

CAREER STRUCTURES

ACADEMIC STAFF CADRE

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL CONUASS	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
GRADUATE ASSISTANT	(a) A good Honours degree in the relevant discipline with a minimum of Second Class Honours (Upper Division)	1		Providing support for the Senior members of the academic staff in supervision of tests/assignments, handling tutorials and practical classes, grading assignments, handling Pre-/Sub degree courses and other duties as may be assigned by the Head of Department.	Grade is a training position and promotion prospect is only through the acquisition of higher qualifications within the specified time period i.e. within 3 years. Potentials for teaching, research and service at the University level would be considered.
ASSISTANT LECTURER	(a) By appointment of a candidate with Masters degree in relevant discipline. (b) By appointment of a candidate with Professionally registrable Bachelors degree plus three (3) years cognate experience.	2	LECTURER II	-Providing support for the Senior members of the academic staff in supervision of tests/assignments, handling tutorials and practical classes, grading assignments, handling Pre-/Sub degree courses and other duties as may be assigned by the Head of Department. -Teaching selected undergraduate courses and assisting final year undergraduate in their research project work	-Promotion to the position of Lecturer II will be based on the possession of higher degree i.e. at least a Masters degree, minimum of three (3) years teaching experience and evidence of research ability and publications in learned national and international journals. -Students' evaluation of Lecturers pedagogic skills and instructional proficiency shall constitute part of the assessment.
LECTURER II	(a) By appointment of a candidate with Ph.D	3	LECTURER I	-To advance and diffuse knowledge through advanced	-Cognate Teaching experience of at least three (3) years as Lecturer II

	<p>degree in the relevant discipline.</p> <p>(b) By appointment of a holder of a professionally registrable Masters degree with at least three (3) years of teaching and research experience/ability.</p>			<p>study, teaching, research and other professional activities in line with the academic programme of the Department and undertake in a responsible manner administrative tasks related to this end.</p> <p>-Giving lectures, tutorials, seminars, practicals and holding discussions and supervision of undergraduate and postgraduate students as the Head of Department/Unit may determine from time to time.</p> <p>-Fulfill the duties incidental to the tasks i.e. formal appraisal of students' academic progress and consultation with students and colleagues at regular and reasonable intervals.</p> <p>-Taking part in University examinations or other related activities as directed by the Senate or Head of Department.</p> <p>-Taking part in other activities of the Department as directed by the Vice-Chancellor.</p>	<p>-Continued efficiency as a teacher and competence in research.</p> <p>-Evidence of research ability and productivity determined by publications in learned national and international journals, books, conference proceedings etc.</p> <p>-Students' evaluation of Lecturers pedagogic skills and instructional proficiency shall constitute part of the assessment.</p> <p>Publications</p> <p>(a) Not more than 50% of works should have been published in immediate locality (i.e. in learned journals published within Nigeria)</p> <p>(b) Not more than 20% of total number of journal papers should be in the same journal.</p> <p>(c) The minimum scores/points on publications = 8</p> <p>(d) 90% of articles listed must be in print as at the time of the review</p> <p>*See Appendix I for the detailed scoring System.</p>
LECTURER I	<p>(a) By appointment of a Lecturer II with a minimum of three (3) years post qualification cognate experience.</p> <p>(b) Promotion avenue for Lecturer II with at least three (3) years on the grade.</p> <p>© By appointment of candidate with professionally registrable</p>	4	SENIOR LECTURER	<p>-To advance and diffuse knowledge through advanced study, teaching, research and other professional activities in line with the academic programme of the Department and undertake in a responsible manner administrative tasks related to this end.</p> <p>-Giving lectures, tutorials, seminars, practicals and holding discussions and</p>	<p>-Candidates must have a minimum of Ph.D degree or equivalent with satisfactory teaching ability, professional experience, adequate research experience, publications and service to the University and the Nation.</p> <p>-Emphasis would be on satisfactory contributions to University administration and the growth of the Department.</p> <p>-Decision on promotion is to be based on recommendations from the College/Departmental Review Committee and internal Assessors' reports.</p>

<p>SENIOR LECTURER</p>	<p>Masters degree with relevant industrial/professional experience.</p> <p>(a) As for Lecturer II with a minimum of six (6) years post qualification cognate experience. (b) Promotion avenue for Lecturer I with three (3) years of teaching and research experience on the grade.</p>	<p>5</p>	<p>ASSOCIATE PROFESSOR</p>	<p>supervision of undergraduate and postgraduate students as the Head of Department/Unit may determine from time to time. -Fulfill the duties incidental to the tasks i.e. formal appraisal of students' academic progress and consultation with students and colleagues at regular and reasonable intervals. -Taking part in University examinations or other related activities as directed by the Senate or Head of Department. -Taking part in other activities of the Department as directed by the Vice-Chancellor.</p> <p>-To advance and diffuse knowledge through advanced study, teaching, research and other professional activities in line with the academic programme of the Department and undertake in a responsible manner administrative tasks related to this end. -Giving lectures, tutorials, seminars, practicals and holding discussions and supervision of undergraduate and postgraduate students as the Head of Department/Unit may determine from time to time. -Fulfill the duties incidental to the tasks i.e. formal appraisal of students' academic progress and consultation with students and colleagues at regular and reasonable intervals.</p>	<p>-Students' evaluation of Lecturers pedagogic skills and instructional proficiency shall constitute part of the assessment.</p> <p>Publications</p> <ul style="list-style-type: none"> (a) Not more than 50% of works should have been published in immediate locality (i.e. in learned journals published within Nigeria) (b) Not more than 20% of total number of journal papers should be in the same journal. (c) The minimum scores/points on publications = 20 (d) 90% of the journal article listed must be in print as at the time of review <p>*See Appendix I for the detailed scoring System.</p> <p>-Candidate must have a minimum of doctorate degree plus adequate professional experience as a Senior Lecturer. - Candidate should have outstanding teaching ability and continued productivity in research evidenced by scholarly publications (90% of which must be in print as at the time of review) and services to the University and Community. -Decision on promotion is to be based on prima-facie qualifications as determined by the Departmental/College Review Committee and favourable external Assessors' reports. -Students' evaluation of candidate's pedagogic skills and instructional proficiency shall constitute part of the assessment.</p> <p>Publications</p> <ul style="list-style-type: none"> (a) Not more than 50% of works should have been published in immediate locality (i.e. in learned journals published within Nigeria) (b) Not more than 20% of total number of
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<p>ASSOCIATE PROFESSOR</p>	<p>(a) As for Lecturer II with minimum of twelve (12) years post qualification cognate experience. (b) Promotion avenue for a Senior Lecturer with high research and service productivity who has spent at least three (3) years on the grade.</p>	<p>6</p>	<p>PROFESSOR</p>	<p>-Taking part in University examinations or other related activities as directed by the Senate or Head of Department. -Taking part in other activities of the Department as directed by the Vice-Chancellor.</p> <p>-To advance and diffuse knowledge through advanced study, teaching, research and other professional activities in line with the academic programme of the Department and undertake in a responsible manner administrative tasks related to this end. -Giving lectures, tutorials, seminars, practicals and holding discussions and supervision of undergraduate and postgraduate students as the Head of Department/Unit may determine from time to time. -Fulfill the duties incidental to the tasks i.e. formal appraisal of students' academic progress and consultation with students and colleagues at regular and reasonable intervals. -Taking part in University examinations or other related activities as directed by the Senate or Head of Department. -Taking part in other activities of the Department as directed</p>	<p>journal papers should be in the same journal.</p> <p>(c) The minimum scores/points on publications = 50 (d) 90% of the journals articles listed must be in print as at time of review</p> <p>*See Appendix I for the detailed scoring System.</p> <p>-Candidate must have minimum of Ph.D degree or equivalent. -Adequate teaching, research, administrative leadership and service experience including relevant professional competence and minimum of six (6) years experience as Senior Lecturer. -Outstanding research ability evidenced by substantial scholarly publications(90% of which must be in print as at the time of review) -Supervision of post-graduate research work. -Service to the University and Community. -Decision on promotion is to be based on prima-facie qualifications as determined by the Departmental/College Review Committee and favourable external Assessors' reports. -Students' evaluation of candidate's pedagogic skills and instructional proficiency shall constitute part of the assessment.</p> <p>Publications</p> <p>(a) Not more than 50% of works should have been published in immediate locality (i.e. in learned journals published within Nigeria) (b) Not more than 20% of total number of journal papers should be in the same journal. (c) The minimum scores/points on publications = 70</p>
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				by the Vice-Chancellor.	*See Appendix I for the detailed scoring System.
PROFESSOR	<p>(a) As for Lecturer II with minimum of fifteen (15) years post qualification cognate experience.</p> <p>(b) Promotion avenue for an Associate Professor with high research and service productivity who has spent at least three (3) years on the grade.</p>	7		<p>-To advance and diffuse knowledge through advanced study, teaching, research and other professional activities in line with the academic programme of the Department and undertake in a responsible manner administrative tasks related to this end.</p> <p>-Giving lectures, tutorials, seminars, practicals and holding discussions and supervision of undergraduate and postgraduate students as the Head of Department/Unit may determine from time to time.</p> <p>-Fulfill the duties incidental to the tasks i.e. formal appraisal of students' academic progress and consultation with students and colleagues at regular and reasonable intervals.</p> <p>-Taking part in University examinations or other related activities as directed by the Senate or Head of Department.</p> <p>-Taking part in other activities of the Department as directed by the Vice-Chancellor.</p> <p>-To deliver an Inaugural lecture within five (5) years of appointments as a Professor unless such a lecture has been delivered elsewhere.</p>	

ACADEMIC/RESEARCH STAFF CADRE

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL CONUASS	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
JUNIOR RESEARCH FELLOW	(a) By appointment of a candidate with Masters degree in relevant discipline. (b) By appointment of a candidate with Professionally registrable Bachelors degree plus three (3) years cognate experience.	2	RESEARCH FELLOW II	-Providing support for the Senior members of the academic staff in supervision of tests/assignments, handling tutorials and practical classes, grading assignments, handling Pre-/Sub degree courses and other duties as may be assigned by the Head of Department. -Teaching selected undergraduate courses and assisting final year undergraduate in their research project work	Grade is a training position and promotion prospect is only through the acquisition of higher qualifications within the specified time period. Potentials for teaching teaching, research and service at the University level would be considered.
RESEARCH FELLOW II	(a) By appointment of a candidate with Ph.D degree in the relevant discipline. (b) By appointment of a holder of a professionally registrable Masters degree with at least three (3) years of teaching and research experience/ability.	3	RESEARCH FELLOW I	-To advance and diffuse knowledge through advanced study, teaching, research and other professional activities in line with the academic programme of the Department and undertake in a responsible manner administrative tasks related to this end. -Giving lectures, tutorials, seminars, practicals and	-Continued efficiency as a teacher and competence in research. -Evidence of research ability and productivity determined by publications in learned journals, books, conference proceedings etc.

<p>RESEARCH FELLOW I</p>	<p>(a) By appointment of a Lecturer II with a minimum of three (3) years post qualification cognate experience. (b) Promotion avenue for Lecturer II with at least three (3) years on the grade. © By appointment of candidate with professionally registrable Masters degree with</p>	<p>4</p>	<p>SENIOR RESEARCH FELLOW</p>	<p>holding discussions and supervision of undergraduate and postgraduate students as the Head of Department/Unit may determine from time to time. -Fulfill the duties incidental to the tasks i.e. formal appraisal of students' academic progress and consultation with students and colleagues at regular and reasonable intervals. -Taking part in University examinations or other related activities as directed by the Senate or Head of Department. -Taking part in other activities of the Department as directed by the Vice-Chancellor.</p> <p>-To advance and diffuse knowledge through advanced study, teaching, research and other professional activities in line with the academic programme of the Department and undertake in a responsible manner administrative tasks related to this end. -Giving lectures, tutorials, seminars, practicals and holding discussions and supervision of undergraduate</p>	<p>-Candidates must have a minimum of Ph.D degree with satisfactory teaching ability, adequate research experience, publications and service to the University and the Nation. -Emphasis would be on satisfactory contributions to University administration and the growth of the Department.</p>
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	relevant industrial/professional experience.			<p>and postgraduate students as the Head of Department/Unit may determine from time to time.</p> <p>-Fulfill the duties incidental to the tasks i.e. formal appraisal of students' academic progress and consultation with students and colleagues at regular and reasonable intervals.</p> <p>-Taking part in University examinations or other related activities as directed by the Senate or Head of Department.</p> <p>-Taking part in other activities of the Department as directed by the Vice-Chancellor.</p>	
SENIOR RESEARCH FELLOW	<p>(a) As for Lecturer II with a minimum of six (6) years post qualification cognate experience.</p> <p>(b) Promotion avenue for Lecturer I with three (3) years of teaching and research experience on the grade.</p>	5	PRINCIPAL RESEARCH FELLOW	<p>-To advance and diffuse knowledge through advanced study, teaching, research and other professional activities in line with the academic programme of the Department and undertake in a responsible manner administrative tasks related to this end.</p> <p>-Giving lectures, tutorials, seminars, practicals and holding discussions and supervision of undergraduate and postgraduate students as the Head of Department/Unit</p>	<p>-Candidate must have a minimum of doctorate degree plus adequate professional experience as a Senior Lecturer.</p> <p>- Candidate should have outstanding teaching ability and continued productivity in research evidenced by scholarly publications and services to the University and Community.</p>

<p>PRINCIPAL RESEARCH FELLOW</p>	<p>(a) As for Lecturer II with minimum of nine (9) years post -qualification cognate experience. (b) Promotion avenue for Senior Lecturer with high research productivity who has spent at least three (3) years on the grade.</p>	<p>6</p>	<p>RESEARCH PROFESSOR</p>	<p>may determine from time to time. -Fulfill the duties incidental to the tasks i.e. formal appraisal of students' academic progress and consultation with students and colleagues at regular and reasonable intervals. -Taking part in University examinations or other related activities as directed by the Senate or Head of Department. -Taking part in other activities of the Department as directed by the Vice-Chancellor.</p> <p>-To advance and diffuse knowledge through advanced study, teaching, research and other professional activities in line with the academic programme of the Department and undertake in a responsible manner administrative tasks related to this end. -Giving lectures, tutorials, seminars, practicals and holding discussions and supervision of undergraduate and postgraduate students as the Head of Department/Unit may determine from time to time.</p>	<p>-Adequate teaching, research and service experience including relevant professional competence. -Outstanding research ability evidenced by substantial scholarly publications. -Supervision of post-graduate research work. -Service to the University and Community.</p>
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<p>RESEARCH PROFESSOR</p>	<p>(a) As for Lecturer II with minimum of twelve (12) years post qualification cognate experience. (b) Promotion avenue for an Associate Professor with high research and service productivity who has spent at least three (3) years on the grade.</p>	<p>7</p>	<p>-Fulfill the duties incidental to the tasks i.e. formal appraisal of students' academic progress and consultation with students and colleagues at regular and reasonable intervals. -Taking part in University examinations or other related activities as directed by the Senate or Head of Department. -Taking part in other activities of the Department as directed by the Vice-Chancellor.</p> <p>-To advance and diffuse knowledge through advanced study, teaching, research and other professional activities in line with the academic programme of the Department and undertake in a responsible manner administrative tasks related to this end. -Giving lectures, tutorials, seminars, practicals and holding discussions and supervision of undergraduate and postgraduate students as the Head of Department/Unit may determine from time to time. -Fulfill the duties incidental to the tasks i.e. formal appraisal</p>	
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LIBRARIAN

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL CONUASS	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
LIBRARIAN II	(a) By direct appointment of a candidate possessing a Master's degree from a recognized University plus a post graduate diploma in Library studies or A Master's degree in Library/Information Studies. (b) Associateship or Fellowship of a recognized institute of Librarians	1	LIBRARIAN I	-Working on the selection, evaluation, acquisition and organization of books and other library materials. - Indexing Periodicals - Compiling bibliographies and reading lists. - Assisting students and staff making effective use of the Library	1. Professional competence and activities. (a) Effectiveness and efficiency on the job in terms of quality and quantity of work done. 2. Experience on the job. 3. Professional Knowledge of computer applications and packages relevant to the needs of the University Library. 4. Published bibliographies or research.
LIBRARIAN I	(a) As in (a) above plus at least three (3) years post qualification cognate experience. (b) Promotion of a suitable Librarian II with at least three (3) years on the grade.	2	SENIOR LIBRARIAN	- Taking charge of a section of a library. - Taking charge of cataloguing, classification and ordering of books. - Assisting users in making use of the Library.	Professional competence and activities. (a) Effectiveness and efficiency on the job in terms of quality and quantity of work done. 2. Experience on the job. 3. Professional Knowledge of computer applications and packages relevant to the needs of the University Library. 4. Organizational skill. 5. Evidence of research ability through publications.

