services and elements on projects. Participating in the preparation of annual capital estimates. Carrying out other duties as may be assigned and providing professional community services. 	Deputy Director II
Deputy Director II	CONTISS 14	<p>(a) By promotion of a Chief Engineer with 4 years cognate experience.</p> <p>(b) By direct appointment of candidate with B.Sc. in Civil, Mechanical, Electrical/Electronics Engineering from a recognized Institution with 14 years cognate experience with the following:</p> <p>(i) Must be duly registered with the Council for the Regulation of Engineering in Nigeria (COREN).</p> <p>(ii) A Higher degree will be an added advantage.</p>	<ul style="list-style-type: none"> Providing basic Engineering designs. Serving as Project Engineer. Supervising all engineering services and elements on projects. Participating in the preparation of annual capital estimates. Designing constructing, monitoring and supervision of new engineering facilities. Carrying out other duties as may be assigned and providing professional community services. 	Deputy Director I By Appointment

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Deputy Director I	CONTISS 15	<p>(a) Automatic appointment for returning Director of Physical Planning</p> <p>(b) By direct appointment of candidate with B.Sc. in Civil, Mechanical, Electrical/Electronics Engineering from a recognized Institution with 15 years cognate experience with the following:</p> <p>(i) Must be duly registered with the Council for the Regulation of Engineering in Nigeria (COREN).</p> <p>(i) A Higher degree will be an added advantage.</p>	<ul style="list-style-type: none"> • Providing basic Engineering designs. • Serving as Project Engineer. • Supervising all engineering services and elements on projects. • Participating in the preparation of annual capital estimates. • Designing, constructing, monitoring and supervision of new engineering facilities. • Assisting the Director in the day to day running of the Directorate. • Representing the Director in University assignment when the Director is not present. • Carrying out other duties as may be assigned and providing professional community services. 	<p>Director</p> <p>By Appointment</p>
Director	CONTISS 15	<p>(a) By direct appointment of candidate with B.Sc. in Civil, Mechanical, Electrical/Electronics Engineering from a recognized Institution with 18 years cognate experience with the following:</p> <p>(i) Must be duly registered with the Council for the Regulation of Engineering in Nigeria (COREN).</p> <p>(i) A Higher degree will be an added advantage.</p> <p>Shall be by appointment by Appointments and Promotions Committee for a period five (5) years and non-renewable.</p>		

C. ARCHITECTS CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Architect II	CONTISS 07	By direct appointment of candidate with B.Sc. in Architecture from a recognized Institution with a minimum of Second Class (Lower Division), NYSC Discharge Certificate or Evidence of Exemption plus SSCE/NECO/WASC/GCE O/L Credit in 5 subjects	<ul style="list-style-type: none"> • Carrying out basic architectural designs for small scale projects; • Assessing architectural design briefs of projects of small scale and supervise draughtsman in producing working drawings; 	Architect I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		including Mathematics and English.	<ul style="list-style-type: none"> Carrying out other duties as may be assigned and community services 	
Architect I	CONTISS 08	<p>(a) Promotion avenue for Architect II with 3 years cognate experience.</p> <p>(b) By direct appointment of candidate with B.Sc. in Architecture from a recognized Institution with a minimum of Second-Class Lower Division, NYSC Discharge Certificate or Evidence of Exemption plus, SSCE/NECO/WASC/GCE O/L Credit in 5 subjects including Mathematics and English with 3years cognate experience OR</p> <p>(c) By direct appointment of candidate with M.Sc. in Architecture from a recognized Institution plus NYSC Discharge Certificate or Evidence of Exemption plus SSCE/NECO/WASC/GCE O/L Credit in 5 subjects including Mathematics and English</p>	<ul style="list-style-type: none"> Participating in architectural designs for major projects; Serving as project Architect on projects; Participating in assessment of architectural design briefs for projects; Supervising draughtsman in producing working drawings for projects; Carrying out other duties as may be assigned and other community services. 	Senior Architect
Senior Architect	CONTISS 09	<p>(a) by promotion avenue for Architect I with 3 years cognate experience.</p> <p>(b) By direct appointment of candidate with 6 years cognate experience OR</p> <p>By direct appointment of candidate with M.Sc. in Architecture from a recognized Institution plus NYSC Discharge Certificate or Evidence of Exemption plus SSCE/NECO/WASC/GCE O/L Credit in 5 subjects including Mathematics and English with 3years cognate experience.</p>	<ul style="list-style-type: none"> Participating in architectural designs for major projects; Serving as project Architect on projects; Participating in assessment of architectural design briefs for projects; Supervising draughtsman in producing working drawings for projects; Carrying out other duties as may be assigned and other community services. 	Principal Architect
Principal Architect	CONTISS 11	<p>(a) By promotion avenue for Senior Architect with 3 years cognate experience.</p> <p>(b) By direct appointment of candidate with B.Sc. in Architecture from a recognized Institution with 9 years cognate experience OR</p> <p>(c) By direct appointment of candidate with M.Sc. in Architecture from a recognized Institution plus NYSC</p>	<ul style="list-style-type: none"> Participating in architectural designs for major projects; Serving as project Architect on projects; Participating in assessment of architectural design briefs for projects; Supervising draughtsman in producing working drawings for projects; 	Chief Architect

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		Discharge Certificate or Evidence of Exemption plus SSCE/NECO/WASC/GCE O/L Credit in 5 subjects including Mathematics and English.	<ul style="list-style-type: none"> • Generating architectural brief for new projects • Assessing architectural briefs for major projects which will undergo maintenance and supervising draughtsman in producing working drawings; • Applying computer programme to architectural designs for projects • Carrying out other duties as may be assigned and other community services. 	
Chief Architect	CONTISS 13	<p>(a) Promotion avenue for Principal Architect with 3 years cognate experience.</p> <p>(b) By direct appointment of candidate with B.Sc. in Architecture from a recognized Institution with a minimum of Second-Class Lower Division, NYSC Discharge Certificate or Evidence of Exemption plus, SSCE/NECO/WASC/GCE O/L Credit in 5 subjects including Mathematics and English with 12years cognate experience OR</p> <p>(c) By direct appointment of candidate with M.Sc. in Architecture from a recognized Institution plus NYSC Discharge Certificate or Evidence of Exemption plus SSCE/NECO/WASC/GCE O/L Credit in 5 subjects including Mathematics and English.</p> <p>(i) Must be duly Registered with the Architecture Regulation Council of Nigeria (ARCON).</p> <p>(ii) Higher degree may be an added advantage</p>	<ul style="list-style-type: none"> • Generating architectural brief for new projects • Assessing architectural briefs for major projects which will undergo maintenance and supervising draughtsman in producing working drawings; • Applying computer program to architectural designs for projects • Carrying out other duties as may be assigned and other community services. 	Deputy Director II
Deputy Director II	CONTISS 14	<p>(a) By promotion of a Chief Architect with 4 years cognate experience.</p> <p>(b) By direct appointment of candidate with B.Sc. in Architecture from a recognized Institution with 14 years cognate experience OR</p> <p>(c) By direct appointment of candidate with M.Sc. in Architecture from a recognized Institution plus NYSC Discharge Certificate or Evidence of Exemption plus</p>	<ul style="list-style-type: none"> • Same as in Chief Architect • Assisting in the preparation of annual capital estimates, cost effective fiscal allocation to projects and updating the inventory of building spaces; • Preparation, checking and collation of briefs in liaison with user department, architectural designs/drawings, plans and specifications for all building projects; 	Deputy Director I By Appointment

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		<p>SSCE/NECO/WASC/GCE O/L Credit in 5 subjects including Mathematics and English.</p> <p>(i) Must be duly Registered with the Architecture Regulation Council of Nigeria (ARCON).</p>	<ul style="list-style-type: none"> • Supervision of construction works and collation of progress reports on such projects • Training of Architectural technicians on the jobs; • Providing professional and carry out other duties as may be assigned. 	
Deputy Director I	CONTISS 15	<p>(a) By direct appointment of candidate with B.Sc. in Architecture from a recognized Institution with 18 years cognate experience OR</p> <p>(c) By direct appointment of candidate with M.Sc. in Architecture from a recognized Institution plus NYSC Discharge Certificate or Evidence of Exemption plus SSCE/NECO/WASC/GCE O/L Credit in 5 subjects including Mathematics and English with 15 years cognate experience</p> <p>(i) Must be duly Registered with the Architecture Regulation Council of Nigeria (ARCON).</p> <p>(ii) Higher degree may be an added advantage.</p>	<ul style="list-style-type: none"> • Same as Deputy Director II • Interpretation of technical drawings and documents connected with projects; • Liaising regularly with Architects and other relevant professionals withing and outside the University as may be necessary; • Preparation of budgets for new projects and schedule of dilapidation. 	<p>Director</p> <p>By Appointment</p>
Director	CONTISS 15	<p>(a) By direct appointment of candidate with B.Sc. in Architecture from a recognized Institution with 18 years cognate experience OR</p> <p>(c) By direct appointment of candidate with M.Sc. in Architecture from a recognized Institution plus NYSC Discharge Certificate or Evidence of Exemption plus SSCE/NECO/WASC/GCE O/L Credit in 5 subjects including Mathematics and English with 15 years cognate experience</p> <p>(i) Must be duly Registered with the Architecture Regulation Council of Nigeria (ARCON).</p> <p>(ii) Higher degree may be an added advantage.</p> <p>Shall be by appointment by Appointments and Promotions Committee for a period five (5) years and non-renewable.</p>		

D. QUANTITY SURVEYORS' CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Quantity Surveyor II	CONTISS 07	By direct appointment of a candidate with B.Sc. in Quantity Surveying from a recognized Institution with a minimum of Second Class (Lower Division) plus NYSC Discharge Certificate or Evidence of Exemption, plus SSCE/NECO/WASC/GCE O/L Credit in 5 subjects including Mathematics and English	<ul style="list-style-type: none"> Assisting in the preparation of bills of quantities and estimates of proposed projects. Carrying out valuation for interim certificates of payments. Supervision of projects. Carrying out other duties as may be assigned. 	Quantity Surveyor I
Quantity Surveyor I	CONTISS 08	<p>(a) Promotion avenue for Quantity Surveyor II with 3 years cognate experience.</p> <p>(b) By direct appointment of a candidate with B.Sc. in Quantity Surveying from a recognized Institution with 3years cognate experience</p>	<ul style="list-style-type: none"> Assisting in the preparation of bills of quantities and estimates of proposed projects. Carrying out valuation for interim certificates of payments. Supervision of projects. -Carrying out other duties as may be assigned. 	Senior Quantity Surveyors
Senior Quantity Surveyor	CONTISS 09	<p>(a) Promotion avenue for Senior Quantity Surveyors with 3 years cognate experience.</p> <p>B.Sc. in Quantity Surveying from a recognized Institution with 6 years cognate experience.</p>	<ul style="list-style-type: none"> Preparation of bills of quantities and estimates for proposed works. Carrying out valuation for interim certificates of payments. Serving as Quantity Surveyors and cost planner on major projects and control costs of construction works. Carrying out other duties as may be assigned and providing professional and community services to the University community. 	Principal Quantity Surveyors
Principal Quantity Surveyor	CONTISS 11	<p>(a) Promotion avenue for Senior Quantity Surveyors with 3 years cognate experience.</p> <p>(b) By direct appointment of candidate with B.Sc. in Quantity Surveying from a recognized Institution with 9 years cognate experience.</p>	<ul style="list-style-type: none"> Preparation of bills of quantities and estimates for proposed works. Carrying out valuation for interim certificates of payments. Serving as Quantity Surveyors and cost planner on major projects and control costs of construction works. Carrying out other duties as may be assigned and providing professional and community services to the University community. 	Chief Quantity Surveyors
Chief Quantity	CONTISS 13	(a) Promotion avenue for Principal Quantity Surveyors with 3 years cognate experience.	<ul style="list-style-type: none"> Preparation of bills of quantities and estimates for proposed works. 	Deputy Director II

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Surveyor		(b) Direct appointment of candidate with B.Sc. in Quantity Surveying from a recognized Institution with 12 years cognate experience. (i) Must be duly Registered with the Quantity Surveying Regulation Board of Nigeria (QSRBN).	<ul style="list-style-type: none"> Carrying out valuation for interim certificates of payments. Serving as Quantity Surveyors and cost planner on major projects and control costs of construction works. Carrying out other duties as may be assigned and providing professional and community services to the University community. 	
Deputy Director II	CONTISS 14	(a) Promotion avenue for Chief Quantity Surveyors with 4 years cognate experience.	<ul style="list-style-type: none"> Same as chief Quantity Surveyor; Assessing financial implications of project proposals and advise on cost decision; Budget preparation for capital projects Carrying out other duties as may be assigned, providing professional services to the university community. 	Deputy Director I By Appointment
Deputy Director I	CONTISS 15	(a) By direct appointment of candidate with B.Sc. in Quantity Surveying from a recognized Institution with 18 years cognate experience. (i) Must be duly Registered with the Quantity Surveying Regulation Board of Nigeria (QSRBN). (ii) Higher degree may be an added advantage.	<ul style="list-style-type: none"> Same as Deputy Director II; Assessing financial implications of project proposals and advise on cost decision; Budget preparation for capital projects Carrying out other duties as may be assigned, providing professional services to the university community. 	

E. BUILDERS CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Builder II	CONTISS 07	By direct appointment of candidate with B.Sc. in Building from a recognized Institution with minimum of Second Class (Lower Division).	<ul style="list-style-type: none"> Assessing building designs for adequacy of building standard and adequacy. Monitoring and controlling execution of building projects in a cost-effective manner. Ensuring the right materials are recommended in design and used for construction. Carrying out other duties as may be assigned and providing 	Builder I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			services by the University community.	
Builder I	CONTISS 08	(a) Promotion avenue for Builder II with 3 years cognate experience. (b) By direct appointment of candidates with B.Sc. in Building from a recognized Institution with 3 years cognate experience.	<ul style="list-style-type: none"> Assessing building designs for adequacy of building standard and adequacy. Monitoring and controlling execution of building projects in a cost-effective manner. Ensuring the right materials are recommended in design and used for construction. Carrying out other duties as may be assigned and providing services by the University community. 	Senior Builder
Senior Builder	CONTISS 09	(a) Promotion avenue for Builder I with 3 years cognate experience. (b) By direct appointment of candidates with B.Sc. in Building from a recognized Institution with 6 years cognate experience.	<ul style="list-style-type: none"> Assessing building designs for adequacy of building standard and adequacy. Monitoring and controlling execution of building projects in a cost-effective manner. Ensuring the right materials are recommended in design and used for construction. Providing basic building engineering design for buildings. Carrying out other duties as may be assigned and providing services by the University community. 	Principal Builder
Principal Builder	CONTISS 11	(a) Promotion avenue for Senior Builder with 3 years cognate experience. (b) By direct appointment of candidates with B.Sc. in Building from a recognized Institution with 9 years cognate experience.	<ul style="list-style-type: none"> Assessing building designs for adequacy of building standard and adequacy. Monitoring and controlling execution of building projects in a cost-effective manner. Ensuring the right materials are recommended in design and used for construction. Providing basic building engineering design for buildings. Serving as clerk of works in building project sites. Carrying out other duties as may be assigned and providing services by the University community. 	Chief Builder
Chief Builder	CONTISS 13	(a) Promotion avenue for Principal Builder with 3 years cognate experience. (b) By direct appointment of candidates with B.Sc. in Building from a recognized	<ul style="list-style-type: none"> Assessing building designs for adequacy of building standard and adequacy. Monitoring and controlling execution of building projects in a cost-effective manner. 	Deputy Director II

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		<p>Institution with 12 years cognate experience.</p> <p>(i) Must be duly registered with the Council of Registered Builders of Nigeria (CORBON).</p> <p>(ii) Higher degree may be an added advantage</p>	<ul style="list-style-type: none"> Ensuring the right materials are recommended in design and used for construction. Providing basic building engineering design for buildings. Serving as clerk of works in building project sites. Assisting in vetting of building designs. Carrying out other duties as may be assigned and providing services by the University community. 	
Deputy Director II	CONTISS 14	<p>(a) Promotion avenue for Chief Builder with 4 years cognate experience.</p>	<ul style="list-style-type: none"> Assessing building designs for adequacy of building standard and adequacy. Monitoring and controlling execution of building projects in a cost-effective manner. Ensuring the right materials are recommended in design and used for construction. Providing basic building engineering design for buildings. Serving as clerk of works in building project sites. Assisting in vetting of building designs. Assisting the Director of Physical Planning in the day-to-day activities of the Directorate Carrying out other duties as may be assigned and providing services by the University community. 	<p>Deputy Director I</p> <p>By Appointment</p>
Deputy Director I	CONTISS 15	<p>(a) By direct appointment of candidates with B.Sc. in Building from a recognized Institution with 18 years cognate experience.</p> <p>(i) Must be duly registered with the Council of Registered Builders of Nigeria (CORBON).</p> <p>(ii) Higher degree may be an added advantage</p>	<ul style="list-style-type: none"> Assessing building designs for adequacy of building standard and adequacy; Monitoring and controlling execution of building projects in a cost-effective manner; Ensuring the right materials are recommended in design and used for construction; Providing basic building engineering design for buildings; Serving as clerk of works in building project sites; Assisting in vetting of building designs; Assisting the Director of Physical Planning in the day-to-day activities of the Directorate, 	

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<ul style="list-style-type: none"> • Representing the Director of Physical Planning; • Carrying out other duties as may be assigned and providing services by the University community. 	

F. LAND SURVEYORS CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Land Surveyor II	CONTISS 07	By direct appointment of candidate with B.Sc. in Surveying & Geo-informatics/Professional Diploma in Land Surveying from a recognized Institution with a minimum of Second Class (Lower Division) plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L Credit in 5 subjects including Mathematics and English is compulsory.	<ul style="list-style-type: none"> • Determination of University and related property boundaries and investigate all encroachments. • Responsible for all surveying activities in the University such as levelling, perimeter, topographic, detail surveying, etc. • Feasibility studies and report on surveying projects • Liaising with other professionals as may be needed. 	Land Surveyor I
Land Surveyor I	CONTISS 08	(a) Promotion avenue for Land Surveyor II with 3 years cognate experience. (b) By direct appointment of candidate with B.Sc. in Surveying & Geo-informatics/Professional Diploma in Land Surveying from a recognized Institution with a minimum of Lower Credit plus NYSC Discharge Certificate or Evidence of Exemption plus SSCE/NECO/WASC/GCE O/L Credit in 5 subjects including Mathematics and English with 3 years cognate experience.	<ul style="list-style-type: none"> • Determination of University and related property boundaries and investigate all encroachments. • Responsible for all surveying activities in the University such as levelling, perimeter, topographic, detail surveying, etc. • Feasibility studies and report on surveying projects • Performing other duties as may be assigned and providing professional and community services. 	Senior Land Surveyor
Senior Land Surveyor	CONTISS 09	(a) Promotion avenue for Land Surveyor I with 3 years cognate experience. (b) By direct appointment of candidate with B.Sc. in Surveying & Geo-informatics/Professional Diploma in Land Surveying from a recognized Institution with a minimum of Lower Credit plus NYSC Discharge Certificate or Evidence of Exemption plus. SSCE/NECO/WASC/GCE O/L Credit	<ul style="list-style-type: none"> • Determination of University and related property boundaries and investigate all encroachments. • Responsible for all surveying activities in the University such as levelling, perimeter, topographic, detail surveying, etc. • Feasibility studies and report on surveying projects • Performing other duties as may be assigned and providing professional and community services. 	Principal Land Surveyor

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		in 5 subjects including Mathematics and English with 6years cognate experience.		
Principal Land Surveyor	CONTISS 11	(a) Promotion avenue for Senior Land Surveyor with 3 years cognate experience. (b) By direct appointment of candidate with B.Sc. in Surveying & Geo-informatics/Professional Diploma in Land Surveying from a recognized Institution with a minimum of Lower Credit plus NYSC Discharge Certificate or Evidence of Exemption plus SSCE/NECO/WASC/GCE O/L Credit in 5 subjects including Mathematics and English with 9years cognate experience.	<ul style="list-style-type: none"> • Determination of University and related property boundaries and investigate all encroachments. • Responsible for all surveying activities in the University such as levelling, perimeter, topographic, detail surveying, etc. • Feasibility studies and report on surveying projects • Liaising with other professionals as may be needed. • Direct responsibility in the training of surveyors in the directorate. • Performing other duties as may be assigned and providing professional and community services. 	Chief Land Surveyor
Chief Land Surveyor	CONTISS 13	(a) Promotion avenue for Senior Land Surveyor with 3 years cognate experience. (b) By direct appointment of candidate with B.Sc. in Surveying & Geo-informatics/Professional Diploma in Land Surveying from a recognized Institution with a minimum of Lower Credit plus NYSC Discharge Certificate or Evidence of Exemption plus SSCE/NECO/WASC/GCE O/L Credit in 5 subjects including Mathematics and English with 12 years cognate experience including the following. i. Must be duly registered with the Surveyors Registration Council of Nigeria (SURCON). ii. A higher degree may be an added advantage.	<ul style="list-style-type: none"> • Determination of University and related property boundaries and investigate all encroachments. • Responsible for all surveying activities in the University such as levelling, perimeter, topographic, detail surveying, etc. • Feasibility studies and report on surveying projects • Liaising with other professionals as may be needed. • Direct responsibility in the training of surveyors in the directorate. • Performing other duties as may be assigned and providing professional and community services. 	Deputy Director II
Deputy Director II	CONTISS 14	(a) Promotion avenue for Chief Land Surveyor with 4 years cognate experience.	<ul style="list-style-type: none"> • Determination of University and related property boundaries and investigate all encroachments. • Responsible for all surveying activities in the University such as levelling, perimeter, topographic, detail 	Deputy Director I By Appointment

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			surveying, etc. <ul style="list-style-type: none"> • Feasibility studies and report on surveying projects • Liaising with other professionals as may be needed. • Directs responsibility in the training of surveyors in the directorate. • Performing other duties as may be assigned and providing professional and community services. 	
Deputy Director I	CONTISS 15	(a) By direct appointment of candidate with B.Sc. in Surveying & Geo-informatics/Professional Diploma in Land Surveying from a recognized Institution with a minimum of Lower Credit plus NYSC Discharge Certificate or Evidence of Exemption with 18 years cognate experience. SSCE/NECO/WASC/GCE O/L Credit in 5 subjects including Mathematics and English is compulsory. (i) Must be duly registered with the Surveyors Registration Council of Nigeria (SURCON). (b) A higher degree may be an added advantage.	<ul style="list-style-type: none"> • As in Deputy Director II 	

G. TOWN PLANNERS CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Planning Officer II	CONTISS 07	By direct appointment of candidates B.Sc./Professional Diploma in Town Planning/Urban and Regional Planning from a recognized Institution with a minimum of Second-Lower Division/Lower Credit plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L Credit in 5 subjects including Mathematics and English is compulsory.	<ul style="list-style-type: none"> • Providing relevant preliminary works on new physical development projects. • Facilitating the development of design briefs in liaison with user departments. • Participating in the implementation of the physical development master plan. • Performing other duties as may be assigned and providing professional and community services. 	Planning officer I
Planning Officer I	CONTISS 08	(a) Promotion avenue for Planning officer II with 3 years cognate experience. (b) By direct appointment of candidates	<ul style="list-style-type: none"> • Providing relevant preliminary works on new physical development projects. • Participating in the implementation of the 	Senior Planning Officer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		B.Sc./Professional Diploma in Town Planning/Urban and Regional Planning from a recognized Institution with a minimum of Second-Class Lower Division/Lower Credit plus NYSC Discharge Certificate or Evidence of Exemption plus. SSCE/NECO/WASC/GCE O/L Credit in 5 subjects including Mathematics and English with 3years cognate experience	<p>physical development master plan.</p> <ul style="list-style-type: none"> Performing other duties as may be assigned and providing professional and community services. 	
Senior Planning Officer	CONTISS 09	<p>(a) Promotion avenue for Planning officer I with 3 years cognate experience.</p> <p>(b) By direct appointment of candidates B.Sc./Professional Diploma in Town Planning/Urban and Regional Planning from a recognized Institution with a minimum of Second-Class Lower Division/Lower Credit plus NYSC Discharge Certificate or Evidence of Exemption plus SSCE/NECO/WASC/GCE O/L Credit in 5 subjects including Mathematics and English with 6years cognate experience.</p>	<ul style="list-style-type: none"> Providing relevant preliminary works on new physical development projects. Facilitating the development of design briefs in liaison with user departments. Participating in the implementation of the physical development master plan. Performing other duties as may be assigned and providing professional and community services. 	Principal Planning Officer
Principal Planning Officer	CONTISS 11	<p>(a) Promotion avenue for Planning officer I with 3 years cognate experience.</p> <p>(b) By direct appointment of candidates B.Sc./Professional Diploma in Town Planning/Urban and Regional Planning from a recognized Institution with a minimum of Second-Class Lower Division/Lower Credit plus NYSC Discharge Certificate or Evidence of Exemption plus. SSCE/NECO/WASC/GCE O/L Credit in 5 subjects including Mathematics and English with 9years cognate experience.</p>	<ul style="list-style-type: none"> Providing relevant preliminary works on New Physical development projects. Facilitating the development of design briefs in liaison with user departments. Participating in the implementation of the physical development master plan. Performing other duties as may be assigned and providing professional and community services. 	Chief Planning Officer
Chief Planning Officer	CONTISS 13	<p>(a) Promotion avenue for Principal Planning Officer with 3 years cognate experience.</p> <p>(b) By direct appointment of candidates B.Sc./Professional Diploma in Town Planning/Urban and Regional Planning from a recognized Institution with a minimum of Second-Class Lower Division/Lower Credit, NYSC Discharge Certificate or Evidence of</p>	<ul style="list-style-type: none"> Same as in Principal Planning Officer. Facilitating the development of design briefs in liaison with user departments. Implementation of the Master Plan. Coordinating development control measures in a timely, effective and efficient manner. 	Deputy Director II

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		Exemption plus. SSCE/NECO/WASC/GCE O/L Credit in 5 subjects including Mathematics and English with 12years cognate experience Must be a duly Registered with Town Planners Registration Council (TOPREC). A higher degree may be an added advantage.	<ul style="list-style-type: none"> Ensuring that physical developments are in conformity with the Master Plan; Performing other duties as may be assigned and providing professional and community services. 	
Deputy Director II	CONTISS 14	(a) Promotion avenue for Chief Planning Officer with 4 years cognate experience.	<ul style="list-style-type: none"> Ensuring that physical developments are in conformity with the Master Plan; Coordinating development control measures in a timely, effective and efficient manner. Coordinating the activities of all Consultants on University physical development projects. Scrutinizing project designs conformity with original briefs to satisfy users" requirements. Participating in the preparation of capital estimates and budgetary allocation for physical development projects. Performing other duties as may be assigned and providing professional and community services. 	Deputy Director I By Appointment
Deputy Director I	CONTISS 15	(a) By direct appointment of candidates B.Sc./Professional Diploma in Town Planning/Urban and Regional Planning from a recognized Institution with a minimum of Second-Class Lower Division/Lower Credit, NYSC Discharge Certificate or Evidence of Exemption plus SSCE/NECO/WASC/GCE O/L Credit in 5 subjects including Mathematics and English with 18years cognate experience. Must be a duly Registered with Town Planners Registration Council (TOPREC) A higher degree will be an added advantage.	<ul style="list-style-type: none"> By assisting the Director in: Coordinating development control measures in a timely, effective and efficient manner. Coordinating the activities of all Consultants o University physical development projects. Scrutinizing project designs conformity with original briefs to satisfy users" requirements. Participating in the preparation of capital estimates and budgetary allocation for physical development projects. Performing other duties as may be assigned and providing professional community services. 	By Appointment

H. DIRECTOR OF PHYSICAL PLANNING

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Director of Physical Planning	CONTISS 15	<p>(a) By Appointment by the Appointment and Promotion Committee of candidate with B.Sc. in Architecture, Engineering (Civil, Mechanical, Electrical/Electronics), Quantity Surveyors and any other related course in the building Industry from a recognized Institution with a minimum of Second-Class Lower Division, NYSC Discharge Certificate or Evidence of Exemption plus SSCE/NECO/WASC/GCE O/L credit in 5 subjects including Mathematics and English with</p> <p>(b) 18 years cognate experience and at least 5years in a tertiary institution;</p> <p>(c) Must be duly registered with the Relevant Professional Bodies (ARCON, COREN, QSBON, TOPREC, CORBON, etc);</p> <p>(d) A higher degree in relevant profession.</p>	<ul style="list-style-type: none"> • Responsible to the Vice Chancellor • Responsible for coordination and control of the Directorate activities. • Responsible for the physical development of new facilities, including buildings, roads, water, electricity, equipment and Furniture in the University • Making periodic reports to Senate, Council, F&GPC, on physical state of the University. • Preparation of reports to the various funding agencies such as Capital Projects, TETfund, and other donors. • Preparing annual Budget for physical facilities • Responsible for the overall physical development and aesthetic state of existing campus facilities and development of new ones. • Responsible as Chief adviser on all project activities, including planning, siting, estimates, designs/drawings execution, scheduling, supervision and commissioning. • Responsible as Chief liaison officer with the National Universities Commission (NUC) on all University physical development projects submissions and budgets in consonance with NUC minimum requirements. • Responsible for overall superintendence over physical planning activities and staff development for effective and efficient service delivery. • Performing other duties as may be assigned and providing professional community services. 	The position of the Director of Physical Planning shall be by Appointment for a period of Five (5) years and non-renewable.

