



Ahmadu Bello University, Zaria

**Guidelines for Appointments and Promotions of
Senior Staff**

1st January, 2017

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1.0 Introduction

1.1 Title and Commencement

The document shall be cited as “The 2017 Guidelines for the Appointments and Promotions of Senior Staff of Ahmadu Bello University, Zaria”. It is a document which provides Guidelines for the appointments and promotions of senior staff of Ahmadu Bello University as established in Section 15(i) and Statute 8 of Ahmadu Bello University Laws as amended in 1975 and Act no 11 of 1993, as amended.

2.2 Application of the Guidelines

These Guidelines shall apply in the appointment, in all units of the University, of all Senior Staff, as defined by the University Governing Council, other than those for whom a specific method of appointment is otherwise provided for and for the promotion of such staff on Full-Time or Contract Appointment.

These Guidelines as amended and approved by the Governing Council of Ahmadu Bello University supersede all previous documents relating to appointments and promotions of staff in the University.

2.3 Interpretation of Guidelines

The powers to interpret the Guidelines, except on financial matters, rest first with the Registrar and thence, on appeal, with the Vice-Chancellor. In the case of financial matters, it will be referred to the Bursar and thence, on appeal, to the Vice-Chancellor.

2.4 Definition of Terms

i The University

means Ahmadu Bello University, Zaria, as established by the Ahmadu Bello University Act of 14th October, 1975, (cap. A14..... Laws of the Federal Republic) and Act No. 11 of 1993, as amended

ii Council

means the Governing Council of Ahmadu Bello University, Zaria, as established by Section 14, Part III of Ahmadu Bello University Law and Act No. 11 of 1993, as amended.

- iii **Chairman of Council**
means a person appointed to be Chairman of the Governing Council in accordance with Section 17 (i) Part III of Ahmadu Bello University Law and Act No. 11 of 1993, as amended.

- iv **The Vice-Chancellor**
means a person appointed in accordance with Section 12 of Part III of Ahmadu Bello University Laws and Act No. 11 of 1993, as amended, as the Chief Executive and Academic Officer of the University who shall be the ex-officio Chairman of Senate.

- v **Deputy Vice-Chancellors**
mean persons appointed in accordance with Section 13 Part II of Ahmadu Bello University Laws and Act No. 11 of 1993, as amended, as Deputy Vice-Chancellor Administration and Deputy Vice-Chancellor Academic and shall act for the Vice-Chancellor in the absence of the Vice-Chancellor.

- vi **Registrar**
means a person appointed in accordance with Section 9 of Statute 3 of Ahmadu Bello University Laws and Act No. 11 of 1993, as amended, as Chief Administrative Officer of the University, subject to the direction of, and responsible to the Vice-Chancellor.

- vii **The Bursar**
means a person appointed in accordance with Section 10 of Statute 3 of Ahmadu Bello University Laws and Act No. 11 of 1993, as amended, as Chief Financial Officer of the University subject to the direction of, and responsible to the Vice-Chancellor.

- viii. **University Librarian**
means a person appointed in accordance with Section 10 of Statute 3 of Bello University Laws and Act No 11 of 1993, as amended, as University Librarian, subject to the direction of, and responsible to the Vice-Chancellor.

- ix **Senior Staff**
means all staff of Ahmadu Bello University on CONUASS 1 - 7 and CONTISS 6 - 15.

- x **Academic Staff**
means all those members of staff whose sole function or primary duty is teaching and/or research in the University.
- xi **Academic Leadership**
This means contributing significantly or taking a lead in teaching, research and mentoring in Departments, Faculties, Institutes and Centres.
- xii **Senior Non-Teaching Staff**
means those members of staff who are not members of academic staff.
- xiii **Administrative Duties**
means duties performed as:
- (a) Dean/Director
 - (b) Head of Department/Head of Section
 - (c) Member of Council/Senate Committees/other Statutory University Committees
 - (d) Chairman/Member/Secretary to other University Committees
 - (e) Member of Faculty/Centre/Institute/ Departmental Committees
 - (f) Examination/Registration/Colloquium Officer
 - (g) External Examiner/Moderator
- xiv **Community Service**
means service performed other than recognised official/formal duties, to immediate community/state/nation/international.
- xv **Central Appointments and Promotions Committee**
means a committee appointed by Council in accordance with Statute 4(4) and 8(i) for the purpose of recommending to Council the appointments of officers of the University other than the Vice-Chancellor, the Pro-Chancellor and the Deputy Vice-Chancellors and of appointing or promoting all other members of the University staff who are classified by the Council as Senior Staff.

xvi **Sub-Committees of the Central Appointments And Promotions Committee**

There are eight Sub-Committees which consider promotion cases for presentation to the Central Appointments and Promotions Committee. They shall recommend to the Central Appointments and Promotions Committee, the promotion of staff from CONUASS 1 - 7 and CONTISS 1 – 14 and thereafter, for Council’s ratification.

xvii **Faculty Appointments and Promotions Committee**

Each Faculty/Institute shall have a Faculty/Institute Appointments and Promotions Committee. The Committee shall consider cases of promotion from the Departments and thereafter, recommend to the Complex Sub-Committee for further consideration.

xviii **Departmental Appointments and Promotions Committee**

All Departments shall have Departmental Appointments and Promotions Committee. The Departmental Appointments and Promotions Committee shall consider cases of promotion of staff of the Departments and make appropriate recommendations to the Faculty/Institute Appointments and Promotions Committee.