SENIOR LIBRARIAN	<p>(a) As for Librarian II plus at least six (6) years post qualification cognate experience.</p> <p>(b) By promotion of a suitable Librarian I with at least three (3) years on the grade.</p> <p>© By appointment of a holder of Ph.D degree in library studies with three (3) years post qualification cognate experience.</p>	3	PRINCIPAL LIBRARIAN	<p>-Training, Supervision and appraisal of Junior Staff.</p> <p>- Providing assistance for staff and students in research activities.</p>	<p>. Professional competence and adequate experience.</p> <p>(a) Effectiveness and efficiency on the job in terms of quality and quantity of work done.</p> <p>2. Research and Publications.</p> <p>(a) Articles in referred journals.</p> <p>(b) Chapters in book or books.</p> <p>© Published conference papers, policy manuals</p> <p>(d) Bibliographies, indexes and guides</p> <p>3. Administrative confidence and effectiveness</p> <p>4. Service to the University and outside community.</p> <p>5. Professional Knowledge of computer applications and packages relevant to the needs of the University library.</p>
PRINCIPAL LIBRARIAN	<p>By promotion of a suitable Senior Librarian who has spent at least three (3) years on the grade.</p>	4	DEPUTY UNIVERSITY LIBRARIAN	<p>-Maintaining liaison with other institutional libraries.</p> <p>-Assisting users in sourcing information from various sources.</p> <p>-Assisting in the general Administration of the library.</p> <p>-Training and Supervision of Junior Staff.</p>	<p>1. Professional competence and activities.</p> <p>(a) Effectiveness and efficiency on the job in terms of quality and quantity of work done.</p> <p>2. Significant Research and Publications.</p> <p>(a) Articles in referred journals.</p> <p>(b) Chapters in book or books.</p> <p>© Published conference papers, policy manuals</p> <p>(d) Bibliographies, indexes and guides</p> <p>3. Administrative confidence and effectiveness</p> <p>4. Service to the University and outside community.</p> <p>5. Experience on the job.</p> <p>6. Professional Knowledge of computer applications and packages relevant to the needs</p>

DEPUTY UNIVERSITY LIBRARIAN	By promotion of a suitable Principal Librarian who has spent at least three (3) years on the grade. Possession of Doctorate (Ph.D) degree in any discipline in addition to Professional Library qualification will be required.	6	UNIVERSITY LIBRARIAN	-Giving professional advice on library matters.	of the University library. 7. Outstanding professional and administrative ability. Note: Recommendations for promotion to this grade shall be accompanied by a full internal assessment of candidate's contribution to scholarship.
UNIVERSITY LIBRARIAN	By appointment of a qualified, experienced suitable Professional Librarian.	7		As statutorily defined.	1. Professional competence and activities. (a) Effectiveness and efficiency on the job in terms of quality and quantity of work done. 2. Significant Research and Publications. (a) Articles in referred journals. (b) Chapters in book or books. © Published conference papers, policy manuals (d) Bibliographies, indexes and guides 3. Administrative confidence and effectiveness 4. Service to the University and outside community. 5. Experience on the job. 6. Professional Knowledge of computer applications and packages relevant to the needs of the University library. Note: Recommendations for promotion to this grade shall be accompanied by a full internal assessment of candidate's contribution to scholarship.

ADMINISTRATIVE STAFF CADRE

DESIGNATION	BASIC ENTRY QUALIFICATIONS	DUTIES	SALARY LEVEL (CONTIS S)	NEXT GRADE	CRITERIA FOR PROMOTION
ADMINISTRATIVE OFFICER II	A good first degree of at least Second Class Honours (Lower division) from a recognised University.	<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. 	7	ADMINISTRATIVE OFFICER I	<p>a) Quality and quantity of work done so far – indicating the most significant work situation he has handled.</p> <p>b) Knowledge of university system – must have some appreciation of the administrative processes in the University.</p> <p>c) Responsiveness to demands of the job, whether officer is</p>

					<p>responsive to the training on the job and has used opportunities available to advantage.</p> <p>d) Integrity – Ability to keep confidence, honesty and loyalty to the University.</p> <p>e) Evidence of Industry and initiative.</p>
ADMINISTRATIVE OFFICER I	<p>i. Possession of a first degree with a minimum of Second Class Honours (Lower division) plus at least three (3) years' post qualification experience in a</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 	8	ASSISTANT REGISTRAR	<p>a) Quality and quantity of work done so far – indicating the most significant work situation he has handled.</p> <p>b) Knowledge of university system – must have some appreciation of the</p>

	<p>comparable University.</p> <p>ii. Possession of a master's degree plus at least two (2) years post-qualification experience in a comparable University.</p>	<p>meetings.</p> <ul style="list-style-type: none"> • Performing specialised functions in the unit. 			<p>administrative processes in the University.</p> <p>c) Report-writing ability of the officer in writing minutes and reports.</p> <p>d) Dependability and Integrity – How far the officer can be relied upon to perform duties allotted to him/her and the time required, to keep confidence and perform with honesty and loyalty.</p> <p>e) Co-operativeness – Will the officer go out of his way to co-operate with others to</p>
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					achieve set goals? f) Initiative and Alertness – Ability to anticipate problems and plan solution.
ASSISTANT REGISTRAR	<p>i. Possession of a first degree with a minimum of Second Class Honours (Lower division) plus at least six years' post-qualification experience in a comparable University.</p> <p>ii. Possession of Master's degree in any of the disciplines plus at least four (4)</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 	9	SENIOR ASSISTANT REGISTRAR	<p>a) Continued good performance based on quality and quantity of work; dependability and Integrity; co-operativeness and Initiative.</p> <p>b) Greater knowledge of University administration.</p> <p>c) Leadership and Motivation – Setting good examples, ability to organize and control, ability to evoke response in</p>

	years' post-qualification cognate experience in a comparable University.	Committees. • Collating and assisting in analysing data.			others, motivation to succeed. d) Technical Competence – Officer is beginning to develop recognisable competence in an area of work. e) Report Writing - High quality in language, style and perception.
SENIOR ASSISTANT REGISTRAR	By promotion of a confirmed and suitable Assistant Registrar who has spent at least three (3) years on the grade.	<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 	11	PRINCIPAL ASSISTANT REGISTRAR	a) Continued good performance based on quality and quantity of work. Dependability and Integrity. Co-operativeness and Initiative. b) Greater knowledge of University administration.

		<p>meetings.</p> <ul style="list-style-type: none"> • 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. 			<p>c) Leadership and Motivation – Setting good examples. Ability to organize and control, ability to evoke response in others, motivation to succeed.</p> <p>d) Technical Competence – Officer is beginning to develop recognisable competence in an area of work.</p> <p>e) Report Writing - High quality in language, style and perception.</p>
PRINCIPAL ASSISTANT REGISTRAR	By promotion of a confirmed and suitable Senior Assistant Registrar	<ul style="list-style-type: none"> • Collecting, analysing and interpreting data for use by Senior officers. 	13	DEPUTY REGISTRAR	<p>(a) General good performance and personal qualities.</p> <p>(b) High technical</p>

	<p>who has spent at least three (3) years on the grade of Senior Assistant Registrar.</p>	<ul style="list-style-type: none"> • 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 			<p>competence, organising ability and readiness to assume full responsibility for running a Directorate or Division.</p> <p>(c) Judgment ad Maturity – Ability to foresee the consequence of actions and/or inactions in the area of responsibility.</p> <p>(d) Leadership and Motivation.</p> <p>(e) Review of the most outstanding contributions of the officer to-date to illustrate qualities of high competence, imagination,</p>
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		<p>speeches.</p> <ul style="list-style-type: none"> • Supervision and training of subordinates. • Taking responsibility for activities in the unit. • 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 			<p>resourcefulness and ability to evoke response in others.</p> <p>(f) Officer is now fully creative – can develop ideas into a coherent policy, design sound procedures, write official speeches and workshop papers and lead in a workshop/seminar discussions.</p> <p>(g) Ability to develop strategic plan.</p>
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		the Unit.			
DEPUTY REGISTRAR	By promotion of a confirmed and suitable Principal Assistant Registrar who has spent at least four (4) years on the grade.	<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. 	14	REGISTRAR	<p>(a) General good performance and personal qualities.</p> <p>(b) High technical competence, organising ability and readiness to assume full responsibility for running a Directorate or Division.</p> <p>(c) Judgment and Maturity – Ability to foresee the consequence of actions and/or inactions in the area of responsibility.</p> <p>(d) Leadership and Motivation.</p> <p>(e) Review of the most outstanding</p>

		<ul style="list-style-type: none"> • Preparing annual estimate of revenue and expenditure. • Preparing the strategic Plan of the Unit to fix into the overall Strategic Plan of the Registry and University. • Preparing seminars/ workshops papers. 			<p>contributions of the officer to-date to illustrate qualities of high competence, imagination, resourcefulness and ability to evoke response in others.</p> <p>(f) Officer is now fully creative – can develop ideas into a coherent policy, design sound procedures, write official speeches and workshop papers and lead in a workshop/seminar discussions.</p> <p>(g) Ability to develop strategic plan.</p>
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REGISTRAR	a) Access into this post is by appointment of a candidate as defined in the advertisement.		15		
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DATA BASE ADMINISTRATOR CADRE

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL CONTISS	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
Data Base Administrator II	By appointment of a candidate with a good honours degree in Computer Science, Computer /Electrical and Electronic Engineering, Informatics or related disciplines.	7	Data Base Administrator I	<ul style="list-style-type: none"> • Processing data from source documents and checking accuracy of end products • Keeping records arising from data processing operation • Undertaking on the job training of data entry personnel • Preparing computed jobs for despatch to data entry room • Reporting machine faults and breakdowns • Organizing work for machine and computer operator • Supervising/training new operator in the job • Keeping records of uncompleted and outstanding job 	Promotion across the grades to be based on: (a) Job appraisal – a thorough knowledge of job and ability to give directive in a manner that will ensure that it can be easily carried out (b) dependability, industry and pushfullness (c) High quality and quantity of work (d) Ability to learn fast and amenability to training (e) Effective mastery of the use of computer applications and programmes (f) cooperation with and obedience to superiors and harmonious interpersonal relationships with other members of staff (g) Amenability to suggestions and willingness to improve always. (h) Ability to learn fast and

					reliability in the performance of duties (i) High sense of commitment and hard work (j) Resourcefulness and orderliness in the performance of work.
Data Base Administrator I	(a) As stated above for Data Base Administrator II plus three (3) years cognate experience (b) Equivalent professional qualification plus two (2) years cognate experience and knowledge of disc/tape operating systems. (c) Promotion avenue for Data Base Administrator II with at least three (3) years experience on the grade.	8	Senior Data Base Administrator	<ul style="list-style-type: none"> • Supervising different sections in the Operating Unit • Keeping inventory of data processing supplies and materials. • Creating, generating, collecting, preparing, interpreting, reporting, storing, retrieving and applying data on all aspects of University operations. 	
Senior Data Base Administrator	(a) Advanced degree in Computer Science, Computer /Electrical and Electronic Engineering or Informatics (b) Good honours degree in a relevant discipline plus three	9	Principal Data Base Administrator	<ul style="list-style-type: none"> • Keeping records of equipment and hardware • Training subordinate staff • Preparing operating 	

	years specialized professional experience in any of: Software System; Language and Computer; Scientific Operating Systems Application; Commercial Application Information Management System.			instructions and assisting in writing computer programmes. <ul style="list-style-type: none"> Ensuring efficient back-up services as aid to disaster recovery 	
Principal Data Base Administrator	(a) As stated above for Senior Data Base Administrator plus additional three years cognate experience (b) Promotion avenue for Senior Data Base Administrator with at least three (3) years experience on the grade	11	Assistant Chief Data Base Administrator	<ul style="list-style-type: none"> Supervising and coordinating the activities of subordinate staff Reviewing performance of equipment Preparing data processing equipment budget Initiating the development of job procedures and scheduling 	The above plus <ul style="list-style-type: none"> Ability to intelligently plan, organize, supervise and coordinate the Unit in a way to achieve results promptly and efficiently Ability to train subordinate staff Continued professional development Willingness to accept higher responsibilities
Assistant Chief Data Base Administrator	(a) As for Principal Data Base Administrator with minimum of six (6) years cognate experience and Design/Implementation of large Data Processing System.	12	Chief Data Base Admin.	<ul style="list-style-type: none"> Coordinating computer and data preparation and control operations Training operational staff Ensuring security of libraries of data and 	

				<ul style="list-style-type: none"> programme files • Liaising with the systems programming and user sections to ensure operational practicability 	
Chief Data Base Administrator	<p>(a) A Ph.D degree in Computer Science or Masters degree in Computer Science with considerable administrative experience in managing Computer Installations</p> <p>(b) A good honours degree in related field plus equivalent professional qualification may be considered.</p> <p>Candidate must have a minimum of twelve (12) years post-qualification cognate experience</p>	13	Deputy Director	<ul style="list-style-type: none"> • Coordinating development of operating methods, standards for computer operation and data preparation • Developing systems for data control • Specifying equipment and personal time recording procedures • Investigating recurring operational problems. 	
Deputy Director	By the appointment of suitable Chief Data Base Administrator who has spent a minimum of three (3) years experience in the post.	14	Director	<ul style="list-style-type: none"> • Coordinating the training programmes of staff • Assisting in the general administration of the Unit • Determining information requirement to improve planning, direction and justification of 	

				Computer based system <ul style="list-style-type: none"> • Reviewing operational jobs. 	
Director	By the appointment of suitable Deputy Director who has spent a minimum of three (3) years in the post.	15		<ul style="list-style-type: none"> • Taking charge of the Unit • Advising on data processing and Computer matters • Liaising with relevant agencies 	

CUSTOMER SUPPORT SERVICES CADRE

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL CONTISS	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
Support Services Administrator II	By appointment of a candidate with a good honours degree in Computer Science, Computer /Electrical and Electronic Engineering, Informatics or related disciplines.	7	Support Services Administrator I	<ul style="list-style-type: none"> • Providing help to staff and students in sending and receiving e-mails and creating e-mail addresses. • Leading and Building users understanding, confidence and commitment in the use of new technological solutions • Designing and producing computer identity cards for staff and students. • Set up work stations for users • Document analyse and report on campuses' IMCT operations 	Promotion across the grade to be based on: (a) Job appraisal – a thorough knowledge of job and ability to give directive in a manner that will ensure that it can be easily carried out (b) dependability, industry and pushfullness (c) High quality and quantity of work (d) Ability to learn fast and amenability to training (e) Effective mastery of the use of computer applications and programmes (f) cooperation with and obedience to superiors and harmonious interpersonal relationships with other members of staff

					<p>(g) Amenability to suggestions and willingness to improve always.</p> <p>(h) Ability to learn fast and reliability in the performance of duties</p> <p>(i) High sense of commitment and hard work</p> <p>(j) Resourcefulness and orderliness in the performance of work.</p>
Support Services Administrator I	<p>(a) As stated above for Services Administrator II plus three (3) years cognate experience</p> <p>(b) Equivalent professional qualification plus two (2) years programming experience</p> <p>(c) Promotion avenue for System Programmer II with at least three (3) years experience on the grade.</p>	8	Senior Support Services Administrator	<ul style="list-style-type: none"> • Designing, implementing, maintaining and updating the content of the University web pages on daily basis • Facilitating entrepreneurial staff computer Literacy/IT vocational skills training programmes • Providing IT support services in academic, technical, research, administrative, bursary and audit units. 	
Senior Support	(a) Advanced degree in	9	Principal	<ul style="list-style-type: none"> • Source, process and 	

Services Administrator	Computer Science, Computer Engineering or Informatics (b) Good honours degree in a relevant discipline plus three years specialized professional experience in any of: Software System; Language and Computer; Scientific Operating Systems Application; Commercial Application Information Management System.		Support Services Administrator	<p>send relevant information pertaining to the University on the internet</p> <ul style="list-style-type: none"> Identifying scientific, technological, research and management problems solvable by the application of computer techniques. Browse/surf on the internet for essential institution related information <p>The above plus</p> <ul style="list-style-type: none"> Providing supportive services for the smooth operation of application packages in the library, store, bursary and other units. Developing, documenting, analyzing, monitoring and reporting the use of IT services by the Units of the University. 	
Principal Support Services Administrator	<p>(a) As stated above for Senior Services Administrator plus additional three years cognate experience</p> <p>(b) Promotion avenue for</p>	11	Assistant Chief Support Services Administrator	<ul style="list-style-type: none"> Coordinating the activities of subordinate staff Analysing reports Training and assigning 	<p>The above plus</p> <ul style="list-style-type: none"> Ability to intelligently plan, organize, supervise and coordinate the

	Senior Services Administrator with at least three experience on the grade			subordinate staff	Unit in a way to achieve result promptly and efficiently <ul style="list-style-type: none"> • Ability to train subordinate staff • Continued professional development • Willingness to accept higher responsibilities
Assistant Chief Support Services Administrator	(a) As for Principal Services Administrator with minimum of six (6) years experience.	12	Chief Support Services Administrator	<ul style="list-style-type: none"> • Gathering and analyzing information for the developing new and modifying existing data processing system • Arranging staff training and development programmes • Undertaking system design and programming 	
Chief Support Services Administrator	(a) A Ph.D degree in Computer Science or Masters degree in Computer Science with considerable administrative experience (b) A good honours degree in related field plus equivalent professional qualification may be considered.	13	Deputy Director	<ul style="list-style-type: none"> • Maintaining existing and new programmes • Investigating systems performance and taking corrective actions • Advising on the feasibility and desirability of using 	

	Candidate must have a minimum of twelve (12) years post-qualification cognate experience			<p>Computers</p> <ul style="list-style-type: none"> • Compiling and presenting reports on projects and plans • Controlling systems designers and determining the interface between jobs 	
Deputy Director	By the appointment of suitable Chief Services Administrator who has spent a minimum of three (3) years in the post.	14	Director	<ul style="list-style-type: none"> • Coordinating the training programmes of staff • Assisting in the general administration of the Unit • Determining information requirement to improve planning, direction and justification of Computer based system • Reviewing operational jobs. 	
Director	By the appointment of suitable Deputy Director who has spent a minimum of three (3) years in the post.	15		<ul style="list-style-type: none"> • Taking charge of the Unit • Advising on Computer matters • Liaising with relevant agencies 	

NETWORK ADMINISTRATOR CADRE

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL CONTOSS	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
Network Administrator II	By appointment of a candidate with a good honours degree in Computer Science, Computer/Electrical and Electronics Engineering, Informatics or related disciplines.	7	Network Admin. I	<ul style="list-style-type: none"> • Operating the University cyber-café and computer laboratories for the use of staff and students • Installing, maintaining and repairing computer hardware and accessories in user department • Establishing and maintaining inter and intra connectivity between and within campuses • Providing innovative technological solutions to operational problems that may arise from time to time. • Troubleshoot and diagnose hardware and software related problems 	Promotion across the grades to be based on: (a) Job appraisal – a thorough knowledge of job and ability to give directive in a manner that will ensure that it can be easily carried out (b) dependability, industry and pushfullness (c) High quality and quantity of work (d) Ability to learn fast and amenability to training (e) Effective mastery of the use of computer applications and programmes (f) cooperation with and obedience to superiors and harmonious interpersonal relationships with other members of staff (g) Amenability to