10. REGISTRY DEPARTMENT

A. ADMINISTRATIVE OFFICER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Administrative Officer II	CONTISS 7	(a) A good honours degree in Humanities/Social Sciences/Management or relevant disciplines from a recognised University with minimum of Second Class (Lower Division).	<ul style="list-style-type: none"> Collection, analysing and interpreting data for use by Senior Officers. Making submissions and preparing draft letters/memorandum on specific matters. Preparing draft minutes/reports of meetings. Performing specialised functions in the Unit. 	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 of an Administrative Officer II plus 3 years cognate experience OR a Master's degree	<ul style="list-style-type: none"> Collection, analysing and interpreting data for use by Senior Officers. Making submissions and preparing draft letters/memorandum on specific matters. Preparing draft minutes/reports of meetings. Performing specialised functions in the Unit. 	Assistant Registrar
Assistant Registrar	CONTISS 9	(a) By promotion of an Administrative Officer I with 3 years cognate experience. (b) By direct appointment of an Administrative Officer II plus 6 years cognate experience. Possession of higher degree in the relevant field from a recognized university shall be an advantage.	<ul style="list-style-type: none"> Collection, analysing and interpreting data for use by Senior Officers. Making submissions and preparing draft letters/memorandum on specific matters. Preparing draft minutes/reports of meetings. Performing specialised functions in the Unit. Serving as a Secretary to some Committees. Collating and assisting in analysing data. 	Senior Assistant Registrar
Senior Assistant Registrar	CONTISS 11	(a) By promotion of an Assistant Registrar with 3 years cognate experience. (b) By direct appointment of an Administrative Officer II plus 9 years cognate experience. Possession of higher degree in the relevant field from a recognized university shall be	<ul style="list-style-type: none"> Collating and assisting in analysing data for use by Senior Officers. Making submissions and preparing draft letters/memorandum on specific matters. Preparing draft minutes/reports of meetings. Performing specialised functions in the Unit. Serving as a Secretary to some Committees. 	Principal Assistant Registrar

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		an advantage.	<ul style="list-style-type: none"> • Collating and assisting in analysing data. • Assisting in making reports. • Initiating the preparation of draft memoranda and speeches. 	
Principal Assistant Registrar	CONTISS 13	<p>(a) By promotion of a Senior Assistant Registrar with 3 years cognate experience.</p> <p>(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.</p>	<ul style="list-style-type: none"> • Collecting, analysing and interpreting data for use by Senior Officers. • Making submissions and preparing draft letters/memorandum on specific matters. • Preparing draft minutes/reports of meetings. • Performing specialised functions in the Unit. • Serving as a Secretary to some Committees. • Collating and assisting in analysing data. • Assisting in making reports. • Initiating the preparation of draft memoranda and speeches. • Supervision and training of subordinates. • Taking responsibility for activities in the Unit. • Assisting in the formulation, execution and review of policies. • Preparing statutory and periodic reports. • To assist in preparing the strategic plan for the Unit. 	Deputy Registrar
Deputy Registrar	CONTISS 14	<p>(a) By promotion of a Principal Assistant Registrar with the following:</p> <p>(i) 4 years cognate experience on the grade with Master's degree in relevant field</p> <p>(ii) 6 years cognate experience on the grade without Master's degree</p> <p>(iii) Membership of a relevant professional body e.g. ANUPA, NIM, IPM, AUA</p> <p>(b) By direct appointment as in Administrative Officer II including the</p>	<ul style="list-style-type: none"> • Advising and assisting in general administration of the Registry. • Taking charge of a specific Directorate/Division. • Assisting in the formulation, execution and review of policies. • Taking responsibility for administrative development planning. • Preparing statutory and periodic reports. • Co-ordinating the training programmes of staff. • Preparing annual estimate of revenue and expenditure. • Preparing the Strategic Plan of the Unit to fit into the overall Strategic Plan of the Registry and University. • Preparing seminars/workshops papers. 	Senior Deputy Registrar By Appointment

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		<p>following:</p> <p>(i) 14 years cognate experience on the grade.</p> <p>(ii) Master's degree in relevant field.</p> <p>(iii) Membership of a relevant professional body e.g. ANUPA, NIM, IPM, AUA</p>		
Senior Deputy Registrar	CONTISS 15	<p>(a) By direct appointment of a Deputy Registrar with the following:</p> <p>(i) 5 years cognate experience on the grade with Master's degree in relevant field</p> <p>(ii) Membership of a relevant professional body e.g. ANUPA, NIM, IPM, AUA</p> <p>(b) Automatic appointment for returning Registrars from any recognised University.</p>	<ul style="list-style-type: none"> • Advising and assisting in general administration of the Registry. • Taking charge of a specific Directorate/Division. • Assisting in the formulation, execution and review of policies. • Taking responsibility for administrative development planning. • Preparing statutory and periodic reports. • Co-ordinating the training programmes of staff. • Preparing annual estimate of revenue and expenditure. • Preparing the Strategic Plan of the Unit to fit into the overall Strategic Plan of the Registry and University. • Preparing seminars/workshops papers. 	<p>Registrar</p> <p>By Appointment</p>
Registrar	CONSOLIDATED	By appointment of a Senior Deputy Registrar with minimum of 15 years cognate experience.	<ul style="list-style-type: none"> • As statutorily defined. 	

B. EXECUTIVE OFFICER (ADMIN.) CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Executive Officer (Admin)	CONTISS 6	<p>(a) Minimum of NCE/ND in Social Sciences/Humanities/Management/Public Administration or any other relevant discipline from a recognised institution with minimum of Merit/Lower Credit.</p> <p>(b) Conversion avenue for Assistant Chief Clerical Officer with NCE/ND in Social Sciences /Humanities /Management/Public Administration or any other relevant discipline</p>	<ul style="list-style-type: none"> • Making submission to Senior Officers on matters within assigned schedule of duties. • Taking charge of specified subject matters within a Unit. 	Higher Executive Officer (Admin)

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		from a recognised Institution.		
Higher Executive Officer (Admin)	CONTISS 7	<p>(a) By promotion of an Executive Officer (Admin) with 3 years cognate experience.</p> <p>(b) Conversion avenue for a Chief Clerical Officer with NCE/ND in Social Sciences/Humanities/Management/ Public Administration or any other relevant discipline from a recognised institution.</p> <p>(c) By direct appointment as in Executive Officer (Admin) plus 3 years cognate experience.</p> <p>(d) By direct appointment of a candidate with HND in Social Sciences/Humanities/Management or any other relevant field from a recognised institution.</p>	<ul style="list-style-type: none"> • Making submission to Senior Officers on matters within assigned schedule of duties. • Taking charge of specified subject matters within a Unit. 	Senior Executive Officer (Admin)
Senior Executive Officer (Admin)	CONTISS 8	<p>(a) By promotion of a Higher Executive Officer (Admin) with 3 years cognate experience.</p> <p>(b) By direct appointment of an Executive Officer (Admin) plus 6 years cognate experience.</p> <p>(c) By direct appointment of a Higher Executive Officer (Admin) (d) with 3 years cognate experience.</p>	<ul style="list-style-type: none"> • Supervising the activities of subordinate staff in the Unit. • Assisting in the establishment and maintenance of accurate staff information system. 	Principal Executive Officer II (Admin)
Principal Executive Officer II (Admin)	CONTISS 9	<p>(a) By promotion of a Senior Executive Officer (Admin) with 3 years cognate experience.</p> <p>(b) By direct appointment of an Executive Officer (Admin) plus 9 years cognate experience.</p> <p>(c) By direct appointment as in Higher Executive Officer (Admin) (d) with 6 years cognate experience.</p>	<ul style="list-style-type: none"> • Supervising the activities of subordinate staff in the Unit. • Assisting in the establishment and maintenance of accurate staff information system. 	Principal Executive Officer I (Admin.)

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Principal Executive Officer I (Admin.)	CONTISS 11	<p>(a) By promotion of a Principal Executive Officer II (Admin) with 3 years cognate experience.</p> <p>(b) By direct appointment of an Executive Officer (Admin) plus 12 years cognate experience.</p> <p>(c) By direct appointment as in Higher Executive Officer (Admin.) with 9 years cognate experience.</p> <p>Terminal point for NCE/ND holders without additional qualifications.</p>	<ul style="list-style-type: none"> Assisting in the planning, execution and supervision of specific programmes/assignments. 	Assistant Chief Executive Officer (Admin.)
Assistant Chief Executive Officer (Admin.)	CONTISS 12	<p>(a) By promotion of a Principal Executive Officer I (Admin.) with 3 years cognate experience.</p> <p>(b) By direct appointment of a Higher Executive Officer (Admin) (d) with 12 years cognate experience.</p>	<ul style="list-style-type: none"> Assisting in the collection, processing, collation of data for budget preparation. Supervising, co-coordinating and training of the Junior Staff. Performing sundry official duties as directed by the Head of Unit/Department. 	Chief Executive Officer (Admin.)
Chief Executive Officer (Admin.)	CONTISS 13	<p>(a) By promotion of an Assistant Chief Executive Officer (Admin.) with the following:</p> <p>(i) 5 years cognate experience on the grade.</p> <p>(ii) Registration with relevant professional body.</p> <p>(b) By direct appointment as in Assistant Chief Executive Officer (Admin.) (b) with the following:</p> <p>(i) 14 years cognate experience on the grade.</p> <p>(ii) Registration with relevant professional body.</p>	<ul style="list-style-type: none"> Assisting in the collection, processing, collation of data for budget preparation. Supervising, co-coordinating and training of the Junior Staff. Performing sundry official duties as directed by the Head of Unit/Department. 	

C. CLERICAL OFFICER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Chief Clerical Officer	CONTISS 6	By promotion of an Assistant Chief Clerical Officer with 3 years cognate experience.	<ul style="list-style-type: none"> Ensuring proper organization of the office. Any other official duties as may be assigned by the Head of Department/Unit. 	Conversion avenue to Executive Officer (Admin.) Cadre.

D. SECRETARIAL CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Confidential Secretary II	CONTISS 6	(a) OND/NCE in Secretarial Studies or Office Technology & Management with a pass in 100/50wpm in Typewriting respectively and evidence of Word Processing skills.	<ul style="list-style-type: none"> Taking dictations. Writing and typing with accuracy and speed. Organization of routine office work. Keeping dairy of official activities. Attending to Visitors, enquiries and telephone calls. Follow-up actions on correspondences. Foreseeing and relieving the boss of routine chores. Maintenance of office equipment. Making requisitions for office supplies. Supervision and control of Junior staff in the office. Taking notes for meetings. Assisting in the preparation of briefs for meetings. Custodian of official confidential records and retrieving them on demand. 	Confidential Secretary I
Confidential Secretary I	CONTISS 7	<p>(a) By promotion of a Confidential Secretary II with 120/50wpm in Typewriting respectively and 3 years cognate experience.</p> <p>(b) By direct appointment of a Confidential Secretary II with 3 years cognate experience and 120/50wpm in Typewriting.</p> <p>(c) By direct appointment of a candidate with HND Secretarial Studies/Office Technology & Management or a good</p>	<ul style="list-style-type: none"> Taking dictations. Writing and typing with accuracy and speed. Organization of routine office work. Keeping dairy of official activities. Attending to Visitors, enquiries and telephone calls. Follow-up actions on correspondences. Foreseeing and relieving the boss of routine chores. Maintenance of office equipment. 	Senior Confidential Secretary

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		honours degree with minimum of Second Class (Lower Division)/Lower Credit in Secretarial Studies and 120/50wpm in Typewriting and evidence of Word Processing skills.	<ul style="list-style-type: none"> • Making requisitions for office supplies. • Supervision and control of Junior staff in the office. • Taking notes for meetings. • Assisting in the preparation of briefs for meetings. • Custodian of official confidential records and retrieving them on demand. 	
Senior Confidential Secretary	CONTISS 8	<p>(a) By promotion of a Confidential Secretary I with 3 years cognate experience.</p> <p>(b) By direct appointment of a Confidential Secretary II with 6 years cognate experience.</p> <p>(c) By direct appointment of a Confidential Secretary I with 3 years cognate experience.</p>	<ul style="list-style-type: none"> • Follow-up actions on correspondences. • Foreseeing and relieving the boss of routine chores. • Maintenance of office equipment. • Making requisitions for office supplies. • Supervision and control of Junior staff in the office. • Taking notes for meetings. • Assisting in the preparation of briefs for meetings. • Custodian of official confidential records and retrieving them on demand. 	Principal Confidential Secretary II
Principal Confidential Secretary II	CONTISS 9	<p>(a) By promotion of a Senior Confidential Secretary with 3 years cognate experience.</p> <p>(b) By direct appointment as in Confidential Secretary II with 9 years cognate experience.</p> <p>(c) By direct appointment of a Confidential Secretary I with 6 years cognate experience.</p>	<ul style="list-style-type: none"> • Follow-up actions on correspondences. • Foreseeing and relieving the boss of routine chores. • Maintenance of office equipment. • Making requisitions for office supplies. • Supervision and control of Junior staff in the office. • Taking notes for meetings. • Assisting in the preparation of briefs for meetings. • Custodian of official confidential records and retrieving them on demand. 	Principal Confidential Secretary I
Principal Confidential Secretary I	CONTISS 11	<p>(a) By promotion of a Principal Confidential Secretary II with 3 years cognate experience.</p> <p>(b) By direct appointment of a Confidential Secretary I with 12 years cognate experience.</p> <p>(c) By direct appointment as in Confidential</p>	<ul style="list-style-type: none"> • Follow-up actions on correspondences. • Foreseeing and relieving the boss of routine chores. • Maintenance of office equipment. • Making requisitions for office supplies. • Supervision and control of Junior staff in the office. • Taking notes for meetings. 	Assistant Chief Confidential Secretary

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		Secretary I with 9 years cognate experience. Terminal Point for OND/ND holders.	<ul style="list-style-type: none"> Assisting in the preparation of briefs for meetings. Custodian of official confidential records and retrieving them on demand. 	
Assistant Chief Confidential Secretary	CONTISS 12	(a) By promotion of a Principal Confidential Secretary I with 3 years cognate experience. (b) By direct appointment of a Confidential Secretary I with 12 years cognate experience.	<ul style="list-style-type: none"> Supervision and control of Junior staff in the office. Taking notes for meetings. Assisting in the preparation of briefs for meetings. Custodian of official confidential records and retrieving them on demand. 	Chief Confidential Secretary
Chief Confidential Secretary	CONTISS 13	(a) By promotion of an Assistant Chief Confidential Secretary with 5 years cognate experience. (b) By direct appointment of a Confidential Secretary I with 14 years cognate experience.	<ul style="list-style-type: none"> Supervision and control of Junior staff in the office. Taking notes for meetings. Assisting in the preparation of briefs for meetings. Custodian of official confidential records and retrieving them on demand. 	

E. SECRETARIAL ASSISTANT CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	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	<ul style="list-style-type: none"> Taking dictations. Writing and typing with accuracy and speed. Organization of routine office work. Keeping dairy of official activities. Attending to Visitors, enquiries and telephone calls. Follow-up actions on correspondences. Foreseeing and relieving the boss of routine chores. Maintenance of office equipment. Making requisitions for office supplies. Supervision and control of Junior staff in the office. Taking notes for meetings. Assisting in the preparation of briefs for meetings. Custodian of official confidential records and retrieving them on demand. 	Senior Secretarial Assistant I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		experience.		
Senior Secretarial Assistant I	CONTISS 7	(a) By promotion of a Senior Secretarial Assistant II with 3 years cognate experience. (b) By direct appointment of a Senior Secretarial Assistant II but with 6 years cognate experience.	<ul style="list-style-type: none"> • Taking dictations. • Writing and typing with accuracy and speed. • Organization of routine office work. • Keeping dairy of official activities. • Attending to Visitors, enquiries and telephone calls. • Follow-up actions on correspondences. • Foreseeing and relieving the boss of routine chores. • Maintenance of office equipment. • Making requisitions for office supplies. • Supervision and control of Junior staff in the office. • Taking notes for meetings. • Assisting in the preparation of briefs for meetings. • Custodian of official confidential records and retrieving them on demand. 	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.	<ul style="list-style-type: none"> • Follow-up actions on correspondences. • Foreseeing and relieving the boss of routine chores. • Maintenance of office equipment. • Making requisitions for office supplies. • Supervision and control of Junior staff in the office. • Taking notes for meetings. • Assisting in the preparation of briefs for meetings. • Custodian of official confidential records and retrieving them on demand. 	

Any Officer in the Secretarial Assistant cadre who acquires 120/50 wpm in Typewriting, 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 Ion CONTISS 9.

F. DATA PROCESSING OFFICER

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Data Processing Officer (Secretary)	CONTISS 6	<p>(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.</p> <p>(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</p>	<ul style="list-style-type: none"> • Co-ordinating the activities of a number of subordinate assistants in the Unit. • Checking all tabulated data and machines to ensure the accuracy of end-product. • Keeping inventory of stationery to ensure that prescribed levels are maintained. • Performing other duties assigned. 	Higher Processing Officer (Secretary)
Higher Data Processing Officer (Secretary)	CONTISS 7	<p>(a) By promotion of a Data Processing Officer (Secretary) who has spent at least 3 years on the grade.</p> <p>(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 with minimum of Second Class (Lower Division) or minimum of ND or equivalent qualification in Secretarial Studies/Office Technology and Management and a Typing Speed of 50 W.P.M</p> <p>(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:</p> <p>(i) HND in Secretarial Studies/Office Technology and Management</p> <p>(ii) HND in Computer Studies or</p>	<ul style="list-style-type: none"> • Supervising the different Sections in the Data Processing Unit. • Providing Data Processing Officer with working materials. • Taking Inventory of Data Processing Materials in the Department/Unit. • Performing other duties assigned. 	Senior Data Processing Officer II

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		(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 (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) 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.	<ul style="list-style-type: none"> • Keeping records of equipment and hardware. • Enforcing production schedule. • Training subordinate staff • Performing other duties assigned. 	Senior Data Processing Officer I (Secretary)
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	<ul style="list-style-type: none"> • Supervising and co-ordinating the activities of the Data Processing Unit/Department • Reviewing performance of equipment and subordinate staff. • Performing other duties assigned. 	Principal Data Processing Officer (Secretary)

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		(c) By Direct Appointment of a Higher Data Processing Officer (Secretary) 'c' above with 6 years working experience.		
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 of a Higher Data Processing Officer (Secretary) 'c' above with 9 years working experience.	<ul style="list-style-type: none"> Co-ordinating computer and data control and data preparation operations. Preparing Data Processing equipment budget. Performing other duties assigned. 	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.	<ul style="list-style-type: none"> Initiating development of job procedures and scheduling. Training operational staff. Performing other duties assigned. 	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 5 years on the grade or spent 5 years as a Word Processing Manager.	<ul style="list-style-type: none"> Co-ordinating development of operating methods, standards for computer operation and data preparation. Specifying equipment and personnel time recording procedures. Investigating recurring operating problems. Performing other duties as may be assigned. 	

G. HOUSE KEEPING SUPERINTENDENT CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Assistant House Keeper	CONTISS 6	(a) ND in relevant field from a recognised institution with minimum of lower credit. (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).	Students Welfare and Support <ul style="list-style-type: none"> Provides guidance, counselling and support to students. Addresses student concerns issues and conflicts in a fair and consistent manner. Helps to enforce rules and University policies and provide education on them. 	House Keeper
House Keeper	CONTISS 7	(a) By promotion of an Assistant House Keeper with 3 years cognate experience.	<ul style="list-style-type: none"> Ensures students receive necessary medical 	Higher House Keeper

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		(b) By direct appointment of an Assistant House Keeper with 3 years cognate experience. (c) By direct appointment of a candidate with a good honours degree with minimum of Second Class (Lower Division) or HND in Hotel & Institutional Administration or relevant field from a recognised institution with minimum of Lower Credit.	care when needed. Safety Maintenance <ul style="list-style-type: none"> Ensures the safety and security of residents, staff and visitors at all times. Responds to emergencies and crisis situations effectively. 	
Higher House Keeper	CONTISS 8	(a) By promotion of a House Keeper with 3 years cognate experience. (b) By direct appointment of an Assistant House Keeper with 6 years cognate experience. (c) By direct appointment of a House Keeper in 'c' above with 3 years cognate experience OR a Master's degree	<ul style="list-style-type: none"> Oversees the maintenance and cleanliness of the hostels and premises. Coordinates or liaises with maintenance staff for upkeep and repairs. Administrative and Operational Duties <ul style="list-style-type: none"> Supervises and manages the day-to-day activities of the hostels. 	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 of a Assistant House Keeper with 9 years cognate experience. (d) By direct appointment as in House Keeper in 'c' above with 6 years cognate experience.	<ul style="list-style-type: none"> Maintains accurate records, including occupancy, incidents and financial reports. Serves as a liaising between resident and management. Ensuring the well-being of residents including monitoring of health and hygiene. Coordinates with other departments such as Security, Maintenance and Health Services. 	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 of a Assistant House Keeper with 12 years cognate experience. (c) By direct appointment of a House Keeper in 'c' above with 9 years cognate experience. Terminal point for ND or NABTEB (Advance) holders.	Housekeeping and Cleanliness <ul style="list-style-type: none"> Supervises and performs necessary housekeeping duties to maintain cleanliness. Ensures common areas and rooms are clean, organised and well maintained. 	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 of a House Keeper in 'c' above with 12 years cognate experience.	<ul style="list-style-type: none"> Implements and manages cleaning schedules. Keeping inventory of items in the hostels 	Assistant Chief House Keeper

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		Degree holders skip this level	with regular monitoring	
Assistant Chief House Keeper	CONTISS 13	(a) By promotion of a Principal House Keeper II with a degree and 4 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 of a House Keeper in 'c' above with 14 years cognate experience. Terminal point for HND holders.	<ul style="list-style-type: none"> Supervises and manages hostel operations and staff. Management and Administrative Roles <ul style="list-style-type: none"> Liases with the management on issues affecting staff and students. Compilation of staff list on appraisal, confirmation, promotion and provision of other necessary and related information. 	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. (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.	<ul style="list-style-type: none"> Supervision of staff duty roaster and other activities on daily basis. Ensuring staff compliance with rules and regulations and curtailing any act of insubordination. Responsible to the Dean for the day-to-day activities of the hostels. 	