2.5 Composition of the Central Appointments and Promotions Committee/Sub-Committees

2.5.1 Central Appointments and Promotions Committee

- i. Vice-Chancellor - Chairman
- ii. Deputy Vice-Chancellor (Administration)
- iii. Deputy Vice-Chancellor (Academic)
- iv. 3 members of the Council, not being members of the Senate, appointed by the Council
- v. Two Ex-Officio members of the Senate, appointed by the Senate on the recommendation of the Vice-Chancellor
- vi. 2 Members of the Senate, not being members of the Council, nominated by Senate
- vii. Registrar - Secretary

In Attendance

- viii. Bursar
- ix. Deputy Registrar, Human Resources Development
- x. The Chairman of the Complex concerned. (for defence)

Quorum:

The Chairman

1 External member of Council

3 other members, one of whom shall be a Senate representative.

2.5.2 Terms of Reference

The functions of the Central Appointments and Promotions Committee shall be to:

- (i) recommend to Council the appointments of officers of the University, other than the Chancellor, the Pro-Chancellor, the Vice-Chancellor and the Deputy Vice-Chancellors, Administration and Academic
- (ii) appoint or promote, using established university guidelines, all other members of the University staff who are classified by Council as Senior Staff provided that:
 - (a) all promotions conform to existing staff conditions of service, including Regulations guiding Study Leave, Leave of Absence, Contract Appointment of Expatriates, Secondment, Sabbatical, Contract, Study Fellowship and Retirement during which a staff shall be promoted;
 - (b) the promotion of teaching/research staff to the posts of Reader/Principal Research Fellow/Principal Extension Specialist and Professor/Research Professor shall be determined by the recommendations of two out of the three external assessors;
 - (c) the Vice Chancellor shall arrange the appointment of three external assessors selected from the six recommended by the Dean of the Faculty;
 - (d) all Assessment Reports, whether positive or negative, on the Readership/ equivalent ranks and the Professorial grade shall be tabled before the Appointments and Promotions Committee and be ratified by Council before a public announcement is made in the Senate;

- (e) details of unsuccessful Assessment Reports shall be communicated to the affected staff and the Chairman of the relevant Complex;
- (f) such failed cases can be presented at the next promotion exercise;
- (iii) organise and ensure that individuals promoted to the grade of Professor/Research Professor shall mandatorily present an Inaugural Lecture on their scholarly pursuits within 12 (twelve) months from the date they received their letters of promotion.

2.5.3. Composition of the Sub-Committees of the Central Appointments And Promotions Committee

The number and membership of the sub committees shall remain as subsequently listed.

A Chief Technologist may be in attendance when cases involving technologists and other related cadre are being discussed.

1) Administration and Legal Complex ‘A’

The membership of the Administration and Legal Complex is as follows:

Faculty of Administration
 Faculty Law
 Centre for Islamic Legal Studies
 Chairmanship shall rotate amongst the Director, Institute of Administration
 and the Deans of the Faculties of Administration and Law

- i. Director, Institute of Administration
- ii. Dean, Faculty of Administration
- iii. Dean, Faculty of Law
- v. Director, Centre for Islamic Legal Studies
- vi. Three (3) elected Heads of Department, each, from the Faculties
- vii. One (1) elected representative, of not below the rank of Senior Lecturer, from each the Faculties.

In Attendance

- viii. Secretary, Institute of Administration
- ix. A representative of the Human Resource Development Department
- x. Finance Officer, Institute of Administration.

Quorum:

$\frac{1}{3}$ of the membership, including the Chairman.

2) **Humanities Complex ‘B’**

The membership of the Humanities Complex is as follows:

Faculty of Arts
Faculty Social Sciences
Arewa House
Institute for Developmental Research.

Chairmanship shall rotate amongst the Deans of the Faculties of Arts and Social Sciences.

- i. Dean, Faculty of Arts.
- ii. Dean, Faculty of Social Sciences
- iii. Director, Arewa House
- iv. Director, Institute for Developmental Research
- v. Three (3) elected Heads of Department, from each of the Faculties
- vi. One (1) elected representative not below the rank of Senior Lecturer, from each of the Faculties

In Attendance

- vi Secretary (To rotate based on the incumbent Chairman).
- vii. Representative of the Establishment Secretary

Quorum:

$\frac{1}{3}$ of the membership, including the Chairman.

3) **Education Complex ‘C’**

The membership of the Education Complex is as follows:

Faculty of Education
Institute of Education
University Library System.

Chairmanship shall rotate amongst the Dean, Faculty of Education, Director, Institute of Education and the University Librarian.

- i. Dean, Faculty of Education.
- ii. Director, Institute of Education.
- iii. University Librarian.
- iv. Three (3) elected Heads of Department from the Faculty of Education.
- v. Two (2) elected representatives of not below the rank of Senior Lecturer, from the Institute of Education and Library.

In Attendance

- vi Secretary (to rotate based on the incumbent Chairman).
- vii. A representative of the Establishment Secretary

Quorum:

$\frac{1}{3}$ of the membership, including the Chairman.

4) **Agric/Veterinary Complex ‘D’**

The membership of the Agricultural and Veterinary Complex is as follows:

Faculty of Agriculture
Faculty Veterinary Medicine
Veterinary Teaching Hospital
Institute for Agricultural Research (IAR)
National Agricultural Extension Liaison Research Services (NAERLS)
National Animal Production Research Institute (NAPRI)
and Division of Agricultural Colleges (DAC)
Chairmanship shall rotate amongst the Deans of Faculties of Agriculture
Veterinary Medicine, Directors IAR, NAERLS, NAPRI, DAC,
Veterinary Teaching Hospital.