					<p>suggestions and willingness to improve always.</p> <p>(h) Ability to learn fast and reliability in the performance of duties</p> <p>(i) High sense of commitment and hard work</p> <p>(j) Resourcefulness and orderliness in the performance of work.</p>
Network Administrator I	<p>(a) As stated above for Network Administrator II plus three (3) years cognate experience</p> <p>(b) Equivalent professional qualification plus two (2) years cognate experience</p> <p>(c) Promotion avenue for Network Administrator II with at least three (3) years experience on the grade.</p>	8	Senior Network Administrator	<ul style="list-style-type: none"> • Maintaining local and wider area networks • Deploying and installing indoor and outdoor VSAT equipment • Planning and implementing office automation programme • Planning and interpreting Computer network topology 	
Senior Network Administrator.	<p>(a) Advanced degree in Computer Science, Computer/Electrical and Electronic Engineering or Informatics</p> <p>(b) good honours degree in a relevant discipline plus three</p>	9	Principal Network Administrator	<ul style="list-style-type: none"> • Carrying out on the spot system investigation and finalizing the detailed layout of files • Studying system and analyzing problems • Evaluating new system 	

	years specialized professional experience in any of: Software System; Language and Computer; Scientific Operating Systems Application; Commercial Application Information Management System.			<p>design and integrating them into existing system</p> <ul style="list-style-type: none"> Organizing system examination and flow charting Arranging data requirement meant for system duty 	
Principal Network Administrator	<p>(a) As stated above for Senior Network Administrator plus additional three years cognate experience</p> <p>(b) Promotion avenue for Senior Network Administrator with at least three (3) years experience on the grade</p>	11	Assistant Chief Network Administrator	<ul style="list-style-type: none"> Coordinating the activities of subordinate staff Assigning system study duty and analyzing reports Scheduling system study flow and evaluating programme efficiency Training and assigning subordinate staff Participating in consultancy services and advising management on the procurement of computers. 	<p>The above plus</p> <ul style="list-style-type: none"> Ability to intelligently plan, organize, supervise and coordinate the Unit in a way to achieve result promptly and efficiently Ability to train subordinate staff Continued professional development Willingness to accept higher responsibilities
Assistant Chief Network Administrator	(a) As for Principal Network Administrator with minimum of six (6) years post qualification experience	12	Chief Network Administrator	<ul style="list-style-type: none"> Gathering and analyzing information for the developing new and modifying existing network system 	

				<ul style="list-style-type: none"> • Arranging staff training and development programmes 	
Chief Network Administrator	<p>(a) A Ph.D degree in Computer Science or Masters degree in Computer Science with considerable administrative experience in managing Computer Installations</p> <p>(b) A good honours degree in related field plus equivalent professional qualification may be considered.</p> <p>Candidate must have a minimum of twelve (12) years post-qualification cognate experience</p>	13	Deputy Director	<ul style="list-style-type: none"> • Maintaining existing and new networks • Investigating systems performance and taking corrective actions • Advising on the feasibility and desirability of using Computers • Compiling and presenting reports on projects and plans • Controlling systems designers and determining the interface between jobs 	
Deputy Director	By the appointment of suitable Chief Network Administrator who has spent a minimum of three (3) years in the post.	14	Director	<ul style="list-style-type: none"> • Coordinating the training programmes of staff • Assisting in the general administration of the Unit • Determining user requirement to improve planning, direction and justification of Computer based system • Reviewing operational 	

				jobs.	
Director	By the appointment of suitable Deputy Director who has spent a minimum of three (3) years in the post.	15		<ul style="list-style-type: none"> • Taking charge of the Unit • Advising on data processing and Computer matters • Liaising with relevant agencies 	

SYSTEMS ANALYST CADRE

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL CONTISS	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
Systems Analyst II	By appointment of a candidate with a good honours degree in Computer Science, Computer/Electrical and Electronic Engineering, Informatics or related disciplines.	7	Systems Analyst I	<ul style="list-style-type: none"> • Writing and testing simple programmes • Preparing flow chart and test desks • Designing and producing Computer Input-output formats • Planning, organizing and arranging the running of programmes on the Computer • Providing guidance and supervision for the junior staff. 	Promotion across the grades to be based on: (a) Job appraisal – a thorough knowledge of job and ability to give directive in a manner that will ensure that it can be easily carried out (b) dependability, industry and pushfullness (c) High quality and quantity of work (d) Ability to learn fast and amenability to training (e) Effective mastery of the use of computer applications and programmes (f) cooperation with and obedience to superiors and harmonious interpersonal relationships with other

					<p>members of staff</p> <p>(g) Amenability to suggestions and willingness to improve always.</p> <p>(h) Ability to learn fast and reliability in the performance of duties</p> <p>(i) High sense of commitment and hard work</p> <p>(j) Resourcefulness and orderliness in the performance of work.</p>
Systems Analyst I	<p>(a) As stated above for Systems Analyst II plus three (3) years cognate experience</p> <p>(b) Equivalent professional qualification plus two (2) years cognate experience</p> <p>(c) Promotion avenue for System Analyst II with at least three (3) years experience on the grade.</p>	8	Senior Systems Analyst	<ul style="list-style-type: none"> • Coordinating system planning and design • Coordinating and supervising programming activities of the junior staff • Undertaking programme writing 	
Senior Systems Analyst	<p>(a) Advanced degree in Computer Science, Computer/Electrical and Electronic Engineering or Informatics</p> <p>(b) good honours degree in a relevant discipline plus three years specialized professional experience in any of: Software</p>	9	Principal Systems Analyst	<ul style="list-style-type: none"> • Carrying out on the spot system investigation and finalizing the detailed layout of files • Studying system and analyzing problems • Evaluating new system design and integrating them into existing system 	

	System; Language and Computer; Scientific Operating Systems Application; Commercial Application Information Management System.			<ul style="list-style-type: none"> Organizing system examination and flow charting Arranging data requirement meant for system duty 	
Principal Systems Analyst	<p>(a) As stated above for Senior Systems Analyst plus additional three years cognate experience</p> <p>(b) Promotion avenue for Senior Systems Analyst with at least three experience on the grade</p>	11	Assistant Chief Systems Analyst	<ul style="list-style-type: none"> Coordinating the activities of subordinate staff Assigning system study duty and analyzing reports Scheduling system study flow and evaluating programme efficiency Training and assigning subordinate staff Writing programmes for the Computer 	<p>The above plus</p> <ul style="list-style-type: none"> Ability to intelligently plan, organize, supervise and coordinate the Unit in a way to achieve result promptly and efficiently Ability to train subordinate staff Continued professional development Willingness to accept higher responsibilities
Assistant Chief Systems Analyst	(a) As for Principal Systems Analyst with minimum of six (6) years experience in Computer Applications and Design/Implementation of large Data Processing System.	12	Chief Systems Analyst	<ul style="list-style-type: none"> Gathering and analyzing information for developing new and modifying existing data processing system Arranging staff training and development programmes 	

				<ul style="list-style-type: none"> • Undertaking system design and programming 	
Chief Systems Analyst	<p>(a) A Ph.D degree in Computer Science or Masters degree in Computer Science with considerable administrative experience in managing Computer Installations</p> <p>(b) A good honours degree in related field plus equivalent professional qualification may be considered.</p> <p>Candidate must have a minimum of twelve (12) years post-qualification cognate experience</p>	13	Deputy Director	<ul style="list-style-type: none"> • Maintaining existing and new programmes • Investigating systems performance and taking corrective actions • Advising on the feasibility and desirability of using Computers • Compiling and presenting reports on projects and plans • Controlling systems designers and determining the interface between jobs 	
Deputy Director	By the appointment of suitable Chief Systems Programmer who has spent a minimum of three (3) years in the post.	14	Director	<ul style="list-style-type: none"> • Coordinating the training programmes of staff • Assisting in the general administration of the Unit • Determining information requirement to improve planning, direction and justification of Computer based system • Reviewing operational jobs. 	

Director	By the appointment of suitable Deputy Director who has spent a minimum of three (3) years in the post.	15		<ul style="list-style-type: none"> • Taking charge of the Unit • Advising on data processing and Computer matters • Liaising with relevant agencies 	
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SYSTEMS PROGRAMMER CADRE

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL CONTISS	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
Systems Programmer II	By appointment of a candidate with a good honours degree in Computer Science, Computer /Electrical and Electronics Engineering, Informatics or related disciplines.	7	Systems Programmer I	<ul style="list-style-type: none"> • Writing and testing simple software programmes • Preparing flow chart and test desks • Designing and producing Computer Input-output formats • Planning, organizing and arranging the running of programmes on the Computer • Providing guidance and supervision for the junior staff. 	Promotion across the grades to be based on: (a) Job appraisal – a thorough knowledge of job and ability to give directive in a manner that will ensure that it can be easily carried out (b) dependability, industry and pushfullness (c) High quality and quantity of work (d) Ability to learn fast and amenability to training (e) Effective mastery of the use of computer applications and programmes (f) cooperation with and obedience to superiors and harmonious interpersonal relationships with other members of staff (g) Amenability to suggestions and willingness to improve always. (h) Ability to learn fast and

					reliability in the performance of duties (i) High sense of commitment and hard work (j) Resourcefulness and orderliness in the performance of work.
System Programmer I	(a) As stated above for Systems Programmer II plus three (3) years cognate experience (b) Equivalent professional qualification plus two (2) years programming experience (c) Promotion avenue for System Programmer II with at least three (3) years experience on the grade.	8	Senior Systems Programmer	<ul style="list-style-type: none"> • Coordinating system planning and design • Coordinating and supervising programming activities of the junior staff • Undertaking programme writing 	
Senior Systems Programmer	(a) Advanced degree in Computer Science, Computer /Electrical and Electronics Engineering or Informatics (b) Good honours degree in a relevant discipline plus three years specialized professional experience in any of: Software System; Language and Computer; Scientific Operating Systems Application; Commercial Application Information	9	Principal Systems Programmer	<ul style="list-style-type: none"> • Carrying out on the spot system investigation and finalizing the detailed layout of files • Studying system and analyzing problems • Evaluating new system design and integrating them into existing system • Organizing system examination and flow 	

	Management System.			charting <ul style="list-style-type: none"> • Arranging data requirement meant for system duty • Designing and implementing educational portal for the on-line processing of students of students admission, payment, registration, matriculation and result processing, library and stock control. 	
Principal Systems Programmer	(a) As stated above for Senior Systems Programmer plus additional three years cognate experience (b) Promotion avenue for Senior Systems Programmer with at least three experience on the grade	11	Assistant Chief Systems	<ul style="list-style-type: none"> • Coordinating the activities of subordinate staff • Assigning system study duty and analyzing reports • Scheduling system study flow and evaluating programme efficiency • Training and assigning subordinate staff • Writing programmes for the Computer 	The above plus <ul style="list-style-type: none"> • Ability to intelligently plan, organize, supervise and coordinate the Unit in a way to achieve result promptly and efficiently • Ability to train subordinate staff • Continued professional development • Willingness to accept higher responsibilities

Assistant Chief Systems Programmer	(a) As for Principal Systems Programmer with minimum of six (6) years experience in Computer Applications and Design/Implementation of large Data Processing System.	12	Chief Systems Programmer	<ul style="list-style-type: none"> • Gathering and analyzing information for developing new and modifying existing data processing system • Arranging staff training and development programmes • Undertaking system design and programming 	
Chief Systems Programmer	<p>(a) A Ph.D degree in Computer Science or Masters degree in Computer Science with considerable administrative experience in managing Computer Installations</p> <p>(b) A good honours degree in related field plus equivalent professional qualification may be considered.</p> <p>Candidate must have a minimum of twelve (12) years post-qualification cognate experience</p>	13	Deputy Director	<ul style="list-style-type: none"> • Maintaining existing and new programmes • Investigating systems performance and taking corrective actions • Advising on the feasibility and desirability of using Computers • Compiling and presenting reports on projects and plans • Controlling systems designers and determining the interface between jobs 	

Deputy Director	By the appointment of suitable Chief Systems Programmer who has spent a minimum of three (3) years in the post.	14	Director	<ul style="list-style-type: none"> • Coordinating the training programmes of staff • Assisting in the general administration of the Unit • Determining information requirement to improve planning, direction and justification of Computer based system • Reviewing operational jobs. 	
Director	By the appointment of suitable Deputy Director who has spent a minimum of three (3) years in the post.	15		<ul style="list-style-type: none"> • Taking charge of the Unit • Advising on data processing and Computer matters • Liaising with relevant agencies 	

BUILDING OFFICER CADRE

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL CONTOSS	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
BUILDING OFFICER II	(a) By direct appointment of a candidate possessing: (i) a degree in Building/Building Technology from a recognized University (ii) a pass in the final Part II examination of Nigerian Institute of Builders or the Chartered Institute of Builders of England. (iii) any equivalent professional qualification registrable with CORBON	7	BUILDING OFFICER I	-Performing under supervision construction programmes. -Participating in execution of maintenance works -Undertaking the construction of buildings -Preparing schedules of plant, material and labour to be used in construction -Assisting in setting out buildings and quality control of construction materials.	Promotion across the grades to be based on satisfactory job performance, efficiency and effectiveness of work, good work ethics, meticulous approach to the execution of assignments.
BUILDING OFFICER I	(a) As in (a) above plus three (3) years cognate post-qualification experience. (b) By direct appointment of a candidate possessing the Masters degree in Building/Building Technology from a recognized institution. (c) By direct appointment of a Corporate member of	8	SENIOR BUILDING OFFICER	-Carrying out work study analytical estimate and productivity measurement. -Preparing materials, plant and labour schedules -Participating in planning, production and control of building projects and furniture. -Supervising and monitoring projects under construction to ensure compliance with	The aforementioned plus continued professional development, ability to cooperate with others in execution of assignments. Integrity, dependability and professionalism in assignment execution.

	<p>the Nigerian Institute of Builders (MNIQB) or Chartered Institute of Builders, England (MCIOB)</p> <p>(d) By promotion of a suitable Building Officer II with at least three (3) years experience on the grade.</p>			approved quality of materials.	
SENIOR BUILDING OFFICER	<p>(a) as required for Building Officer II with a minimum of six (6) years cognate experience or Building Officer I with a minimum of three (3) years experience.</p> <p>(b) By promotion of a suitable Building Officer I with at least three (3) years on the grade.</p>	9	PRINCIPAL BUILDING OFFICER	<p>-Participating in the planning, execution and control of maintenance work</p> <p>-Preparing programmes for preventive and routine maintenance of buildings.</p> <p>-Maintaining and updating building register</p> <p>-Assisting in the training of subordinate staff.</p>	The aforementioned criteria plus ability to plan, organize, coordinate and supervise the work of subordinates and activities on project/construction sites.
PRINCIPAL BUILDING OFFICER	<p>(a) By appointment of a candidate with qualification listed for Building Officer II with at least nine (9) years cognate post- qualification experience.</p> <p>(b) By promotion of suitable Senior Building Officer who has spent at least three (3) years on the grade and has passed the professional competency examination of the NIOB and is duly registered with CORBON.</p>	11	ASSISTANT CHIEF BUILDING OFFICER	<p>-Monitoring and documenting building projects</p> <p>-Carrying out building surveys and recommending the need for maintenance.</p> <p>-Coordinating and supervising the training and other activities of subordinates</p> <p>-Coordinating the preparation of building progress reports, registers and planning.</p>	The aforementioned criteria plus ability to Prepare technical report, assess and select the type of materials required for building Construction and maintenance.

ASSISTANT CHIEF BUILDING OFFICER	<p>(a) By appointment of a Principal Building Officer who has spent at least twelve (12) years cognate post-qualification experience.</p> <p>(b) By promotion of a suitable Principal Building Officer who has spent a minimum of three (3) years on the grade and is fully registered with CORBON.</p>	12	CHIEF BUILDING OFFICER	<p>-Preparing programme for routine and planned maintenance of buildings.</p> <p>-Monitoring progress of projects.</p> <p>-Preparing budget estimates for the Unit.</p> <p>-Preparing programmes for the routine and planned maintenance of buildings.</p> <p>-Preparing final reports on building projects</p>	The aforementioned criteria plus ability to strategize, mobilize resources effectively and exercise budgetary controls.
CHIEF BUILDING OFFICER	<p>(a) By appointment of an Assistant Chief Building Officer with at least fifteen (15) years cognate post-qualification experience.</p> <p>(b) Promotion avenue for an Assistant Chief Building Officer who has spent a minimum of three (3) years experience on the grade and is fully registered with CORBON</p>	13	DEPUTY DIRECTOR	<p>-Ensuring proper execution of building projects.</p> <p>-Taking part in the execution of maintenance and construction works.</p> <p>-Scrutinizing and preparing periodic progress reports on projects.</p> <p>-Coordinating the activities of a Unit.</p>	The aforementioned criteria plus ability to give effective direction, high sense of commitment, resourcefulness and orderliness in the performance of work. Ability to rain subordinates staff and achieve results promptly and effectively.
DEPUTY DIRECTOR	<p>(a) By appointment of a suitable Chief Building Officer with at least eighteen (18) years cognate post-qualification experience.</p> <p>(b) Promotion avenue for a suitable Chief Building Officer who has spent a minimum of three (3) years experience on the grade.</p>	14	DIRECTOR	<p>-Assisting in the general administration of works Department.</p> <p>-Coordinating the planning and execution of training programmes.</p> <p>-Overseeing construction progress and reactivation of buildings.</p> <p>-Initiating action on the review of building policies and programmes.</p>	The aforementioned criteria plus ability to give effective direction, high sense of commitment, resourcefulness and orderliness in the performance of work. Ability to train subordinates staff and achieve results promptly and effectively.