H. HOSTEL PORTER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Chief Porter	CONTISS 6	(a) By promotion of an Assistant Chief Porter with 3 years cognate experience. (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	<ul style="list-style-type: none"> Ensuring peace, safety and security in the hostels, by conducting regular patrol of the hostel and environment. Monitoring daily operations like movement in and out and also room allocations Supervising the cleaners and maintaining cleanliness and order 	Supervisor

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		cognate experience. Terminal point for Holders of West Africa School Certificate.		
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.	<ul style="list-style-type: none"> Enforcing adherence to rules and regulations, also proper handling of guests and residents within the premises Performs check in and check out procedures through proper documentation Manages and labels keys Maintains accurate records, such as lost items, guests and students suspicious movement and incidents Ensures students receive necessary medical care when needed. Students should be monitored and questioned, since some prefer to keep to themselves until matters get out of hand Routine checks in the rooms to curb anomalies such as cooking in the rooms, squatting, stealing, fighting etc. Assisting the maintenance team during repairs to avoid barging on students without notice Any unusual luggage can be intercepted or scrutinized to curtail stealing or bringing unauthorized items to the hostels Manages and controls all keys and access to the hostel Porters are responsible to the hostel Supervisors for regular updates and day-to-day activities 	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 PSYCHOLOGIST CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Counselling Psychologist II	CONTISS 7	A good honours degree in Guidance Counselling, Counselling Psychology or a relevant field from a recognized Institution with	<ul style="list-style-type: none"> Giving orientation to new and transferred students. Providing students with skills for adjustment to school environment, teaching and self-management academically, socially and economically. 	Counselling Psychologist I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		minimum of Second Class (Lower Division).	<ul style="list-style-type: none"> • Providing career and vocational counselling by arranging career talks, workshops and vocational trips. • Performing relevant professional and community services. • Performing any other duties assigned. 	
Counselling Psychologist I	CONTISS 8	<p>(a) By promotion of a Counselling Psychologist II with 3 years cognate experience.</p> <p>(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.</p>	<ul style="list-style-type: none"> • Giving orientation to new and transferred students. • Providing students with skills for adjustment to school environment, teaching and self-management academically, socially and economically. • Providing career and vocational counselling by arranging career talks, workshops and vocational trips. • Performing relevant professional and community services. • Performing any other duties assigned. 	Senior Counselling Psychologist
Senior Counselling Psychologist	CONTISS 9	<p>(a) By promotion of a Counselling Psychologist I with 3 years cognate experience.</p> <p>(b) By direct appointment of a Counselling Psychologist II from a recognized Institution with 6 years cognate experience.</p> <p>Terminal Point for candidates without Master's Degree.</p>	<ul style="list-style-type: none"> • Providing students with skills for adjustment to school environment, teaching and self-management academically, socially and economically. • Co-ordinating orientation of new and transferred students. • Referring students to other professionals as the situation demands. • Performing relevant professional and community services. • Performing any other duties assigned. 	Principal Counselling Psychologist II
Principal Counselling Psychologist II	CONTISS 11	<p>(a) By promotion of a Senior Counselling Psychologist with 3 years cognate experience.</p> <p>(b) By direct appointment of a Counselling Psychologist II from a recognized Institution with 9 years cognate experience.</p>	<ul style="list-style-type: none"> • Providing career and vocational counselling by arranging career talks, workshops and vocational trips. • Promoting vocational clubs and updating students in various vocations/occupations • Guiding parents/students on choice of subjects and courses. • Performing relevant professional and community services. • Performing any other duties assigned. 	Principal Counselling Psychologist I
Principal Counselling Psychologist I	CONTISS 13	<p>(a) By promotion of a Principal Counselling Psychologist with 3 years cognate experience.</p> <p>(b) By direct appointment of a</p>	<ul style="list-style-type: none"> • Providing personal, social and psychological counselling. • Handling cases of truancy, reproductive health counselling, personal, social matters, parental problems, cases of stress, academic problems, 	Assistant Chief Counselling Psychologist

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		Counselling Psychologist II from a recognized Institution with 12 years cognate experience.	<ul style="list-style-type: none"> placement and vocational skills. Assisting job seekers, that is, Industrial Training jobs. Referring students to other professionals for best services. Providing relevant professional and community services. Performing any other duties as may be assigned. 	
Assistant Chief Counselling Psychologist	CONTISS 14	<p>(a) By promotion of a Counselling 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.</p> <p>(i) 4 years cognate experience on the grade.</p> <p>(ii) Master's degree in relevant field.</p> <p>(iii) Membership of a relevant professional body</p>	<ul style="list-style-type: none"> Providing academic/educational counselling. Providing career/ Vocational counselling. Providing personal, social and psychological counselling using tests. Giving vocational skills, streaming into classes/ departments. Overseeing self-help literacy projects of computer literacy in and outside school. Liaising with students by arranging alumni association and encouraging them to contribute to the progress and growth of their Alma Mater. Providing relevant professional and community services. Performing any other duties as may be assigned. 	<p>Chief Counselling Psychologist</p> <p>By Appointment</p>
Chief Counselling Psychologist	CONTISS 15	<p>(a) By direct appointment of an Assistant Chief Counselling Psychologist with the following:</p> <p>(i) 5 years cognate experience on the grade.</p> <p>(ii) Master's degree in relevant field.</p> <p>(iii) Membership of a relevant professional body</p>	<ul style="list-style-type: none"> Responsible to the Dean, Students' Affairs Performing at higher level the duties in above. Providing effective leadership roles. Co-ordinating and supervising activities of the Unit. Conducting assessment and evaluation of programmes of the Unit. Advising in the formulation of policies and programmes development, particularly when understanding of reactions to stress situation and personal problems is needed. Developing programmes to meet students' needs and to make linkage by networking with the Management, faculties/schools, parents, religious bodies, governmental organisations and non-governmental organisations as need be and to render consultancy services. Providing relevant professional and community services. Performing any other duties as may be assigned. 	

11. DIRECTORATE OF SPORTS

A. SPORTS COACH CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Sports Coach II	CONTISS 7	(a) A good honours degree in Physical Education, Sports Science and Human Kinetics from a recognised institution with minimum of Second Class (Lower Division).	<ul style="list-style-type: none"> Assisting in the organisation of workshops, seminars and courses. Assisting in collating quarterly reports on sports development. Collecting data. Assisting in co-ordinating the activities of the national Federations/Associations. Assisting in sports development at the grassroots. Performing professional and community services. Performing any other duties assigned. 	Sports Coach I
Sports Coach I	CONTISS 8	<p>(a) By promotion of a Sports Coach II with 3 years cognate experience.</p> <p>(b) By direct appointment of a Sports Coach II plus 3 years coaching experience.</p> <p>(c) By direct appointment for Master's degree holders.</p>	<ul style="list-style-type: none"> Assisting in the implementation of sports programmes. Liaising with other institutions on sports activities/programmes. Assisting in organising and maintaining sports camps/centres. Assisting in organising workshops, seminars and courses. Performing professional and community services. Performing any other duties assigned. 	Senior Sports Coach
Senior Sports Coach	CONTISS 9	<p>(a) By promotion of a Sports Coach I with 3 years cognate experience.</p> <p>(b) By direct appointment of a Sports Coach II plus 6 years coaching experience.</p>	<ul style="list-style-type: none"> Monitoring and evaluating programmes of national associations to ensure harmonised execution. Assisting in organising national workshops and seminars on sports. Assisting in the organisation of international sports exchange programmes. Supervising the activities of subordinates. Performing professional and community services. Performing any other duties assigned. 	Principal Sports Coach
Principal	CONTISS 11	(a) By promotion of a Senior Sports Coach with 3	<ul style="list-style-type: none"> Co-ordinating institutional sports programmes. 	Chief Sports

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Sports Coach		years cognate experience. (b) By direct appointment of a Sports Coach II plus 9 years coaching experience.	<ul style="list-style-type: none"> Identifying the sports needs of various sports programmes and making necessary recommendations. Compiling and analysing progress reports from other institutions. Assisting in organisation of international sports exchange programmes. Supervising subordinate staff in the section. Assisting in conducting research. Performing professional and community services. Performing any other duties assigned. 	Coach
Chief Sports Coach	CONTISS 13	(a) By promotion of a Principal Sports Coach with 3 years cognate experience. (b) By direct appointment of a Sports Coach II plus 12 years cognate experience in coaching and administration of sports.	<ul style="list-style-type: none"> Assisting in the administration of a section. Supervising inter-school planning, research and training activities. Organising national workshops and seminars. Organising training programmes for staff. Co-ordinating activities in a number of specified areas. Co-ordinating researches in sports. Taking responsibility for the administration of grants to sports organisations, that is, NUGA, etc. Providing professional and community services. Performing any other duties assigned. 	Deputy Director
Deputy Director	CONTISS 14	(a) By promotion of a Chief Sports Coach with the following: (i) 4 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 of a Sports Coach II including the following: (i) 14 years cognate experience in coaching and	<ul style="list-style-type: none"> Taking charge of the Unit. Assisting in the general administration of the Department. Participating in policy formulation Co-ordinating the training programmes of staff. Participating in advice on execution and review of policies and programmes on sporting matters. Providing professional and community services. Performing any other duties assigned. 	Director By Appointment

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		administration of sports. (ii) A Master's degree in sports administration from a recognised institution. (iii) Professional certificate from a recognised body.		
Director	CONTISS 15	(i) Shall be by advertisement and appointment by Appointments and Promotions Committee for a period five (5) years and non-renewable.		

B. SPORTS SUPERINTENDENT CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Assistant Sports Superintendent	CONTISS 6	(a) Diploma/NCE in Physical Education or related discipline from a recognised institution with minimum of Lower Credit/Merit).	<ul style="list-style-type: none"> Assisting in the organising training programmes. Assisting in collating progress reports on School teams. Assisting in supervising sportsmen. Performing professional and community services. Performing any other duties assigned. 	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 of an Assistant Sports Superintendent plus 3 years cognate experience.	<ul style="list-style-type: none"> Assisting in the implementation of sport schedules. Assisting in organising and co-ordinating sport activities. Assisting in rendering regular reports on performance of School/Departmental teams. Performing professional and community services. Performing any other duties assigned. 	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 of an Assistant Sports Superintendent plus 6 years cognate experience.	<ul style="list-style-type: none"> Assisting in the implementation of sports programmes. Supervising the activities of subordinate staff. Performing professional and community services. Performing any other duties assigned. 	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 of an Assistant Sports Superintendent plus 9 years cognate	<ul style="list-style-type: none"> Monitoring and evaluating sports programmes. Assisting in the collation and compilation of reports from schools/Departments. Supervising the activities of subordinates' staff. 	Principal Sports Superintendent

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		experience.	<ul style="list-style-type: none"> Performing professional and community services. Performing any other duties assigned. 	
Principal Sports Superintendent	CONTISS 11	<p>(a) By promotion of a Senior Sports Superintendent with 3 years cognate experience</p> <p>(b) By direct appointment of an Assistant Sports Superintendent plus 12 years cognate experience.</p> <p>Terminal point for Diploma holders</p>	<ul style="list-style-type: none"> Advising on matters relating to sports development in the University. Identifying the sports needs of various sports programmes and making necessary recommendations. Supervising subordinate staff in the section. Assisting in conducting research. Performing professional and community services. Performing any other duties assigned. 	Assistant Chief Sports Superintendent
Assistant Chief Sports Superintendent	CONTISS 12	<p>(a) By promotion of a Principal Sports Superintendent with 5 years cognate experience</p> <p>(b) By direct appointment of an Assistant Sports Superintendent but possessing NCE and with at least 12 years cognate experience in coaching and administration of sports.</p>	<ul style="list-style-type: none"> Assisting in the administration of a section. Supervising inter-school planning, research and training activities. Organising training programmes for staff. Co-ordinating activities in a number of specified areas. Co-ordinating researches in sports. Assisting in the organisation of sport programmes e.g. NUGA. Providing professional and community services. Performing any other duties as may be assigned. 	

12. DIRECTORATE OF TECHNOLOGISTS AND TECHNICAL STAFF (DITTECS)

A. LABORATORY TECHNOLOGIST CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Laboratory Technologist II	CONTISS 7	By direct appointment of Laboratory Technologist with HND in relevant fields with minimum of Lower Credit or its equivalent registerable with NATE COREN.	<ul style="list-style-type: none"> Undergoing on-the-job training in the preparation of technical materials, chemicals, reagents, sample specimens for practical classes. Undergoing on-the-job training in the preparation of experimental set-ups and calibration of instruments required for practical classes and research projects. Undergoing on-the-job training in servicing and maintenance of scientific 	Laboratory Technologist I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<p>instruments and equipment used in teaching and research programmes.</p> <ul style="list-style-type: none"> Assisting in the preparation of orders for the supply of equipment, laboratory materials and consumables required for teaching and research. Assisting in maintenance of proper inventory of laboratory materials, equipment, consumables etc. required for teaching and research. Performing relevant professional and community services. Performing other technical and administrative duties assigned. 	
Laboratory Technologist I	CONTISS 8	<p>(a) By promotion of a Laboratory Technologist II with 3 years cognate experience,</p> <p>(b) By direct appointment of a candidate with HND with 3 years cognate experience plus registration with relevant professional bodies.</p>	<ul style="list-style-type: none"> Assisting in the preparation of technical materials, equipment, instruments, chemical reagents and sample specimens for students' practical classes. Assisting in the preparation of experimental set-ups and assemblies for students' practical. Assisting in the organisation and supervision of students' practical classes and research Assisting in the servicing and calibration of instruments required for students' practical classes. Assisting in the preparation of orders for supply of technical materials, equipment and consumables required for students' practical classes and research. Assisting in experimental aspects of Departmental and Postgraduate research programmes. Assisting final year students in their experimental research projects. Ensuring proper maintenance and servicing of utilities, building, furnishing and other facilities connected with teaching and research programmes. Performing relevant professional and community services. Performing other technical and administrative duties assigned. 	Senior Laboratory Technologist
Senior Laboratory Technologist	CONTISS 9	<p>(a) By promotion of a Laboratory Technologist I with 3 years cognate experience,</p> <p>(b) By direct appointment of a Laboratory Technologist II</p>	<ul style="list-style-type: none"> Preparation of Technical materials, specimens, chemical reagents, equipment etc for students' experiments as well as for experimental research projects. Preparation of experimental set-ups and assemblies for students' practical classes and research project. Assisting in the development of new experimental methods and techniques 	Principal Laboratory Technologist

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		with 6 years cognate experience plus registration with relevant professional body	<p>for use in practical classes and research projects</p> <ul style="list-style-type: none"> Assisting in the experimental research project works both for Postgraduate and Departmental research. Assisting final year students in their experimental research project work. Preparation of orders for supply of technical materials, equipment and consumables Periodic maintenance, servicing and calibration of instruments used for teaching and research. Maintenance of proper inventory of technical materials, equipment and consumables required for teaching and research, 66.2.3.9 Organisation and supervision of students' practical classes. Training of Junior Technical Staff and lower-level Technologists on the job. Performing relevant professional and community services. Performing other technical and administrative duties assigned. 	
Principal Laboratory Technologist	CONTISS 11	<p>(a) By promotion of a Senior Laboratory Technologist with 3 years cognate experience, (b) By direct appointment of a Laboratory Technologist II with 9 years cognate experience plus registration with relevant professional body</p> <p>Terminal point for non-registered member of NATE COREN</p>	<ul style="list-style-type: none"> Training and supervising Junior Technical staff and lower-level Technologists on-the-job. Taking charge of the technical section (or Unit) of an academic department. Preparation of technical materials, specimens, chemical reagents, equipment etc for students for practical classes and research projects. Organisation and supervision of students' practical classes. Taking part in experimental research projects for both Postgraduate and Departmental research. Preparation of orders for supply of technical materials, equipment, consumables etc for teaching and research. Development of new experimental methods and techniques for use in practical classes and research projects. Periodic maintenance, servicing and calibration of instruments and equipment for teaching and research. Maintenance of proper inventory of technical materials, equipment and consumables required for teaching and research. 	Assistant Chief Laboratory Technologist

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<ul style="list-style-type: none"> Performing relevant professional and community services. Performing other technical and administrative duties assigned. 	
Assistant Chief Laboratory Technologist	CONTISS 12	<p>(a) By promotion of a Principal Laboratory Technologist with 4 years cognate experience,</p> <p>(b) By direct appointment of a Laboratory Technologist II with 12 years cognate experience plus registration with relevant professional body</p>	<ul style="list-style-type: none"> Providing on-the-job training and supervising junior Technical Staff and other lower-level Technologists. Taking charge of a technical section (or Unit) of an academic department. Organising and supervising students' practical classes. Developing new experimental methods and techniques for use in students' practical classes. Preparation of technical materials, specimens, chemical reagents, equipment etc required for students' practical classes and research projects. Preparation of orders for supplies of technical materials, equipment, consumables etc for research and teaching programmes. Periodic maintenance, servicing and calibration of instruments and equipment for teaching and research. Providing specialised technological leadership in a small to medium size academic department. Performing relevant professional and community services. Performing other technical and administrative duties assigned. 	Chief Laboratory Technologist
Chief Laboratory Technologist	CONTISS 13	<p>(a) By promotion of an Assistant Chief Laboratory Technologist with 5 years cognate experience.</p> <p>(b) By direct appointment of a Laboratory Technologist II with 13 years cognate experience plus registration with relevant professional body.</p>	<ul style="list-style-type: none"> Providing technical leadership in a medium to large sized laboratory. Organising and supervising students' practical classes. Developing new experimental methods and techniques for use in students' practical classes. Preparation and processing of orders for supply of technical materials, equipment, consumables etc, for research and teaching programmes. Planning and organising periodic maintenance, servicing and calibration of teaching and research equipment and instruments. Maintenance of proper inventory for technical materials, instruments, equipment and consumables used for teaching and research programmes. Performing relevant professional and community services. Performing other specialised technical and administrative duties assigned. 	Senior Chief Laboratory Technologist / Deputy Director II

B. LABORATORY SCIENTIST / AGRO-METEOROLOGIST CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Laboratory Scientist/ Agro-meteorologist II	CONTISS 7	(a) B.Sc. /B.Eng. (Professional degree) with minimum of Second Class (Lower Division) registerable with the relevant Institute.	<ul style="list-style-type: none"> • Performing under the supervision of superior officers. • Preparing stains, reagents and sample media for cultivation of bacteria to perform cross matching; compatibility test of blood for blood transfusion and simple serological tests. • Performing tests in Chemical Pathology, Histopathology, Haematology, Parasitology, and Medical Microbiology. • Carrying out minor repairs of Laboratory equipment. • Carrying out quantitative simple chemical analyses of food, drugs cosmetics and medical devices. • Supervising the works of a number of subordinate staff. • Performing professional and community service. • Performing any other duties assigned. 	Laboratory Scientist / Agro-meteorologist I
Laboratory Scientist / Agro-meteorologist I	CONTISS 8	<p>(a) By promotion of a Laboratory Scientist / Agro-meteorologist II with 3 years cognate experience.</p> <p>(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 Master's degree.</p>	<ul style="list-style-type: none"> • Performing advanced tests in Medical Microbiology, Histopathology, Haematology, Chemical Pathology, Parasitology and Blood Transfusion. • Maintaining and carrying out minor repairs of Laboratory equipment. • Indenting for store and medical equipment from Medical Store. • Taking charge of a large Hospital Laboratory Department and Blood Bank. • Assisting in the training and supervision of subordinate staff in the Laboratory. • Performing professional and community service. • Performing any other duties assigned. 	Senior Laboratory Scientist / Agro-meteorologist
Senior Laboratory Scientist / Agro-meteorologist	CONTISS 9	<p>(a) By promotion of a Laboratory Scientist / Agro-meteorologist I with 3 years cognate experience.</p> <p>(b) By direct appointment of a Laboratory Scientist / Agro-meteorologist II with 6 years cognate experience plus registration with relevant</p>	<ul style="list-style-type: none"> • Producing and testing vaccines. • Producing special media for vaccines and diagnostic work. • Maintaining stains and cultures. • Caring and breeding laboratory animals. • Taking charge of a number of sub-units of a laboratory. • Indenting and supplying stores and equipment. • Organising training for subordinate staff. • Supervising and coordinating the activities of a number of subordinate 	Principal Laboratory Scientist / Agro-meteorologist

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		professional body.	<p>staff.</p> <ul style="list-style-type: none"> • Performing professional and community service. • Performing any other duties assigned. 	
Principal Laboratory Scientist / Agro-meteorologist	CONTISS 11	<p>(a) By promotion of a Senior Laboratory Scientist / Agro-meteorologist with 3 years cognate experience.</p> <p>(b) By direct appointment of a Laboratory Scientist / Agro-meteorologist II with 9 years cognate experience plus registration with relevant professional body.</p>	<ul style="list-style-type: none"> • Performing at higher level the duties of Senior Medical Laboratory Scientist. • Assisting in supervision and coordinating the activities of junior officers in the various units. • Taking charge of a specialised aspect of a research project. • Performing professional and community service. • Performing any other duties assigned. 	Chief Laboratory Scientist / Agro-meteorologist
Chief Laboratory Scientist / Agro-meteorologist	CONTISS 13	<p>(a) By promotion of a Principal Laboratory Scientist / Agro-meteorologist with 3 years cognate experience.</p> <p>(b) By direct appointment of a Laboratory Scientist / Agro-meteorologist II with 12 years cognate experience plus registration with relevant professional body.</p>	<ul style="list-style-type: none"> • Responsible to Director, University Health Services. • Taking charge of the general administration of the laboratory. • Organising, planning and ensuring the execution of training programmes for laboratory staff. • Advising on policy matters relating to the medical laboratory technology. • Rendering appropriate reports on the activities of the laboratory. • Maintaining technical data and records in the laboratory. • Budgeting and ordering for laboratory equipment and chemical reagents. • Performing professional and community service. • Performing any other duties as may be assigned. 	Senior Chief Laboratory Scientist / Agro-meteorologist
Senior Chief Laboratory Scientist	CONTISS 14	<p>(a) By promotion of a Chief Laboratory Scientist / Agro-meteorologist with 4 years cognate experience with Master degree.</p> <p>(b) By direct appointment of a Laboratory Scientist / Agro-meteorologist II with 15 years cognate experience plus</p>	<ul style="list-style-type: none"> • Responsible to Director • Taking charge of the general administration of the laboratory. • Organising, planning and ensuring the execution of training programmes for laboratory staff. • Advising on policy matters relating to the laboratory technology. • Rendering appropriate reports on the activities of the laboratory. • Maintaining technical data and records in the laboratory. • Budgeting and ordering for laboratory equipment and chemical reagents. 	<p>Principal Chief Laboratory Scientist</p> <p>By Appointment</p>

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		registration with relevant professional body.	<ul style="list-style-type: none"> Performing professional and community service. Performing any other duties as may be assigned. 	
Principal Chief Laboratory Scientist	CONTISS 15	<p>(a) By appointment of a Senior Chief Laboratory Scientist / Agro-meteorologist with 5 years cognate experience with Master degree.</p> <p>(b) By direct appointment of a Laboratory Scientist / Agro-meteorologist II with 18 years cognate experience plus registration with relevant professional body.</p>	<ul style="list-style-type: none"> Taking charge of the general administration of the laboratory. Organising, planning and ensuring the execution of training programmes for laboratory staff. Advising on policy matters relating to the laboratory technology. Rendering appropriate reports on the activities of the laboratory. Maintaining technical data and records in the laboratory. Budgeting and ordering for laboratory equipment and chemical reagents. Performing professional and community service. Performing any other duties as may be assigned. 	