- i. Dean, Faculty of Agriculture
- ii. Dean, Faculty of Veterinary Medicine
- iii. Director, Institute for Agricultural Research
- iv. Director, National Agricultural Extension Research Liaison Services
- vi. Director, National Animal Production Research Institute

- vii. Director, Veterinary Teaching Hospital
- viii. Director, Division of Agricultural Colleges
- ix. One (1) elected Head of Department each from the Faculties.
- x. One (1) elected representative each of not below the rank of Senior Lecturer, IAR, NAPRI, DAC, NAERLS and Vet. Teaching Hospital.

In Attendance

- ix. Secretary (to rotate based on the incumbent Chairman).
- x. A representative of the Establishment Secretary.

Quorum:

$\frac{1}{3}$ of the membership, including the Chairman.

5) **Medical Complex ‘E’**

The membership of the Medical Complex is as follows:

Faculty of Medicine

- i. Chairman - Dean, Faculty of Medicine
- ii. Four (4) elected Heads of Department

One (1) elected representative from Departments other than those represented by the elected Heads of Department.

In Attendance

- iii. Secretary, Faculty Officer
- iv. A representative of the Establishment Secretary.

Quorum:

$\frac{1}{3}$ of the membership, including the Chairman.

6) **Science Complex ‘G’**

The membership of the Science Complex is as follows:

Faculty of Science

Faculty of Pharmaceutical Science

Centre for Energy Research and Training

Institute of Computing and Information Communication
Technology

Centre for Biotechnology, Research and Training

Chairmanship shall rotate amongst the Deans, Faculty of Science, Faculty of Pharmaceutical Sciences, Director, Centre for Energy Research and Training, and the Director, Institute of Computing and Information Communication Technology

- i. Dean, Faculty of Science.
- ii. Dean, Faculty of Pharmaceutical Sciences
- iii. Director, Centre for Energy Research and Training
- iv. Director, Institute of Computing and Information Communication Technology
- v. Director, Centre for Biotechnology, Research and Training
- vi. One (1) elected Head of Department from each of the Faculties
- vii. One (1) elected representative, each not below the rank of Senior Lecturer, from CERT, Institute of Computing and Information Communication Technology.

In Attendance

- viii. Secretary (to rotate based on the incumbent Chairman).
- ix. A representative of the Establishment Secretary

Quorum:

$\frac{1}{3}$ of the membership, including the Chairman.

7) **Engineering/Env. Design Complex 'H'**

The membership of the Engineering and Environmental Design Complex is as follows:

Faculties of Engineering and Environmental Design.

Chairmanship shall rotate between the Deans of both Faculties.

- i. Dean of Engineering.
- ii. Dean of Environmental Design.
- iii. Two (2) elected Heads of Department from Faculty Engineering and Environmental Design
- iv. One (1) elected representative, of not below the rank of Senior Lecturer, from each of the Faculties.

In Attendance

- v. Secretary-ship (to rotate based on the incumbent Chairman).
- vi. A representative of the Establishment Secretary

Quorum:

$\frac{1}{3}$ of the membership, including the Chairman.

8) **Administration & Other Services Complex ‘L’**

The membership of the Administration & Other Services Complex is as follows:

Vice Chancellor's Office
Registry Department
Bursary Department
Maintenance and Services Department.
University Health Services

- i. Chairmanship of the Complex shall rotate between the Registrar and the Bursar.
- ii. The Director, Maintenance and Services
- iii. The Director, University Health Services
- v. The Dean, Students Affairs Division
- vi. Chief Security Officer
- vii. Human Resource Development Department

In Attendance

- viii. Head of Recruitment Section - Secretary
- ix. Staff of Recruitment Section - Assistant Secretary.

Quorum:

$\frac{1}{3}$ of the membership, including the Chairman.

2.5.4 **Composition of Faculty Appointments and Promotions Committee**

The membership of the Faculty Appointments and Promotions Committee is as follows:

- i. Chairman - Dean of Faculty
- ii. Members - Heads of Department in the Faculty
- Professors in the Faculty
- One elected representative, not below the rank of Senior Lecturer from each Department
- iii. In attendance - Faculty Officer (Secretary)
- Faculty Finance Officer

2.5.5 **Composition of Departmental Appointments and Promotions Committee**

The membership of the Departmental Appointments and Promotions Committee is as follows:

- i. Chairman - Head of Department
- ii. Members - Professors in the Department
- Ph.D holders in the Department
- iii. In attendance - Departmental Secretary

2.5.6. **Terms of Reference of the Sub-Committees of the Central Appointments and Promotions Committee**

- i. To study the recommendations from the Faculties/Departments/Institutes/Centres/Units and endorse as appropriate to the Central Appointments and Promotions Committee
- ii. To recommend to the Central Appointments and Promotions Committee, the promotion of staff within the salary scale of CONUASS 1 – 7 and CONTISS 1 – 13.
- iii. To undertake the verification of the publications of all staff recommended for promotion from the ranks of Assistant Lecturer/Assistant Research Fellow/Assistant Extension Specialist to Professor/Research Professor/Extension Professor.
- iv. To verify all publications and make recommendation, as appropriate, to the Central Appointments and Promotions Committee the promotion of staff from the ranks of Assistant Lecturer/Assistant Research Fellow/Assistant Extension Specialist to Professor/Research Professor and Extension Professor
- v. To initiate, at the instance of Department/Units/Centres, the appointment of staff, conduct interviews for appointments into departments/units/centres and make recommendations to the Central Appointments and Promotions Committee
- vi. To assess and grade performance of staff for the purpose of appointment, promotion and confirmation.