DIRECTOR	By appointment only and as above for Deputy Director with at least twenty (20) years cognate post-qualification experience or minimum of three (3) years experience as Deputy director.	15		As for Deputy Director plus -Advising Management on the issue of building projects construction and maintenance -Liaising with professional bodies on building matters. -Participating in the commissioning of building projects. -Advising on the formulation, execution and review of policies.	
ASSISTANT CHIEF TECHNICAL OFFICER	By promotion of a suitable Assistant Chief Technical Officer who has spent at least three (3) years on the grade.				
CHIEF TECHNICAL OFFICER					

ARCHITECT CADRE

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL CONTOISS	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
Architect II	(a) By direct appointment of a candidate with (a) good honours degree in Architecture from a recognized University. (b) Pass in the final examination of the Royal Institute of British Architects or Nigerian Institute of Architects (c) Associateship of the Royal Institute of British Architects Candidate must be registrable with ARCON.	7	Architect I	<ul style="list-style-type: none"> Undertaking Architectural design of buildings and projects, under supervision Supervising building works being executed for the University by direct labour or contract to ensure conformity with Architectural designs. 	Promotion across the grades to be based on satisfactory job performance, efficiency and effectiveness at work; good work ethics, meticulous approach to assignment execution. Varied skills and
Architect I	(a) By direct appointment of a candidate with Masters degree in Architecture from a recognised institution (b) Pass in the final part II examination of the Nigerian	8	Senior Architect	<ul style="list-style-type: none"> Preparing perspective drawings sketches and models to illustrate important works to be undertaken Preparing working 	conceptualisation competencies continued professional development. Good work ethics and human

	Institute of Architects/Royal Institute of British Architects (c) Promotion avenue for Architect II with three (3) years experience on the grade plus possession of the stated qualifications			<p>drawings and specifications for all University buildings and projects.</p> <ul style="list-style-type: none"> • Supervising building works/projects under construction to ensure conformity with architectural drawings • Maintaining buildings including the furniture and decoration • Preparing sketch designs, working drawings and schedules • Preparing as build drawings for buildings and projects. 	<p>relations, ability to cooperate with other staff in carrying out assignments.</p> <p>Integrity, dependability and professionalism in task accomplishment.</p> <p>Ability to plan, organize, supervise and coordinate activities on building/project sites.</p>
Senior Architect	<p>(a) As stated in a and b above for Architect I with provisional registration with ARCON</p> <p>(b) Promotion avenue for suitable Arc I with at least three (3) years experience on the grade and is professionally registered with ARCON</p>	9	Principal Architect	<ul style="list-style-type: none"> • Taking and analyzing brief on buildings and projects • Preparing lay out master plans of buildings • Preparing, describing and illustrating outline design proposals • Supervising the preparation of drawings for buildings and projects 	
Principal Architect	(a) By direct appointment of a	11	Assistant Chief	<ul style="list-style-type: none"> • Supervising building 	The above criteria

	<p>candidate possessing the earlier listed qualifications plus successful completion of the NIA professional competence examination.</p> <p>(b) By promotion of an ARCON registered Senior Architect with a minimum of three (3) years experience on the grade.</p>		Architect	<p>registers and planning system</p> <ul style="list-style-type: none"> • Coordinating activities and inputs of other projects • Supervising the activities of subordinates • Preparing final drawings of all buildings/projects including reactivation of abandoned buildings/projects • Coordinating the preparation of tender/contract documents for buildings/projects 	<p>plus ability to plan, organize, supervise, train and coordinate the activities of subordinate staff.</p>
Assistant Chief Architect	<p>(a) By promotion of a suitable Principal Architect who has been fully registered with ARCON and has spent a minimum of three (3) years on the grade.</p> <p>(b) Candidate must have fully passed the NIA professional competence examination.</p>	12	Chief Architect	<ul style="list-style-type: none"> • Supervising building registers and planning system • Coordinating activities and inputs of other projects • Supervising the activities of subordinates • Preparing final drawings of all buildings/projects including reactivation of abandoned buildings/projects • Coordinating the 	The above stated criteria

				preparation of tender/contract documents for buildings/projects	
Chief Architect	By promotion of a suitable Assistant Chief Architect with a minimum of three (3) years experienced on the grade.	13	Assistant Director	<ul style="list-style-type: none"> • Supervising and coordinating the activities of subordinates • Ensuring the proper execution of buildings and projects • Preparing final reports on buildings and projects • Preparing schedules for the maintenance of buildings and projects • Crosschecking drawings and the bill of quantities to ensure conformation. 	The aforementioned criteria plus the ability to write technical reports, assess and select the materials required for construction work, plan a strategy of operation and recommend the cost of projects; mobilize resources for maximum results and exercise budgetary control.
Assistant Director	By promotion of any suitable Chief Architect/Chief Building Officer/Chief Quantity Surveyor	14	Director	<ul style="list-style-type: none"> • Initiating action on the review of programmes • Preparing maintenance manuals for buildings • Taking charge of training programmes for subordinate staff • Assisting in the administration of the Works & Physical Planning Unit. 	The aforementioned criteria plus the ability to write technical reports, assess and select the materials required for construction work, plan a strategy of operation and recommend the cost of projects; mobilize resources for maximum results

					and exercise budgetary control.
Director	By promotion of suitable Assistant Director	15		<ul style="list-style-type: none"> • Taking charge of general administration of the Unit. • Vetting, approving and signing of technical reports • Approving Architects completion certificates on buildings/projects. • Approving progress and final report of buildings and projects • Ensuring the conformity of buildings and projects to statutory regulations • Advising the Management on matters relating to buildings and projects • Establishing and initiating conceptual design and broad specifications of materials and methods for completion. 	

ENGINEERING TECHNOLOGIST CADRE

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL CONTOSS	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
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ASSISTANT ENGINEERING TECHNOLOGIST	(i) Intermediate Diploma of NIST/ND in the relevant Engineering discipline. (ii) City and Guild Part I in the relevant Engineering discipline. (iii) Advanced WAEC NTC Technical Craft Certificate in the relevant field plus at least five (5) years cognate post-qualification experience.	5	SENIOR ASSISTANT ENGINEERING TECHNOLOGIST	-Provision of technical services. -Servicing of Workshop equipment and infrastructure.	(a) Ability to carry out simple jobs with minimum supervision. (b) Willingness to cooperate with others to achieve set goals. © Evidence of potential for self development. (d) Ability to maintain simple items of equipment. (e) Ability to set up practical classes and assist instructors. (f) Ability to supervise effectively Workshop Assistants and Attendants.
SENIOR ENGINEERING ASSISTANT TECHNOLOGIST	(i) As for Assistant Engineering Technologist plus ordinary Membership Diploma of NIST. (ii) National Diploma or Part I Technician Certificate of the City and Guilds in the relevant field plus at least three (3) years cognate post-qualification experience.	6	ENGINEERING TECHNOLOGIST II	-Organising and overseeing practical classes for students.	(a) Ability to carry out simple jobs with minimum supervision. (b) Willingness to cooperate with others to achieve set goals. © Evidence of potential for self development. (d) Ability to maintain simple items of equipment. (e) Ability to set up practical classes and assist instructors. (f) Ability to supervise effectively Workshop Assistants and Attendants.
ENGINEERING TECHNOLOGIST II	(a) Final Diploma of NIST in relevant field of specialization or HND or City and Guild part II in relevant field. (b) B.Sc/B.Technology in any appropriate	7	ENGINEERING TECHNOLOGIST I	-Organising and overseeing practical classes for students.	(i) Technical proficiency to be above average plus ability. (ii) To check specifications and compliance with such. (iii) To procure materials promptly and appropriately subject to instructions.

	<p>Engineering course and Institute's criteria. © City and Guilds Part III or Federal Technical Certificate in the relevant Engineering field.</p> <p>(d) Promotion avenue for a suitable Senior Assistant Engineering Technologist with at least three (3) years experience on the grade.</p>				
ENGINEERING TECHNOLOGIST I	<p>(a) Professional qualifications as for Engineering Technologist II with three (3) years cognate experience plus Associate Membership Diploma of NIST/IST (ANIST/AIST) with three (3) years post-qualification experience.</p> <p>(b) Promotion avenue for a suitable Engineering Technologist II who has spent at least three (3) years on the grade plus professional registration.</p>	8	SENIOR ENGINEERING TECHNOLOGIST	-Organising and overseeing practical classes for students.	<p>The above criteria plus ability:</p> <p>(i) To organize a team of workers.</p> <p>(ii) To carry out preventive maintenance of a breakdown and take prompt action where the breakdown occurs.</p> <p>(iii) To write technical reports.</p> <p>(iv) To control subordinate staff.</p> <p>(v) To assess and select the type of material required.</p> <p>(vi) Ability to provide effective research support to staff and students.</p>
SENIOR ENGINEERING TECHNOLOGIST	<p>(a) As for Engineering Technologist II with at least six (6) years post –</p>	9	PRINCIPAL ENGINEERING TECHNOLOGIST	<p>-Provision of technical advice.</p> <p>-Assisting in the training</p>	<p>The above criteria plus ability:</p> <p>(i) To plan a strategy of operation.</p> <p>(ii) To recommend cost of a project.</p>

<p>PRINCIPAL ENGINEERING TECHNOLOGIST</p>	<p>qualification cognate experience. (b) By promotion of a suitable Engineering Technologist I with at least three (3) years experience on the grade.</p> <p>(a) By Promotion of a suitable Senior Engineering Technologist with three (3) years working experience on the grade. (b) By appointment of a candidate with Professional qualifications as for Engineering Technologist II plus at least nine (9) years post-qualification experience. Registration with COREN, NATE or recognized Professional association essential.</p>	<p>11</p>	<p>ASSISTANT CHIEF ENGINEERING TECHNOLOGIST</p>	<p>and supervision of subordinate staff.</p> <p>-Maintaining technical data and records in the workshops. -rendering reports of activities. -taking charge of the general administration of workshops.</p>	<p>(iii) To train subordinate staff.</p> <p>The above criteria plus ability: (i) To plan policy of operation for the Unit. (ii) Budgetary control ability. (iii) To mobilize resources for maximum result.</p>
<p>ASSISTANT CHIEF ENGINEERING TECHNOLOGIST</p>	<p>(a)By promotion of a suitable Principal Engineering Technologist with three (3) years working experience on the grade. (b) By appointment of a</p>	<p>12</p>	<p>CHIEF ENGINEERING TECHNOLOGIST</p>	<p>-Maintaining technical data and records in the workshops. -rendering reports of activities. -taking charge of the general administration of workshops.</p>	<p>As for Assistant Chief Engineering Technologist plus ability: (i) To plan policy of operation for the Unit. (ii) Budgetary control ability. (iii) To mobilize resources for maximum result.</p>

	candidate possessing the qualifications required for a Principal Technologist plus at least twelve (12) years cognate post-qualification experience.	15		<ul style="list-style-type: none"> - Advising on the formulation, execution and review of policies. - Assisting in the general administration of the Unit. - Preparing technicareports and memoranda. 	
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MEDICAL DOCTORS (GENERAL DUTY CADRE)

DESIGNATION	BASIC ENTRY QUNALIFICATIONS	SALARY LEVEL	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
MEDICAL OFFICER II	Possession of the MBBS or equivalent qualification from a recognized University	CONTISS 9	Medical Officer I	* Carrying out general medical duties in the Health Centre.	* Good knowledge of preventive and curative

	plus the completion of one year housemanship and full registration by the Medical and Dental Council of Nigeria and completion of the National Youth Service Programmes.			<ul style="list-style-type: none"> * Conducting examination on staff and student patients using equipment aids and senses. * Diagnosing and managing staff and students health problem. 	<p>medicine.</p> <ul style="list-style-type: none"> * Good knowledge of infection and parasitic diseases, their correct diagnoses and efficient management. * Effectiveness and efficiency in the care and management of patients.
MEDICAL OFFICER I	(a) Promotion avenue for Medical Officer II with at least three (3) years experience on the grade.	CONTISS 11	Senior Medical Officer	<ul style="list-style-type: none"> * Taking charge of a Health Centre * Counseling and giving psychotherapy to patients. * Making referrals whenever it is deemed appropriate. 	* Responsiveness to the demands of the job and management of minor accidents, trauma and ability to perform minor operations.
SENIOR MEDICAL OFFICER	Promotion avenue for Medical Officer I with a minimum of three (3) years experience on the grade.	CONTISS 13	Principal Medical Officer	<ul style="list-style-type: none"> * Taking charge of a Health Centre * Giving guidance and supervising the subordinate staff. 	All of the above plus ability to supervise subordinates.
PRINCIPAL MEDICAL OFFICER	Promotion avenue for Senior Medical Officer II with a minimum of three (3) years experience on the grade.	CONTISS 14	Chief Medical Officer		All of the above plus ability to supervise subordinates staff and should be able to take responsibility in the operation of Health Centre.
CHIEF MEDICAL OFFICER/DIRECTOR	(a) As for Principal Medical Officer with at least fifteen (15) years post-qualification experience. (b) Promotion avenue for Principal Medical Officer II who has spent at least three (3) years on the grade.	CONTISS 15			Able to formulate and execute health policies and programmes.

MEDICAL LABORATORY SCIENTIST CADRE

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
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DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
MEDICAL LABORATORY SCIENTIST II	A good first degree in Medical Laboratory Science plus Associate membership of the Institute of Medical Laboratory Scientists.	CONTISS 7	MEDICAL LABORATORY SCIENTIST I	<ul style="list-style-type: none"> Carrying out general laboratory activities and procedures. Preparing solutions and reagents microscope slides and culture media for laboratory tests. Performing tests in chemical pathology, histopathology, heamatology, parasitology, and medical microbiology. Carrying out quantitative simple chemical analysis of food and drugs. 	Promotion across the grades to be based on: <ol style="list-style-type: none"> Job appraisal thorough knowledge, competent skills and relevant attitudes. Dependability, Industry and pushfulness. Good work ethics and high quality of work. Continued professional development, ability to learn fast and amenability to discipline. Analytical and inquisitive mindset. Good human relation. Resourcefulness and commitment to timely performance of duties.
MEDICAL	a. Possession of Masters	CONTISS 8	SENIOR MEDICAL	<ul style="list-style-type: none"> Carrying out minor 	

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
LABORATORY SCIENTIST II	<p>degree in the relevant field of Medical Laboratory Science.</p> <p>b. Possession of qualifications of MLS II with minimum of three (3) years cognate experience.</p> <p>c. Promotion avenue for MLS I with a minimum of three (3) years experience on the grade.</p>		LABORATORY SCIENTIST	<p>repairs of laboratory equipment plan, organize and supervise work and subordinate staff.</p> <ul style="list-style-type: none"> 	
SENIOR MEDICAL LABORATORY SCIENTIST	<p>a. Possession of PhD degree in the relevant field of MLS plus one year post qualifications experience.</p> <p>b. Fellowship of the Institute of Medical Laboratory Scientist with at least six years cognate experience.</p> <p>c. Promotion avenue for MLS I with at least three years experience on the grade</p>	CONTISS 9	PRINCIPAL MEDICAL LABORATORY SCIENTIST	<ul style="list-style-type: none"> • Producing vaccines/special media for diagnostic work • Maintaining reagents, solutions and cultures • Rearing and breeding laboratory animals • Supervising the activities of subordinate staff 	Same as above criteria
PRINCIPAL MEDICAL LABORATORY SCIENTIST	<p>a. By promotion of a suitable Senior MLS with a minimum experience of three (3) years on the grade</p> <p>b. As for SMLS with a minimum of three (3) years cognate experience.</p>	CONTISS 11	ASSISTANT CHIEF MEDICAL LABORATORY SCIENTIST	<ul style="list-style-type: none"> • Assisting in the co-ordination and supervision of subordinate staff • Taking charge of a specialized aspect of a 	Same as above criteria

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
				<ul style="list-style-type: none"> research project. Organising training programmes for laboratory personnel. 	
ASSISTANT CHIEF MEDICAL LABORATORY SCIENTIST	<ul style="list-style-type: none"> a. By promotion of a suitable Principal MLS with a minimum experience of three (3) years on the grade b. As for SMLS with a minimum of three (3) years cognate experience 	CONTISS 12	CHIEF MEDICAL LABORATORY SCIENTIST	<ul style="list-style-type: none"> Taking charge of the Laboratory services in the specialty . Supervising and coordinating the activities of subordinate staff. Assisting in rendering appropriate reports on the activities of the laboratories 	Same as above criteria
CHIEF MEDICAL LABORATORY SCIENTIST	By promotion of a suitable Principal MLS with a minimum experience of three (3) years on the grade	CONTISS 13	DEPUTY DIRECTOR OF MEDICAL LABORATORY SERVICES	<ul style="list-style-type: none"> Advising on policy matters relating to laboratory services 	Same as above criteria
DEPUTY DIRECTOR OF MEDICAL LABORATORY SERVICES	By appointment of a suitable Chief Medical Laboratory Scientist..	CONTISS 14	DIRECTOR		Same as above criteria

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
DIRECTOR	By appointment of a suitable Deputy Director of Laboratory Services.	CONTISS 15		Taking charge of the administration of the Medical laboratories.	