C. SURVEYOR / CARTOGRAPHER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Studio Surveyor / Cartographer II	CONTISS 7	(a) B.Sc., registerable with Nigerian Institute of Surveyors (NIS) / Surveyors Council of Nigeria (SURCON) with minimum of Second Class (Lower Division)	<ul style="list-style-type: none"> Cadastral surveys including property layout and acquisition surveys. Field completion and map revision. Undertaking boundary surveys including the demarcation and maintenance of boundaries. Executing engineering surveys including route survey. Performing professional and community services. Performing any other duties assigned. 	Studio Surveyor / Cartographer I
Studio Surveyor / Cartographer I	CONTISS 8	<p>(a) By promotion of a Studio Surveyor / Cartographer II with 3 years cognate experience.</p> <p>(b) By direct appointment of a Studio Surveyor / Cartographer II with 3 years cognate experience OR a Master's degree</p>	<ul style="list-style-type: none"> Supervising a field party on cadastral control or boundary surveys. Carrying out cadastral framework and survey Assisting in the collection of survey data for production of maps at small or medium scales. Performing professional and community services. Performing any other duties as assigned. 	Senior Studio Surveyor / Cartographer
Senior Studio Surveyor /	CONTISS 9	(a) By promotion of a Studio Surveyor / Cartographer I with 3	<ul style="list-style-type: none"> Supervising survey parties involved in cadastral, tertiary and second order controls and boundary surveys. 	Principal Studio Surveyor /

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Cartographer		years cognate experience. (b) By direct appointment of a Studio Surveyor / Cartographer II with 6 years cognate experience. Terminal point for non-registered member of Nigerian Institute of Surveyors (NIS) / Surveyors Council of Nigeria (SURCON).	<ul style="list-style-type: none"> Carrying out geodetic control surveys, including triangulation, trilateration, geodetic positioning by satellite techniques and computation, including computer data processing. Assisting in training subordinate staff and compiling reports on projects Performing professional and community services. Performing any other duties as assigned. 	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 of a Studio Surveyor / Cartographer II with 9 years cognate experience.	<ul style="list-style-type: none"> Assisting in the planning and execution of magnetic and gravity survey projects and other related geodetic survey activities. Supervising, interpreting and plotting boundary as prescribed in gazettes or legal documents. Supervising field parties engaged in the establishment of geodetic, coastal and other primary control projects. Processing field derived survey data as well as documentary surveying and mapping records and related activities. Undertaking the survey and demarcation of boundaries. Assisting in co-ordinating the activities of a number of subordinate staff. Performing professional and community services. Performing any other duties as assigned. 	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 of a Studio Surveyor / Cartographer II with 12 years cognate experience.	<ul style="list-style-type: none"> Supervising and co-ordinating the activities of two or more survey teams engaged in direct labour projects. Supervising the processing of field derived survey data as well as documenting, surveying and mapping records and related activities. Assisting in the planning and execution of survey control scheme. Taking charge of a number of Units engaged in the demarcation and maintenance of specified boundaries. Providing professional and community services. Performing any other duties as may be assigned. 	Senior Chief Studio Surveyor / Cartographer / Deputy Director II
Senior Chief Studio	CONTISS 14	a) By promotion of a Principal Studio Surveyor/Cartographer with	<ul style="list-style-type: none"> Supervising and co-ordinating the activities of two or more survey teams engaged in direct labour projects. 	Principal Chief Studio Surveyor/

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Surveyor / Cartographer		4 years cognate experience including master's degree. (b) By direct appointment as in Studio Surveyor / Cartographer II with 15 years cognate experience.	<ul style="list-style-type: none"> Supervising the processing of field derived survey data as well as documenting, surveying and mapping records and related activities. Assisting in the planning and execution of survey control scheme. Taking charge of a number of Units engaged in the demarcation and maintenance of specified boundaries. Providing professional and community services. Performing any other duties as may be assigned. 	Cartographer By Appointment
Principal Chief Studio Surveyor / Cartographer	CONTISS 15	a) By direct appointment of a Principal Studio Surveyor / Cartographer with 5 years cognate experience including master's degree. (b) By direct appointment as in Studio Surveyor / Cartographer II with 15 years cognate experience.	<ul style="list-style-type: none"> Supervising and co-ordinating the activities of two or more survey teams engaged in direct labour projects. Supervising the processing of field derived survey data as well as documenting, surveying and mapping records and related activities. Assisting in the planning and execution of survey control scheme. Taking charge of a number of Units engaged in the demarcation and maintenance of specified boundaries. Providing professional and community services. Performing any other duties as may be assigned. 	

D. SURVEYOR / CARTOGRAPHER TECHNOLOGIST CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Surveying Technologist II	CONTISS 7	(a) HND Survey with minimum of lower credit registrable with Nigerian Institute of Surveyors (NIS) /Surveyors Council of Nigeria (SURCON).	<ul style="list-style-type: none"> Cadastral surveys including property layout and acquisition surveys. Field completion and map revision. Undertaking boundary surveys including the demarcation and maintenance of boundaries. Executing engineering surveys including route survey. Performing professional and community services. Performing any other duties assigned. 	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 of a Surveying Technologist II with 3	<ul style="list-style-type: none"> Supervising a field party on cadastral control or boundary surveys. Carrying out cadastral framework and survey Assisting in the collection of survey data for production of maps at small or medium scales. Performing professional and community services. 	Senior Surveying Technologist

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		years cognate experience.	<ul style="list-style-type: none"> Performing any other duties as assigned. 	
Senior Surveying Technologist	CONTISS 9	<p>(a) By promotion of a Surveying Technologist I with 3 years cognate experience.</p> <p>(b) By direct appointment of a Surveying Technologist II with 6 years cognate experience.</p>	<ul style="list-style-type: none"> Supervising survey parties involved in cadastral, tertiary and second order controls and boundary surveys. Carrying out geodetic control surveys, including triangulation, trilateration, geodetic positioning by satellite techniques and computation, including computer data processing. Assisting in training subordinate staff and compiling reports on projects. Performing professional and community services. Performing any other duties as assigned. 	Principal Surveying Technologist
Principal Surveying Technologist	CONTISS 11	<p>(a) By promotion of a Senior Surveying Technologist with 3 years cognate experience.</p> <p>(b) By direct appointment of a Surveying Technologist II with 9 years cognate experience.</p> <p>Terminal point for non-registered member of Nigerian Institute of Surveyors (NIS) / Surveyors Council of Nigeria (SURCON).</p>	<ul style="list-style-type: none"> Assisting in the planning and execution of magnetic and gravity survey projects and other related geodetic survey activities. Supervising, interpreting and plotting boundary as prescribed in gazettes or legal documents. Supervising field parties engaged in the establishment of geodetic, coastal and other primary control projects. Processing field derived survey data as well as documentary surveying and mapping records and related activities. Undertaking the survey and demarcation of boundaries. Assisting in co-ordinating the activities of a number of subordinate staff. Performing professional and community services. Performing any other duties as assigned. 	Assistant Chief Surveying Technologist
Assistant Chief Surveying Technologist	CONTISS 12	<p>(a) By promotion of a Principal Surveying Technologist with 3 years cognate experience.</p> <p>(b) By direct appointment of a Surveying Technologist II with 12 years cognate experience.</p>	<ul style="list-style-type: none"> Supervising and co-ordinating the activities of two or more survey teams engaged in direct labour projects. Supervising the processing of field derived survey data as well as documenting, surveying and mapping records and related activities. Assisting in the planning and execution of survey control scheme. Taking charge of a number of Units engaged in the demarcation and maintenance of specified boundaries. Providing professional and community services. Performing any other duties as may be assigned. Supervising and co-ordinating the activities of two or more survey teams 	Chief Surveying Technologist

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<p>engaged in direct labour projects.</p> <ul style="list-style-type: none"> • Supervising the processing of field derived survey data as well as documenting, surveying and mapping records and related activities. • Assisting in the planning and execution of survey control scheme. • Taking charge of a number of Units engaged in the demarcation and maintenance of specified boundaries. • Providing professional and community services. • Performing any other duties as may be assigned. 	
Chief Surveying Technologist	CONTISS 13	<p>(a) By promotion of an Assistant Chief Surveying Technologist with 5 years cognate experience.</p> <p>(b) By direct appointment as in Surveying Technologist II with 13 years cognate experience.</p>	<ul style="list-style-type: none"> • Supervising and co-ordinating the activities of two or more survey teams engaged in direct labour projects. • Supervising the processing of field derived survey data as well as documenting, surveying and mapping records and related activities. • Assisting in the planning and execution of survey control scheme. • Taking charge of a number of Units engaged in the demarcation and maintenance of specified boundaries. • Providing professional and community services. • Performing any other duties as may be assigned. • Supervising and co-ordinating the activities of two or more survey teams engaged in direct labour projects. • Supervising the processing of field derived survey data as well as documenting, surveying and mapping records and related activities. • Assisting in the planning and execution of survey control scheme. • Taking charge of a number of Units engaged in the demarcation and maintenance of specified boundaries. • Providing professional and community services. • Performing any other duties as may be assigned. 	Deputy Director

E. DIRECTORATE CADRE FOR DITTECS

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Deputy Director	CONTISS 14	<p>(a) By promotion of a Chief Laboratory Scientist/Technologist with M.Sc. and 4 years cognate experience subject to availability of vacancies.</p> <p>(b) By direct appointment as in Laboratory Technologist II plus M.Sc. with 14 years cognate experience and registration with relevant professional body.</p> <p>(c) By direct appointment of a candidate with HND/Final Diploma plus M.Sc. with 14 years cognate experience of which 4 years must be in a University system and registration with relevant professional body.</p>	<ul style="list-style-type: none"> Assisting in the organization and supervision of students' practical including postgraduate works. Supervising the development of experimental methods and techniques for students' practical classes. Ensuring execution of training programmes for Laboratory Technologists. Supervising the periodic maintenance, servicing, and calibration of teaching and research equipment and instruments. Co-ordinating the duties of Technologists in the Laboratories or staff in the academic department. Supervising the development of safety and health manuals for the laboratories/workshops/studios in the academic department. Budgeting and ordering technical materials, laboratory equipment and reagents for teaching and research works. Providing relevant professional and community services. Performing any other duties as may be assigned. 	<p>Director</p> <p>By Appointment</p>
Director, DITTECS	CONTISS 15	<p>(a) By direct appointment of a Senior Chief Laboratory Scientist / Technologist / Deputy Director II with M.Sc. and 5 years cognate experience subject to availability of vacancies.</p> <p>(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, subject to availability of vacancies.</p>	<ul style="list-style-type: none"> General supervision of all activities of the technical section in the academic Department/Unit. Organizing and supervising student's practical's including postgraduate works. Vetting all maintenance, servicing, and calibration of teaching and research equipment. Training and re-training of subordinate staff. Supervising the processing of orders for supply of technical materials, equipment, chemicals and other consumables for teaching and research. Advising on the formulation, execution and review of laboratory/workshop/studio policies. Ensuring compliance with government rules and regulations, including standards and control policies in the 	

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			laboratories/workshops/studios. <ul style="list-style-type: none"> Collaborating with other organizations in the study of new methods and techniques for use in laboratories/workshops/studios, including staff development. Reviewing annual experimental/research reports. Providing relevant professional and community services. Performing any other duties as may be assigned. 	

F. ASSISTANT LABORATORY / SURVEYING TECHNOLOGIST CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Higher Assistant Technologist	CONTISS 06	(a) ND/NCE with minimum of lower credit/ merit in relevant field from a recognized Institution plus 2 years cognate experience (b) By promotion of Principal Laboratory Assistant with 3 years cognate experience Terminal point for Senior School Certificate holders without ND in relevant field.	<ul style="list-style-type: none"> Unlocks laboratory and turn on lights, ventilation, and equipment. Prepares workstations for the day's activities. Ensures safety equipment (eyewash, fire extinguisher, first-aid kit) is functional. Reviews schedule for upcoming experiments or classes. Prepares reagents, solutions, and chemicals needed for experiments. Sets up instruments and equipment (microscopes, centrifuges, analytical machines). Calibrates equipment as required. Label materials and arrange tools for easy access. Assists with class or experiment setup. Provides guidance to students or staff conducting experiments. Ensures proper use of equipment and adherence to safety protocols. Monitors experiments to prevent accidents or errors. Collects and record data if required. Cleans and sterilizes glassware, instruments, and surfaces. Disposes waste properly (chemical, biological, sharps, etc.). Refills supplies (gloves, pipette tips, reagents, etc.). Updates inventory records for chemicals, materials, and consumables. 	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		Principal Assistant Technologist I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		with ND/NCE in the relevant field from a recognized Institution plus 6 years cognate experience.	<ul style="list-style-type: none"> • Maintains logbooks for equipment usage and calibration. • Records experiment results or sample tracking information. • Prepares requisitions for supplies needed. • Shuts down equipment safely. • Locks chemical storage cabinets. • Ensures lab is clean, organized, and safe for the next day. • Assists in receiving and storing new supplies. • Helps with laboratory audits and inspections. • Participates in safety training sessions. • Supports research projects or administrative tasks. 	
Principal Assistant Technologist I	CONTISS 09	<p>(a) By promotion of a Principal Assistant Technologist II plus 4 years cognate experience</p> <p>(b) By appointment of a candidate with ND/NCE in the relevant field from a recognized Institution plus 9 years cognate experience</p>		Chief Assistant Technologist
Chief Assistant Technologist	CONTISS 11	(a) By promotion of a Principal Assistant Technologist I plus 5 years cognate experience.		

13. ENVIRONMENTAL UNIT

A. ENVIRONMENTAL OFFICER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	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	<ul style="list-style-type: none"> Protecting life and property within the University and its environs, monitoring, and preventing potential criminals and cult activities. Investigating crimes and writing situation reports, preventing trespass in the University, issuing identity cards and retrieving points of surrender sub –unit. Carrying out other duties as assigned and providing professional and community services. 	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.	<ul style="list-style-type: none"> Assisting in organising training programmes for subordinate security staff and security enlightenment programmes on crime detection and prevention. Performing at higher level, the duties specified in sub –paragraph above. Carrying out other duties as assigned and providing professional and community services. 	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.	<ul style="list-style-type: none"> Playing a major role in general supervision, discipline and welfare of subordinate security staff. Performing at higher level, duties specified in sub-paragraph. Carrying out other duties as may be assigned and providing professional and community services. 	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	<ul style="list-style-type: none"> Performing at higher level, the duties specified in sub – paragraph above. Carrying out other duties as may be assigned and providing professional and community services. 	Assistant Chief Environmental Officer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		equivalent plus 8 years cognate experience.		
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.	<ul style="list-style-type: none"> Performing at higher level, the duties specified in sub – paragraph above Taking charge of crime, criminal investigation, apprehension of offenders, liaising with State Security Agencies on all criminal matters, appearing in court as required. Carrying out other duties as assigned and providing professional and community services. 	Deputy Chief Environmental Officer
Deputy Chief Environmental Officer	CONTISS 14	(a) By promotion of an Assistant Chief Environmental Officer with the following: (i) 4 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. (c) By direct appointment of an ASP with first degree from a recognised institution or equivalent with 8 years cognate experience. (d) 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.	<ul style="list-style-type: none"> In charge of the security Unit of the University. Taking charge of recruitment and discipline of security staff. Carrying out other duties as may be assigned. 	Chief Environmental Officer By Appointment
Chief Environmental Officer	CONTISS 15	(i) Shall be by appointment by Appointments and Promotions Committee for a period five (5) years in the first instance and may be re-appointed for a further period of one (1) year after which he shall not be entitled for a re-appointment.	<ul style="list-style-type: none"> Responsible to the Vice-chancellor. In charge of the security Unit of the University. Taking charge of recruitment and discipline of security staff. Carrying out other duties as may be assigned. 	

B. ENVIRONMENTAL SUPERVISOR CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Environmental Supervisor	CONTISS 6	<p>(a) By promotion of an Assistant Environmental Supervisor with 3 years cognate experience.</p> <p>(b) Ex-Inspector of Police or equivalent with relevant security experience.</p> <p>(c) Diploma/ND in the field of Security Studies/Humanities/Social Sciences/Management Sciences.</p> <p>Terminal point for Senior School Certificate holders without ND in relevant field.</p>	<ul style="list-style-type: none"> Protecting life and property within the University and its environs. Gathering security information and reporting same to superior Officers Advising on security matters. Coordinating and supervising the activities of subordinate staff. Performing other duties assigned and providing professional and community services. 	Environmental Supervisor II
Environmental Supervisor II	CONTISS 7	<p>(a) By promotion of an Environmental Supervisor with 3 years cognate experience.</p> <p>(b) By direct appointment of an Ex-Inspector of Police or equivalent with relevant security experience.</p> <p>(c) By direct appointment of an HND/Advanced Diploma holder in the field of Security Studies/Humanities/Social Sciences.</p>	<ul style="list-style-type: none"> Protecting life and property within the University and its environs, monitoring, and preventing potential criminals and cult activities. Investigating crimes and writing situation reports, preventing trespass in the University, issuing identity cards and retrieving points of surrender sub –unit. Carrying out other duties as assigned and providing professional and community services. 	Environmental Supervisor I
Environmental Supervisor I	CONTISS 8	<p>(a) By promotion of an Environmental Supervisor II with 3 years cognate experience.</p> <p>(b) By direct appointment of an Ex-Inspector of Police or equivalent with relevant security experience.</p> <p>(c) By direct appointment of an ND/HND holder in a relevant field with 6 years relevant experience.</p>	<ul style="list-style-type: none"> Assisting in organising training programmes for subordinate security staff and security enlightenment programmes on crime detection and prevention. Performing at higher level, the duties specified in sub –paragraph above. Carrying out other duties as assigned and providing professional and community services. 	Higher Environmental Supervisor
Higher Environmental Supervisor	CONTISS 9	<p>(a) By promotion of an Environmental Supervisor I with 3 years cognate experience.</p> <p>(b) By direct appointment of an Ex-Inspector of Police or equivalent with relevant security experience.</p> <p>(c) By direct appointment of an ND/HND holder in a relevant field with 9 years relevant experience.</p>	<ul style="list-style-type: none"> Playing a major role in general supervision, discipline and welfare of subordinate security staff. Performing at higher level, duties specified in sub-paragraph above. Carrying out other duties as may be assigned and providing professional and community services. 	Senior Environmental Supervisor

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Senior Environmental Supervisor	CONTISS 11	<p>(a) By promotion of a Higher Environmental Supervisor with 3 years cognate experience.</p> <p>(b) By direct appointment of an Ex-Inspector of Police or equivalent with relevant security experience.</p> <p>(c) By direct appointment of an ND/HND holder in a relevant field with 12 years relevant experience.</p> <p>Terminal point for ND/Diploma holders</p>	<ul style="list-style-type: none"> Performing at higher level, the duties specified in sub – paragraph above. Carrying out other duties as may be assigned and providing professional and community services. 	Principal Environmental Supervisor
Principal Environmental Supervisor	CONTISS 12	<p>(a) By direct appointment of an Ex-Inspector of Police or equivalent with relevant security experience of 4 years.</p> <p>(b) By promotion of Senior Environmental Supervisor with 3 years cognate experience.</p>	<ul style="list-style-type: none"> Performing at higher level, the duties specified in sub – paragraph above. Taking charge of crime, criminal investigation, apprehension of offenders, liaising with State Security Agencies on all criminal matters, appearing in court as required Carrying out other duties as assigned and providing professional and community services. 	Chief Environmental Supervisor
Chief Environmental Supervisor	CONTISS 13	<p>By direct appointment of a Principal Environmental Supervisor.</p> <p>(b) By promotion of Principal Environmental Supervisor with 5 years cognate experience.</p>	<ul style="list-style-type: none"> Performing at higher level, the duties specified in sub – paragraph above. Taking charge of crime, criminal investigation, apprehension of offenders, liaising with State Security Agencies on all criminal matters, appearing in court as required Carrying out other duties as assigned and providing professional and community services. 	NIL

14. FUNAAB STAFF SCHOOL

A. MASTER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Master III	CONTISS 6	(a) Nigerian Certificate of Education (NCE). (b) By promotion of a Class Assistant with NCE	<ul style="list-style-type: none"> • Class teacher. • Subject teacher. • Keeping of school records. • Marking of registers. • Filling of Diaries. • Giving and marking class exercises. • Giving and marking assignments. • Monitoring learners' activities. • Setting and grading examinations questions. • Preparation of learners' academic records • Conducting assembly. • Taking care of all domains of learning. • Taking children out for competitions. • Performs other duties as assigned by the Headteacher. 	Master II
Master II	CONTISS 7	(a) A good honours degree in Education or relevant field from a recognized University with minimum of Second Class (Lower Division). (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.	<ul style="list-style-type: none"> • Same as for Master III 	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 Master's degree OR 3 years cognate experience.	<ul style="list-style-type: none"> • Same as for Master II 	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	<ul style="list-style-type: none"> • Same as for Master I 	Senior Master I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		experience.		
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.	<ul style="list-style-type: none"> • Same as for Senior Master II • Coordinating buses' activities. 	Assistant Head Teacher II
Assistant Head Teacher 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. Terminal point for NCE holders	<ul style="list-style-type: none"> • Same as for Senior Master II. • Coordinating arms of classes. • Coordinating morning assembly. • Supervision of class attendants. • Other duties as assigned by the Headteacher. 	Assistant Head Teacher I
Assistant Head Teacher I	CONTISS 13	(a) By promotion of an Assistant Head Teacher II with the following: (i) 3 years cognate experience on the grade. (ii) Any additional relevant qualification. (iii) Registration with a recognised professional body e.g. TRCN. (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. TRCN.	<ul style="list-style-type: none"> • Same as for Assistant headteacher II. • Marking registers, diaries and lesson notes • Coordinating subjects. • Representing the Headteacher at meetings/functions. • Supervision of daily teaching and learning activities. • Supervision of works done by the teachers within the term. • Vetting of examination questions. • Other duties as assigned by the Headteacher. 	Head Teacher
Head Teacher	CONTISS 14	(a) By direct appointment as in Assistant Head Teacher I as indicated in 'b' above but with 15 years cognate experience of which at least 5 years must be from a Staff School. (b) By direct appointment of an Assistant Head Teacher I with 5 years cognate experience.	<ul style="list-style-type: none"> • Leads and directs both academic and administrative activities of the school. • Liasson officer between the school and University Management. • Liasson officer with the Ogun State Ministry of Education, Science and Technology. • Responsible to the Vice-Chancellor, Board Chairman and Schools' Management Board. • Accounting Officer of the school. 	

B. TEACHING ASSISTANT CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Senior Teaching Assistant II	CONTISS 6	By promotion of a Teaching Assistant I with 3 years cognate experience.	<ul style="list-style-type: none"> • Class teacher. • Subject teacher. • Keeping of school records. • Marking of registers. • Filling of Diaries. • Giving and marking class exercises. • Giving and marking assignments. • Monitoring learners' activities. • Setting and grading examinations questions. • Preparation of learners' academic records • Conducting assembly. • Taking care of all domains of learning. • Taking children out for competitions. • Performs other duties as assigned by the Headteacher. 	Senior Teaching Assistant I
Senior Teaching Assistant I	CONTISS 7	<p>(a) By promotion of a Senior Teaching Assistant II with 3 years cognate experience.</p> <p>(b) Conversion avenue to Master II with NCE</p>	<ul style="list-style-type: none"> • Same as for Senior Teaching Assistant II 	Master II

15. DIRECTORATE OF WORKS AND SERVICES

A. TECHNICAL ASSISTANT CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	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.	<ul style="list-style-type: none"> Assisting in preparing elementary drawings / bills of quantities. Assisting in preparing of drawings / estimate of simple installation cost. Assisting in supervising the activities of number junior staff. Assisting in maintenance works as related to their respective field. 	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. Terminal point for Trade Test holders without NABTEB (Advanced).	<ul style="list-style-type: none"> Assisting in maintenance works as related to their respective field. Assisting in preparation of drawings for maintenance works. Supervision and coordination of Artisans. To coordinate and supervise training of lower cadre staff on various aspects of specialized technical duties Assisting in the maintenance of proper record of job done, supplies and orders. Assisting in other technical and administrative duties as may be assigned. 	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.	<ul style="list-style-type: none"> Same as stated for Higher Technical Officer. Assisting in various aspects of specialized technical duties related to the profession. Providing relevant professional and community services. 	Principal Technical Supervisor II

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
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.	<ul style="list-style-type: none"> • Same as stated for Senior Technical Officer. 	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. Terminal point for holders of OTD/NABTEB (Advanced).	<ul style="list-style-type: none"> • Assisting in organizing and supervising various aspects of specialized technical duties connected with the profession. • Assisting in ensuring proper inventory of job done, supplies made, professional equipment and material used. • Carrying out other administrative and technical duties as may be assigned. 	Asst. Chief Technical Supervisor
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.	<ul style="list-style-type: none"> • Assisting in providing effective leadership to the technical department of a small to medium size professional Organization. • Assisting in planning and supervises on-the job training of lower level technical and junior technical staff. • Assisting in carrying out other technical and administrative duties as may be assigned. • Providing relevant profession and community service. 	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.	<ul style="list-style-type: none"> • Providing effective leadership to the technical department of a medium size to large size professional Organization. • Carrying out major technical and administrative duties. 	

B. DRIVER/MECHANIC CADRE (TRANSPORT UNIT)

Rank	Salary Grade	Required Qualification	Schedule of Duties	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.	<ul style="list-style-type: none"> Working out vehicle performance figures and applying knowledge of inventory and purchase procedure. Assisting in the supervision and disposition of staff and vehicles in the transport Unit. Ensuring the security of vehicles. Supervising subordinate staff. Taking prompt action on accident cases. Performing any other duties assigned. 	Higher Transport Supervisor
Higher Transport Supervisor	CONTISS 7	(a) By promotion of a Technical Supervisor with 3 years cognate experience. (b) By direct appointment as in Technical Supervisor (b) but 10 years cognate experience.	<ul style="list-style-type: none"> To undergo on-the-job training in various aspects of specialised technical duties of the profession for a period of two years. Assisting in the proper maintenance of equipment used in various aspects of specialised technical duties of the profession. Assisting in the maintenance of proper record of jobs done, supplies and orders etc. Performing relevant professional and community services. Performing any other duties assigned. 	Senior Transport Supervisor
Senior Transport Supervisor	CONTISS 8	(a) By promotion of a Higher Transport Supervisor with 3 years cognate experience. (b) By direct appointment as in Technical Supervisor in 'b' above but 12 years cognate experience.	<ul style="list-style-type: none"> Carrying out various aspects of specialised technical duties related to the profession. Training junior technical staff and lower-level technologists. Maintenance and servicing of equipment and techno-materials used in the performance of professional duties. Maintenance of proper inventory of jobs done, orders and supplies as well as professional equipment and consumables. Ensuring proper maintenance of utility services, buildings and furnishings and sites used in professional practice. Performing relevant professional and community services. Performing any other duties assigned. 	Assistant Chief Transport Supervisor

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Assistant Chief Transport Supervisor	CONTIST 9	(a) By promotion of a Senior Transport Supervisor with 3 years cognate experience. (b) By direct appointment as in Technical Supervisor in 'b' above but 14 years cognate experience.	<ul style="list-style-type: none"> • Planning and supervising on-the-job training for subordinate staff. • Taking charge of the technical Unit of a professional Department. • Organising and supervising various aspects of specialised technical duties connected with the profession. • Ensuring proper inventory of jobs done, orders and supplies made, professional equipment and consumables used. • Ensuring proper maintenance and servicing of equipment, techno-materials utilities, building and sites used in professional practices. • Performing relevant professional and community services. • Performing any other duties assigned. 	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.	<ul style="list-style-type: none"> • Providing effective leadership to the Technical Unit. • Performing relevant professional and community services. • Performing any other duties assigned. 	