Note

No member whose case is being considered shall sit on the committee during deliberations.

2.5.7. Terms of Reference of Faculty Appointments and Promotions Committee

- i. to constitute interview panels and conduct interviews for senior staff positions within the Faculty
- ii. to receive all recommendations from the Heads of Department for appointment to senior staff posts and to make further recommendations to the Complex Sub-Committee as to what appointment should be made and at what salary. Account should be taken of available vacancies and candidate's merits
- iii. to receive all recommendations by the Heads of Department for promotions or incremental credits, consider these in accordance with the laid down criteria, and procedures and make recommendations to the Complex Sub-Committee
- iv. to ensure as far as possible, that Heads of Department are fully committed to their own recommendations
- v. to receive appeals from aggrieved staff pertaining to matters of their employment with the University and pass these to the Complex Sub-Committee with recommendations
- vi. To undertake the verification of the publications of all staff recommended for promotion from the ranks of Assistant Lecturer/Assistant Research Fellow/Assistant Extension Specialist to Professor
- vii. To verify all publications and make recommendation, as appropriate, to the Central Appointments and Promotions Committee, the promotion of staff from the ranks of Assistant Lecturer/Assistant Research Fellow/Assistant Extension Specialist to Professor/Research Professor
- viii. To assess and grade performance of staff for the purpose of appointment, promotion and confirmation.

Note

No member whose case is being considered shall sit on the committee during deliberations.

2.5.8. Terms of Reference of Departmental Appointments and Promotions Committee

- i. To Screen candidates and staff for the purpose of appointments and promotion respectively
- ii. To recommend to the Faculty Appointments and Promotions Committee, the promotion of staff within the salary scale of CONUASS 1 – 7 and CONTISS 1 – 13.
- iii. To undertake the verification of the publications of all staff recommended for promotion from the ranks of Assistant Lecturer/Assistant Research Fellow/Assistant Extension Specialist to Professor
- iv. To verify all publications and make recommendation, as appropriate, to the Faculty Appointments and Promotions Committee the promotion of staff from the ranks of Assistant Lecturer/Assistant Research Fellow/Assistant Extension Specialist to Professor
- v. To initiate the appointment of staff and in consultation with the Complex Sub-Committee, conduct interviews for appointments into the departments .
- vi. To assess and grade performance of staff for the purpose of appointment, promotion and confirmation.

Note

No member whose case is being considered shall sit on the committee during deliberations.

2.6 Appointments

Council appoints all members of staff other than those for whom a specific method of appointment is otherwise provided, on the recommendation of the appropriate Appointments and Promotions Committee on such terms and conditions as the Council may determine.

Appointment to all positions shall be subject to available vacancies as may be determined from time to time by Establishment and Budgetary provisions.

Interviews shall be conducted and the results of such interviews will be sent to the Chairman, Central Appointments and Promotions Committee by the relevant Deans/Director/Heads of Department.

2.6.1 **Types of Appointments**

(i) **Permanent and Pensionable Appointment**

Only Nigerians between the ages of 18 and 50 are eligible for permanent and pensionable appointment, as academic and non-academic staff respectively. Employees are remunerated based on salary scales, as approved by the Federal Government of Nigeria.

(ii) **Contract Appointment**

Contract appointment may be offered to expatriate only when suitable Nigerians are not available. Nigerians may be employed on contract if they are pensioners or over 50 years of age.

(iii) **Sabbatical Appointment**

This is the appointment offered, for one year, to Academic Staff and Senior Non-Teaching Staff from other universities. The officers being appointed shall be of the rank of Senior Lecturer/Senior Research Fellow/Senior Extension Specialist to Professor, for academic staff. However, for the Senior Non-Teaching Staff, the appointee shall be on CONTISS 13 and above. The purpose is for exchange of knowledge and the employees are remunerated as permanent and pensionable staff.

iv) **Visiting Appointment**

This is the appointment offered to Academic Staff from other university of the ranks of Senior Lecturer/Senior Research Fellow to Professor/Research Professor/Extension Professor for the purpose of exchange of knowledge. Employees are remunerated on ½ of the monthly salary due to permanent and pensionable staff of their rank.

(v) **Full-Time Temporary Appointment**

This is the appointment offered to experts for a period of 6 months to 1 year to Academic Staff of the ranks of Senior Lecturer/Senior Research Fellows to Professor/Research Professor/Extension Professor or Senior professionals in the area of specialization for the purpose of the dissemination of knowledge. Employees are

remunerated as permanent and pensionable staff, based on their ranks or on lesser pay on agreement with them.

(vi) **Temporary Part-Time Appointment**

This is the appointment offered to experts in the field or Academic Staff within and in other universities to complement shortages in academic Departments for the purpose of the dissemination of knowledge. Employees are remunerated by the hour, based on their ranks. The remuneration is subject to review in line with current economic development.

(vii) **Honorary Appointment**

This is the appointment offered to experts in the field or Academic Staff of the ranks of Senior Lecturer/Senior Research Fellows to Professor/Research Professor for the purpose of the dissemination of knowledge. This appointment may not attract any remuneration/honorarium.

(viii) **Adjunct Appointment**

The Vice Chancellor shall appoint as Adjunct Academic Staff (Adjunct Professor, Adjunct Reader, Adjunct Senior Lecturer, Adjunct Lecturer) persons in employment or professional practice outside the University who would add value to the Departments in which they are to be appointed because of the contribution they can make from their commercial, industrial or professional experience and affiliation.