NURSE/MIDWIFE CADRE

DESIGNATION	BASIC ENTRY QUNALIFICATIONS	SALARY LEVEL	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
STAFF NURSE II/MIDWIFE II	Possession of the NRN or NRM or equivalent qualification registrable with the Nursing and Midwifery Council of Nigeria.	CONTISS 6	Staff Nurse/Midwife I	<ul style="list-style-type: none"> * Providing first aid services to member of the University Community. * 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. 	<p>(a) Should be able to administer routine treatments, injections, dressing and suturing.</p> <p>(b) Able to carry out First Aid Treatment.</p>
STAFF NURSE/MIDWIFE I	<p>(a) By promotion of a staff Nurse/Midwife II who has spent at least three (3) years on the post.</p> <p>(b) Possession of the NRN or NRM qualification.</p> <p>(c) By direct appointment of a Graduate Registered Nurse without post qualification experience.</p>	CONTISS 7	Nursing Officer	<ul style="list-style-type: none"> * Help patients to meet their identified needs. * Creating a therapeutic environment * Organizing University Community nursing services * Providing technical nursing care – injection, dressings, medication etc. * Keeping adequate records of patients, drugs and equipment/instrument. * Supervising junior staff 	<p>* Should be able to carry out supervisory duties such as taking charge of wards and shift duties.</p> <p>* Plus as in Staff Nurse II</p>

				<ul style="list-style-type: none"> * Maintaining and evaluating the effectiveness of care given to patients. 	
NURSING OFFICER	<p>(a) Promotion avenue for suitable Staff Nurse/Midwife I with at least three years cognate experience.</p> <p>(b) Possession of the NRN/NRM and duly registered with the NMCN and has at least three years cognate experience.</p>	CONTISS 8	Senior Nursing Officer	<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 after discharge. * Counseling and giving psychotherapy to patients. 	All the above criteria
SENIOR NURSING OFFICER	<p>(a) As for Nursing Officer I with at least three years cognate post-qualification experience or Staff Nurse I with at least six years experience.</p> <p>(b) Promotion avenue for Nursing Officer with at least three (3) years experience on the grade.</p>	CONTISS 9	Principal Nursing Officer	<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. 	All the above criteria plus ability to coordinate and supervise the activities of subordinate staff.
PRINCIPAL NURSING OFFICER	Promotion avenue for Senior Nursing Officer with at least (3) years experience	CONTISS 11	Assistant Chief Nursing Officer	<ul style="list-style-type: none"> * Assisting in the research activities 	All the above criteria

	on the grade.			<ul style="list-style-type: none"> * 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. * Counseling and giving psychotherapy care to staff and students. 	
ASSISTING CHIEF NURSING OFFICER	Promotion avenue for Principal Nursing Officer with at least three (3) years experience on the grade.	CONTISS 12	Chief Nursing Officer		All the above criteria plus supervision and administration of nursing duties.
CHIEF NURSING OFFICER	Promotion avenue for Assistant Chief Nursing Officer with at least three (3) years experience on the grade.	CONTISS 13			

ACCOUNTANT CADRE

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL CONTOISS	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
ACCOUNTANTS OFFICER	Possession of a good first degree in Accountancy from recognized institutions with a minimum of Second Class Lower Division.	7	ACCOUNTANT I	<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. 	<p>A confirmed Accountant II Officer who has spent at least two (2) years on the grade will be assessed on the following:</p> <ul style="list-style-type: none"> -Mastery of the use of accounting packages. -Attitude to work and work habits. -Amenability to training/correction. -Co-operation, obedience to instructions. -Good oral and written communication skills. -Good human relation.
ACCOUNTANT I	(a) As above plus at least three (3) years post qualification cognate experience and possession of recognized Professional qualification of accounting bodies such as ICAN, ACA, ACMA, ACCA.	8	SENIOR ACCOUNTANT	<ul style="list-style-type: none"> -Implementation of the annual budget as may be directed. -Execution and monitoring of daily financial transaction -Wages/Salaries/ Allowances administration. -Reconciling internal accounts. -Implementing the approved accounting system. 	<p>An Accountant I who has spent two (2) years on the grade will be assessed on the following:</p> <p>(a) Job Appraisal A thorough knowledge of job and ability to give directive in a manner that will ensure that it can be easily carried out. Dependability, industry and pushfulness. High quality and quantity of work. Ability to learn fast and amenability to training. A mastery of the use of accounting documents.</p> <p>(b) Personal Qualities Co-operation with and obedience to superiors and being in harmony with one's equals and subordinates. Amenability to suggestions and willingness to improve always.</p>
SENIOR ACCOUNTANT	As above for Accountant I	9	PRINCIPAL ACCOUNTANT	<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 study on specific projects. 	<p>A Senior Accountant who has spent two (2) years on the grade will be assessed on the following:</p> <p>(a) Job Appraisal A good knowledge of job including knowledge of Procedure Guide and Chart of Accounts that govern the performance of duties.</p>

PRINCIPAL ACCOUNTANT	By promotion of a suitable Senior Accountant who has spent at least three (3) years on the grade.	11	CHIEF ACCOUNTANT	<p>-Maintaining subsidiary accounts for deposits.</p> <p>-Performing monthly reconciliation of accounts</p> <p>-Preparing financial reports and returns as may be required</p> <p>-Supervising and training subordinate</p> <p>-Controlling departmental vote accounts</p> <p>-Interpreting financial regulations.</p>	<p>Ability to produce accurate financial statements.</p> <p>Possession of inquisitive mind that makes one constantly think of improving one's job.</p> <p>(b) Personal Qualities</p> <p>Good relations with all staff.</p> <p>Ability to take decision that will enhance the performance of routine jobs.</p> <p>Ability to develop leadership qualities.</p> <p>Resourcefulness and orderliness in the performance of work.</p> <p>Willingness to accept responsibilities as when occasion arises.</p> <p>A high degree of initiative and self-confidence.</p> <p>A Principal Accountant who has spent at least three (3) years on the grade will be assessed on the following:</p> <p>(a) Job Appraisal</p> <p>Sufficient knowledge of his job and of the inter-dependence of the Bursary/Audit activities. Ability to intelligently plan and organize a section of the Bursary in order to achieve results promptly and in the most efficient manner.</p> <p>A good grasp of the Bursary/Audit Procedure Guide, Chart of Accounts and Financial Instructions.</p> <p>High quality and quantity of work.</p> <p>Ability to train staff.</p> <p>(b) Personal Qualities</p> <p>Honesty, tact dependability and good human relations.</p> <p>Untiring industry, initiative, sense of commitment and resourcefulness.</p> <p>Willingness to accept higher responsibilities.</p> <p>Leadership qualities.</p>
CHIEF ACCOUNTANT	By promotion of a suitable Assistant Chief Accountant who is Professionally qualified and has spent at least three	13	DEPUTY BURSAR	<p>-Supervising the final account unit and preparation of the monthly transcripts</p> <p>-Coordinating the accounting functions of a Section of the</p>	<p>A confirmed and suitable Chief Accountant will be assessed on the following having spent at least four (4) years on the grade:</p> <p>(a) Job Appraisal</p>

	(3) years on the grade.			<p>Bursary.</p> <ul style="list-style-type: none"> -Preparing periodic annual/monthly financial reports. -Supervising and coordinating the work of 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 system. -Preparing and reviewing periodically the accounting code and manual. -Interpreting financial regulations. -Establishing appropriate internal control system. <p>Advising on the disbursement of funds.</p>	<p>i. Effective and efficient performance as a Divisional Head.</p> <p>ii. An understanding of general aspects of education philosophy of the University and full knowledge of the functions of the Bursary.</p> <p>iii. Professional Awareness, Study and Application Officer should be absolutely dependable and capable of accomplishing results under adverse conditions; should possess demonstrable competence in the preparation of University Budget, University accounts and Financial Statements and Reports.</p> <p>iv. Officer should show a knowledge of modern techniques relevant to the discharge of his duties and an ability to apply these effectively. Specifically, he should have adequate knowledge of the computerization of accounts and reasonable knowledge of preparing Procedure Guide (including flowcharts) and Chart of Accounts for the entire Bursary/Audit.</p> <p>v. Mental Ability and Work Ethics Officer should always exercise sound judgement, justify complete confidence and be able to display great initiative and enthusiasm.</p> <p>vi. Leadership Qualities Officer should have ability to plan, organize, supervise and co-ordinate and should possess a mix of participatory, personalistic and scientific styles of leadership which will generate enthusiasm, initiative and drive in others.</p> <p>(b) Personal Qualities Officer should be very co-operative, honest, tactful, extremely amiable, dynamic and show suitable temperament under any conditions.</p>
DEPUTY BURSAR	By promotion of a suitable Chief Accountant who is Professionally qualified and has spent at least three (3) years on the grade.	14		<ul style="list-style-type: none"> -Appraising budget proposals from Units/Department -Preparing periodic/annual financial reports -Advising on the control and management of funds, investment, loans and guarantees. -Interpreting financial 	<p>-Continued Professional development in the application of different accounting software packages and ability to accurately interpret financial regulations.</p>

BURSAR	Accession to this position is by appointment of a candidate as defined in the advertisement.	15		memorandum/ Regulations -Advising on staff deployment and training programme. -Establishing an accounting system with appropriate in-built controls. As statutorily defined.	
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INTERNAL AUDITOR CADRE

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL CONTOISS	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
INTERNAL AUDITOR II	Possession a good first degree in Accountancy from recognized institutions with a minimum of Second Class Honours (Lower Division)	7	INTERNAL AUDITOR I	<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. 	<p>A confirmed Internal Auditor II who has spent at least two (2) years on the grade will be assessed on the following:</p> <ul style="list-style-type: none"> -Mastery of the use of accounting packages. -Attitude to work and work habits. -Amenability to training/correction. -Co-operation, obedience to instructions. -Good oral and written communication skills. -Good human relation.
INTERNAL AUDITOR I	(a) As above plus at least three (3) years post qualification cognate experience and possession of recognized Professional qualification of accounting bodies such as ICAN, ACA, ACMA, ACCA.	8	SENIOR INTERNAL AUDITOR	<p>As for Internal Auditor II plus:</p> <ul style="list-style-type: none"> -Assisting in conducting Audit inspection of developments/Units -Providing training for subordinates. -Conducting enquiries and investigations into fraud, losses, misappropriation etc. -Examining revenue returns to ensure that shortfalls and arrears are properly dealt with and recoveries are made. 	<p>An Internal Auditor I who has spent two (2) years on the grade will be assessed on the following:</p> <p>(a) Job Appraisal A thorough knowledge of job and ability to give directive in a manner that will ensure that it can be easily carried out. Dependability, industry and pushfulness. High quality and quantity of work. Ability to learn fast and amenability to training. A mastery of the use of accounting documents.</p> <p>(b) Personal Qualities Co-operation with and obedience to superiors and being in harmony with one's equals and subordinates. Amenability to suggestions and willingness to improve always.</p>

SENIOR INTERNAL AUDITOR	(a) As above for Auditor I plus three (3) years experience.	9	PRINCIPAL INTERNAL AUDITOR	<ul style="list-style-type: none"> -Preparing Audit guide -Processing financial reports and Audit reports -Issuing Audit Inspection reports. -Carrying out Management audit. -Undertaking feasibility studies on specific projects. 	<p>A Senior Internal Auditor who has spent two (2) years on the grade will be assessed on the following:</p> <p>(a) Job Appraisal A good knowledge of job including knowledge of Procedure Guide and Chart of Accounts that govern the performance of duties. Ability to produce accurate financial statements. Possession of inquisitive mind that makes one constantly think of improving one's job.</p> <p>(b) Personal Qualities Good relations with all staff. Ability to take decision that will enhance the performance of routine jobs. Ability to develop leadership qualities. Resourcefulness and orderliness in the performance of work. Willingness to accept responsibilities as when occasion arises. A high degree of initiative and self-confidence.</p>
PRINCIPAL INTERNAL AUDITOR	By promotion of a suitable Senior Internal Auditor who has spent at least three (3) years on the grade.	11	CHIEF INTERNAL AUDITOR	<p>As for Senior Internal Auditor plus:</p> <ul style="list-style-type: none"> -Undertaking follow-up actions. -Interpreting financial regulations. 	<p>A Principal Internal Auditor who has spent at least three (3) years on the grade will be assessed on the following:</p> <p>(a) Job Appraisal Sufficient knowledge of his job and of the inter-dependence of the Bursary/Audit activities. Ability to intelligently plan and organize a section of the Bursary in order to achieve results promptly and in the most efficient manner. A good grasp of the Bursary/Audit Procedure Guide, Chart of Accounts and Financial Instructions. High quality and quantity of work. Ability to train staff.</p> <p>(b) Personal Qualities</p>

CHIEF INTERNAL AUDITOR	By promotion of a suitable Assistant Chief Internal Auditor who is Professionally qualified and has spent at least three (3) years on the grade.	13	DEPUTY DIRECTOR	<p>-Initiating the review of policies and programmes relating to Audit matters</p> <p>-Advising the Management on Audit matters</p> <p>-Establish effective internal control system.</p>	<p>Honesty, tact dependability and good human relations. Untiring industry, initiative, sense of commitment and resourcefulness.</p> <p>Willingness to accept higher responsibilities.</p> <p>Leadership qualities.</p> <p>A confirmed and suitable Chief Internal Auditor will be assessed on the following having spent at least four (4) years on the grade:</p> <p>(a) Job Appraisal</p> <p>i. Effective and efficient performance as a Divisional Head.</p> <p>ii. An understanding of general aspects of education philosophy of the University and full knowledge of the functions of the Bursary.</p> <p>iii. Professional Awareness, Study and Application Officer should be absolutely dependable and capable of accomplishing results under adverse conditions; should possess demonstrable competence in the preparation of University Budget, University accounts and Financial Statements and Reports.</p> <p>iv. Officer should show a knowledge of modern techniques relevant to the discharge of his duties and an ability to apply these effectively. Specifically, he should have adequate knowledge of the computerization of accounts and reasonable knowledge of preparing Procedure Guide (including flowcharts) and Chart of Accounts for he entire Bursary/Audit.</p> <p>v. Mental Ability and Work Ethics Officer should always exercise sound judgement, justify complete confidence and be able to display great initiative and enthusiasm.</p> <p>vi. Leadership Qualities Officer should have ability to plan, organize, supervise and co-ordinate and should possess a mix of participatory, personalistic and scientific styles of leadership which will generate enthusiasm,</p>
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DEPUTY DIRECTOR	By promotion of a suitable, Professionally qualified Chief Internal Auditor and who has spent at least three (3) years on the grade.	14	DIRECTOR	<p>Conducting enquiries into fraud and losses</p> <p>-Carrying out Management Audit duties.</p>	<p>initiative and drive in others.</p> <p>(b) Personal Qualities Officer should be very co-operative, honest, tactful, extremely amiable, dynamic and show suitable temperament under any conditions.</p>
DIRECTOR	Accession to this position is by appointment of a candidate as defined in the advertisement.	15		As statutorily defined.	<p>-Continued Professional development in the application of different accounting software packages and ability to accurately interpret financial regulations.</p>

ANIMAL HEALTH SUPERINTENDENT CADRE

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL CONTISS	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
Agric/Animal Health Assistant	(a) Senior Secondary plus Agricultural Assistant/Animal Health Superintendent certificates from recognized Institute of Agriculture	5	Agric/Animal Health Superintendent	<ul style="list-style-type: none"> • Training position for higher posts in the cadre • Taking charge of defined projects/assignments 	
Agric/Animal Health Superintendent	(a) Senior School Certificate plus Higher Diploma in Agriculture/Animal Health from a recognized Institute of Agriculture	6	Higher Agric/Animal Health Superintendent	<ul style="list-style-type: none"> • Training and supervising subordinate staff • Assisting Senior Officers in executing assignments • Health/disease control, Animal production and management 	Promotion across the grades is to be based on (i) Efficiency and effectiveness at work (ii) Dependability, integrity, pushfulness and ability to carry out assignments with minimum supervision (iii) Good human relations and readiness to cooperate with other staff in achieving set goals

					(iv) Good work ethics resourcefulness and commitment to timely performance of duties (v) Good knowledge and competency skills in Animal Production and Health Management
Higher Agric/Animal Health Superintendent	(a) As above for Agric/Animal Health Superintendent plus three years post-qualification cognate experience. (b) Promotion avenue for Agric/Animal Health Superintendent with at least three years experience on the grade.	7	Senior Agric/Animal Health Superintendent	<ul style="list-style-type: none"> Assisting in training and supervising subordinate staff. Taking charge of a specified project. 	
Senior Agric/Animal Health Superintendent	(a) Promotion avenue for Higher Animal Health Superintendent with at least three (3) years experience on the grade (b) By direct appointment of a candidate possessing Higher National Diploma in Agriculture/Animal Health from a recognized Institute plus at least three years experience.	8	Principal Agric/Animal Health Superintendent II		The above criteria plus ability to plan, organize, supervise and coordinate the activities of subordinates.

Principal Agric/Animal Health Superintendent II	(a) By direct appointment of a candidate possessing Higher National Diploma in Agriculture plus six (6) years cognate experience (b) Promotion avenue for Senior Agric/Animal Health Superintendent with at least three (3) years experience on the grade	9	Principal Agric/Animal Health Superintendent I	<ul style="list-style-type: none"> Supervising and coordinating the activities of subordinate staff 	The above criteria plus ability to plan, organize, supervise and coordinate the activities of subordinates.
Principal Animal Health Superintendent I	As for Principal Agric/Animal Health Superintendent II with at least three (3) years experience on the grade	11	Assistant Chief Agric/Animal Health Superintendent	<ul style="list-style-type: none"> Assisting in the administration of the Unit Organising training programmes for Agric. Personnel. 	The above criteria plus ability to plan, organize, supervise and coordinate the activities of subordinates.
Assistant Chief Agric/Animal Health Superintendent	(a) By promotion of a suitable Principal Animal Health Superintendent I who has spent at least three (3) years on the grade	12	Chief Agric/Animal Health Superintendent	<ul style="list-style-type: none"> Assisting in the general administration of the Unit Training and supervising of subordinate staff 	The above criteria plus ability to plan, organize, supervise and coordinate the activities of subordinates.
Chief Agric/Animal Health Superintendent	(a) by promotion of a suitable Assistant Chief Agricultural/Animal Health Superintendent	13		<ul style="list-style-type: none"> Taking charge of the general administration of the Unit Directing and coordinating activities. 	

SECRETARIAL STAFF CADRE

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL CONTOSS	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
CONFIDENTIAL SECRETARY III	(a) By direct appointment of a candidate having Senior School Certificate with credit pass in English Language and RSA certificate with 100/50wpm in shorthand/typewriting.	5	CONFIDENTIAL SECRETARY II	<ul style="list-style-type: none"> • Taking dictations. • Writing and typing with accuracy and speed. • Organisation of routine office work. • Keeping diary 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. 	<ul style="list-style-type: none"> • Technical competence – writing and typing with speed and accuracy. ▪ Dexterity in the use of computer applications ▪ Secretarial competence – skilful performance of secretarial duties. ▪ Level of command of English Language. ▪ Personality qualities i.e. Co-operation. ▪ Dependability, Enthusiasm ▪ Integrity and Loyalty. ▪ Attitudinal disposition to the requirements of the job. ▪ Level of motivation, initiative and self-confidence. ▪ Skill in the organization of office chores.