C. TRACTOR OPERATOR/MECHANIC CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	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.	<ul style="list-style-type: none"> • Operating and taking good care of allocated tractor vehicle. • Effecting minor repair of tractor vehicle as may be demanded. • Coordinating other Operators in his care. 	Higher Tractor Operator I
Higher Tractor Operator I	CONTISS 7	(a) By promotion of a Higher Tractor Operator II with 3 years cognate experience. (b) By direct appointment as in Higher Tractor Operator I in 'b' above but 10 years cognate	<ul style="list-style-type: none"> • As in Higher Tractor Operator II above. 	Principal Tractor Operator

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		experience.		
Principal Tractor Operator	CONTISS 8	(a) By promotion of a Higher Tractor Operator I with 3 years cognate experience. (b) By direct appointment as in Higher Tractor Operator I in 'b' above but 12 years cognate experience.	<ul style="list-style-type: none"> Operating and taking good care of allocated tractor vehicle. Assisting in effecting major repair works on tractor vehicle as may be demanded. Coordinating other Operators in his care. 	Assistant Chief Tractor Operator
Assistant Chief Tractor Operator	CONTISS 9	(a) By promotion of a Principal Tractor Operator with 3 years cognate experience. (b) By direct appointment as in Higher Tractor Operator I in 'b' above but 14 years cognate experience.	<ul style="list-style-type: none"> Operating and taking good care of allocated tractors Effecting minor repair of vehicle as may be demanded. Assisting in collation and compiling estimate for major repair / overhauling works Assisting in Coordinating all the Drivers in the Unit 	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.	<ul style="list-style-type: none"> Co-ordinating the operating and taking good care of tractors. Effecting minor repair of vehicle as may be demanded. Collating and compiling estimate for major repair / overhauling works. Coordinating all the Drivers in the Unit. 	

D. TECHNICAL OFFICERS CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Technical Officer	CONTISS 6	By direct appointment for holders of National Diploma in Architecture, Quantity Surveying, Estate Management, Building Technology and Civil, Electrical /Electronics and Mechanical Engineering from a recognized Institution with minimum of Lower Credit. SSCE/NECO /WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory.	<ul style="list-style-type: none"> Assisting in preparing elementary drawings / bills of quantities. Assisting in preparing of drawings / estimate of simple installation cost. Assisting in supervising the activities of number junior staff. Assisting in maintenance works as related to their respective field. 	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 Architecture, Quantity Surveying, Estate Management, Building Technology, Civil, Electrical/Electronics,	<ul style="list-style-type: none"> Assisting in maintenance works as related to their respective field. Assisting in preparation of drawings for maintenance works. 	Senior Technical Officer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		<p>Mechanical Engineering from a recognized Institution with minimum of Lower Credit with SSCE/NECO/WASC/GCE O/L OR EQUIVALENTS Credit in 5 subjects including Mathematics and English is compulsory with 3-years cognate experience in relevant field.</p> <p>(c) By direct appointment of a candidate with Higher National Diploma in Architecture, Quantity Surveying, Estate Management, Building Technology, Civil, Electrical/Electronics, Mechanical Engineering from a recognized Institution with minimum of Lower Credit plus NYSC Discharge Certificate or Evidence of Exemption with SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory.</p>	<ul style="list-style-type: none"> • Supervision and coordination of artisans. • To coordinate and supervise training of lower cadre staff on various aspects of specialized technical duties. • Assisting in the maintenance of proper record of job done, supplies and orders. • Assisting in other technical and administrative duties as may be assigned. 	
Senior Technical Officer	CONTISS 8	<p>(a) By promotion of Higher Technical Officer with 3 years cognate experience.</p> <p>(b) By direct appointment of a candidate with Higher National Diploma in Architecture, Quantity Surveying, Estate Management, Building Technology, Civil, Electrical/Electronics, Mechanical Engineering from a recognized Institution with minimum of Lower Credit plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L OR EQUIVALENTS Credit in 5 subjects including Mathematics and English is compulsory from recognized institution plus 3 years cognate experience.</p> <p>(c) By direct appointment of a candidate with ND in Architecture, Quantity Surveying, Estate Management, Building Technology, Civil, Electrical/Electronics, Mechanical Engineering from a recognized Institution with minimum of Lower Credit SSCE/NECO/WASC/GCE O/L OR EQUIVALENTS Credit in 5 subjects including Mathematics and English is compulsory from recognized</p>	<ul style="list-style-type: none"> • Same as stated for Higher Technical Officer • Assisting in various aspects of specialized technical duties related to the profession. • Providing relevant professional and community services. 	Principal Technical Officer II

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		institution plus 6 years cognate experience.		
Principal Technical Officer II	CONTISS 9	<p>(a) By promotion of Senior Technical Officer with 3 years cognate experience.</p> <p>(b) By direct appointment of a candidate with HND in Architecture, Quantity Surveying, Estate Management Building Technology, Civil, Electrical/ Electronics, Mechanical Engineering from a recognized Institution with minimum of Lower Credit plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalent Credit in 5 subjects including Mathematics and English is compulsory plus 6 years cognate experience.</p> <p>(c) By direct appointment of a candidate with National Diploma in Architecture, Quantity Surveying, Estate Management Building Technology, Civil, Electrical/ Electronics, Mechanical Engineering from a recognized Institution with minimum of Lower Credit SSCE/NECO/WASC/GCE O/L or equivalent Credit in 5 subjects including Mathematics and English is compulsory plus 9 years cognate experience.</p>	<ul style="list-style-type: none"> • Same as stated for Senior Technical Officer. 	Principal Technical Officer I
Principal Technical Officer I	CONTISS 11	<p>(a) By promotion of Principal Technical Officer II with 3 years cognate experience.</p> <p>(b) By direct appointment of a candidate with in Architecture, Quantity Surveying, Estate Management, Building Technology, Civil, Electrical/ Electronics, Mechanical Engineering from a recognized Institution with minimum of Lower Credit plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalent Credit in 5 subjects including Mathematics and English is compulsory plus 9 years cognate experience. (c)By direct appointment of a candidate with ND in the relevant field plus 12 years cognate experience.</p> <p>Terminal point for holders of National Diploma</p>	<ul style="list-style-type: none"> • Assisting in organizing and supervising various aspects of specialized technical duties connected with the profession. • Assisting in ensuring proper inventory of job done, supplies made, professional equipment and material used. • Carrying out other administrative and technical duties as may be assigned. 	Assistant Chief Technical Officer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Assistant Chief Technical Officer	CONTISS 12	(a) By promotion of Principal Technical Officer I with 4 years cognate experience. (b) By direct appointment of a candidate with HND in Architecture, Quantity Surveying, Estate Management, Building Technology Civil, Electrical/ Electronics, Mechanical Engineering from a recognized Institution with minimum of Lower Credit plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalent Credit in 5 subjects including Mathematics and English is compulsory plus 15 years cognate experience.	<ul style="list-style-type: none"> Assisting in providing effective leadership to the technical department of a small to medium size professional Organization. Assisting in planning and supervises on-the job training of lower level technical and junior technical staff. Assisting in carrying out other technical and administrative duties as may be assigned Providing relevant profession and community service. 	Chief Technical Officer
Chief Technical Officer	CONTISS 13	(a) By promotion of Assistant Chief Technical Officer with 5 years cognate experience.	<ul style="list-style-type: none"> Providing effective leadership to the technical department of a medium size to large size professional Organization. Carrying out major technical and administrative duties. 	

E. ENGINEERS CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Engineer II	CONTISS 7	(a) A good honours degree in Civil Engineering, Mechanical Engineering, Electrical Engineering or Electrical/Electronics Engineering from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalent credit in 5 subjects including Mathematics and English is compulsory. In addition, must be registerable with the Council for the Regulation of Engineering in Nigeria (COREN).	<ul style="list-style-type: none"> Assisting in providing basic engineering designs, drawings and bills Serving as Project Engineer and supervising Engineering Services and elements on Projects. Carrying out other duties as may be assigned, and providing professional community services. 	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 good honours degree in Civil Engineering, Mechanical Engineering, Electrical Engineering or Electrical/Electronics	<ul style="list-style-type: none"> Same duties as specified above. 	Senior Engineer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		Engineering from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L OR EQUIVALENTS credit in 5 subjects including Mathematics and English is compulsory with 3 years cognate experience. In addition, must be registerable with the Council for the Regulation of Engineering in Nigeria (COREN). Entry point for COREN Registered member		
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 a good honours degree in Civil Engineering, Mechanical Engineering, Electrical Engineering or Electrical/Electronics Engineering from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L OR EQUIVALENTS credit in 5 subjects including Mathematics and English is compulsory. In addition, must be registerable with the Council for the Regulation of Engineering in Nigeria (COREN) with 6 years cognate experience.	<ul style="list-style-type: none"> Performing basic Engineering designs, drawings and BEME, serve as Project Engineer and supervising all Engineering services and elements on projects. Assessing Engineering designs for adequacy and standards as well as monitoring and controlling execution of Engineering projects. Carrying out other duties as may be assigned, and providing professional and community services. 	Principal Engineer
Principal Engineer	CONTISS 11	(a) By promotion of a Senior Engineer with 3 years cognate experience. (b) By direct appointment as Engineer II with a good honours degree in Civil Engineering, Mechanical Engineering, Electrical Engineering or Electrical/Electronics Engineering from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L OR EQUIVALENTS credit in 5 subjects including Mathematics and English is compulsory In addition, must be registerable with the Council for the Regulation of Engineering in Nigeria (COREN) with 9	<ul style="list-style-type: none"> Carrying out Engineering and project planning, basic Engineering designs and serving as Project Engineer. Supervising all Engineering Services and elements on projects and assessing Engineering design for adequacy and standards; monitoring and controlling execution of Engineering projects in a cost-effective manner. Carries out other duties as may be assigned, and provide professional and community services. 	Chief Engineer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		<p>years cognate experience.</p> <p>Terminal Point for non- COREN Registered member</p>		
Chief Engineer	CONTISS 13	<p>(a) By promotion of a Principal Engineer with 3 years cognate experience.</p> <p>(b) By direct appointment as in Engineer II with a good honours degree in Civil Engineering, Mechanical Engineering, Electrical Engineering or Electrical/Electronics Engineering from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption.</p> <p>SSCE/NECO/WASC/GCE O/L OR EQUIVALENTS credit in 5 subjects including Mathematics and English is compulsory.</p> <p>Must be duly registered with the Council for the Regulation of Engineering in Nigeria (COREN) with 12 years cognate experience.</p>	<ul style="list-style-type: none"> Performing same duties as specified above. Participating in the preparation of annual capital estimates and budgetary allocations for all Engineering projects and services. Carrying out other duties as may be assigned and providing professional and community services. 	Deputy Director II
Deputy Director II	CONTISS 14	<p>(a) By promotion of a Chief Engineer with 7 years cognate experience.</p> <p>(b) By promotion of a Chief Engineer with 4 years cognate experience plus Master's degree in relevant field.</p> <p>Must be duly registered with the Council for the Regulation of Engineering in Nigeria (COREN).</p>	<ul style="list-style-type: none"> Providing professional advice and participating on the rehabilitation, maintenance and care of the existing and other infrastructural facilities ensuring cost effectiveness. Providing effective supervision of other professionals in the Division. Responsible for planning, design, construction, monitoring and supervision of new facilities, ensuring cost effectiveness. Participating in the preparation and updating of the University Master Plan and environmental policies. Carrying out other duties as may be assigned and providing professional and community services. 	Deputy Director I By Appointment
Deputy Director I	CONTISS 15	<p>(a) By promotion of Deputy Director II with 5 years cognate experience plus Master's degree in relevant field.</p> <p>(b) By direct appointment as in Engineer II in Civil Engineering, Mechanical Engineering, Electrical Engineering or Electrical/Electronics Engineering from a</p>	<ul style="list-style-type: none"> Responsible for physical development, maintenance and care of the University estate, rehabilitation of existing facilities and development of new ones, including roads, water, electricity, vehicles, equipment and furniture in academic and residential 	

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		<p>recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L OR equivalents credit in 5 subjects including Mathematics and English is compulsory plus 14 years cognate experience.</p> <p>Must be duly registered with the Council for the Regulation of Engineering in Nigeria (COREN). Higher degree in relevant field is an added advantage.</p>	<p>areas, ensuring cost effectiveness.</p> <ul style="list-style-type: none"> • Preparing and maintaining University fixed Assets register and making periodic reports to Senate Council on physical state of the University. • Responsible for coordination and control of the works department activities. • Carrying out other duties as may be assigned and providing professional and community services. 	
Director of Works	CONTISS 15	<p>(a) By direct appointment as in Engineer II with 14 years cognate experience on the field with professional certification from a recognized regulatory body plus M.Sc. in relevant field.</p> <p>A good honours degree in Civil Engineering, Mechanical Engineering, Electrical Engineering or Electrical/Electronics Engineering from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L OR EQUIVALENTS credit in 5 subjects including Mathematics and English is compulsory. Must be duly registered with the Council for the Regulation of Engineering in Nigeria (COREN). Higher degree in relevant field is an added advantage</p>	<ul style="list-style-type: none"> • Responsible for physical development, maintenance and care of the University estate, rehabilitation of existing facilities and development of new ones, including roads, water, electricity, vehicles, equipment and furniture in academic and residential areas, ensuring cost effectiveness. • Preparing and maintaining University fixed Assets register and making periodic reports to Senate Council on physical state of the University. • Responsible for coordination and control of the works department activities. • Carrying out other duties as may be assigned and providing professional and community services. • Overseeing day to day activities of the Directorate. 	

F. ARCHITECTS CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Architect II	CONTISS 7	<p>A good honours degree in Architecture from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory. In addition, must be registerable with the Architects Registration Council of Nigeria (ARCON).</p>	<ul style="list-style-type: none"> • Assisting in carrying out basic Architectural designs for small scale undergoing maintenance. • Assisting in assessing architectural briefs of projects of small-scale nature meant for maintenance and supervise Draught man producing working architectural drawings for such purposes. 	Architect I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Architect I	CONTISS 8	<p>(a) By promotion of an Architect II with 3 years cognate experience.</p> <p>(b) By direct appointment as in Architect II with 3 years cognate experience.</p> <p>A good honours degree in Architecture from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory.</p> <p>In addition, must be registerable with the Architects Registration Council of Nigeria (ARCON).</p> <p>OR</p> <p>Master's degree in Architecture from a recognized Institution plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L Credit in 5 subjects including Mathematics and English is compulsory.</p> <p>In addition, must be registerable with the Architects Registration Council of Nigeria (ARCON).</p> <p><i>Entry point for holders of Masters in Architecture.</i></p>	<ul style="list-style-type: none"> • As above 1 & 2 • Carrying out other duties as may be assigned and provide professional and community services. 	<p>Senior Architect</p> <p>Entry point for Master holders</p>
Senior Architect	CONTISS 9	<p>(a) By promotion of an Architect I with 3 years cognate experience.</p> <p>(b) By direct appointment as in Architect II with 6 years cognate experience.</p> <p>A good honours degree in Architecture from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory.</p> <p>In addition, must be registerable with the Architects Registration Council of Nigeria (ARCON).</p> <p>OR</p> <p>Master's degree in Architecture from a recognized Institution plus NYSC Discharge Certificate or Evidence of</p>	<ul style="list-style-type: none"> • Participating in architectural designs for major projects for the purpose of maintenance. • Serving as Project Architect on projects embarked for maintenance. • Participating in assessment of architectural design briefs for such maintenance project. • Supervising Draught man in producing working architectural drawings for such projects. • Carrying out other duties as may be assigned and provide professional and community services. 	Principal Architect

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		Exemption. SSCE/NECO/WASC/GCE O/L OR EQUIVALENTS Credit in 5 subjects including Mathematics and English is compulsory. In addition, must be registerable with the Architects Registration Council of Nigeria (ARCON). Entry point for ARCON Registered member.		
Principal Architect	CONTISS 11	(a) By promotion of a Senior Architect with 3 years cognate experience. (b) By promotion of an Architect I with 6 years cognate experience. (c) By direct appointment as in Architect II with 9 years cognate experience. A good honours degree in Architecture from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory. In addition, must be duly registered with the Architects Registration Council of Nigeria (ARCON). OR Master's degree in Architecture from a recognized Institution plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory. In addition, must be registerable with the Architects Registration Council of Nigeria (ARCON). Terminal point for non-registered ARCON	<ul style="list-style-type: none"> Carrying out architectural designs for major projects to be rehabilitated and serve as Project Architect on major projects earmarked for maintenance. Assessing architectural designs briefs for major projects which will undergo maintenance works and supervising Draught man in producing working architectural drawings applying computer programme to architectural designs for such project. Carrying out other duties as may be assigned and provide professional and community services 	Chief Architect
Chief Architect	CONTISS 13	(a) By promotion of a Principal Architect with 3 years cognate experience. (b) By promotion of an Architect I with 9 years cognate experience. (c) By direct appointment as in Architect II with 12 years cognate experience.	<ul style="list-style-type: none"> Same duties as stated for Principal Architect. Assisting in the preparation of annual capital estimates, cost effective physical allocation to projects and updating the inventory of building spaces as well as applying computer programme to architectural designs. 	Deputy Director II

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		<p>A good honours degree in Architecture from a recognized Institution with a minimum of Second-Class (Lower Division) plus NYSC Discharge Certificate or Evidence of Exemption SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory.</p> <p>Must be duly registered with the Architects Registration Council of Nigeria (ARCON). Higher degree in relevant field is an added advantage.</p>		
Deputy Director II	CONTISS 14	<p>(a) By promotion of a Chief Architect with 7 years cognate experience,</p> <p>(b) By promotion of a Chief Architect with 4 years cognate experience plus M.Sc. in relevant field.</p> <p>A good honours degree in Architecture from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory.</p> <p>Must be duly registered with the Architects Registration Council of Nigeria (ARCON). Higher degree in relevant field is an added advantage</p>	<ul style="list-style-type: none"> • Preparation, checking and collation of briefs in liaison with user departments, architectural designs/drawings, plans and specifications for all building projects under maintenance works. • Supervision of buildings works and collation of progress reports on buildings under maintenance works. • Interpretation of technical drawings and documents connected with projects for maintenance purposes. • Liaising regularly with Architects and other relevant professionals within and outside the department as may be necessary. • Participating in the departmental budgets for projects to undergo maintenance works. • Providing full technical reports on tenders and contractors for such projects under maintenance. • Training of Architectural Technicians on the jobs • Providing professional and community services. • Carrying out other duties as may be assigned. 	Deputy Director I
Deputy Director I	CONTISS 15	<p>(a) By direct appointment as in Architect II with 14 years cognate experience on the field with a professional certification from a recognized regulatory body plus M.Sc. in relevant field.</p> <p>A good honours degree in Architecture from a recognized</p>	<ul style="list-style-type: none"> • Same duties as stated for Deputy Director II and see to day-to-day activities of Works and Services 	

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory. Must be duly registered with the Architects Registration Council of Nigeria (ARCON). Higher degree in relevant field is an added advantage.		
Director	CONTISS 15	<p>(a) By direct appointment as in Architect II with 14 years cognate experience on the field with a professional certification from a recognized regulatory body plus M.Sc. in relevant field</p> <p>A good honours degree in Architecture from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory. Must be duly registered with the Architects Registration Council of Nigeria (ARCON). Higher degree in relevant field is an added advantage</p>	<ul style="list-style-type: none"> • Preparation, checking and collation of briefs in liaison with user departments, architectural designs/drawings, plans and specifications for all building projects under maintenance works. • Supervision of buildings works and collation of progress reports on buildings under maintenance works. • Interpretation of technical drawings and documents connected with projects for maintenance purposes. • Liaising regularly with relevant professionals within and outside the department as may be necessary. • Participating in the departmental budgets for projects to undergo maintenance works. • Providing full technical reports on tenders and contractors for such projects under maintenance. • Training of Architectural Technicians on the jobs • Providing professional and community services. • Carrying out other duties as may be assigned. • Overseeing the day-to-day activities of the Directorate. 	

G. QUANTITY SURVEYORS CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Quantity Surveyor II	CONTISS 7	(a) A good honours degree in Quantity Surveying from a recognized Institution with a minimum of Second Class (Lower Division) plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory.	<ul style="list-style-type: none"> Assisting in the preparation of Bills of Quantities and estimates of proposed works. Assisting in carrying out valuation for interim certificate of payments. Carrying out other duties as may be assigned. 	Quantity Surveyor I
Quantity Surveyor I	CONTISS 8	<p>(a) By promotion of a Quantity Surveyor II with 3 years cognate experience.</p> <p>(b) By direct appointment as in Quantity Surveyor II with 3 years cognate experience.</p> <p>A good honours degree in Quantity Surveying from a recognized Institution with a minimum of Second Class (Lower Division) plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory.</p>	<ul style="list-style-type: none"> Same as stated for Quantity Surveyor II as well as providing professional and community services. 	Senior Quantity Surveyor
Senior Quantity Surveyor	CONTISS 9	<p>(a) By promotion of a Quantity Surveyor I with 3 years cognate experience.</p> <p>(b) By direct appointment as in Quantity Surveyor II with 6 years cognate experience.</p> <p>A good honours degree in Quantity Surveying from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory.</p> <p>Entry point for QSRBN registered members.</p>	<ul style="list-style-type: none"> Preparing Bills of Quantities and estimates of proposed works. Carrying out valuation for interim certificate of payments and serve as Quantity Surveyor and Cost Planner on major projects and cost control of construction works. Carrying out other duties as may be assigned and provide professional and community services. 	Principal Quantity Surveyor

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Principal Quantity Surveyor	CONTISS 11	<p>(a) By promotion of a Senior Surveyor with 3 years cognate experience.</p> <p>(b) By direct appointment as Quantity Surveyor II with 9 years cognate experience.</p> <p>A good honours degree in Quantity Surveying from a recognized Institution with a minimum of Second Class (Lower Division) plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory. In addition, must be Registerable with the Quantity Surveying Regulation Board of Nigeria (QSRBN).</p>	<ul style="list-style-type: none"> • Same as stated for Senior Quantity Surveyor. • Assessing financial implications of project proposals and advise on decisions. 	<p>Chief Quantity Surveyor.</p> <p>Terminal point for non-registered QSRBN</p>
Chief Quantity Surveyor	CONTISS 13	<p>(a) By promotion of Principal Surveyor with 3 years cognate experience.</p> <p>(c) By direct appointment as in Quantity Surveyor II with 12 years cognate experience.</p> <p>A good honours degree in Quantity Surveying from a recognized Institution with a minimum of Second Class (Lower Division) plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory. Must be duly registered with the Quantity Surveying Regulation Board of Nigeria (QSRBN). Higher degree in relevant field is an added advantage.</p>	<ul style="list-style-type: none"> • Same as stated for Principal Quantity Surveyor as well as assisting in annual capital estimates, • Preparation, review of rolling plans and updating fixed Assets register 	Deputy Director II
Deputy Director II	CONTISS 14	<p>(a) By promotion of Chief Surveyor with 7 years cognate experience.</p> <p>(b) By promotion of Chief Surveyor with 4 years cognate experience plus M.Sc. In relevant field</p> <p>A good honours degree in Quantity Surveying from a recognized Institution with a minimum of Second Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is</p>	<ul style="list-style-type: none"> • Same as stated for Chief Quantity Surveyor as well as preparation, review of rolling plans and updating fixed Assets register • Carrying out other duty as may be assigned and providing professional and community services 	Deputy Director I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		compulsory. Must be duly registered with the Quantity Surveying Regulation Board of Nigeria (QSRBN). Higher degree in relevant field is an added advantage		
Deputy Director I	CONTISS 15	<p>(a) By appointment of Deputy Director II with 5 years cognate experience,</p> <p>(b) By direct appointment as in Quantity Surveyor II with 14 years cognate experience on the field and a professional certification from a recognized regulatory body plus M.Sc. in related field.</p> <p>A good honours degree in Quantity Surveying from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory.</p> <p>Must be duly registered with the Quantity Surveying Regulation Board of Nigeria (QSRBN). Higher degree in relevant field is an added advantage.</p>	<ul style="list-style-type: none"> • Same as stated for Deputy Director II. • See to day-to-day activities of Works and Services. 	
Director	CONTISS 15	<p>(a) By direct appointment as in Quantity Surveyor II with 14 years cognate experience on the field and professional certification from a recognized regulatory body plus M.Sc. in related field</p> <p>A good honours degree in Quantity Surveying from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory. Must be duly registered with the Quantity Surveying Regulation Board of Nigeria (QSRBN). Higher degree in relevant field is an added advantage</p>	<ul style="list-style-type: none"> • Preparation, checking and collation of briefs in liaison with user departments, designs/drawings, plans and specifications for all building projects under maintenance works. • Supervision of buildings works and collation of progress reports on buildings under maintenance works. • Interpretation of technical drawings and documents connected with projects for maintenance purposes. • Liaising regularly with relevant professionals within and outside the department as may be necessary. • Co-ordinating the departmental budgets for projects to undergo maintenance works. 	

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<ul style="list-style-type: none"> • Providing full technical reports on tenders and contractors for such projects under maintenance. • Training of Technicians on the jobs. • Providing professional and community services. • Carrying out other duties as may be assigned. • Overseeing the day-to-day activities of the Directorate. 	