Adjunct staff shall not necessarily be required to meet the scholarly/research requirement in terms of qualification or research track record required for other academic staff appointments, but must possess a demonstrable set of scarce or extraordinary skill as a result of their professional standing and affiliation.

2.7 Letters of Appointment

Letters of appointment shall be issued by the Registrar on behalf of Council. Letters of Acceptance of appointment shall be sent by the appointee within the specific dates stipulated in the Letters of Appointment to the Registrar who shall receive such on behalf of Council.

2.8. Date of Assumption of Duty

The effective date of an appointment is the date of Assumption of duty by the staff and communicated by the Head of Department. Such date is referred to as '**Date of Assumption**'.

2.9. Placement at Employment

- (i) New appointees, with years of experience, are placed on appropriate ranks and salary on the basis of qualifications and cognate experience.
- (ii) First Class degree holders shall be employed as Graduate Assistants.
- (iii) New appointees in professional courses, from five/six year degree programmes, shall be employed as Assistant Lecturers and placed on steps as determined by the duration of the first degree programme.

2.10. Promotions

- a) Promotion shall take place only when a candidate is qualified and there is provision for it in the Establishment and Annual Budget of the University.
- b) The criteria for promotion of staff in all cadres shall be based on their qualifications, performance and conduct, as well as examination for non-academic staff.
- c) Staff on Study Fellowship can only be promoted once within the duration of the Fellowship based on a satisfactory report from their supervisors.
- d) Unconfirmed staff shall not be eligible for promotion.
- e) To be eligible for confirmation, and /or upgrading, Graduate Assistant/Assistant Lecturer/Assistant Research Fellow/Assistant Extension Specialist/ Assistant Librarian must obtain Masters degree within three years or have their appointments terminated.

2.11. Waiting Period of Promotion

Promotion shall take place following a minimum waiting period of three (3) years for academic and non-academic staff with degrees/HND and for which the nomenclature stipulates the possession of a degree.

2.12. Accelerated Promotion

There shall be accelerated promotion in extreme and special cases at the discretion of Central A. & P.C. to be ratified by Council.

2.13. Confirmation of Appointment

- i. All senior staff on Permanent and Pensionable appointment may have their appointment confirmed after a maximum probationary period of three (3) years, following satisfactory performance.
- ii. All unconfirmed senior staff shall apply for confirmation after the three years probationary period. Where confirmation is not approved due to unsatisfactory performance, the staff shall reapply within ONE YEAR after which if not confirmed, the appointment shall be terminated.

2.14. Review of Guidelines for the Appointments and Promotions of Senior Staff of Ahmadu Bello University

The Appointments and Promotions Guidelines shall be effective from the date approved by Council. The Guidelines shall be reviewed every ten years.

3.0 Guidelines: General Principles

3.1 Appointment to Academic Positions

Only candidates with a minimum of Second Class Upper degrees shall be eligible for appointment to the Academic Cadre. A higher degree may be considered in exceptional cases.

3.2. Upgrading

Graduate Assistant, Assistant Lecturer and equivalent ranks in the academic cadre, who acquire a Master's degree in the relevant discipline/area of specialization., shall be upgraded administratively by the Vice-Chancellor on behalf of the Central Appointments and Promotions Committee to the next rank, with effect from the date the degree was awarded.

3.3. Weighing of Teaching

Weighing of teaching has been incorporated in the Guidelines.

In consonance with this development, course evaluation by students has also been taken into consideration.

3.4. Research Out- Put

Shall be categorised as follows:

- i. Journal Articles published in Peer Reviewed Journals
- ii. Published Books
- iii. Articles published in Refereed Official Conference Proceedings.
- iv. Inventions/Patents/Exhibitions
- v. Variety and Livestock Breeds Releases
- vi. Conference/Seminar Papers/Extension Guides
- vii. Editorship of Published Books
- viii. Translation of Academic Books
- ix. Technical Reports/Manuals/Research Reports/Bulletins
- x. Theatre Performances and Productions
- xi. Radio/Television Documentaries/Programmes
- xii. Curriculum Development/Review/Instructional Material.

3.5 Inventions and Patents

- i. Where a staff is unable to publish from his/her M.Sc and Ph.D/Research Outputs due to pending patent applications, the evidence of such shall be evaluated for promotion.
- ii. Where a staff invents a marketable research output and presents evidence of such effort, such an output shall also be evaluated for promotion.

3.6. Acceptable Journals

For the purposes of appointment, only the following publications are acceptable:

- i) journals published by universities.
- ii) journals published by recognized professional bodies.
- iii) internationally indexed journals/E-journals

3.7. Acceptable Number of Articles in A Volume of A Journal/ Chapters In Books

For the purposes of appointment and promotion, only the following are acceptable:

- i) two articles in a given volume of a journal
- ii) two chapters in a book are considered as one journal article.
- iii) one article in a journal in which one is an editor.
- iv) one chapter in a book in which one is an editor
- v) two officially edited conference/seminar/workshop Proceedings are considered as one journal article

3.8. Acceptable Conference/Seminar/Workshop Papers

For the purpose of appointment and promotion, only the following are acceptable:

- i) papers based on academic research or topics relevant to the candidate's discipline/area of specialization.
- ii) papers presented at Conferences/Seminars /Workshops both local and international, in tertiary institutions of the status of a University or Professionally related bodies.

3.9. Journal Weighing and Authorship

For the purpose of appointment and promotion, a journal article attracts two points. In this regard, a single author earns the two points. In the case of multiple authorship, the first author shall earn one point while the remaining authors shall share the remaining one point.