<p>CONFIDENTIAL SECRETARY II</p>	<p>(a)SSCE with credit pass in English Language plus RSA, Pitman, or approved Technical School Certificate with 100/50 wpm in shorthand and typewriting with at least three (3) years of Secretarial experience. (a) NCE in Office</p>	<p>6</p>	<p>CONFIDENTIAL SECRETARY I</p>	<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. <p>Taking dictations.</p> <ul style="list-style-type: none"> • Writing and typing with accuracy and speed. • Organization of routine office work. • Keeping Diary of official activities. • Attending to Visitors, enquiries and telephone calls. • Follow-up actions on correspondences. 	<ul style="list-style-type: none"> ▪ Supervisory/Leadership ability. <p>Technical competence – writing and typing with speed and accuracy.</p> <ul style="list-style-type: none"> ▪ Dexterity in the use of computer applications ▪ Secretarial competence – skilful performance of secretarial duties. ▪ Level of command of English Language. ▪ Personality qualities i.e. Co-operation. ▪ Dependability, Enthusiasm
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<p>CONFIDENTIAL SECRETARY I</p>	<p>Management/ Business Education/ ND in Secretarial Administration with minimum of one (1) year cognate experience and 100/50wpm in shorthand.</p> <p>(a)As in (a) above but with 120/50 wpm in shorthand and typewriting plus at least three (3) years</p>	<p>7</p>	<p>SENIOR CONFIDENTIAL SECRETARY</p>	<ul style="list-style-type: none"> • 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 <p>for meetings. Custodian of official confidential records and retrieving them on demand.</p> <p>Taking dictations.</p> <ul style="list-style-type: none"> • Writing and typing with accuracy and speed. • Organisation of 	<ul style="list-style-type: none"> ▪ Integrity and Loyalty. ▪ Attitudinal disposition to the requirements of the job. ▪ Level of motivation, initiative and self-confidence. ▪ Skill in the organization of office chores. ▪ Supervisory/Leadership ability. <p>Technical competence – writing and typing with speed and accuracy.</p> <ul style="list-style-type: none"> ▪ Dexterity in the use of computer applications
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	<p>of pos-qualification experience.</p> <p>(b)HND/Bachelor's degree in Secretarial Administration with one (1) year cognate experience. 120/50 wpm in shorthand/ typewriting.</p> <p>(b) Promotion avenue for Confidential Secretary II with at least three (3) years experience in post.</p>			<p>routine office work.</p> <ul style="list-style-type: none"> • Keeping Diary 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 <p>for meetings.</p>	<ul style="list-style-type: none"> ▪ Secretarial competence – skilful performance of secretarial duties. ▪ Level of command of English Language. ▪ Personality qualities i.e. Co-operation. ▪ Dependability, Enthusiasm ▪ Integrity and Loyalty. ▪ Attitudinal disposition to the requirements of the job. ▪ Level of motivation, initiative and self-confidence. ▪ Skill in the organization of office chores. ▪ Supervisory/Leadership ability.
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<p>SENIOR CONFIDENTIAL SECRETARY</p>	<p>(a)As in (a) above for Confidential Secretary I plus at least three (3) years of post qualification experience.</p> <p>(b)HND/Bachelor's degree in Secretarial Administration with RSA, Pitman or Technical School Certificate with 120/50 wpm in Shorthand/ Typewriting.</p> <p>©Promotion avenue for Confidential Secretary I with at least three (3) years experience in post.</p>	<p>8</p>	<p>PRINCIPAL CONFIDENTIAL SECRETARY II/PERSONAL SECRETARY I</p>	<p>Custodian of official confidential records and retrieving them on demand.</p>	
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<p>PRINCIPAL CONFIDENTIAL SECRETARY II/PERSONAL SECRETARY I</p>	<p>(a)As in (a) above for Senior Confidential Secretary plus at least six (6) years of post qualification experience.</p> <p>(b)Promotion avenue for Senior Confidential Secretary with at least three (3) years experience in post.</p>	<p>9</p>	<p>PRINCIPAL CONFIDENTIAL SECRETARY I</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. <p>Custodian of official confidential records and retrieving them on demand.</p> <ul style="list-style-type: none"> • Follow-up actions on 	<ul style="list-style-type: none"> ▪ Level of motivation, initiative and self-confidence. ▪ Skill in the organization of office chores. ▪ Supervisory/Leadership ability. ▪ Continued Professional development. ▪ General intelligence-appreciation of nature and importance of official documents. ▪ Level of maintenance consciousness of office equipment.
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<p>PRINCIPAL CONFIDENTIAL SECRETARY I</p>	<p>(a)As in (a) above for Principal Confidential Secretary II with minimum of nine (9) years of post qualification experience.</p> <p>(b)Promotion avenue for Principal Confidential Secretary II with a minimum of three (3) years experience in post.</p>	<p>11</p>	<p>ASSISTANT CHIEF CONFIDENTIAL SECRETARY</p>	<p>correspondences.</p> <ul style="list-style-type: none"> • 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. <p>Custodian of official confidential records and retrieving them on demand.</p> <ul style="list-style-type: none"> • Follow-up actions on correspondences. • Foreseeing and 	<ul style="list-style-type: none"> ▪ Level of motivation, initiative and self-confidence. ▪ Skill in the organization of office chores. ▪ Supervisory/Leadership ability. ▪ Continued Professional development. ▪ General intelligence-appreciation of nature and importance of official documents. ▪ Level of maintenance consciousness of office equipment.
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ASSISTANT CHIEF CONFIDENTIAL SECRETARY	<p>(a)As in (a) above for Principal Confidential Secretary plus at least twelve (12) years of post qualification experience.</p> <p>(b)Promotion avenue for Principal Confidential Secretary I with at least three (3) years</p>	<p>12</p>	CHIEF CONFIDENTIAL SECRETARY	<p>relieving the boss of routine chores.</p> <ul style="list-style-type: none"> • 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. <p>Custodian of official confidential records and retrieving them on demand.</p> <ul style="list-style-type: none"> • Supervision and control of Junior staff 	<ul style="list-style-type: none"> ▪ Level of motivation, initiative and self-confidence. ▪ Skill in the organization of office chores. ▪ Supervisory/Leadership ability. ▪ Continued Professional development. ▪ General intelligence-appreciation of nature and importance of official documents. ▪ Level of maintenance consciousness of office equipment.
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CHIEF CONFIDENTIAL SECRETARY	experience in post.			<p>in the office.</p> <ul style="list-style-type: none"> • Taking notes for meetings. • Assisting in the preparation of briefs for meetings. <p>Custodian of official confidential records and retrieving them on demand.</p>	<ul style="list-style-type: none"> ▪ Level of motivation, initiative and self-confidence. ▪ Skill in the organization of office chores. ▪ Supervisory/Leadership ability. ▪ Continued Professional development. ▪ General intelligence-appreciation of nature and importance of official documents. ▪ Level of maintenance consciousness of office equipment.
	<p>(a)As in (a) above for Assistant Chief Confidential Secretary plus at least fifteen (15) years of post qualification experience.</p> <p>(b)Promotion avenue</p>	13		<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. <p>Custodian of official confidential records and retrieving them on demand.</p>	<ul style="list-style-type: none"> ▪ Level of motivation, initiative and self-confidence. ▪ Skill in the organization of office chores. ▪ Supervisory/Leadership ability. ▪ Continued Professional development. ▪ General intelligence-appreciation

	for Assistant Chief Confidential Secretary with minimum of three (3) years experience in post.				<div>of nature and importance of official documents.</div> <div><div>▪</div>Level of maintenance consciousness of office equipment.</div>
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EXECUTIVE OFFICER CADRE

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL CONTOISS	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
ASSISTANT EXECUTIVE OFFICER	(a) Senior Secondary School Certificate with five credit passes with a maximum of two (2) sittings plus six (6) years cognate experience. (b)GCE A/L in three (3) subjects with four (4) years cognate experience. © Promotion avenue for suitably qualified Senior Clerical Officer with at least three (3) years cognate experience. (d) National Diploma (ND) in the relevant discipline plus three (3) years cognate experience.	5	EXECUTIVE OFFICER	-Applying University rules and regulations to treat specific matters assigned under supervision. -Handling under supervision, routine correspondences on subjects within his schedule of duties.	-Promotion is subject to satisfactory performance, efficiency and effectiveness in assignment execution. -Speed and accuracy of work. -Dependability, Loyalty and Integrity. -Ability to keep confidence and level of initiative and enthusiasm on the job competence.
EXECUTIVE OFFICER	(a)National Diploma (ND) in the relevant field or equivalent with at least three (3) years cognate experience. (b)GCE A/L passing in two (2) subjects at one (1) sitting or three (3) subjects at Two (2) sittings plus at least four (4) years experience. ©Promotion avenue for Assistant Executive Officer with at least three (3) years experience in post.	6	HIGHER EXECUTIVE OFFICER	-Making submissions to Senior Officers on matters within his schedule of duties. -Taking charge of specified subject matter within a Unit.	- Continued good performance as Executive Officer. - Dependability and Integrity- How far the Officer can be relied on to perform duties at the time required, to take pain and care over quality of work, to keep confidence and perform with honesty and loyalty. - General Intelligence- Appreciation of the nature and significance of documents handled in the office. - Supervisory Ability. - Speed and Accuracy of work. - Effective use of computer.

HIGHER EXECUTIVE OFFICER	<p>(a)University degree with a grade less than Second Class Honours Lower Division.</p> <p>(b)A.C.I.S. Certificate.</p> <p>©Higher National Diploma (HND) in the relevant discipline.</p> <p>(d)Promotion avenue for Executive Officer with at least three (3) years experience in post.</p>	7	SENIOR EXECUTIVE OFFICER	<p>-Making submissions to Senior Officers on matters within his schedule of duties.</p> <p>-Taking charge of specified subject matter within a Unit.</p>	<p>- Continued good performance as Higher Executive Officer.</p> <p>- High executive's capability- able to compose good letters and reports, ability to write minutes, innovate for improved efficiency of the office, supervise and control junior staff.</p> <p>- Initiative and Self-Confidence.</p> <p>- Continued dependability, integrity, speed and accuracy of work.</p> <p>- Leadership and High Motivation- Whether officer sets good example and is achievement conscious.</p> <p>-Ability to use the computer.</p>
SENIOR EXECUTIVE OFFICER	<p>(a)As for Higher executive Officer with at least three (3) years experience in post.</p> <p>(b)Promotion avenue for Higher Executive Officer (H.E.O.) with at least three (3) years experience in the post.</p>	8	PRINCIPAL EXECUTIVE OFFICER II	<p>-Supervising the activities of subordinate staff in the Unit.</p> <p>-Assisting in the establishment and maintenance of accurate staff information system.</p>	<p>- Continued good performance and High Motivation, and at least Ten (10) years experience in the executive grade. Length of experience may be reduced if the Officer has acquired relevant additional qualifications.</p>
PRINCIPAL EXECUTIVE OFFICER II	<p>(a)As for Higher Executive Officer with at least six (6) years cognate post-qualification experience.</p> <p>(b)Promotion avenue for Senior Executive Officer (S.E.O.) with at least three years experience in the post.</p>	9	PRINCIPAL EXECUTIVE OFFICER I	<p>-Supervising the activities of subordinate staff in the Unit.</p> <p>-Assisting in the establishment and maintenance of accurate staff information system.</p>	<p>- Continued good performance and High Motivation, and at least Ten (10) years experience in the executive grade. Length of experience may be reduced if the officer has acquired relevant additional qualifications.</p>

PRINCIPAL EXECUTIVE OFFICER I	(a)As for Principal Executive Officer II with at least nine (9) years cognate experience. (b)Promotion avenue for Principal Executive Officer (P.E.O.) II with at least three (3) years experience in the post.	11	ASSISTANT CHIEF EXECUTIVE OFFICER	-Assisting in the planning, execution and supervision of Specific programmes/ assignments.	- Continued good performance and high motivation and at least Twelve (12) years experience in executive grade. Length of experience may be reduced if the officer has acquired relevant additional qualifications.
ASSISTANT CHIEF EXECUTIVE OFFICER	(a)As for Principal Executive Officer I with at least twelve (12) years cognate post-qualification experience. (b)Promotion avenue for Principal Executive Officer I with three years experience in the post.	12	CHIEF EXECUTIVE OFFICER	-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.	- Continued good performance and High Motivation and at least Fourteen (14) years experience in the executive grade. Length of experience may be reduced if the officer has acquired relevant additional qualifications.
CHIEF EXECUTIVE OFFICER	(a)As for Assistant Chief Executive Officer with at least fifteen (15) cognate post-qualification experience. (b)Promotion avenue for Assistant Chief Executive Officer (A.C.E.O.) with at least three years experience in post.	13		-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.	

TYPIST CADRE

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL CONTOISS	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
TYPIST II	By direct appointment of a candidate with SSCE with recognized certificate/diploma in typewriting/computer operation and a typing speed of 35wpm on the computer.	4	TYPIST I	<ul style="list-style-type: none"> - Performing general typing duties. - Filing typed scripts/letters and making necessary cross reference. - Using the computer for word and data processing operations. - Operating the photocopier and duplicating machine. 	<ul style="list-style-type: none"> (i) Satisfactory performance of duties. (ii) Technical competence: ability to write and type with speed and accuracy. (iii) Skill in organization of routine chores in the office. (iv) Competence in the use and writing of English Language (Mechanical accuracy) (v) Dependability, Integrity and Loyalty. (vi) Level of enthusiasm on the job, initiative, orderliness, human relations and cooperativeness. (vii) Confirmed typist who has obtained a recognized certificate in Typewriting at a speed of 50 words per minute.
TYPIST I	<ul style="list-style-type: none"> (a) By advancement of a Typist Grade II who has obtained recognized certificate in typewriting at a speed of 50wpm on the computer. (b) By direct appointment of a holder of SSCE plus a recognized certificate/diploma in typewriting/computer operation at a speed of 50wpm on the computer. 	5	SENIOR TYPIST II	<ul style="list-style-type: none"> - Performing general typing duties. - Filing typed scripts/letters and making necessary cross reference. - Using the computer for word and data processing operations. - Operating the photocopier and duplicating machine. 	<ul style="list-style-type: none"> (i) Satisfactory performance of duties. (ii) Technical competence: ability to write and type with speed and accuracy. (iii) Skill in organization of routine chores in the office. (iv) Competence in the use and writing of English Language (Mechanical accuracy) (v) Dependability, Integrity and Loyalty. (vi) Level of enthusiasm on the job, initiative, orderliness, human relations and cooperativeness. (vii) A confirmed and suitable Typist grade I who has spent at least two (2) years on the grade.

SENIOR TYPIST II	By promotion of a suitable Typist I who has spent at least three (3) years in the post.	6	SENIOR TYPIST I	<ul style="list-style-type: none"> - Performing general typing duties. - Filing typed scripts/letters and making necessary cross reference. - Using the computer for word and data processing operations. - Operating the photocopier and duplicating machine. - Keeping typing materials. - Supervising Junior office staff. - Using the computer for Word and Data processing operations. 	<ul style="list-style-type: none"> - As for Typist I plus. (i) Ability and self confidence to supervise and control Junior staff. (ii) Continued professional development. (iii) General intelligence- appreciation of the nature and importance of documents handled in the office. (iv) Level of maintenance consciousness of office equipment. (v) A confirmed and suitable Senior Typist grade II who has spent at least two (2) years on the grade.
SENIOR TYPIST I	By promotion of a Senior Typist II who has spent at least three (3) years in the post.	7	CHIEF TYPIST	<ul style="list-style-type: none"> - As for Senior Typist II plus. - Keeping typing materials. - Supervising Junior office staff. - Using the computer for Word and Data processing operations. 	<ul style="list-style-type: none"> - As for Typist I plus. (i) Ability and self confidence to supervise and control Junior staff. (ii) Continued professional development. (iii) General intelligence- appreciation of the nature and importance of documents handled in the office. (iv) Level of maintenance consciousness of office equipment. (v) A confirmed and suitable Senior Typist grade I who has spent at least two (2) years on the grade.
CHIEF TYPIST	By promotion of a suitable Senior Typist I who has spent at least three (3) years in the post.	8		<ul style="list-style-type: none"> - Keeping typing materials. - Supervising Junior office staff. - Using the computer for Word and Data processing operations. 	<ul style="list-style-type: none"> (i) Ability and self confidence to supervise and control Junior staff. (ii) Continued professional development. (iii) General intelligence- appreciation of the nature and importance of documents handled in the office. (iv) Level of maintenance consciousness of office equipment.

CLERICAL OFFICER CADRE

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL CONTISS	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
CLERICAL OFFICER II	(a) By direct appointment of a candidate possessing Senior Secondary School Certificate or GCE (O/L) with four (4) credits obtained at one sitting or five (5) credits at two sittings including English Language and Mathematics and Economics, Commerce or Accounting for staff in the Bursary Department.	3	CLERICAL OFFICER I	<ul style="list-style-type: none"> - Handling routine Clerical/Office duties. - Keeping files, records and handling correspondences. - Providing of hospitality services in the office. 	(a) Efficiency and effectiveness at work. (b) Attitude to work. © Ability to carry out instructions. (d) Enthusiasm and Cooperation. (e) Honesty, Integrity, Punctuality, Obedience, Use of initiative and devotion to duty. (f) Desire to advance beyond the present level.
CLERICAL OFFICER I	By promotion of a Clerical Officer II with at least three (3) years experience in the grade.	4	SENIOR CLERICAL OFFICER	<ul style="list-style-type: none"> - Providing assistance in secretarial duties of the office. - Assisting in taking charge of a correspondence or records. - Training and supervising subordinates. 	Promotion to be based on: (a) Efficiency and effectiveness at work. (b) Attitude to work. © Ability to carry out instructions. (d) Enthusiasm and Cooperation. (e) Honesty, Integrity, Punctuality, Obedience, Use of initiative and devotion to duty. (f) Promotion after confirmation of a suitable Clerical Officer Grade I who has spent at least two (2) years on the grade.
SENIOR CLERICAL OFFICER	By promotion of a Clerical Officer I with at least three (3) years	5	ASSISTANT CHIEF CLERICAL	<ul style="list-style-type: none"> - Ensuring proper organization of the office. - Any other official duties as may be 	Promotion to be based on: (a) Efficiency and effectiveness at work. (b) Attitude to work.

	experience.		OFFICER	assigned by the Head of Department/Unit.	© Ability to carry out instructions. (d) Enthusiasm and Cooperation. (e) Honesty, Integrity, Punctuality, Obedience, Use of initiative and devotion to duty. (f) Promotion of a confirmed and suitable Senior Clerical Officer who has spent at least two (2) years on the garde.
ASSISTANT CHIEF CLERICAL OFFICER	By promotion of a Senior Clerical Officer with at least three (3) years experience in post.	6	CHIEF CLERICAL OFFICER	- Ensuring proper organization of the office. - Any other official duties as may be assigned by the Head of Department/Unit.	(a) Efficiency and effectiveness at work. (b) Attitude to work. © Ability to carry out instructions. (d) Enthusiasm and Cooperation. (e) Honesty, Integrity, Punctuality, Obedience, Use of initiative and devotion to duty. (f) Promotion of a confirmed and suitable Assistant Chief Clerical who has spent at least two (2) years on the grade.
CHIEF CLERICAL OFFICER	By promotion of an Assistant Chief Clerical Officer with at least three (3) years in post.	7		- Ensuring proper organization of the office. - Any other official duties as may be assigned by the Head of Department/Unit.	Promotion to be based on: (a) Efficiency and effectiveness at work. (b) Attitude to work. © Ability to carry out instructions. (d) Enthusiasm and Cooperation. (e) Honesty, Integrity, Punctuality, Obedience, Use of initiative and devotion to duty.