H. BUILDERS CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Builder II	CONTISS 7	<p>A good honours degree in Building from a recognized Institution with a minimum of Second- Class Lower Division plus NYSC Discharge certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalent Credit in 5 subjects including Mathematics and English is compulsory.</p> <p>In addition, must be registerable with the Council of Registered Builders of Nigeria (CORBON).</p>	<ul style="list-style-type: none"> • Providing basic designs of building • Serving as Project Builder and supervising Building Services and elements on Projects. • Carrying out other duties as may be assigned, and providing professional community services 	Builder I
Builder I	CONTISS 8	<p>(a) By promotion of a Builder II with 3 years cognate experience. (b) By direct appointment of a Builder II with 2 years cognate experience.</p> <p>A good honours degree in Building from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalent Credit in 5 subjects including Mathematics and English is compulsory.</p> <p>In addition, must be registerable with the Council of Registered Builders of Nigeria (CORBON).</p>	<ul style="list-style-type: none"> • Same as stated for Builder II 	Senior Builder
Senior Builder	CONTISS 9	<p>(a) By promotion of a Builder I with 3 years cognate experience. (b) By direct appointment as in Builder II with 6 years cognate experience.</p> <p>A good honours degree in Building from a recognized Institution with a minimum of Second- Class Lower Division plus NYSC</p>	<ul style="list-style-type: none"> • Performing basic building designs, serve as Project Builder and supervising all services and elements on projects. • Assessing Building designs for adequacy and standards as well as monitoring and controlling 	Entry point for CORBON registered members Principal Builder

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory. In addition, must be registerable with the Council of Registered Builders of Nigeria (CORBON).	<ul style="list-style-type: none"> execution of building projects. Carrying out other duties as may be assigned, and providing professional and community services 	
Principal Builder	CONTISS 11	<p>(a) By promotion of a Senior Builder with 3 years cognate experience.</p> <p>(a) By direct appointment as Builder II with 9 years cognate experience.</p> <p>A good honours degree. in Building from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory. In addition, must be registerable with the Council of Registered Builders of Nigeria (CORBON). Terminal point for non- registered CORBON members</p>	<ul style="list-style-type: none"> Involving in project planning, basic building designs and serving as Project Builder. Supervising all Building Services and elements on projects and assessing Engineering design for adequacy and standards; monitoring and controlling execution of building projects in a cost-effective manner. Carrying out other duties as may be assigned, and provide professional and community services. 	Chief Builder
Chief Builder	CONTISS 13	<p>(a) By promotion of a Principal Builder with 3 years cognate experience.</p> <p>(b) By direct appointment as in Builder II with 12 years cognate experience.</p> <p>A good honours degree in Building from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L OR EQUIVALENTS Credit in 5 subjects including Mathematics and English is compulsory. Must be duly registered with the Council of Registered Builders of Nigeria (CORBON). Higher degree in relevant field is an added advantage.</p>	<ul style="list-style-type: none"> Performing same duties as specified above. Participating in the preparation of annual capital estimates and budgetary allocations for all building projects and services Carrying out other duties as may be assigned and providing professional and community services. 	Deputy Director II
Deputy Director II	CONTISS 14	<p>(a) By promotion of Chief Builder with 7 years cognate experience.</p> <p>(b) By promotion of Chief Builder with 4 years cognate experience plus M.Sc. in relevant field.</p>	<ul style="list-style-type: none"> Providing professional advice and participating on the rehabilitation, maintenance and care of the existing and other infrastructural facilities ensuring cost effectiveness. 	Deputy Director I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		<p>A good honours degree in Building from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory.</p> <p>Must be duly registered with the Council of Registered Builders of Nigeria (CORBON). Higher degree in relevant field is an added advantage</p>	<ul style="list-style-type: none"> • Providing effective supervision of other professionals in the Division. • Responsible for planning, design, construction, monitoring and supervision of new facilities, ensuring cost effectiveness. • Participating in the preparation and updating of the University Master Plan and environmental policies. • Carrying out other duties as may be assigned and providing professional and community services. 	
Deputy Director I	CONTISS 15	<p>(a) By appointment of Deputy Director II with 5 years cognate experience plus M.Sc. in related field.</p> <p>(b) By direct appointment as in Quantity Surveyor II with 14 years cognate experience on the field and professional certification from a recognized regulatory body plus a Master's degree in relevant field</p> <p>A good honours degree in Building from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory.</p> <p>Must be duly registered with the Council of Registered Builders of Nigeria (CORBON). Higher degree in relevant field is an added advantage</p>	<ul style="list-style-type: none"> • Responsible for physical development, maintenance and care of the University estate, rehabilitation of existing facilities and development of new ones, including roads, water, electricity, vehicles, equipment and furniture in academic and residential areas, ensuring cost effectiveness. • Preparing and maintaining University fixed Assets register and making periodic reports to Senate Council on physical state of the University. • Responsible for coordination and control of the works department activities. • Carrying out other duties as may be assigned and providing professional and community services 	
Director	CONTISS 15	<p>(a) By direct appointment as in Quantity Surveyor II with 14 years cognate experience on the field and professional certification from a recognized regulatory body plus a Master's degree in relevant field.</p> <p>A good honours degree in Building from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption.</p>	<ul style="list-style-type: none"> • Preparation, checking and collation of briefs in liaison with user departments, designs/drawings, plans and specifications for all building projects under maintenance works. • Supervision of buildings works and collation of progress reports on buildings under maintenance works. 	

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		<p>SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory.</p> <p>Must be duly registered with the Council of Registered Builders of Nigeria (CORBON). Higher degree in relevant field is an added advantage</p>	<ul style="list-style-type: none"> • Interpretation of technical drawings and documents connected with projects for maintenance purposes. • Liaising regularly with relevant professionals within and outside the department as may be necessary. • Co-ordinating the departmental budgets for projects to undergo maintenance works. • Providing full technical reports on tenders and contractors for such projects under maintenance. • Training of Technicians on the jobs • Providing professional and community services. • Carrying out other duties as may be assigned. • Overseeing the day-to-day activities of the Directorate. 	

I. ESTATE SURVEYORS AND VALUERS' CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Estate Officer II	CONTISS 07	<p>A good honours degree in Estate Management from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory.</p> <p>In addition, must be registerable with the Nigerian Institution of Estate Surveyors and Valuers (NIESV)</p>	<ul style="list-style-type: none"> • Assisting in Preparing preliminary data on University property • Determine the state of University Assets. • Assisting in the preparation of regular reports on inspection 	Estate Officer I
Estate Officer I	CONTISS 8	<p>(a) By promotion of an Estate Officer II with 3 years cognate experience.</p> <p>(b) By direct appointment of an Estate Officer II with 3 years cognate experience</p> <p>A good honours degree in Estate Management from a recognized Institution with a minimum of Second-Class Lower</p>	<ul style="list-style-type: none"> • Same as stated for Estate Officer II. • Carrying out other duties as may be assigned 	Senior Estate Officer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		<p>Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory.</p> <p>In addition, must be registerable with the Nigerian Institution of Estate Surveyors and Valuers (NIESV)</p>		
Senior Estate Officer	CONTISS 9	<p>By promotion of an Estate Officer II with 3 years cognate experience.</p> <p>By direct appointment as in Estate Officer II with 6 years cognate experience.</p> <p>A good honours degree in Estate Management from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory.</p> <p>In addition, must be registerable with the Nigerian Institution of Estate Surveyors and Valuers (NIESV)</p> <p><i>Entry point for registered NIESV member.</i></p>	<ul style="list-style-type: none"> • Same as stated for Estate Officer I. • Assisting in regulation of commercial activities within University property within and outside the campus. • Assisting in preparation of reports for improvements and dilapidation. • Advise in taxation, planning regarding property Estate Ownership. • Performing other duties as may be assigned. 	Principal Estate Officer
Principal Estate Officer	CONTISS 11	<p>(a) By promotion of a Senior Estate Officer with 3 years cognate experience.</p> <p>(b) By direct appointment as in Builder II with 9 years cognate experience.</p> <p>A good honours degree in Estate Management from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory.</p> <p>In addition, must be registerable with the Nigerian Institution of Estate Surveyors and Valuers (NIESV)</p> <p>Terminal point for non- registered NIESV members.</p>	<ul style="list-style-type: none"> • Same as stated for Senior Estate Officer. 	Chief Estate Officer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Chief Estate Officer	CONTISS 13	<p>(a) By promotion of a Principal Estate Officer with 3 years cognate experience.</p> <p>(b) By direct appointment as in Estate Officer II with 12 years cognate experience.</p> <p>A good honours degree in Estate Management from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory.</p> <p>Must be duly registered with the Nigerian Institution of Estate Surveyors and Valuers (NIESV). Higher degree in relevant field is an added advantage</p>	<ul style="list-style-type: none"> Assisting in negotiation of sales, purchase and lettings. Assisting in the management of University property. Control and supervision of maintenance, including ordering and pricing of works. Management of ancillary property including shops Assisting in preparation of valuation. Performing other duties as may be assigned. 	Deputy Director II
Deputy Director II	CONTISS 14	<p>(a) By promotion of Chief Estate Officer with 7 years cognate experience.</p> <p>(b) By promotion of Chief Estate Officer with 4 years cognate experience plus M.Sc. in relevant field.</p> <p>A good honours degree in Estate Management from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory.</p> <p>Must be duly registered with the Nigerian Institution of Estate Surveyors and Valuers (NIESV) Higher degree in relevant field is an added advantage.</p>	<ul style="list-style-type: none"> Performing at higher level, similar duties as stated for Chief Estate Officer. Management of University buildings and environment. Valuation of land, building and other Assets in relation to capital and rental value. Assisting in the acquisition management and disposal of lands and buildings. 	Deputy Director I
Deputy Director I	CONTISS 15	<p>(a) By promotion of Deputy Director II with 5 years cognate experience plus M.Sc. in related field.</p> <p>(b) By direct appointment as in Quantity Surveyor II with 14 years cognate experience on the field and professional certification from a recognized regulatory body plus a Master's degree in relevant field.</p> <p>A good honours degree in Estate Management from a</p>	<ul style="list-style-type: none"> Performing at higher level, similar duties as stated for Deputy Director II. Providing professional advice on acquisition management and disposal of lands and buildings. Providing professional advice on mortgage, valuations, letting of University property. See to day-to-day activities of Works and Services. 	

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		<p>recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L OR EQUIVALENTS Credit in 5 subjects including Mathematics and English is compulsory.</p> <p>Must be duly registered with the Nigerian Institution of Estate Surveyors and Valuers (NIESV) Higher degree in relevant field is an added advantage.</p>	<ul style="list-style-type: none"> Performing other duties as may be assigned and community services. 	
Director	CONTISS 15	<p>By direct appointment as in Quantity Surveyor II with 14 years cognate experience on the field and professional certification from a recognized regulatory body plus a Master's degree in relevant field.</p> <p>A good honours degree in Estate Management from a recognized Institution with a minimum of Second-Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L or equivalents Credit in 5 subjects including Mathematics and English is compulsory.</p> <p>Must be duly registered with the Nigerian Institution of Estate Surveyors and Valuers (NIESV) Higher degree in relevant field is an added advantage</p>	<ul style="list-style-type: none"> Preparation, checking and collation of briefs in liaison with user departments, designs/drawings, plans and specifications for all building projects under maintenance works. Supervision of buildings works and collation of progress reports on buildings under maintenance works. Interpretation of technical drawings and documents connected with projects for maintenance purposes. Liaising regularly with relevant professionals within and outside the department as may be necessary. Co-ordinating the departmental budgets for projects to undergo maintenance works. Providing full technical reports on tenders and contractors for such projects under maintenance. Training of Technicians on the jobs., Providing professional and community services. Carrying out other duties as may be assigned. Overseeing the day-to-day activities of the Directorate. 	

16. FUNAAB ZOO PARK

A. ZOO CURATOR CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Zoo Curator II	CONTISS 07	(a) A good honours degree in Wildlife Management, Zoology or Applied Sciences from a recognised University with minimum of Second Class (Lower Division).	<ul style="list-style-type: none"> Oversees the daily operations of assigned animal sections or departments within the zoo. Supervises and coordinates the work of Chief, Head and Senior Zoo Keepers. Ensures proper feeding, cleaning, and general care of all animals under their section. Monitors the health, behaviour, and welfare of animals through regular inspections. Reports any abnormalities, sickness, or injury to the veterinary department promptly. Assigns and supervises duties of zoo keepers within designated areas. 	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 Master's degree	<ul style="list-style-type: none"> activities. Maintains accurate logs on animal feeding, breeding, and health. Assists in breeding, research, and enrichment programmes. Ensures adherence to zoo policies and safety protocols. 	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.	<ul style="list-style-type: none"> Oversees curatorial staff and animal care teams. Ensures optimal care, enrichment, and participation in breeding/conservation initiatives. Supports conservation projects and enforce compliance with regulations. Supervises maintenance of habitats, enclosures, and supplies. Mentors and guide curatorial and keeper staff. 	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.	<ul style="list-style-type: none"> Directs Senior and Junior Curators, Head Keepers, and curatorial staff. Ensures optimal care, enrichment, and participation in breeding/conservation programmes. Leads research projects, ensure compliance with regulations, 	Chief Zoo Curator

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<p>and implement zoo policies.</p> <ul style="list-style-type: none"> Manages budgets, procurement, and the maintenance of habitats and enclosures. Supports educational programs, conservation awareness, and collaborations with external institutions. 	
Chief Zoo Curator	CONTISS 13	<p>(a) By promotion of a Principal Zoo Curator with 3 years cognate experience.</p> <p>(b) By direct appointment as in Zoo Curator II plus 12 years cognate experience.</p>	<ul style="list-style-type: none"> Directs and coordinates curatorial staff and animal sections. Ensures high standards of care, health, and enrichment for all species. Leads breeding programmes, research initiatives, and collaborations with external institutions. Develops and enforces zoo policies, safety protocols, and legal standards. Supervises the maintenance and improvement of animal enclosures and habitats. Oversees resource allocation, operations procurement, and cost-effective. Supports education, outreach, and conservation awareness programs. Leads responses to crises, animal escapes, or health emergencies. 	Deputy Director, Zoo Park II
Deputy Director, Zoo Park II	CONTISS 14	<p>(a) By promotion of a Chief Zoo Curator with the following:</p> <p>(i) 4 years cognate experience on the grade.</p> <p>(ii) Master’s Degree in a relevant field or</p> <p>(iii) Relevant professional certificate from a recognised body.</p> <p>(b) By direct appointment as in Zoo Curator II including the following:</p> <p>(i) 14 years cognate experience on the grade.</p> <p>(ii) Master’s Degree in a relevant field or</p> <p>(iii) Relevant professional certificate from a recognised body.</p>	<ul style="list-style-type: none"> Supervises zoo departments, including curatorial, veterinary, security, and administration. Ensures high standards of animal care, enrichment, and breeding/conservation programmes. Guides senior staff, support training, and manage performance evaluation. Implements zoo policies and ensure adherence to safety and legal standards. Assists in budgeting, procurement, and efficient resource allocation. Represents the zoo in forums and support outreach programs. Coordinates responses to emergencies and maintain safety protocols. 	Deputy Director, Zoo Park I By Appointment

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
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 years' experience in a tertiary institution.	<ul style="list-style-type: none"> • Sets vision, long-term plans, and organizational goals. • Manages all zoo departments and daily operations efficiently. • Ensures optimal care, enrichment, and breeding/conservation programs. • Recommends candidates for recruitment, supervise, and develop senior management and zoo staff. • Implement policies, enforce standards, and ensure legal compliance. • Oversees budgets, resource allocation, and procurement. • Represents the zoo, promote education, and foster collaborations. • Ensures visitor, staff, and animal safety and coordinate emergency responses. 	Director, Zoo Park By Appointment
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.		

B. ZOO SUPERINTENDENT CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	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	<ul style="list-style-type: none"> • Provides support in the daily management of animals and exhibits. • The officer assists with feeding, health monitoring, enclosure cleaning, and record keeping, while reporting abnormalities to senior staff. • The role also involves supporting animal handling and enrichment activities, ensuring visitor safety around exhibits, and maintaining compliance with zoo operational and welfare standards. • They work closely with senior zoo personnel to ensure smooth and efficient zoo operations. 	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	<ul style="list-style-type: none"> • Supervises daily animal care operations, oversees junior staff, and ensures proper husbandry, hygiene, and enclosure maintenance. 	Senior Zoo Superintendent

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		<p>Superintendent II with 3 years cognate experience.</p> <p>(c) By direct appointment of a candidate with HND in relevant field from a recognised institution with minimum of Lower Credit.</p>	<ul style="list-style-type: none"> The officer maintains accurate animal records, reports sectional activities, and assists in animal transfers, medical procedures, and emergency responses. The role also involves guiding visitors, enforcing safety and welfare standards, and supporting education and conservation activities. They serve as a key link between frontline animal care staff and senior zoo management. 	
Senior Zoo Superintendent	CONTISS 08	<p>(a) By promotion of a Zoo Superintendent I with 3 years cognate experience.</p> <p>(b) By direct appointment as in Zoo Superintendent II with 6 years cognate experience.</p> <p>(c) By direct appointment of a candidate with HND in relevant field from a recognised institution with 3 years cognate experience.</p>	<ul style="list-style-type: none"> Provides leadership over a major animal section, supervising subordinate superintendents, keepers, and attendants. The officer oversees advanced animal care, welfare, breeding, and enclosure standards, ensures accurate records and reports, and coordinates medical, transfer, and emergency procedures with veterinary and management teams. The role also includes managing visitor interactions, enforcing policies and safety rules, and offering administrative support in planning and operational decision making. 	Principal Zoo Superintendent II
Principal Zoo Superintendent II	CONTISS 9	<p>(a) By promotion of a Senior Zoo Superintendent with 3 years cognate experience.</p> <p>(b) By direct appointment as in Zoo Superintendent II with 9 years cognate experience.</p> <p>(c) By direct appointment of a candidate with HND in relevant field from a recognised institution with 6 years cognate experience.</p>	<ul style="list-style-type: none"> Oversees major animal sections and coordinates daily zoo operations through the supervision of senior superintendents, keepers, and attendants. The officer ensures high standards of animal welfare, enclosure safety, and husbandry practices, while collaborating with veterinary units on health, breeding, and quarantine procedures. The role includes preparing detailed reports, supporting planning and resource allocation, leading animal transfers and emergency responses, guiding staff development, and ensuring compliance with zoo policies and safety regulations. They also represent the zoo section in interactions with visitors, researchers, and officials. 	Principal Zoo Superintendent I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Principal Zoo Superintendent I	CONTISS 11	<p>(a) By promotion of a Principal Zoo Superintendent II with 3 years cognate experience.</p> <p>(b) By direct appointment as in Zoo Superintendent II with 12 years cognate experience.</p> <p>(c) By direct appointment of a candidate with HND in relevant field from a recognised institution with 9 years cognate experience.</p> <p>Terminal point for Diploma holders without additional qualifications.</p>	<ul style="list-style-type: none"> Provides top-level leadership over multiple zoo sections, supervising all superintendents, keepers, and attendants. The officer ensures the highest standards of animal welfare, husbandry, enclosure safety, and enrichment programs while coordinating medical, breeding, and conservation activities. Responsibilities include strategic planning, budgeting, staff development, emergency preparedness, and compliance with zoo policies and regulations. The role also involves representing the zoo to visitors, researchers, government agencies, and conservation partners. 	Assistant Chief Zoo Superintendent
Assistant Chief Zoo Superintendent	CONTISS 12	<p>(a) By promotion of a Principal Zoo Superintendent I with 3 years cognate experience.</p> <p>(b) By direct appointment of a candidate with HND in relevant field from a recognised institution with 12 years cognate experience.</p>	<ul style="list-style-type: none"> Supports the Chief Zoo Superintendent in overseeing all zoo operations, supervising principal and senior superintendents, and ensuring high standards of animal welfare, husbandry, and enclosure management. The officer coordinates medical, breeding, enrichment, and conservation programs, manages staff development, and ensures compliance with zoo policies and safety regulations. The role also involves strategic planning, budgeting, emergency preparedness, and representing the zoo to visitors, researchers, government agencies, and conservation partners. 	Chief Zoo Superintendent
Chief Zoo Superintendent	CONTISS 13	<p>(a) By promotion of an Assistant Chief Zoo Superintendent with the following:</p> <p>(i) 5 years cognate experience on the grade.</p> <p>(ii) Relevant professional certificate from a recognised body.</p> <p>(b) By direct appointment of a candidate with HND in relevant field from a recognized institution along with the</p>	<ul style="list-style-type: none"> Provides overall leadership of the zoo's animal operations, supervising all subordinate superintendents and staff. The officer ensures the highest standards of animal welfare, enclosure management, feeding, breeding, and enrichment programs. Responsibilities include strategic planning, budgeting, policy formulation, staff development, emergency preparedness, and compliance with zoo regulations. 	

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		following: (i) 14 years cognate experience on the grade. (ii) Relevant professional certificate from a recognized body.	<ul style="list-style-type: none"> The role also involves representing the zoo to visitors, researchers, government agencies, and conservation partners, while advising top management on operational improvements and long-term development. 	

17. DIRECTORATE OF PUBLIC RELATIONS

A. PROTOCOL/PASSAGES/MEDIA/GRAPHIC & INFORMATION OFFICER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	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 with minimum of Second Class (Lower Division).	<ul style="list-style-type: none"> • Compiles Protocol list of the University's internal members and external guests. • Ensures prompt dispatch of invitation cards to all guests ahead of any University programmes/events. • Coordinates and participates in the distribution of gesture items to University friends and associates within and outside Abeokuta. • Actively involves in arrangement and labelling of seats at University's functions. • Books accommodation for University's officials and guests, as at when delegated. • Supervises the distribution of University souvenirs items and other duties as maybe delegated by the headships of the Directorate. • Performs Airport Check-in/Arrival formalities for University's officials when delegated. • Handles graphics related functions. • Circulates bi-monthly FUNAAB Bulletin to Media Houses and to other appropriate Departments. • Coverage and reportage of University News. • Assists in FUNAAB Bulletin design and production. • Performs newspaper cutting. • Handles University external relations. • Anchoring of University programmes. • Live streaming of University events. • Posts University News on social media handles. • Sends e-Bulletin to media houses and staff's emails addresses. • Scans online platforms for FUNAAB related news. • Designs monthly staff birthday lists. 	Protocol / Passages / Media / Graphic & Information Officer I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Protocol / Passages / Media/Graphic & Information Officer I	CONTISS 8	<p>(a) By promotion of a Protocol / Passages / Media / Graphic & Information Officer II with 3 years cognate experience.</p> <p>(b) By direct appointment as in Protocol / Passages / Media / Graphic & Information Officer II with 3 years cognate experience OR a Master's degree.</p>	<ul style="list-style-type: none"> • Supervises the distribution of University souvenirs items and other duties as maybe delegated by the headships of the Directorate. • Writes reports for University News Bulletin/ • Performs Airport Check-in/Arrival formalities for University's officials when delegated. • Designs, page planning and production of FUNAAB Bulletin. • Designs advert for Bulletin and other graphics works. • Circulation of bi-monthly FUNAAB Bulletin to Media Houses and to other appropriate Departments. • Coverage and reportage of University News. • Assists in FUNAAB Bulletin production. • Performs Newspaper cuttings. • Handles University external relations. • Anchoring of University programmes. • Live streaming of University major events. • Posts University news on social media handles • Handles routine dispatch of e-Bulletin to all recipients. • Monitors online mentions of FUNAAB and prepare briefs. • Designs monthly staff birthday lists. • Compiles Protocol list of the University's internal members and external guests. • Ensures prompt dispatch of invitation cards to all guests ahead of any University programmes/events. • Coordinates and participate in the distribution of gesture items to University friends and associates within and outside Abeokuta. • Actively involves in arrangement and labelling of seats at University's functions. • Books accommodation for University's officials and guests, as at when delegated. • Carries out Graphics assignments for the University. 	Senior Protocol / Passages / Media / Graphic & Information Officer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Senior Protocol/ Passages/Media / Graphic & Information Officer	CONTISS 9	<p>(a) By promotion of a Protocol / Passages / Media / Graphic & Information Officer I with 3 years cognate experience.</p> <p>(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.</p>	<ul style="list-style-type: none"> • Compiles Protocol list of the University's internal members and external guests. • Ensures prompt dispatch of invitation cards to all guests ahead of any University programmes/events. • Coordinates and participate in the distribution of gesture items to University friends and associates within and outside Abeokuta. • Actively involves in arrangement and labelling of seats at University's functions. • Books accommodation, flight tickets and facilitates entry visas for University officials and guests. • Facilitates issuance of international and official passports for staff and students. • Supervises the distribution of University souvenirs items and other duties as maybe delegated by the headships of the Directorate. • Writes reports for FUNAAB Bulletin • Performs Airport Check-in/Arrival formalities for University officials. • Designs, page plans and produces FUNAAB Bulletin. • Designs advert for bulletin and other delegate graphic works. • Circulates weekly FUNAAB Bulletin to Media Houses and to other appropriate Departments. • Coverage and reportage of University News. • Performs Newspaper cuttings. • Handles University external relations. • Anchors University programmes. • Live streaming of University events. • Posts University news on social media handles • Leads the design and production of FUNAAB Bulletin. • Oversees the e-Bulletin distribution workflow. • Designs and produces staff birthday list. • Manages book design and publication stages. 	Principal Public Relations Officer (Protocol & Passages) / (Media / Graphic & Information)