3.10 Requirement of A Terminal Degree for Appointment And Promotion to the Rank of Senior Lecturer/Senior Research Fellow/Senior Extension Specialist.

Possession of a Ph.D or its equivalent in relevant discipline/area of specialization is **mandatory** for appointment or promotion to the ranks of Senior Lecturer or equivalent and above.

3.11 Promotion From the Rank of Senior Lecturer/ Other Equivalent Ranks in the Research Cadre to the Rank of Professor

An academic staff who has remained in the position of Senior Lecturer or equivalent rank for 6 years awaiting the assessment result to the rank of a Reader may be considered for promotion to the rank of Professor.

3.12. Appointments/Promotions to the Rank of Professor

The rank of Professor shall be attained either by promotion or appointment

3.13 Guidelines for the Handling of Appeals In Unsuccessful Cases of Promotion/Confirmation Cases for Senior Staff

- i) any petition arising from unsuccessful promotion/confirmation cases in respect of senior staff shall be referred to the Chairman of Complex, through the Head of Department.
- ii) if the Complex finds no merit in the petition, the candidate shall be so informed.
- iii) if the candidate is, however, still not satisfied, he/she may

petition through the Head of Department, via the Chairman of Complex to the Chairman, Central Appointment and Promotions Committee.

- iv) if the case fails thereafter, the review process shall terminate and the affected candidate should be formally informed.

3.14 Registration with Professional Bodies

In line with the Regulations Governing the Conditions of the Appointment of Senior Staff in Ahmadu Bello University, teaching and non-teaching staff in the appropriate professions are expected to register with their professional bodies.

3.15 Non-Promotion Cases

Any employee of the University who fails to qualify for promotion to the next grade after three consecutive promotions, shall have his/her appointment determined by Council upon the submission of his/her Head of Department who is duty bound to make such submission.

4.0 Duties of Academic Staff

The criteria of appointment, appraisal and promotion of academic staff shall be carried out in compliance with the specific criteria for each of the various categories of academic staff provided below and procedures defined herein. Generally, academic staff MUST be assessed on the primary functions of teaching, supervision, research, clinical/library duties, community services and any additional duties considered basic for academic staff. These basic academic tasks vary from one category of academic staff to another, depending on where the staff is posted/located to carry his/her primary duty within the University.

4.1 Teaching Staff

4.1.1 Graduate Assistant CONUASS 1

- (a) Assists senior colleagues in conducting tutorials and laboratory demonstrations as assigned by the Head of Department.
Not more than 30% of the Graduate Assistant's time shall be spent on such assignments.
- (b) Works towards the attainment of a Master's Degree within three years The remaining 70% of his/her time shall be spent towards achieving this goal.

- 4.1.2 Assistant Lecturer CONUASS 2**
- (a) Assists senior colleagues in the department in teaching and conducting tutorials/laboratory demonstrations as assigned by the Head of Department. 40% of the staff's time should be spent on these assignments.
 - (b) Carries out postgraduate research towards the attainment of a Masters' degree, or a PhD as the case may be. Those pursuing Masters degree are to work towards the attainment of Masters degree within three years as the case of Graduate Assistant. The remaining 60% of staff's time should be spent towards achieving the set goal.
 - (c) Carries out any other duties as may be assigned by the Head of Department.
- 4.1.3 Lecturer II CONUASS 3**
- (a) Teaches undergraduate courses.
 - (b) Assists in teaching postgraduate courses at levels not higher than the degrees he/she possesses
 - (c) Conducts research in relevant discipline/areas of specialization.
 - (d) Carries out any other academic and administrative duties as may be assigned by the Head of Department.
 - (e) Provides some professional and community service.
- 4.1.4 Lecturer I CONUASS 4**
- (a) Teaches undergraduate and postgraduate courses.
 - (b) Supervises postgraduate students at levels not higher than the degrees he/she possesses.
 - (c) Participates in the development of undergraduate and postgraduate courses.
 - (d) Conducts research in relevant discipline/areas of specialization.
 - (e) Carries out any other academic and administrative duties as may be assigned by the Head of Department.
 - (f) Provides professional and community service.
- 4.1.5 Senior Lecturer CONUASS 5**
- (a) Teaches undergraduate and postgraduate courses.
 - (b) Supervises postgraduate students.
 - (c) Participates in the development of undergraduate and postgraduate courses.
 - (d) Conducts research in relevant discipline/areas of specialization.

- (e) Carries out any other academic and administrative duties as may be assigned by the Head of Department.
- (f) Provides professional and community service.

4.1.6 Reader CONUASS 6

- (a) Teaches undergraduate and postgraduate courses.
- (b) Supervises postgraduate students.
- (c) Develops undergraduate and postgraduate courses.
- (d) Conducts research in relevant discipline/areas of specialization.
- (e) Provides academic leadership in the institution.
- (f) Carries out any other academic and administrative duties as may be assigned.
- (g) Provides professional and community service.

4.1.7 Professor CONUASS 7

- (a) Teaches undergraduate and postgraduate courses.
- (b) Supervises postgraduate students.
- (c) Develops undergraduate and postgraduate courses.
- (d) Initiates, conducts and sustains research in relevant discipline/areas of specialization.
- (e) Provides academic leadership in the department.
- (f) Carries out any other academic and administrative duties as may be assigned.
- (g) Provides professional and community service.
- (h) He/she shall give an Inaugural Lecture in his/her discipline at a time to be determined with his/her Head of Department and the Dean of Faculty.
- (i) Demonstrates ability to attract partnership, linkages, collaboration, both nationally and internationally.