SECURITY CADRE

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL CONTISS	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
Patrolman	(a) By appointment of the holder of GCE/SSC or equivalent with passes in three (3) subjects at one sitting or five (5) subjects at two sittings with one of them in English Language or Literature in English	2	Security Assistant	<ul style="list-style-type: none"> • Taking charge of entrances to buildings • Controlling the entry of visitors to offices and official meeting places • Serving as Ushers and Guides for visitors to buildings 	Promotion across the grades will depend on the qualifications, competence, effectiveness and efficiency on the job, satisfactory performance, extent of job knowledge and attitudes on the job.
Security Assistant	(a) By appointment of a candidate with GCE/SSC or equivalent in five(5) subjects at one sitting including three credit passes with one of them in English Language/Literature in English or five subjects at two sittings with four (4) credit passes with one of them being in English Language or Literature in English. Experience of service in the Armed Forces will be an advantage.	3	Senior Security Assistant	<ul style="list-style-type: none"> • Taking charge of entrances to buildings • Controlling the entry of visitors to offices and official meeting places • Serving as Ushers and Guides for visitors to buildings 	Perseverance, integrity, commitment to duty, obedience to constituted authorities etc.
Senior Security Assistant	(a) By the appointment of a candidate with the qualifications	4	Principal Security Assistant	<ul style="list-style-type: none"> • Supervising the subordinate staff 	

	stated in (a) above plus three years cognate experience (b) Promotion avenue for Security Assistant with at least three years experience on the grade			<ul style="list-style-type: none"> Assisting in preparing duty rosters for vetting by the Superordinate Ensuring the safety and security of office equipment 	
Principal Security Assistant	(a) As for Security Assistant with at least six (6) years of cognate experience (b) Promotion avenue for Senior Security Assistant with at least three (3) years experience on the grade.	5	Chief Security 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 	The above criteria plus ability to supervise and coordinate the activities of subordinates.

Chief Security Assistant	(a) Terminal promotion avenue for Principal Security Assistant with basic qualification only.	6		<p>The above plus</p> <ul style="list-style-type: none"> Advising the University Management on Security matters. 	Promotion across the grades will depend on the qualifications, competence, effectiveness and efficiency on the job, satisfactory performance, extent of job knowledge and attitudes on the job.
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					Perseverance, integrity, commitment to duty, obedience to constituted authorities etc.
Security Officer II	(a) By appointment of a candidate with two (2) GCE Advanced level papers at one sitting or three (3) GCE A/L papers at two sittings or National Diploma in relevant discipline obtained from a recognised Institution	7	Security Officer I	<ul style="list-style-type: none"> • Providing Security Services • Monitoring the activities of members of the University community • Maintaining peace on the Campus • Providing fire prevention measures. 	
Higher Security Officer/Security Officer I	(a) As for Security Officer II with at least three (3) years cognate experience. (b) Promotion avenue for Security Officer II with a minimum of three (3) years experience	8	Senior Security Officer	<ul style="list-style-type: none"> • Providing Security Services • Monitoring the activities of members of the University community • Maintaining peace on the Campus • Providing fire prevention measures. 	
Senior Security Officer	(a) as for Security Officer II with six (6) years cognate experience plus Diploma in Security Operation and Management	9	Principal Security Officer II	<ul style="list-style-type: none"> • Screening undesirable elements on campus • Providing rapid responses to criminal 	

	(b) Terminal promotion avenue for Security Officer with basic qualifications only.			<ul style="list-style-type: none"> and crisis situations • Nipping rebellion in the bud • Providing security intelligence services/surveillance • Regulating human and vehicular traffic • Monitoring the activities of service providers • Providing liaison services with external security agencies 	
Principal Security Officer II	(a) As for Security Officer II with at least nine (9) years cognate experience plus Diploma in Security Operation and Management	11	Principal Security Officer I	<ul style="list-style-type: none"> • Screening undesirable elements on campus • Providing rapid responses to criminal and crisis situations • Nipping rebellion in the bud • Providing security intelligence services/surveillance • Regulating human and vehicular traffic • Monitoring the activities of service providers • Providing liaison 	The above criteria plus ability to plan, organize, supervise and coordinate the activities of subordinates.

				services with external security agencies	
Principal Security Officer I	(a) As for Security Officer II plus at least twelve (12) years cognate experience in Security Operations plus Advanced Diploma in Security Operations and Management.	12	Chief Security Officer	<ul style="list-style-type: none"> Assisting in the administration of the Unit and supervision/training of subordinate staff Writing reports 	The above criteria plus ability to plan, organize, supervise and coordinate the activities of subordinates.
Chief Security Officer	By appointment of a suitable Principal Security Officer I with at least fifteen (15) years cognate experience.	13		<ul style="list-style-type: none"> Taking charge of the administration of the Department/Unit Supervising and coordinating the activities of subordinate staff. 	

STORES OFFICER CADRE

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL CONTOSS	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
ASSISTANT STORES OFFICER	Possession of : (a) (GCE) A/L in two subjects obtained at one sitting or in three subjects obtained in two sittings. (b) National Diploma in Business Studies © Intermediate Certificate of Institute of Purchasing and Supply.	5	STORES OFFICER	-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.	Promotion across the grade will depend on: (i) Satisfactory performance of duties (ii) Technical competence (iii) Skill in the organization of routine chores (iv) Dependability, integrity and enthusiasm (v) Good human relations and cooperativeness (vi) Ability to supervise and control junior staff (vii) Continued professional development (viii) Level of maintenance consciousness. (ix) Effectiveness and efficiency at work in terms of quantity and quality of work done (x) Experience on the job (xi) Professional knowledge of computer applications and its use in the Store/Stock management. (xii) Devotion to duty, initiative and ability to carry out instructions with minimum supervision (xiii) Amenability to training (xiv) Good oral and written communication skills (xv) Evidence of potential for self development.
STORES OFFICER	Possession of : (a) Higher National Diploma (HND) in Business Studies/Administration (b) Membership of the Institute of Purchasing and Supply (c) Intermediate certificate of ICAN or ICMA. (d) Promotion avenue for an Assistant Stores Officer	6	HIGHER STORES OFFICER	-Taking charge of materials and equipment in the store -Checking stocks of unallocated and allocated stores	(i) Satisfactory performance of duties (ii) Technical competence (iii) Skill in the organization of routine chores (iv) Dependability, integrity and enthusiasm (v) Good human relations and cooperativeness (vi) Ability to supervise and control junior staff (vii) Continued professional development (viii) Level of maintenance consciousness. (ix) Effectiveness and efficiency at work in terms of quantity and quality of work done (x) Experience on the job (xi) Professional knowledge of computer

	who has spent at least three (3) years on the grade.				<p>applications and its use in the Store/Stock management</p> <p>(xii) Devotion to duty, initiative and ability to carry out instructions with minimum supervision</p> <p>(xiii) Amenability to training</p> <p>(xiv) Good oral and written communication skills</p> <p>(xv) Evidence of potential for self development.</p>
HIGHER STORES OFFICER	<p>(a) As for Store Officer plus at least three (3) post qualification cognate experience on the job.</p> <p>(b) Promotion avenue for a suitable Store Officer who has spent at least three (3) years on the grade.</p>	7	SENIOR STORES OFFICER	<p>-Taking charge of the stores</p> <p>-Allocating store materials to user departments/units based on requisition</p> <p>-Rendering reports to appropriate authorities in respect of store services</p>	<p>(i) Satisfactory performance of duties</p> <p>(ii) Technical competence</p> <p>(iii) Skill in the organization of routine chores</p> <p>(iv) Dependability, integrity and enthusiasm</p> <p>(v) Good human relations and cooperativeness</p> <p>(vi) Ability to supervise and control junior staff</p> <p>(vii) Continued professional development</p> <p>(viii) Level of maintenance consciousness.</p> <p>(ix) Effectiveness and efficiency at work in terms of quantity and quality of work done</p> <p>(x) Experience on the job</p> <p>(xi) Professional knowledge of computer applications and its use in the Store/Stock management</p> <p>(xii) Devotion to duty, initiative and ability to carry out instructions with minimum supervision</p> <p>(xiii) Amenability to training</p> <p>(xiv) Good oral and written communication skills</p> <p>(xv) Evidence of potential for self development.</p>
SENIOR STORES OFFICER	<p>(a) As for Stores Officer plus at least six (6) years post qualification cognate experience</p> <p>(b) Promotion avenue for a suitable Higher Stores Officer with at least three (3) years on the grade.</p>	8	PRINCIPAL STORES OFFICER II	<p>-Taking charge of the stores</p> <p>-Rendering reports in respect of store services</p>	<p>(i) Satisfactory performance of duties</p> <p>(ii) Technical competence</p> <p>(iii) Skill in the organization of routine chores</p> <p>(iv) Dependability, integrity and enthusiasm</p> <p>(v) Good human relations and cooperativeness</p> <p>(vi) Ability to supervise and control junior staff</p> <p>(vii) Continued professional development</p> <p>(viii) Level of maintenance consciousness.</p> <p>(ix) Effectiveness and efficiency at work in terms of quantity and quality of work done</p>

PRINCIPAL STORES OFFICER II	(a) By appointment of a Senior Stores Officer with at least nine (9) years cognate post-qualification experience. (b) Promotion avenue for Senior Stores Officer who has spent at least three (3) years on the grade.	9	PRINCIPAL STORES OFFICER I	-Taking charge of the store -Organising for the procurement of materials within approved limit -Monitoring and keeping up to date price list of stores and materials	(x) Experience on the job (xi) Professional knowledge of computer applications and its use in the Store/Stock management (xii) Devotion to duty, initiative and ability to carry out instructions with minimum supervision (xiii) Amenability to training (xiv) Good oral and written communication skills (xv) Evidence of potential for self development.
PRINCIPAL STORES OFFICER I	(a) As above for Principal Stores Officer II plus at least twelve (12) years cognate post-qualification experience. (b) Promotion avenue for Principal Stores Officer II who has spent at least	11	ASSISTANT CHIEF STORES OFFICER	-Taking charge of the store -Organising for the procurement of materials within approved limit -Monitoring and keeping up to date price list of stores and materials	(i) Satisfactory performance of duties (ii) Technical competence (iii) Skill in the organization of routine chores (iv) Dependability, integrity and enthusiasm (v) Good human relations and cooperativeness (vi) Ability to supervise and control junior staff (vii) Continued professional development (viii) Level of maintenance consciousness.

	three (3) years on the grade.				<p>(ix) Effectiveness and efficiency at work in terms of quantity and quality of work done</p> <p>(x) Experience on the job</p> <p>(xi) Professional knowledge of computer applications and its use in the Store/Stock management</p> <p>(xii) Devotion to duty, initiative and ability to carry out instructions with minimum supervision</p> <p>(xiii) Amenability to training</p> <p>(xiv) Good oral and written communication skills</p> <p>(xv) Evidence of potential for self development.</p>
ASSISTANT CHIEF STORES OFFICER	<p>(a) By appointment of Principal Stores Officer with at least fifteen (15) years cognate experience</p> <p>(b) Promotion avenue for Principal Stores Officer I who has spent at least three (3) years on the grade.</p>	12	CHIEF STORES OFFICER	<p>-Supervising stores</p> <p>-Assisting in the training and coordination of the activities of subordinates</p>	<p>(i) Satisfactory performance of duties</p> <p>(ii) Technical competence</p> <p>(iii) Skill in the organization of routine chores</p> <p>(iv) Dependability, integrity and enthusiasm</p> <p>(v) Good human relations and cooperativeness</p> <p>(vi) Ability to supervise and control junior staff</p> <p>(vii) Continued professional development</p> <p>(viii) Level of maintenance consciousness.</p> <p>(ix) Effectiveness and efficiency at work in terms of quantity and quality of work done</p> <p>(x) Experience on the job</p> <p>(xi) Professional knowledge of computer applications and its use in the Store/Stock management</p> <p>(xii) Devotion to duty, initiative and ability to carry out instructions with minimum supervision</p> <p>(xiii) Amenability to training</p> <p>(xiv) Good oral and written communication skills</p> <p>(xv) Evidence of potential for self development.</p>
CHIEF STORES OFFICER	(a) as for Assistant Chief Store Officer with at least eighteen (18) years of cognate post qualification	13		<p>-Taking charge of the Administration of the stores</p> <p>-Preparing reports and making recommendation for</p>	<p>-Continued efficiency and competence in research.</p> <p>-Evidence of research ability and productivity determined by publications in learned journals, books, conference proceedings etc.</p>

<p>CHIEF TECHNICAL OFFICER</p>	<p>experience. (b) Promotion avenue for a suitable Assistant Chief Store Officer who has spent at least three (3) years on the grade.</p> <p>By promotion of a suitable Assistant Chief Technical Officer who has spent at least three (3) years on the grade.</p>			<p>Management consideration.</p> <p>Taking charge of Unit of the Library</p>	<p>Publications</p> <p>(e) Not more than 60% of works should have been published in immediate locality (i.e. in learned journals published within Nigeria)</p> <p>(f) Not more than 20% of total number of journal papers should be in the same journal.</p> <p>(g) The minimum scores/points on publications = 8</p> <p>*See Appendix I for the detailed scoring System.</p> <p>-Candidates must have a minimum of Ph.D degree with adequate research experience, publications and service to the University and the Nation.</p> <p>-Emphasis would be on satisfactory contributions to University administration and the growth of the Department/Centre.</p> <p>Publications</p> <p>(e) Not more than 40% of works should have been published in immediate locality (i.e. in learned journals published within Nigeria)</p> <p>(f) Not more than 20% of total number of journal papers should be in the same journal.</p> <p>(g) The minimum scores/points on publications = 20</p> <p>*See Appendix I for the detailed scoring System.</p> <p>-Candidate must have a minimum of doctorate degree plus adequate professional experience as a Senior Research Fellow.</p> <p>- Candidate should have outstanding ability and continued productivity in research evidenced by</p>
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					<p>scholarly publications and services to the University and Community.</p> <p>Publications</p> <ul style="list-style-type: none"> (e) Not more than 30% of works should have been published in immediate locality (i.e. in learned journals published within Nigeria) (f) Not more than 20% of total number of journal papers should be in the same journal. (g) The minimum scores/points on publications = 50 <p>*See Appendix I for the detailed scoring System.</p> <p>-Adequate research and service experience including relevant professional competence. -Outstanding research ability evidenced by substantial scholarly publications. -Supervision of post-graduate research work. -Service to the University and Community.</p> <p>Publications</p> <ul style="list-style-type: none"> (a) Not more than 30% of works should have been published in immediate locality (i.e. in learned journals published within Nigeria) (b) Not more than 20% of total number of journal papers should be in the same journal. (c) The minimum scores/points on publications = 70 <p>*See Appendix I for the detailed scoring System.</p> <ul style="list-style-type: none"> (i) To write Technical reports. (ii) To control subordinate staff. (iii) To assess and select the type of materials required. (iv) To plan strategy of operation.
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					(v) To recommend cost of projects. (vi) To plan policy of operation for the Unit. (vii) Budgetary control ability. (viii) To mobilize resources for maximum result.
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TECHNICAL OFFICER CADRE

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL CONTISS	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
ASSISTANT TECHNICAL OFFICER	(a) Possession of National Diploma (ND) in the relevant discipline with a minimum of Lower Credit. (b) Advance Craft certificate in the relevant field with three (3) years working experience.	5	TECHNICAL OFFICER	-Undertaking the preparation and execution of working drawings. -Carrying out inspections, maintenance, repairs and overhauling of installations under supervision.	(a) To carry out simple jobs with minimum supervision. (b) Willingness to cooperate with others to achieve set goals. © Evidence of potential for self development. (d) Ability to maintain simple items of equipment. (e) Ability to set up practical classes and assist instructors. (f) Ability to supervise effectively Laboratory Assistants and Attendants.
TECHNICAL OFFICER	(a) As above plus four (4) years cognate experience. (b) By promotion of a suitable Assistant Technical Officer with four (4) years experience on the grade.	6	HIGHER TECHNICAL OFFICER	-Undertaking the preparation and execution of working drawings. -Supervising works and installations. -Carrying out inspections, maintenance, repairs and overhauling of installations.	(a) Ability to carry out simple jobs with minimum supervision. (b) Willingness to cooperate with others to achieve set goals. © Evidence of potential for self development. (d) Ability to maintain simple items of equipment. (e) Ability to set up practical classes and assist instructors. (f) Ability to supervise effectively Laboratory Assistants and Attenda
HIGHER TECHNICAL OFFICER	(a) Possession of Higher National Diploma (HND) in	7	SENIOR TECHNICAL OFFICER	-Undertaking the preparation an execution of working drawings.	(i) Technical ability to be above average. (ii) To check specifications and compliance with such.

	relevant discipline. (b) By promotion of a suitable Technical Officer with four (4) years on the grade.			-Supervising works and installations. -Carrying out inspections, maintenance, repairs and overhauling of installations.	(iii) To procure materials promptly.
SENIOR TECHNICAL OFFICER	(a) By promotion of a suitable Higher Technical Officer who has spent at least three (3) years on the grade.	8	PRINCIPAL TECHNICAL OFFICER II	-Supervising the subordinates. -Estimating quantities of materials from Architects and Engineers drawings.	(i) To organize a team of workers. (ii) To carry out preventive maintenance of a breakdown and take prompt action where the breakdown occurs. (iii) To write technical reports. (iv) To control subordinate staff. (v) To assess and select the type of material required. (vi) Ability to provide effective research support to staff and postgraduate students.
PRINCIPAL TECHNICAL OFFICER II	(a) By promotion of a suitable Senior Technical Officer who has spent at least three (3) years on the grade.	9	PRINCIPAL TECHNICAL OFFICER I	-Taking charge of a project or workshop. -Supervising the activities of Stores Unit and subordinate staff.	(i) To plan a strategy of operation. (ii) To recommend cost of a project. (iii) To train subordinate staff.
PRINCIPAL TECHNICAL OFFICER I	(a) By promotion of a suitable Principal Technical Officer II who has spent at least three (3) years on the grade.	11	ASSISTANT CHIEF TECHNICAL OFFICER	-Taking charge of a project or workshop. -Supervising the activities of Stores Unit and subordinate staff.	(i) To plan a strategy of operation. (ii) To recommend cost of a project. (iii) To train subordinate staff.
ASSISTANT CHIEF TECHNICAL OFFICER	(a) By promotion of a suitable Principal Technical Officer I who has spent three (3) years on the grade.	12	CHIEF TECHNICAL OFFICER	-Coordinating reports and activities. -Organizing, Controlling and Directing the activities of staff in the Central workshop.	(i) To plan policy of operation for the Unit. (ii) Budgetary control ability. (iii) To mobilize resources for maximum result.