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<ul style="list-style-type: none"> • Assigns and supervises graphics duties in the unit. 	
Principal Public Relations Officer (Protocol & Passages)/ (Media/Graphic & Information)	CONTISS 11	<p>(a) By promotion of a Senior Protocol / Passages / Media/ Graphic & Information Officer with 3 years cognate experience.</p> <p>(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.</p>	<ul style="list-style-type: none"> • Books accommodation, flight tickets and facilitates entry visas for University officials and guests. • Facilitates issuance of international and official passports for staff and students, Performs Airport Check-in/Arrival formalities for University officials when delegated. • Assists in the process of entry visa/arranging visa appointments at embassies for university staff. • Writes New stories for FUNAAB Bulletin • Delegates duties to Information Officers for News Coverage of University Activities. • Writes Press Releases for the University. • Anchors/compere University official and major events, such as Matriculations, Inaugural Lectures, Convocations and others as delegated. • Creates local and international media awareness about the University's major events and achievements. • Monitors news and public comments about the University in the print, electronic and / or online media, which serves as the University's early warning on any emerging trend. • Provides officers to serve as Masters of Ceremonies at University functions. • Initiates and implements public relations strategies for the University, to enable maintenance of cordial relations with its vital publics, by influencing campus development agenda. • Generates and edits web contents for the relevant pages on the University website. • Generates and places corporate advertisements, based on requests from the relevant Colleges/Institutes/Centres/Departments/Units on specific activities or programmes. • Keeps the University Community and the general public abreast of 	Assistant Director, Public Relations (Protocol & Passages) / (Media/Graphic & Information)

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<p>the happenings in the University by the issuance of Press release, bi-monthly FUNAAB Bulletin and the WhatsApp Bulletin, FUNAAB Echo on Telegram, including other University social media pages and the website.</p> <ul style="list-style-type: none"> • Fields media requests, maintains contact bases and assists reporters, and also, co-coordinates press conferences and tours. • Circulates Bi-monthly FUNAAB Bulletin to Media Houses and to other appropriate departments. • Directs FUNAAB Bulletin design and production. • Approves final design of Bulletin before circulation. • Oversees the workflow for sending e-Bulletin to all recipients. • Supervises staff handling Bulletin related tasks. 	
Assistant Director, Public Relations (Protocol & Passages) / (Media / Graphic & Information)	CONTISS 13	<p>(a) By promotion of a Principal Protocol / Passages / Media / Graphic & Information Officer with 3 years cognate experience.</p> <p>(b) By direct appointment as in Protocol / Passages / Media / Graphic & Information Officer II with 12 years cognate experience.</p> <p>Membership of relevant Professional body shall be an advantage.</p>	<ul style="list-style-type: none"> • Coordinates the compilation of the Protocol list of the University's internal members and external guests. • Ensures prompt dispatch of invitation to all guests ahead of any University programmes / events. • Actively involves in organising and arranging University functions like Convocation, Matriculation, Inaugural Lectures and other events such as Conferences and Symposiums. • Books accommodation for University officials and guests, as at when requested. • Performs Airport Check-in/Arrival formalities for University officials when delegated. • Books flight tickets for University staff. • Facilitates the processing of international and official passports and other travel documents. • Assists in the process of entry visa/arranging visa appointments at embassies for university staff. • Writes and proofread News-Stories for FUNAAB Bulletin hard copy and the WhatsApp platform, including Echo. • Delegates duties to Information Officers for News Coverage of University Activities. 	Deputy Director II

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<ul style="list-style-type: none"> • Writes Press Releases for the University. • Anchors/compere University official and major events, such as the Matriculation, Inaugural Lectures, Convocation and others as delegated. • Creates local and international media awareness about the University major events and achievements. • Monitors news and public comments about the University in the print, electronic and/or online media, which serves as the University's early warning on any emerging trend. • Provides officers to serve as Masters of Ceremonies at University functions. • Initiates and implements public relations strategies for the University, to enable maintenance of cordial relations with its vital publics, by influencing campus development agenda. • Generates and edits web content for the relevant pages on the University website. • Generates and places of corporate advertisements, based on requests from the relevant Colleges/Institutes/Centres/Departments/Units on specific activities or programmes. • Keeps the University Community and the general public abreast of the happenings in the University by the issuance of Press release, WhatsApp Bulletin, Bi-monthly Bulletin, FUNAAB Echo and other University social media platforms, including the website. • Fields media requests, maintains contact bases and assists reporters, and also co-coordinates press conferences and tours. • Designs, page plans and produces FUNAAB Bulletin. • Designs adverts for FUNAAB Bulletin both offline and offline and other related graphics works. • Circulates Bi-monthly FUNAAB Bulletin to Media Houses and to other appropriate departments. • Provides leadership for all Bulletin production activities. • Ensures delivery of e-Bulletin to media houses, ICT Services, and 	

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			staff's emails, University social media platforms like the Facebook, X, LinkedIn, Instagram, Tiktok and the University website.	
Deputy Director II	CONTISS 14	<p>(a) By promotion of an Assistant Director, Public Relations (Protocol / Passages / Media / Graphic & Information Officer) with the following:</p> <p>(i) 4 years cognate experience.</p> <p>(ii) A higher degree in a relevant field.</p> <p>(iii) Relevant professional certificate from a recognised body.</p> <p>(b) By direct appointment as in Protocol / Passages / Media /Graphic & Information Officer II including the following:</p> <p>(i) 14 years cognate experience.</p> <p>(ii) A higher degree in a relevant field.</p> <p>(iii) Relevant professional certificate from a recognised body.</p>	<ul style="list-style-type: none"> • Sets direction for Bulletin production. • Approves Bulletin schedules and final outputs. • Oversees e-Bulletin delivery. • Supervises senior staff. • Enforces visual standards. • Handles high level assignments. • Manages resources for graphic work. • Reviews major design activities. 	<p>Deputy Director I</p> <p>By Appointment</p>
Deputy Director I	CONTISS 15	<p>(a) By direct appointment as in Deputy Director II with 15 years cognate experience with a minimum of 5 years' experience in a tertiary institution.</p>	<ul style="list-style-type: none"> • Sets direction for Bulletin production. • Approves Bulletin schedules and final outputs. • Oversees e-Bulletin delivery. • Supervises senior staff. • Enforces visual standards. • Handles high level assignments. • Manages resources for graphic work. • Reviews major design activities. 	<p>Director</p> <p>By Appointment</p>

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Director, Public Relations	CONTISS 15	(i) Shall be by appointment by Appointments and Promotions Committee for a period five (5) years and non-renewable.	<ul style="list-style-type: none"> Oversees every administrative/professional/technical duty. Enforces standards and manage resources of the Directorate. 	

B. TECHNICAL / GRAPHIC CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Technical Officer	CONTISS 6	(a) ND in relevant field from a recognised institution with minimum of Lower Credit.	<ul style="list-style-type: none"> Covers photographic assignments for University programmes Prints special photographs and other enlargements. Copies photographs for safety and record purpose. Archives safe keeps photographic equipment. Video records and edits major university events. Covers news for the University Performs other delegated duties, such as skill leader at CENTS. Designs and produces Banners for various university events. Screens various banners for display at the university ceremonial gate as directed. 	Higher Technical Officer (Graphic) / Higher Technical Officer (Media & Information)
Higher Technical Officer (Graphic)/ Higher Technical Officer (Media & Information)	CONTISS 7	<p>(a) By promotion of a Technical Officer with 3 years cognate experience.</p> <p>(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.</p> <p>(c) By direct appointment of a candidate with HND in the relevant field from a recognised institution with minimum of Lower Credit.</p>	<ul style="list-style-type: none"> Covers photographic assignments for University programmes Prints special photographs and other enlargements. Copies photographs for safety and record purpose. Archives and safe keeps photographic equipment. Video records and edits major University events. Covers news for the university. 	Senior Technical Officer (Graphic)/Senior Technical Officer (Media & Information)

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<ul style="list-style-type: none"> • Performs other delegated duties, such as a skill leader at CENTS. • Designs and produces Banners for various university events. • Screens various banners for display at the University Ceremonial Gate, as directed. 	
Senior Technical Officer (Graphic) / Senior Technical Officer (Media & Information)	CONTISS 8	<p>(a) By promotion of a Higher Technical Officer with 3 years cognate experience.</p> <p>(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.</p> <p>(c) By direct appointment of a candidate with HND in the relevant field from a recognised institution plus 3 years cognate experience.</p>	<ul style="list-style-type: none"> • Covers photographic assignments for University programmes • Prints special photographs and other enlargements. • Copies photographs for safety and record purpose. • Archives and safe keeps photographic equipment. • Video records and edits major University events. • Covers news for the university. • Performs other delegated duties, such as a skill leader at CENTS. • Designs and produces Banners for various university events. • Screens various banners for display at the University Ceremonial Gate, as directed. 	Principal Technical Officer II (Graphic) / Principal Technical Officer I ((Media & Information))
Principal Technical Officer II (Graphic) /Principal Technical Officer I ((Media & Information))	CONTISS 9	<p>(a) By promotion of a Senior Technical Officer with 3 years cognate experience.</p> <p>(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.</p> <p>(c) By direct appointment of a candidate with HND in the relevant field from a recognised institution with 6 years cognate experience.</p>	<ul style="list-style-type: none"> • Covers photographic assignments for University programmes • Prints special photographs and other enlargements. • Copies photographs for safety and record purpose. • Archives and safe keeps photographic equipment. • Video records and edits major University events. • Covers news for the university. • Performs other delegated duties, such as a skill leader at CENTS. • Designs and produces Banners for various university events. 	Principal Technical Officer I (Graphic) /Principal Technical Officer I (Media & Information)

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<ul style="list-style-type: none"> • Screens various banners for display at the University Ceremonial Gate, as directed. 	
Principal Technical Officer I (Graphic) /Principal Technical Officer I (Media & Information)	CONTISS 11	<p>(a) By promotion of a Principal Technical Officer II with 3 years cognate experience.</p> <p>(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.</p> <p>(c) By direct appointment of a candidate with HND in the relevant field from a recognised institution with 9 years cognate experience.</p> <p>Terminal point for ND/NTC (Advanced Diploma)/NABTEB Advanced level holders.</p>	<ul style="list-style-type: none"> • Covers photographic assignments for University programmes • Prints special photographs and other enlargements. • Copies photographs for safety and record purpose. • Archives and safe keeps photographic equipment. • Video records and edits major University events. • Covers news for the university. • Performs other delegated duties, such as a skill leader at CENTS. • Designs and produces Banners for various university events • Screens various banners for display at the University Ceremonial Gate, as directed. 	Assistant Chief Technical Officer (Graphic)/Assistant Chief Technical Officer (Media & Information)
Assistant Chief Technical Officer (Graphic) / Assistant Chief Technical Officer (Media & Information)	CONTISS 12	<p>(a) By promotion of a Principal Technical Officer I possessing HND with 3 years cognate experience.</p> <p>(b) By direct appointment of a candidate with HND in the relevant field from a recognised institution with 12 years cognate experience.</p>	<ul style="list-style-type: none"> • Covers photographic assignments for University programmes • Prints special photographs and other enlargements. • Copies photographs for safety and record purpose. • Archives and safe keeps photographic equipment. • Video records and edits major University events. • Covers news for the university. • Performs other delegated duties, such as a skill leader at CENTS. • Designs and produces Banners for various university events. • Screens various banners for display at the University Ceremonial Gate, as directed. 	Chief Technical Officer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Chief Technical Officer	CONTISS 13	<p>(a) By promotion of an Assistant Chief Technical Officer with the following:</p> <p>(i) 5 years cognate experience on the grade.</p> <p>(ii) Relevant professional certificate from a recognised body.</p> <p>(b) By direct appointment of a candidate with HND in the relevant field from a recognised institution including the following:</p> <p>(i) 14 years cognate experience.</p> <p>(ii) Relevant professional certificate from a recognised body.</p>	<ul style="list-style-type: none"> Oversees the duties of other Technical Officers to ensure effective smooth running and prompt delivery. Performs other delegated duties by the headship of the Directorate. 	

C. BROADCASTING OFFICER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	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 with minimum of Second Class (Lower Division).	<ul style="list-style-type: none"> Oversees the production of radio programmes. Produces live and recorded content. Develops and creates programme content. Supports research and background checks for programme topics to ensure factual, accurate and high-quality broadcasts. Performs other duties as may be assigned, and provides community service. 	Broadcasting Officer I
Broadcasting Officer I	CONTISS 8	<p>(a) By promotion of Broadcasting Officer II with 3 years cognate experience.</p> <p>(b) By direct appointment as in Broadcasting Officer II with 3 years cognate experience OR a Master's degree.</p>	<ul style="list-style-type: none"> Oversees the production of radio programmes. Produces live and recorded content. Develops and creates programme content. Supports research and background checks for programme topics to ensure factual, accurate and high-quality broadcasts. Assists in coordinating guest interviews and contributors to enhance programme variety and engagement. Performs other duties as may be assigned, and provides community service. 	Senior Broadcasting Officer

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
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.	<ul style="list-style-type: none"> Oversees the production of radio programmes. Produces live and recorded content. Creates content and produces special programmes. Supports research and background checks for programme topics to ensure factual, accurate and high-quality broadcasts. Provides mentorship to junior officers and interns, ensuring adherence to professional broadcast standards. Performs other duties as may be assigned, and provides community service. 	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.	<ul style="list-style-type: none"> Oversees the production of radio programmes and produces live and recorded content. Creates content and produces special programmes. Provides orientation and leadership to junior broadcasters. Supports research and background checks for programme topics to ensure factual, accurate and high-quality broadcasts. Performs other duties as may be assigned, and provides community service. 	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.	<ul style="list-style-type: none"> Coordinates all programme activities. Produces and supervises news production. Responsible for the day-to-day management of studio operations. Oversees compliance with broadcast policies and regulatory guidelines, ensuring professional and ethical output. Initiates and implements innovative programming strategies to strengthen FUNAAB Radio's brand identity and outreach. Performs other duties as may be assigned, and provides community service. 	Deputy Director II, FUNAAB Radio

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Deputy Director II, FUNAAB Radio	CONTISS 14	<p>(a) By promotion of a Principal Broadcasting Officer with 4 years cognate experience plus a higher degree.</p> <p>(b) By direct appointment as in Broadcasting Officer II with 15 years cognate experience plus a higher degree.</p> <p>Membership of relevant Professional body shall be an advantage.</p>	<ul style="list-style-type: none"> • Coordinates programmes scheduled for broadcast. • Produces and supervises productions. • Prepares programme schedules. • Responsible for the day-to-day management of the radio station. • Oversees technical and operational efficiency, ensuring smooth transmission, equipment reliability, and workflow coordination. • Performs other duties as may be assigned, and provides community service. 	<p>Deputy Director I, FUNAAB Radio</p> <p>By Appointment</p>
Deputy Director I, FUNAAB Radio	CONTISS 15	<p>(a) By direct appointment of a Deputy Director II with 5 years cognate experience plus a higher degree.</p> <p>(b) By direct appointment as in Broadcasting Officer II with 18 years cognate experience plus a higher degree.</p> <p>Membership of relevant Professional body shall be an advantage.</p>	<ul style="list-style-type: none"> • Provides strategic leadership and overall direction for FUNAAB Radio. • Oversees the planning, development, and execution of all broadcast, programming, news and editorial activities. • Ensures station operations comply with regulatory standards, institutional policies, and ethical broadcasting practices. • Supervises senior staff and provides leadership for programme development, content quality, training, and staff development. • Coordinates long-term planning for the station, including audience engagement, innovation, partnerships, and expansion initiatives. • Manages station resources including budgeting, staffing, equipment, and technical operations. • Strengthens collaboration with the media community, regulators, partner institutions, and other stakeholders. • Serves as Chief Media Adviser to the University Management on broadcast communication matters. • Represents the radio station in external relations. • Performs other duties as may be assigned, and provides community service. 	

JUNIOR NON-TEACHING STAFF

1. BURSARY DEPARTMENT

A. SUPPLY STORE KEEPER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Store Keeper	CONTISS 3	<ol style="list-style-type: none"> 1. By direct appointment of a candidate with WASC/GCE 2. By direct appointment of a candidate with Ordinary Certificate of the Institute of Purchasing & Supply in Store-Keeping 	<ul style="list-style-type: none"> • Manages the University's filing station and oversee diesel distributions to university vehicles and generators. • Maintains accurate records of diesel receipts, issues and balances. • Ensures proper safety standards and security at the filing station. • Prepares and submits weekly diesel consumption reports to the Chief Store and Supply Officer. 	Higher Store Keeper
Higher Store Keeper	CONTISS 4	<ol style="list-style-type: none"> 1. By direct appointment of a candidate with WASC/GCE with 3 years of cognate experience 2. By direct appointment of a candidate with Ordinary Certificate of the Institute of Purchasing & Supply in Store-Keeping plus 3 years relevant experience 3. Promotion avenue for a candidate with 4 years cognate experience as Store Keeper 	<ul style="list-style-type: none"> • Manages the University's filing station and oversee diesel distributions to university vehicles and generators. • Maintains accurate records of diesel receipts, issues and balances. • Ensures proper safety standards and security at the filing station. • Prepares and submits weekly diesel consumption reports to the Chief Store and Supply Officer. 	Senior Store Keeper
Senior Store Keeper	CONTISS 5	<ol style="list-style-type: none"> 1. Promotion avenue for a candidate with 5 years cognate experience as Higher Store Keeper <p>Terminal point for WASC/GCE holders without 5 credits.</p>	<ul style="list-style-type: none"> • Manages the University's filing station and oversee diesel distributions to university vehicles and generators. • Maintains accurate records of diesel receipts, issues and balances. • Ensures proper safety standards and security at the filing station. • Prepares and submits weekly diesel consumption reports to the Chief Store and Supply Officer. 	Stores and Supplies Officer III

2. DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES/ DIRECTORATE OF ACADEMIC INFORMATION SERVICES

A. ICT DATA PROCESSING ASSISTANT CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	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 with Certificate of Computer literacy from a recognized Institution and 35wpm typewriting speed	<ul style="list-style-type: none"> Data collection, collation and cleaning. Data transformation. Assist in generating basic reports and creating visualizations. Perform other related duties as assigned. 	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 5 Credit passes in English Language and Mathematics plus Certificate of Computer literacy with 3 years relevant experience and 35wpm typewriting speed</p> <p>2. Promotion avenue for a candidate with 3 years cognate experience as Data Processing Assistant, ICT.</p> <p>Terminal point for WASC/GCE holders without 5 credits.</p>	<ul style="list-style-type: none"> Provision, update and administer student/staff applications. Document datasets and ensure accuracy of entries. Perform other related duties as assigned. 	Data Processing Officer III, ICT

B. TECHNICAL ASSISTANT CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Technical Assistant II, ICT	CONTISS 3	By direct appointment of a candidate with WASC/GCE including English Language plus Trade Test II Certificate and Computer literacy Certificate obtained from a recognized Institution.	<ul style="list-style-type: none"> Data collection, collation and cleaning. Data transformation. Assists in generating basic reports and creating visualizations. Performs other related duties as assigned. 	Technical Assistant I, ICT
Technical Assistant I, ICT	CONTISS 4	<p>1. By direct appointment of a candidate with WASC/GCE plus Trade Test II Certificate with Computer literacy Certificate obtained from a recognized Institution with 2 years relevant experience.</p> <p>2. Promotion avenue for a candidate with 4 years cognate experience as Technical Assistant II, ICT</p>	<ul style="list-style-type: none"> Provision, update and administer student/staff applications. Documents datasets and ensure accuracy of entries. Performs other related duties as assigned. 	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 5 years cognate experience as Technical Assistant I, ICT</p> <p>Terminal point for WASC/GCE holders without 5 credits.</p>	<ul style="list-style-type: none"> • Provision, update and administer student/staff applications. • Documents datasets and ensure accuracy of entries. • Performs other related duties as assigned. 	Technical Officer III, ICT
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3. DIRECTORATE OF UNIVERSITY FARMS

A. ANIMAL HEALTH/CROP/FORESTRY/FISHERY/WILDLIFE/ENVIRONMENTAL CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Herdsmen / Gardener/Farm Labour/ Attendant	CONTISS 1	a) Able bodied men, physically fit and ability to communicate with First School Leaving Certificate.	Herdsmen <ul style="list-style-type: none"> Daily animal care: feeding and watering and ensuring the overall well-being of livestock Health monitoring: observing herd behaviour for signs of illness and administering medications or treatments as needed Production assistance: monitoring and assisting with breeding and calving. Facility and pasture management: maintaining the cleanliness of facilities and managing pastures and feeding requirements. Record keeping accurate recording treatments and other relevant information. Collaboration: working with veterinarian and farm managers to address issues. 	Livestock/Diary/ Crop/Forestry/ Fisheries/Wildlife/ Head Gardener/Environmental Attendant.
Livestock/Diary/ Crop/Forestry/ Fisheries/Wildlife/ Head Gardener/Environmental Attendant.	CONTISS 2	<ol style="list-style-type: none"> By direct appointment of a candidate with WASC/GCE Promotion avenue for a candidate with 3 years of cognate experience as Herdsmen / Gardener/Farm Labour/ Attendant Terminal point for able bodied men, physically fit and ability to communicate. Terminal point for able bodied men without WASC/GCE.	Gardener <ul style="list-style-type: none"> Garden Maintenance: Weeding, pruning, and mulching of ornamental gardens, lawns, and other green spaces. Planting and Propagation: Planting flowers, shrubs, and trees, and propagating new plants. Irrigation: Watering plants and ensuring the proper functioning of irrigation systems. Fertilizing and Soil Care: Applying fertilizers and other soil amendments to maintain plant health. Lawn Care: Mowing, edging, and fertilizing university lawns. 	Field Overseer III/Higher Head Gardener/ Experimental Assistant
Field Overseer III/ Higher Head Gardener/ Experimental Assistant	CONTISS 3	<ol style="list-style-type: none"> By direct appointment of a candidate with WASC/GCE plus 2 years training and experience in any of the professional areas. Promotion avenue for a candidate with 3 years of cognate experience as Livestock/Dairy/ Crop/ Forestry Fisheries/ Wildlife/Head Gardener. 	Farm Labourer <ul style="list-style-type: none"> Field Work: Planting, tending, and harvesting crops 	Field Overseer II/Senior Head Gardener/Senior Experimental Assistant
Field Overseer II/Senior Head Gardener/Senior Experimental Assistant	CONTISS 4	<ol style="list-style-type: none"> By direct appointment of a candidate with WASC/GCE plus 4 years training and experience in any of the professional areas. Promotion avenue for a candidate with 4 years of cognate experience as Field 		Field Overseer I /Principal Head Gardener/Principal Experimental Assistant

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		Overseer III/ Higher Head Gardener/ Experimental Assistant	according to the agricultural calendar.	
Field Overseer I /Principal Head Gardener/Princi pal Experimental Assistant	CONTISS 5	<p>1. By direct appointment of a candidate with WASC/GCE plus 5 years training and experience in any of the professional areas above.</p> <p>2. Promotion avenue for a candidate with 5 years of cognate service as Field Overseer II/Senior Head Gardener/Senior Experimental Assistant</p> <p>Terminal point for WASC/GCE holders without 5 credits.</p>	<ul style="list-style-type: none"> • General Maintenance: Assisting with repairs to farm structures, tools, and equipment. • Hygiene and Cleaning: Maintaining cleanliness of the farm environment and work areas. • Tool and Equipment Management: Handling and basic care of agricultural tools. • Weeding and Pest Control: Performing manual weed removal and assisting with pest control measures. 	Experimental Supervisor / Foreman

4. DIRECTORATE OF HEALTH SERVICES

A. MEDICAL HEALTH ASSISTANT CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Health Assistant	CONHESS 3	By direct appointment of a candidate with WASC/GCE plus National Certificate for Health Assistants	<ul style="list-style-type: none"> Carrying prescribed drugs and food to patients. Dressing and treating wounds under supervision. Assisting in keeping patients in check to ensure their safety. Shaving the relevant parts of patients' bodies in preparation for treatment/dressing. Assisting in the registration and issuance of card to patients in the General Out Patient and Emergency wards. Assisting in the processing of X-Ray films. 	Higher Health Assistant
Higher Health Assistant	CONHESS 4	<p>1. By direct appointment of a candidate with WASC/GCE and National Certificate for Health Assistant plus 2 years relevant experience</p> <p>2. Promotion avenue for a candidate with 3 years of cognate experience as Health Assistant</p>	<p>Laboratory Duties</p> <ul style="list-style-type: none"> Preparing smears, simple reagents, etc. Procuring insects for laboratory test. Assisting Laboratory Technicians in carrying out simple routine tests. Loading cassettes and films in the dark-room. <p>Public Health Duties</p> <ul style="list-style-type: none"> Carrying out routine inspection of exposed food items intended for public consumption. Spraying chemicals to kill and control the menace of harmful insects. 	Senior Health Assistant
Senior Health Assistant	CONHESS 5	<p>1. By direct appointment of a candidate with WASC/GCE plus National Certificate in relevant Field plus 4 years relevant experience.</p> <p>2. Promotion avenue for a candidate with 5 years of cognate experience as Higher Health Assistant</p> <p>Terminal point for WASC/GCE holders without 5 credits.</p>	<ul style="list-style-type: none"> Assisting in on-the-job training of newly recruited staff. Assisting in preparing walking calipers, P.O.P. and other therapeutic supports. Assisting in refurbishing hospital instruments and appliances. Supervising the removal of appliances e.g. P.O.P. 20.2.4.5 Supervising subordinate staff. <p>Laboratory Services</p> <ul style="list-style-type: none"> Assisting Laboratory Technologists in carrying out routine 	Principal Health Assistant

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
			<p>Laboratory tests.</p> <ul style="list-style-type: none"> • Taking care of experimental animals. <p>Public Health Services</p> <ul style="list-style-type: none"> • Identifying and reporting on contraventions of Public Health Regulations. <p>Laboratory Duties</p> <ul style="list-style-type: none"> • Assisting in storing issued chemicals and keeping laboratory supplies and equipment in good condition. <p>Public Health Duties</p> <ul style="list-style-type: none"> • Identifying and reporting on contraventions of Public Health Regulations. • Assisting in the supervision and deployment of the activities of subordinate staff. 	