4.2 Research Fellows/Extension Specialist

4.2.1 Research Assistant/Extension Assistant CONUASS 1

- (a) Assists senior colleagues in conducting field trials research, extension services, tutorials and laboratory demonstrations. Not more than 30% of the Assistant Research Assistant/Extension Assistant time shall be spent on such assignments.
- (b) Works towards the attainment of a Master's Degree. The remaining 70% of his/her shall be spent towards achieving the set goal.

- 4.2.2 **Assistant Research Fellow/Extension Specialist CONUASS 2**
- (a) Assists senior colleagues in conducting field trials, research, extension services, tutorials and laboratory demonstrations.
Not more than 30% of the Assistant Research Fellow/Extension Specialist time shall be spent on such assignments.
 - (b) Works towards the attainment of a Master's Degree
The remaining 70% of his/her shall be spent towards achieving the set goal.
- 4.2.3 **Research Fellow II/Extension Specialist II CONUASS 3**
- (a) Assists senior colleagues in the department in conducting field trials, research, extension services, tutorials and laboratory demonstrations.
40% of the staff's time should be spent on these assignments.
 - (b) Carries out postgraduate research towards the attainment of a PhD
The remaining 60% of staff's time should be spent towards achieving the set goal.
 - (c) Carries out any other duties as may be assigned.
- 4.2.4 **Research Fellow I/Extension Specialist I CONUASS 4**
- (a) Conducts research and extension advisory services in relevant discipline/areas of specialization.
 - (b) Conducts training in relevant disciplines/areas of specialization
 - (c) Assists in teaching postgraduate courses at levels not higher than the degrees he/she possesses.
 - (d) Carries out any other academic and administrative duties as may be assigned.
 - (e) Provides some professional and community service.
- 4.2.5 **Senior Research Fellow/Senior Extension Specialist CONUASS 5**
- (a) Conducts research in relevant discipline/areas of specialization.
 - (b) Conducts training in relevant disciplines/areas of specialization
 - (c) Teaches undergraduate and postgraduate courses.
Not more than 30% of the staff time should be spent on teaching.
 - (d) Supervises postgraduate students
 - (e) Participates in the development of undergraduate and postgraduate courses.
 - (f) Carries out any other academic and administrative duties as may be assigned.
 - (f) Provides professional and community service.

- 4.2.6 **Principal Research Fellow/Principal Extension Specialist** **CONUASS 6**
- (a) Conducts research, extension support and advisory services in relevant discipline/areas of specialization.
 - (b) Teaches undergraduate and postgraduate courses.
Not more than 30% of the staff time should be spent on teaching.
 - (c) Participates in the development of undergraduate and postgraduate courses.
 - (d) Carries out any other academic and administrative duties as may be assigned.
 - (f) Provides professional and community service.
 - (g) Provides academic leadership

- 4.2.7 **Professor** **CONUASS 7**
- (a) Conducts research, extension support and advisory services in relevant discipline/areas of specialization.
 - (b) Teaches undergraduate and postgraduate courses.
 - (c) Supervises postgraduate students.
 - (d) Develops undergraduate and postgraduate courses.
 - (e) Initiates, conducts and sustains research in relevant discipline/areas of specialization.
 - (f) Plays a major role in academic leadership in the department.
 - (g) Carries out any other academic and administrative duties as may be assigned.
 - (h) Provides professional and community service.
 - (i) He/she shall give an Inaugural Lecture in his/her discipline a time to be determined with his/her Head of Department and the Dean of Faculty/Director of Institute/Centre.

4.3 Librarians

- 4.3.1 **Assistant Librarian** **CONUASS 1**
- i) Participates in teaching of users library materials on information searching, documentation, retrieval and sharing
 - ii) Participates in teaching of students on the use of library materials (prints, audio, video, ICT-based, etc)
 - iii) Undertakes M.Sc programme in the relevant academic departments
 - iv) Carries out professional duties such of processing of library materials, customer/user services, bibliographic indexing, abstracting services, etc
 - v) Carries out community services

4.3.2 Librarian II

CONUASS 2

- i) Participates in teaching of users library materials on information searching, documentation, retrieval and sharing
- ii) Participates in teaching of students on the use of library materials (prints, audio, video, ICT-based, etc)
- iii) Participates in teaching of undergraduate courses and organize tutorials in relevant academic departments
- iv) Supervises undergraduate students in relevant academic departments
- v) Produces and publish scientific publications.
- vi) Contributes to the growth of knowledge and literacy in the relevant departments
- vii) Carries out professional duties such as processing of library materials, customer/user services, bibliographic indexing, abstracting services, etc
- viii) Carries out community services

4.3.3 Librarian I

CONUASS 3

- i) Participates in teaching of users library materials on information searching, documentation, retrieval and sharing
- ii) Participates in teaching of students on the use of library materials (prints, audio, video, ICT-based, etc)
- iii) Pursues Ph.D programme in the relevant department
- iv) Participates in the teaching of undergraduate and postgraduate courses in relevant departments
- v) Supervises undergraduate students in relevant academic departments
- vi) Produces and publish scientific publications.
- vii) Contributes to the growth of knowledge and literacy in the relevant departments
- viii) Participates in research and development activities such as development of print, electronic materials, packaging and disseminating of information materials, etc
- ix) Carries out professional duties such as processing of library materials, customer/user services, bibliographic indexing, abstracting services, etc
- x) Carries out administrative duties
- xi) Carries out community services