CHIEF TECHNICAL OFFICER	By promotion of a suitable Assistant Chief Technical Officer who has spent at least three (3) years on the grade.	13		<p>-Provision of Technical advice on University Capital projects and maintenance of the University.</p> <p>-Coordinating reports and activities.</p> <p>-Organizing, Controlling and Directing the activities of staff in the Central workshop.</p> <p>-Provision of Technical advice on University Capital projects and maintenance of the University.</p>	<p>(i) To write Technical reports.</p> <p>(ii) To control subordinate staff.</p> <p>(iii) To assess and select the type of materials required.</p> <p>(iv) To plan strategy of operation.</p> <p>(v) To recommend cost of projects.</p> <p>(vi) To plan policy of operation for the Unit.</p> <p>(vii) Budgetary control ability.</p> <p>(viii) To mobilize resources for maximum result.</p>
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LIBRARY OFFICER CADRE

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL CONTISS	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
LIBRARY OFFICER II	(a) Possession of : (GCE) A/L in two subjects obtained at one sitting or in three subjects obtained in two sittings or a pass in the first professional examination of the Library Association or certificate in library studies obtained from a recognized institution plus at least three (3) years post qualification cognate experience. (b) By appointment of a good Clerical Officer I who has successfully completed one year training in Librarianship in a recognized institution.	5	LIBRARY OFFICER I	-Giving routine services to readers including reference and information services. -Understanding cataloguing and classifying library materials -Supervising stock and maintaining library records -Assisting in setting up library exhibits.	(i) Satisfactory performance of duties (ii) Technical competence (iii) Skill in the organization of routine chores (iv) Dependability, integrity and enthusiasm (v) Good human relations and cooperativeness (vi) Ability to supervise and control junior staff (vii) Continued professional development (viii) Level of maintenance consciousness and appreciation of the nature and importance of library materials. (ix) Effectiveness and efficiency at work in terms of quantity and quality of work done (x) Experience on the job (xi) Professional knowledge of computer applications and its use in the library (xii) Devotion to duty, initiative and ability to carry out instructions with minimum supervision (xiii) Amenability to training (xiv) Good oral and written communication skills (xv) Evidence of potential for self development.
LIBRARY OFFICER I	(a) Possession of Part I of the Associate membership of the Library Association or diploma in Library studies obtained from a recognized institution or Assistant Library Officer plus at least three (3) years cognate post qualification experience.	6	HIGHER LIBRARY OFFICER	Classifying and cataloguing library books and materials	(i) Satisfactory performance of duties (ii) Technical competence (iii) Skill in the organization of routine chores (iv) Dependability, integrity and enthusiasm (v) Good human relations and cooperativeness (vi) Ability to supervise and control junior staff (vii) Continued professional development (viii) Level of maintenance consciousness and appreciation of the nature and importance of library materials.

HIGHER LIBRARY OFFICER	<p>(b) By promotion of a suitable Library Officer I who has spent at least three (3) years on the grade.</p> <p>(a) As for Library Officer I plus at least three (3) years post qualification cognate experience or Assistant Library Officer plus at least six (6) years cognate post qualification experience.</p> <p>(b) By appointment of a candidate possessing Higher National Diploma (HND) in Library Studies.</p>	7	SENIOR LIBRARY OFFICER	Coordinating and supervising the activities and training of subordinate staff	<p>(ix) Effectiveness and efficiency at work in terms of quantity and quality of work done</p> <p>(x) Experience on the job</p> <p>(xi) Professional knowledge of computer applications and its use in the library</p> <p>(xii) Devotion to duty, initiative and ability to carry out instructions with minimum supervision</p> <p>(xiii) Amenability to training</p> <p>(xiv) Good oral and written communication skills</p> <p>(xv) Evidence of potential for self development.</p> <p>(i) Satisfactory performance of duties</p> <p>(ii) Technical competence</p> <p>(iii) Skill in the organization of routine chores</p> <p>(iv) Dependability, integrity and enthusiasm</p> <p>(v) Good human relations and cooperativeness</p> <p>(vi) Ability to supervise and control junior staff</p> <p>(vii) Continued professional development</p> <p>(viii) Level of maintenance consciousness and appreciation of the nature and importance of library materials.</p> <p>(ix) Effectiveness and efficiency at work in terms of quantity and quality of work done</p> <p>(x) Experience on the job</p> <p>(xi) Professional knowledge of computer applications and its use in the library</p> <p>(xii) Devotion to duty, initiative and ability to carry out instructions with minimum supervision</p> <p>(xiii) Amenability to training</p> <p>(xiv) Good oral and written communication skills</p> <p>(xv) Evidence of potential for self development.</p>
SENIOR LIBRARY OFFICER	<p>(a) As for Library Officer plus at least six (6) years cognate post qualification experience</p> <p>(b) Promotion avenue for a suitable Higher Library</p>	8	PRINCIPAL LIBRARY OFFICER II	<p>-Supervision and training of subordinate staff</p> <p>- Taking charge of the circulation of periodicals and other publications</p>	<p>(i) Satisfactory performance of duties</p> <p>(ii) Technical competence</p> <p>(iii) Skill in the organization of routine chores</p> <p>(iv) Dependability, integrity and enthusiasm</p> <p>(v) Good human relations and cooperativeness</p> <p>(vi) Ability to supervise and control junior staff</p>

	Officer with at least three (3) years on the grade.				(vii) Continued professional development (viii) Level of maintenance consciousness and appreciation of the nature and importance of library materials. (ix) Effectiveness and efficiency at work in terms of quantity and quality of work done (x) Experience on the job (xi) Professional knowledge of computer applications and its use in the library (xii) Devotion to duty, initiative and ability to carry out instructions with minimum supervision (xiii) Amenability to training (xiv) Good oral and written communication skills (xv) Evidence of potential for self development.
PRINCIPAL LIBRARY OFFICER II	Promotion avenue for Senior Library Officer who has spent at least three (3) years on the grade.	9	PRINCIPAL LIBRARY OFFICER I	-Taking part in the orientation/general studies programme with particular reference to the use of the library -Organising library exhibitions	(i) Satisfactory performance of duties (ii) Technical competence (iii) Skill in the organization of routine chores (iv) Dependability, integrity and enthusiasm (v) Good human relations and cooperativeness (vi) Ability to supervise and control junior staff (vii) Continued professional development (viii) Level of maintenance consciousness and appreciation of the nature and importance of library materials. (ix) Effectiveness and efficiency at work in terms of quantity and quality of work done (x) Experience on the job (xi) Professional knowledge of computer applications and its use in the library (xii) Devotion to duty, initiative and ability to carry out instructions with minimum supervision (xiii) Amenability to training (xiv) Good oral and written communication skills (xv) Evidence of potential for self development.
PRINCIPAL LIBRARY	Promotion avenue for Principal Library Officer	11	ASSISTANT CHIEF	Assisting in the training, supervision and appraisal of	(i) Satisfactory performance of duties (ii) Technical competence

OFFICER I	II who has spent at least three (3) years on the grade.		LIBRARY OFFICER	subordinate staff	<ul style="list-style-type: none"> (iii) Skill in the organization of routine chores (iv) Dependability, integrity and enthusiasm (v) Good human relations and cooperativeness (vi) Ability to supervise and control junior staff (vii) Continued professional development (viii) Level of maintenance consciousness and appreciation of the nature and importance of library materials. (ix) Effectiveness and efficiency at work in terms of quantity and quality of work done (x) Experience on the job (xi) Professional knowledge of computer applications and its use in the library (xii) Devotion to duty, initiative and ability to carry out instructions with minimum supervision (xiii) Amenability to training (xiv) Good oral and written communication skills (xv) Evidence of potential for self development.
ASSISTANT CHIEF LIBRARY OFFICER	Promotion avenue for Principal Library Officer I who has spent at least three (3) years on the grade.	12	CHIEF LIBRARY OFFICER	Assisting in the training, supervision and appraisal of subordinate staff.	<ul style="list-style-type: none"> (i) Satisfactory performance of duties (ii) Technical competence (iii) Skill in the organization of routine chores (iv) Dependability, integrity and enthusiasm (v) Good human relations and cooperativeness (vi) Ability to supervise and control junior staff (vii) Continued professional development (viii) Level of maintenance consciousness and appreciation of the nature and importance of library materials. (ix) Effectiveness and efficiency at work in terms of quantity and quality of work done (x) Experience on the job (xi) Professional knowledge of computer applications and its use in the library (xii) Devotion to duty, initiative and ability to carry out instructions with minimum supervision (xiii) Amenability to training (xiv) Good oral and written communication skills (xv) Evidence of potential for self development.

<p>CHIEF LIBRARY OFFICER</p>	<p>Promotion avenue for Assistant Chief Library Officer with at least three (3) years experience on the grade.</p>	<p>13</p>		<p>Taking charge of a Unit of the Library</p>	<p>-Continued efficiency and competence in research. -Evidence of research ability and productivity determined by publications in learned journals, books, conference proceedings etc.</p> <p>Publications</p> <ul style="list-style-type: none"> (h) Not more than 60% of works should have been published in immediate locality (i.e. in learned journals published within Nigeria) (i) Not more than 20% of total number of journal papers should be in the same journal. (j) The minimum scores/points on publications = 8 <p>*See Appendix I for the detailed scoring System.</p> <p>-Candidates must have a minimum of Ph.D degree with adequate research experience, publications and service to the University and the Nation. -Emphasis would be on satisfactory contributions to University administration and the growth of the Department/Centre.</p> <p>Publications</p> <ul style="list-style-type: none"> (h) Not more than 40% of works should have been published in immediate locality (i.e. in learned journals published within Nigeria) (i) Not more than 20% of total number of journal papers should be in the same journal. (j) The minimum scores/points on publications = 20
<p>CHIEF TECHNICAL OFFICER</p>	<p>By promotion of a suitable Assistant Chief Technical Officer who has spent at least three (3) years on the grade.</p>				

					<p>*See Appendix I for the detailed scoring System.</p> <p>-Candidate must have a minimum of doctorate degree plus adequate professional experience as a Senior Research Fellow. - Candidate should have outstanding ability and continued productivity in research evidenced by scholarly publications and services to the University and Community.</p> <p>Publications</p> <p>(h) Not more than 30% of works should have been published in immediate locality (i.e. in learned journals published within Nigeria)</p> <p>(i) Not more than 20% of total number of journal papers should be in the same journal.</p> <p>(j) The minimum scores/points on publications = 50</p> <p>*See Appendix I for the detailed scoring System.</p> <p>-Adequate research and service experience including relevant professional competence. -Outstanding research ability evidenced by substantial scholarly publications. -Supervision of post-graduate research work. -Service to the University and Community.</p> <p>Publications</p> <p>(d) Not more than 30% of works should have been published in immediate locality (i.e. in learned journals published within Nigeria)</p> <p>(e) Not more than 20% of total number of journal papers should be in the same journal.</p> <p>(f) The minimum scores/points on</p>
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					<p>publications = 70</p> <p>*See Appendix I for the detailed scoring System.</p> <p>(i) To write Technical reports. (ii) To control subordinate staff. (iii) To assess and select the type of materials required. (iv) To plan strategy of operation. (v) To recommend cost of projects. (vi) To plan policy of operation for the Unit. (vii) Budgetary control ability. (viii) To mobilize resources for maximum result.</p>
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MOTOR DRIVER/MECHANICS

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL CONTISS	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
MOTOR DRIVER	Possession of First School Leaving Certificate plus a valid class "E" Driving Licence.	3	MOTOR DRIVER MECHANIC	<ul style="list-style-type: none"> - Driving with care and caution any assigned motor 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. 	<ul style="list-style-type: none"> (i) Effectiveness and efficiency at work. (ii) Perseverance, Honesty, Diligence, Safety consciousness, Punctuality and regularity at work. (iii) High sense of responsibility and sound vehicle maintenance practices. (iv) Good human relations. (v) Ability to work under adverse conditions. (vi) Ensuring security and neatness of vehicles.
MOTOR DRIVER-MECHANIC	<ul style="list-style-type: none"> (a) By promotion of a suitable Motor-Driver with qualifications as above plus at least four (4) years satisfactory post-qualification driving experience. (b) By direct appointment of a suitable and experienced candidate possessing the Class III Trade Test Certificate for Motor Mechanic plus First School 	4	SENIOR MOTOR DRIVER MECHANIC GRADE II	<ul style="list-style-type: none"> - Driving with care and caution any assigned motor 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 	<ul style="list-style-type: none"> (i) Effectiveness and efficiency at work. (ii) Perseverance, Honesty, Diligence, Safety consciousness, Punctuality and regularity at work. (iii) High sense of responsibility and sound vehicle maintenance practices. (iv) Good human relations. (v) Ability to work under adverse conditions. (vi) Ensuring the neatness and security of vehicles.

	Leaving Certificate and a Professional Class (E) driver's License.			of motor vehicles.	
SENIOR MOTOR DRIVER MECHANIC GRADE II	By promotion of a confirmed and suitable Motor Driver Mechanic who has spent at least four (4) years on the grade.	5	SENIOR MOTOR DRIVER MECHANIC GRADE I	<ul style="list-style-type: none"> - As for Motor Driver Mechanic I plus. - Working out vehicle performance figures and applying knowledge of indenting and purchase procedures. 	<ul style="list-style-type: none"> (i) Effectiveness and efficiency at work. (ii) Perseverance, Honesty, Diligence, Safety consciousness, Punctuality and regularity at work. (iii) High sense of responsibility and sound vehicle maintenance practices. (iv) Good human relations. (v) Ability to work under adverse conditions. (vi) Ensuring the neatness and security of vehicles.
SENIOR MOTOR DRIVER MECHANIC GRADE I	By promotion of a confirmed and suitable Senior Motor Driver Mechanic Grade II who has spent at least four (4) years on the grade.	6	SUPERINTENDENT DRIVER/ MECHANIC	<ul style="list-style-type: none"> - As for Senior Driver Mechanic II plus. - Assisting in the supervision and disposition of the staff and vehicles in the transport Unit. -Ensuring the security of vehicles in the establishment. -Taking prompt action on accident cases. - Supervising subordinate staff in the Unit. 	<ul style="list-style-type: none"> (i) Effectiveness and efficiency at work. (ii) Perseverance, Honesty, Diligence, Safety consciousness, Punctuality and regularity at work. (iii) High sense of responsibility and sound vehicle maintenance practices. (iv) Good human relations. (v) Ability to work under adverse conditions. (vi) Ensuring the neatness and security of vehicles.
SUPERINTENDENT DRIVER/CHIEF MOTOR DRIVER	By promotion of a confirmed and suitable Senior Motor Driver Mechanic Grade I who has spent at least five (5) years on the grade.	7	SENIOR SUPERINTENDENT DRIVER II	<ul style="list-style-type: none"> - Assisting in the supervision and disposition of the staff and vehicles in the transport Unit. -Ensuring the security 	<ul style="list-style-type: none"> (i) Effectiveness and efficiency at work. (ii) Perseverance, Honesty, Diligence, Safety consciousness, Punctuality and regularity at work. (iii) High sense of responsibility and sound vehicle maintenance practices. (iv) Good human relations.

SENIOR SUPERINTENDENT DRIVER II	Promotion avenue for Superintendent/Chief Driver II plus five (5) years experience.	8	SENIOR SUPERINTENDENT DRIVER I	<p>of vehicles in the establishment. -Taking prompt action on accident cases. - Supervising subordinate staff in the Unit.</p> <p>- Assisting in the supervision and disposition of the staff and vehicles in the transport Unit. -Ensuring the security of vehicles in the establishment. -Taking prompt action on accident cases. - Supervising subordinate staff in the Unit.</p>	<p>(v) Ability to wok under adverse conditions. (vi) Ensuring the neatness and security of vehicles in the pool.</p> <p>(i) Effectiveness and efficiency at work. (ii) Perseverance, Honesty, Diligence, Safety consciousness, Punctuality and regularity at work. (iii) High sense of responsibility and sound vehicle maintenance practices. (iv) Good human relations. (v) Ability to wok under adverse conditions. (vi) Ensuring the neatness and security of vehicles in the pool.</p>
SENIOR SUPERINTENDENT DRIVER I	Promotion avenue for Senior Superintendent Driver II plus five (5) years experience.	9		<p>- Assisting in the supervision and disposition of the staff and vehicles in the transport Unit.</p> <p>-Ensuring the security of vehicles in the establishment. -Taking prompt action on accident cases. - Supervising subordinate staff in the Unit.</p>	<p>(i) Effectiveness and efficiency at work. (ii) Perseverance, Honesty, Diligence, Safety consciousness, Punctuality and regularity at work. (iii) High sense of responsibility and sound vehicle maintenance practices. (iv) Good human relations. (v) Ability to wok under adverse conditions. (vi) Ensuring the neatness and security of vehicles in the pool.</p>