B. MEDICAL LABORATORY ASSISTANT CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Medical Laboratory Attendant	CONTISS 3	By direct appointment of a candidate with WASC/GCE	<ul style="list-style-type: none"> • Performing routine laboratory duties assigned. 	Medical Laboratory Assistant
Medical Laboratory Assistant	CONTISS 4	<p>1. By direct appointment of a candidate with WASC/GCE plus National Certificate for Medical Laboratory Assistant (IMLT)</p> <p>2. Promotion avenue for a candidate with 4 years of cognate experience as Medical Laboratory Attendant</p>	<ul style="list-style-type: none"> • Performing routine laboratory duties assigned. • Performing any other duties assigned. 	Senior Medical Laboratory Assistant
Senior Medical Laboratory Assistant	CONTISS 5	<p>1. By direct appointment of a candidate with WASC/GCE and National Certificate for Medical Laboratory Assistant (IMLT) plus 3 years relevant experience</p> <p>2. Promotion avenue for a candidate with 5 years of relevant service as Medical Laboratory Assistant</p> <p>Terminal point for WASC/GCE holders without 5 credits.</p>	<ul style="list-style-type: none"> • Performing routine laboratory duties as may be assigned. • Supervising and Training subordinate staff. 	Principal Medical Laboratory Assistant

C. HEALTH ATTENDANT (CLEANERS) CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Higher Health Attendant	CONHESSS 3	1. By direct appointment of a candidate with WASC/GCE	<ul style="list-style-type: none"> Assisting in the preparation of handicraft materials for therapeutic use. Carrying out general cleaning of the surroundings and equipment. Attending to the toilets and other minor needs of patients like assisting in the movement of patients undergoing occupational therapy. Helping in the transportation of patients. Sorting, drying and distributing X-Ray films. Performing under supervision, routine dark – room duties. 	Senior Health Attendant
Senior Health Attendant	CONTESS 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	<ul style="list-style-type: none"> Assisting in the preparation of handicraft materials for therapeutic use. Carrying out general cleaning of the surroundings and equipment. Attending to the toilets and other minor needs of patients like assisting in the movement of patients undergoing occupational therapy. Helping in the transportation of patients. Sorting, drying and distributing X-Ray films. Performing under supervision, routine dark – room duties. 	Principal Health Attendant
Principal Health Attendant	CONTESS 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 Terminal point for WASC/GCE holders without 5 credits.	<ul style="list-style-type: none"> Assisting in the preparation of handicraft materials for therapeutic use. Carrying out general cleaning of the surroundings and equipment. Attending to the toilets and other minor needs of patients like assisting in the movement of patients undergoing occupational therapy. Helping in the transportation of patients. Sorting, drying and distributing X-Ray films. Performing under supervision, routine dark-room duties. 	Chief Health Assistant II

D. JUNIOR COMMUNITY HEALTH EXTENSION WORKERS

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Junior Community Health Extension Worker V	CONTISS 3	By direct appointment of a candidate with GCE/WASC	<ul style="list-style-type: none"> Assisting with vital signs of patients. Assisting with patients wound dressing. Assisting in cleaning and sterilizing of instruments. Assisting in laying of patients' bed in the ward. Assisting during patient referred to different medical centres for further management. Assisting staff and student during the following Universities activities: examinations, sporting events and medical registration (for staff and students). Assisting the Doctors and nurses where necessary. 	Junior Community Health Extension Worker IV
Junior Community Health Extension Worker IV	CONTISS 4	<ol style="list-style-type: none"> By direct appointment of a candidate with GCE/WASC plus 2 years relevant experience Promotion avenue for Junior Community Health Extension Worker V with 3 years cognate experience. 	<ul style="list-style-type: none"> Assisting with vital signs of patients. Assisting with patients wound dressing. Assisting in cleaning and sterilizing of instruments. Assisting in laying of patients' bed in the ward. Assisting during patient referred to different medical centres for further management. Assisting staff and student during the following Universities activities: examinations, sporting events and medical registration (for staff and students). Assisting the Doctors and nurses where necessary. 	Junior Community Health Extension Worker III
Junior Community Health Extension Worker III	CONTISS 5	<ol style="list-style-type: none"> By direct appointment of a candidate with GCE/WASC plus 4years relevant experience Promotion avenue for Junior Community Health Extension Worker IV with 3 years cognate experience. <p>Terminal point for WASC/GCE holders without 5 credits.</p>	<ul style="list-style-type: none"> Assisting with vital signs of patients. Assisting with patients wound dressing. Assisting in cleaning and sterilizing of instruments. Assisting in laying of patients bed in the ward. Assisting during patient referred to different medical centres for further management. Assisting staff and student during the following Universities activities: examinations, sporting events and medical registration (for staff and students). Assisting the Doctors and nurses where necessary. 	Community Health Technician

5. UNIVERSITY LIBRARY

A. LIBRARY ASSISTANT CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Library Assistant	CONTISS 3	1. By direct appointment of a candidate with WASC/GCE	<ul style="list-style-type: none"> • Writing of class mark on the spines of books. • Filing of catalogue cards. • Receiving books from the Collection Development unit. 	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	<ul style="list-style-type: none"> • Shelving of books. • Charging and discharging of books. • Receiving books from the Cataloguing and Classification section. • Writing of overdue notices. • Issuing borrowers' cards to students and staff. 	Principal Library Assistant
Principal Library Assistant	CONTISS 5	1. By direct appointment of a candidate with Senior School Certificate plus 3 years' experience 2. Promotion avenue for a candidate with 3 years of cognate experience as a Senior Library Assistant Terminal point for WASC/GCE holders without 5 credits.	<ul style="list-style-type: none"> • Shelving of books. • Charging and discharging of books. • Receiving books from the Cataloguing and Classification section. • Writing of overdue notices. • Issuing borrowers' cards to students and staff. 	Chief Library Assistant

B. LIBRARY PORTER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
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.	<ul style="list-style-type: none"> • To ensure that the library is open to users at the appropriate time. • Securing of books and other equipment in the library. • Packaging of consulted books on reading tables in preparation for shelving by staff and students shelvees. 	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	<ul style="list-style-type: none"> • Checking users in and out of the library to ensure that unauthorized persons do not enter the library. • Proper search of people doing out of the library for 	Assistant Chief Porter

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		<p>2. By direct appointment of an Ex-service man in the rank of Police Sergeant or equivalent plus WASC/GCE.</p> <p>3. By promotion of a Porter with 3 years of cognate experience.</p>	<p>security of books and other materials in the library.</p> <ul style="list-style-type: none"> • To guide against theft and mutilation of library books. • To ensure that everywhere in the library are properly locked up after the closing hour. • Coordination of inter-office relocations of officers. 	
Assistant Chief Porter	CONTISS 5	<p>1. By direct appointment of a candidate with 4 Credit passes in WASC/GCE obtained at not more than 2 sittings which must include English Language plus 6years relevant experience</p> <p>2. By direct appointment of an Ex-service man in the rank of Police Inspector or equivalent plus WASC/GCE.</p> <p>3. By promotion of a Senior Porter with 3 years cognate experience.</p> <p>Terminal point for WASC/GCE holders without 5 credits.</p>	<ul style="list-style-type: none"> • Supervision of freshets' library registration. • Monitoring of diesel generator in the library. 	Chief Porter

6. REGISTRY

A. CLERICAL OFFICER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
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	<ul style="list-style-type: none"> Handling routine Clerical/Office duties Keeping files, records and handling correspondences. Providing hospitality services in the office. 	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	<ul style="list-style-type: none"> Providing assistance in secretarial duties of the office. Assistance in taking charge of a correspondence or records. Training and supervising subordinates. 	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 6 years relevant experience 2. Promotion avenue for candidate with 3 years of cognate service as Senior Clerical Officer.	<ul style="list-style-type: none"> Ensuring proper organization of the office. Any other official duties as may be assigned by the Head of Department/Unit. 	Chief Clerical Officer

B. EXECUTIVE OFFICER (ADMIN.) CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	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	<ul style="list-style-type: none"> Applying University rules and regulations to treat specific matters assigned under supervision. Handling under supervision, routine correspondence on subjects within his schedule of duties. 	Executive Officer

C. SECRETARIAL ASSISTANT CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	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	<ul style="list-style-type: none"> Performing routine clerical duties under supervision. 	Secretarial Assistant II

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
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	<ul style="list-style-type: none"> Performing routine clerical duties. Assisting in training subordinate staff. Taking charge of a small Registry (Correspondence and Records). 	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 4years relevant experience 2. Promotion avenue for candidate with 35wpm plus 3 years of cognate experience as Secretarial Assistant II Terminal point for WASC/GCE holders without 5 credits.	<ul style="list-style-type: none"> Training subordinate staff. Supervising subordinate staff. Taking charge of a small Registry (Correspondence and Records). 	Senior Secretarial Assistant II/ Data Processing Officer (Secretary)

D. HOSTEL PORTER CADRE (STUDENT AFFAIRS)

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Porter	CONTISS 3	1. By direct appointment of a candidate with WASC/GCE/ NABTEB 2. By direct appointment of Ex-service man with evidence of Discharge Certificate	<ul style="list-style-type: none"> Ensuring peace, safety and security in the hostels, by conducting regular patrol of the hostel and environment. Monitoring daily operations like movement in and out and also room allocations Supervising the cleaners and maintaining cleanliness and order Enforcing adherence to rules and regulations, also proper handling of guests and residents within the premises Performs check in and check out procedures through proper documentation Manages and labels keys Maintains accurate records, such as lost items, guests and students suspicious movement and incidents Ensures students receive necessary medical care when needed. Students should be monitored and questioned, since some prefer to keep to themselves until matters get out of hand Routines checks in the rooms to curb anomalies such as 	Senior Porter
Senior Porter	CONTISS 4	1. By direct appointment of a candidate with WASC/GCE/NABTEB 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/NABTEB. 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/NABTEB 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/NABTEB.		Chief Porter

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		3. Promotion avenue for a candidate with 3 years of cognate service as Senior Porter Terminal point for WASC/GCE/NABTEB holders without 5 credits.	<ul style="list-style-type: none"> cooking in the rooms, squatting, stealing, fighting etc. Assisting the maintenance team during repairs to avoid barging on students without notice Any unusual luggage can be intercepted or scrutinized to curtail stealing or bringing unauthorized items to the hostels Manages and controls all keys and access to the hostel Porters are responsible to the hostel Supervisors for regular updates and day-to-day activities. 	

E. CARE ASSISTANT CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Care Assistant III	CONTISS 3	1. By direct appointment of a candidate with WASC/GCE	Lodge Management <ul style="list-style-type: none"> Ensures that lodge is clean, orderly, and well-maintained at all times. Oversees daily housekeeping activities (cleaning, laundry, room arrangement). Monitors utilities such as water, electricity, toiletries, and other consumables, ensuring prompt replenishment. Maintains an inventory of household items and report any shortages or damages. Ensures guest rooms are properly prepared ahead of arrivals. Personal Assistance & Welfare <ul style="list-style-type: none"> Attends to the daily personal needs of the occupiers of lodges. Assists with organizing personal schedules within the lodge (meal times, rest periods, visitors, etc.). Provides confidential support while maintaining decorum, respect, and professionalism. Alerts relevant officers when occupiers of the lodges require administrative or protocol support. Food Preparation & Hospitality <ul style="list-style-type: none"> Ensures timely preparation and serving of meals. 	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 Terminal point for WASC/GCE holders without 5 credits.		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		

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
		<p>candidates with 3 years of cognate experience as Care Assistant I</p>	<ul style="list-style-type: none"> • Maintains high standards of hygiene in the kitchen and dining areas. • Coordinates with procurement staff or suppliers regarding food items and kitchen supplies. • Serves meals, refreshments, and snacks courteously during meetings, visits, or personal times. • Ensures that occupiers dietary needs and restrictions are respected. <p>Guest Reception & Support</p> <ul style="list-style-type: none"> • Receives and attends to visitors courteously, ensuring proper protocol is followed. • Offers refreshments and guides guests appropriately within the lodge. • Maintains a calm, respectful, and welcoming atmosphere for all official and personal visitors. <p>Coordination with Other Units</p> <ul style="list-style-type: none"> • Works with Protocol, Security, and Administrative Officers to support the Chairman’s engagements. • Notifies maintenance or facility staff of faults, repairs, or issues that require attention. • Liaises with the Council Secretariat when documents, files, or logistics are required. <p>Confidentiality & Professional Conduct</p> <ul style="list-style-type: none"> • Maintains strict confidentiality in all matters relating to the Chairman’s personal or official activities. • Demonstrates honesty, neatness, punctuality, and reliability at all times. • Upholds the dignity of the office by maintaining a respectful and professional demeanor. • Performs any additional tasks assigned. • Ensures excellent service delivery during special events, council meetings, and official gatherings. 	

7. DIRECTORATE OF TECHNOLOGISTS AND TECHNICAL STAFF (DITTECS)

A. LABORATORY ASSISTANT CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Laboratory Assistant	CONTISS 3	1. By direct appointment of a candidate with WASC/GCE/NABTEB Certificate	<ul style="list-style-type: none"> • Opens the laboratory and ensure proper ventilation. • Switches on lights and basic equipment as required. • Checks cleanliness and general order of the lab. • Ensures safety materials (gloves, masks, first aid items) are available. • Cleans workbenches, sinks, and floors. • Washes and dries glassware (test tubes, beakers, pipettes). • Arranges equipment and materials for the day's practicals. • Assists the laboratory assistant with setting up the lab. • Provides students/technicians with materials and equipment. • Ensures cleanliness and order during ongoing experiments. • Carries samples, specimens, or tools as directed. • Collects used equipment after practicals. • Washes, sterilizes, and stores all reusable items. • Disposes of waste (chemical/biological) properly under supervision. • Refills water, chemicals, reagents, and other supplies. • Arranges shelves, cupboards, and storage areas. • Helps check stock levels for chemicals and materials. • Assists in receiving and storing new supplies. • Reports equipment damage or shortages to the laboratory assistant or teacher. • Ensures all equipment is switched off. • Leaves the lab clean and organized. • Locks cupboards, storage areas, windows, and laboratory doors. • Assists with moving equipment between labs. • Helps during laboratory inspections or audits. 	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 Terminal point for WASC/GCE holders without 5 credits.		Higher Assistant Technologist

8. ENVIRONMENTAL UNIT

A. ENVIRONMENTAL ASSISTANT/FIRE ASSISTANT CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Environmental Assistant	CONTISS 3	<ol style="list-style-type: none"> 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 WASC/GCE plus and Discharge Certificate 	<ul style="list-style-type: none"> • Taking care of entrances to buildings. • Controlling the entry of visitors to offices and official meeting places. • Serving as ushers and guides for visitors to buildings. 	Senior Environmental Assistant
Senior Environmental Assistant	CONTISS 4	<ol style="list-style-type: none"> 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 	<ul style="list-style-type: none"> • Supervising the subordinate staff. • Assisting in preparing duty rosters for vetting by the superordinate. • Ensuring the safety and security of office equipment. 	Assistant Environmental Supervisor
Asst. Environmental Supervisor	CONTISS 5	<ol style="list-style-type: none"> 1. By direct appointment of an able-bodied candidate with WASC/GCE plus 4years 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 <p>Terminal point for WASC/GCE holders without 5 credits.</p>	<ul style="list-style-type: none"> • Supervising the subordinate staff. • Assisting in preparing duty rosters for vetting by the superordinate. • Ensuring the safety and security of office equipment. 	Environmental Supervisor

9. FUNAAB STAFF SCHOOL

A. TEACHING ASSISTANT CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Teaching Assistant III	CONTISS 3	1. By direct appointment of candidate with WASC/GCE Certificate plus relevant teaching experience	<ul style="list-style-type: none"> Serves in the Nursery section of the school in the following areas: Welcoming learners to school in the morning. Assisting in pre-writing skills. 	Teaching Assistant II
Teaching Assistant II	CONTISS 4	1. By direct appointment of candidate with WASC/GCE Certificate plus two (2) years relevant teaching experience 2. Promotion avenue for candidate with 3 years cognate experience as Teaching Assistant III		Teaching Assistant I
Teaching Assistant I	CONTISS 5	1. By direct appointment of candidate with WASC/GCE Certificate plus 2 years relevant teaching experience 2. Promotion avenue for candidate with 3 years cognate experience as Teaching Assistant II Terminal point for WASC/GCE holders without 5 credits.	<ul style="list-style-type: none"> Assisting learners in alighting from and boarding bus(es) in the afternoon. Giving and marking assignments. Assisting in maintaining the general wellbeing of learners in the classrooms. Taking care of learners after the school hours. Sharpening of learners' pencils. Ruling lines in learners' exercise books. Taking learners to the clinic or health services". Feeding the learners. Performing other duties as assigned by the Class teacher/Headteacher. 	Senior Teaching Assistant II

B. CLASS ATTENDANT CADRE (CLEANERS - STAFF SCHOOL)

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Class Attendant	CONTISS 2	By direct appointment of a candidate with WASC/GCE Terminal point for Class Attendants without WASC/GCE.	<ul style="list-style-type: none"> Sweeping and mopping the classrooms, offices, library, laboratories, music studio, hall, clinic, 	Higher Class Attendant

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Higher Class Attendant	CONTISS 3	Promotion avenue for candidate with 3 years cognate service as Class Attendant	<ul style="list-style-type: none"> • computer room, etc. • Sweeping/cleaning the toilets. • On standby to clean for the toddlers/learners after using the restroom. • Cleaning of the school's environment. • Washing clothes for the learners. • Serving as the janitor for the school. • Picking litters around the school environment. • Cleaning of the school furniture. • Performing other duties assigned by the Head Teacher. 	Senior Class Attendant
Senior Class Attendant	CONTISS 4	<ol style="list-style-type: none"> 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 		Principal Class Attendant
Principal Class Attendant	CONTISS 5	<ol style="list-style-type: none"> 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 <p>Terminal point for WASC/GCE holders without 5 credits.</p>		Chief Class Attendant
Chief Class Attendant	CONTISS 6	<ol style="list-style-type: none"> 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 		

C. CLASS ASSISTANT CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Class Assistant	CONTISS 5	<ol style="list-style-type: none"> 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 <p>Terminal point for Class Assistant without NCE Certificate</p>	<ul style="list-style-type: none"> • Same as Principal Class Assistant 	Master III

10. DIRECTORATE OF WORKS AND SERVICES

A. DRIVER / MECHANIC CADRE (TRANSPORT UNIT)

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Driver / Mechanic II	CONTISS 3	By direct appointment of a candidate with WASC/GCE plus Trade Test III Certificate plus Class 'E' Driving License and 2 years driving experience.	<ul style="list-style-type: none"> Driving with care and caution any assigned vehicle assigned to him. Assisting in keeping an accurate and up to date log book. Understanding and ensuring the correct tyre pressure, the weight and the load carrying capacity of the vehicle. Undertaking minor repairs and maintenance of motor vehicles. 	Driver / Mechanic I
Driver / Mechanic I	CONTISS 4	<p>1. By direct appointment of a candidate with WASC/GCE plus Trade Test II Certificate plus Class 'E' Driving License and 4 years driving experience.</p> <p>2. Promotion avenue for candidate with 3 years cognate experience as Driver/Mechanic II</p>	<ul style="list-style-type: none"> Driving with care and caution any assigned vehicle assigned to him. Assisting in keeping an accurate and up to date log book. Understanding and ensuring the correct tyre pressure, the weight and the load carrying capacity of the vehicle. Undertaking minor repairs and maintenance of motor vehicles. 	Senior Driver / Mechanic
Senior Driver / Mechanic	CONTISS 5	<p>1. By direct appointment of a candidate with at least 5 years relevant driving experience with Class 'E' Driving License plus WASC/GCE</p> <p>2. Promotion avenue for candidate with 3 years cognate service as Driver/ Mechanic I</p> <p>Terminal point for WASC/GCE holders without 5 credits.</p>	<ul style="list-style-type: none"> As for the Motor Driver Mechanic I plus. Working out vehicle performance figures and applying knowledge of indenting and purchasing procedures. 	Technical Supervisor

B. TRACTOR OPERATOR/MECHANIC CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Tractor Operator / Mechanic II	CONTISS 3	By direct appointment of a candidate with WASC/GCE plus Trade Test III Certificate plus Class 'E' Driving License and 2 years driving experience.	<ul style="list-style-type: none"> Operating and taking good care of allocated tractor vehicle. Effecting minor repair of tractor vehicle as may be demanded. 	Senior Tractor Operator/ Mechanic I

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Senior Tractor Operator / Mechanic I	CONTISS 4	1. By direct appointment of a candidate with WASC/GCE plus Trade Test II Certificate plus Class 'E' Driving License and 4 years driving experience. 2. Promotion avenue for candidate with 3 years cognate service as Tractor Operator/ Mechanic II.	<ul style="list-style-type: none"> As in Tractor Operator / Mechanic II 	Senior Tractor Operator / Mechanic
Senior Tractor Operator / Mechanic	CONTISS 5	1. By direct appointment of a candidate with at least 5years 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 Terminal point for WASC/GCE holders without 5 credits.	<ul style="list-style-type: none"> As in Tractor Operator / Mechanic II 	Higher Tractor Operator II

C. TECHNICAL ASSISTANT CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Technical Assistant II	CONTISS 3	1. By direct appointment of a candidate with WASC/GCE with Trade Test II	<ul style="list-style-type: none"> Carrying out repair works in area of specialization. 	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	<ul style="list-style-type: none"> Carrying out repair works in area of specialization. 	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 Terminal point for WASC/GCE holders without 5 credits.	<ul style="list-style-type: none"> Carrying out major repair works in area of specialization. 	Chief Technical Assistant

11. FUNAAB ZOO PARK

A. ZOO KEEPER CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Zoo Keeper I	CONTISS 03	1. By direct appointment of a candidate with WASC/GCE	<ul style="list-style-type: none"> • Prepares and provides appropriate food and water according to each animal's diet plan. • Monitors animals' eating habits and report any changes in appetite or behaviour. • Ensures enclosures are clean, safe, and comfortable for the animals. • Observes and reports any signs of illness, injury, or distress on the animals on daily basis. • Cleans animal habitats regularly and maintain hygiene standards. 	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	<ul style="list-style-type: none"> • Participates in the daily feeding and watering of animals according to established diets. • Oversees cleaning, sanitation, and maintenance of cages, pens, and exhibit areas. • Ensures tools and equipment used for cleaning or feeding are properly maintained. • Monitors enclosures for needed repairs and report issues promptly. • Assigns and monitors daily duties of junior attendants or support staff. • Reports signs of illness, injury, or unusual animal behavior to the veterinary or keeper team. 	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 Terminal point for WASC/GCE holders without 5 credits.	<ul style="list-style-type: none"> • Oversees all animal sections and ensure the smooth running of daily zoo operations. • Oversees cleaning, sanitation, and maintenance of cages, pens, and exhibit areas. • Ensures tools and equipment used for cleaning or feeding are properly maintained. • Supervises junior zoo keepers, assigning duties and monitoring performance. • Ensures that all animals receive proper nutrition, medical attention, and environmental enrichment. • Monitors the general health, breeding programs, and welfare of all species in the zoo. • Maintains and reviews records of animal health, feeding, breeding, and behaviour • Supervises emergency response plans for animal escapes, injuries, or disasters. 	Zoo Superintendent II

B. ZOO ATTENDANT/MARKSMEN/INTERPRETERS CADRE

Rank	Salary Grade	Required Qualification	Schedule of Duties	Next Rank
Head Zoo Attendant/ Marksman/ Interpreter/ Gardener	CONTISS 03	1. By direct appointment of a candidate with WASC/GCE	<ul style="list-style-type: none"> • Prepares and provides appropriate food and water according to each animal's diet plan. • Monitors animals' eating habits and report any changes in appetite or behaviour. • Ensures enclosures are clean, safe, and comfortable for the animals. • Observes and reports any signs of illness, injury, or distress on the animals on daily basis. • Cleans animal habitats regularly and maintain hygiene standards. 	Higher Zoo Attendant/ Marksman/ Interpreter/ Gardener
Higher Zoo Attendant Marksman / Interpreter/ Gardener	CONTISS 04	1. By direct appointment of a candidate with WASC/GCE. 2. Promotion avenue for candidate with 3 years of cognate service as Higher Zoo Attendant Marksman / Interpreter / Gardener	<ul style="list-style-type: none"> • Participates in the daily feeding and watering of animals according to established diets. • Oversees cleaning, sanitation, and maintenance of cages, pens, and exhibit areas. • Ensures tools and equipment used for cleaning or feeding are properly maintained. • Monitors enclosures for needed repairs and report issues promptly. • Assigns and monitors daily duties of junior attendants or support staff. • Reports signs of illness, injury, or unusual animal behavior to the veterinary or keeper team. 	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 4years relevant experience 2. Promotion avenue for candidate with 3 years of cognate service as Higher Zoo Attendant / Marksman / Interpreter / Gardener Terminal point for WASC/GCE holders without 5 credits.	<ul style="list-style-type: none"> • Oversees all animal sections and ensure the smooth running of daily zoo operations. • Oversees cleaning, sanitation, and maintenance of cages, pens, and exhibit areas. • Ensures tools and equipment used for cleaning or feeding are properly maintained. • Supervises junior zoo keepers, assigning duties and monitoring performance. • Ensures that all animals receive proper nutrition, medical attention, and environmental enrichment. • Monitors the general health, breeding programs, and welfare of all species in the zoo. • Maintains and reviews records of animal health, feeding, breeding, and behaviour • Supervises emergency response plans for animal escapes, injuries, or disasters 	Zoo Superintendent II