4.3.4 **Senior Librarian**

CONUASS 4

- i) Participates in teaching of users library materials on information searching, documentation, retrieval and sharing
- ii) Participates in teaching of students on the use of library materials (prints, audio, video, ICT-based, etc)
- iii) Undertakes Ph.D programme in the relevant department
- iv) Participates in the teaching of undergraduate and postgraduate courses in relevant departments
- v) Supervises undergraduate students in relevant academic departments
- vi) Produces and publish scientific publications.
- vii) Contributes to the growth of knowledge and literacy in the relevant departments
- viii) Participates in research and development activities such as development of print, electronic materials, packaging and disseminating of information materials, etc
- ix) Conducts self studies and appraisals such as customer/user analysis, inventory/citation analysis
- x) Carries out professional duties such as processing of library materials, customer/user services, bibliographic indexing, abstracting services, etc
- xi) Carries out administrative duties
- xii) Carries out community services

4.3.5 **Principal Librarian**

CONUASS 5

- a) Participates in teaching of users library materials on information searching, documentation, retrieval and sharing
- b) Participates in teaching of students on the use of library materials (prints, audio, video, ICT-based, etc)
- c) Leads in teaching of undergraduate and postgraduate courses in relevant academic departments
- d) Supervises undergraduate and postgraduate students in relevant academic department
- e) Produces and publish scientific publications.
- f) Contributes to the growth of knowledge and literacy in the relevant departments
- g) Leads in research and development activities such as development of print, electronic materials packaging and dissemination of information materials, etc
- h) Conducts self studies and appraisals such as customer/user analysis, inventory/citation analysis

- i) Conducts system analysis and evaluation for performance assessment
- j) Carries out professional duties such as processing of library materials, customer/user services, bibliographic indexing, abstracting services, etc
- k) Carries out administrative duties
- l) Carries out community services

4.3.6 Deputy Librarian

CONUASS 6

- a) Participates in teaching of users library materials on information searching, documentation, retrieval and sharing
- b) Participates in teaching of students on the use of library materials (prints, audio, video, ICT-based, etc)
- c) Leads in teaching of undergraduate and postgraduate courses in relevant academic departments
- d) Supervises undergraduate and postgraduate students in relevant academic department
- e) Produces and publish scientific publications.
- f) Contributes to the growth of knowledge and literacy in the relevant departments
- g) Leads in research and development activities such as development of print, electronic materials packaging and dissemination of information materials, etc
- h) Conducts self studies and appraisals such as customer/user analysis, inventory/citation analysis
- i) Conducts system analysis and evaluation for performance assessment
- j) Carries out professional duties such as processing of library materials, customer/user services, bibliographic indexing, abstracting services, etc
- k) Provides mentorship and academic leadership in the area of specialization
- l) Carries out administrative duties
- m) Carries out community services

4.3.7 University Librarian (By appointment) CONUASS 7

- a) Participates in teaching of users library materials on information searching, documentation, retrieval and sharing
- b) Participates in teaching of students on the use of library materials (prints, audio, video, ICT-based, etc)

- c) Leads in teaching of undergraduate and postgraduate courses in relevant academic departments
- d) Supervises undergraduate and postgraduate students in relevant academic department
- e) Produces and publish scientific publications.
- f) Contributes to the growth of knowledge and literacy in the relevant departments
- g) Leads in research and development activities such as development of print, electronic materials packaging and dissemination of information materials, etc
- h) Conducts self studies and appraisals such as customer/user analysis, inventory/citation analysis
- i) Conducts system analysis and evaluation for performance assessment
- j) Carries out professional duties such as processing of library materials, customer/user services, bibliographic indexing, abstracting services, etc
- k) Provides mentorship and academic leadership in the area of specialization
- l) Carries out administrative duties
- m) Carries out community services

4.4 Veterinary Teaching Hospital

Teaching of students, supervision, research and clinical services are the principal tasks expected of academic staff in Veterinary Teaching Hospital

Veterinary Surgeon II/Assistant Lecturer	CONUASS	2	Veterinary
Surgeon I/Lecturer II	CONUASS	3	
Consultant Veterinary Surgeon/Lecturer I	CONUASS	4	
Senior Consultant Veterinary Surgeon/Senior Lecturer	CONUASS	5	
Principal Consultant Veterinary Surgeon/Reader	CONUASS	6	
Chief Consultant Veterinary Surgeon/Professor	CONUASS	7	

Duties

Veterinary Surgeon II/Assistant Lecturer	CONUASS	2
(a) Provides service to the public		
(b) Teaches undergraduate clinical course		
(c) Conducts postgraduate research		
(d) Carries out other academic and administrative duties as may be assigned.		
(e) Provides professional and Community service		

Chief Consultant Veterinary Surgeon/Professor

CONUASS 7

- (a) Initiates and sustains clinical services
- (b) Plays major role in academic leadership of clinical discipline
- (c) Teaches and supervises Intern, Residents, undergraduate and postgraduate students
- (d) Develops postgraduate clinical and residency courses
- (e) Initiates, conducts and sustains research
- (f) Carries out other academic and administrative duties as may be assigned
- (g) Provides professional and community service

i. Veterinary Surgeon II/Assistant Lecturer

CONUASS 2

(A) To be appointed to this position, a candidate must possess:

DVM or equivalent

NYSC

Registration with Vet. Council of Nigeria (VCN)

1 Year Internship of VCN

or equivalent practice exposure.

ii. Veterinary Surgeon I/Resident/Lecturer II

CONUASS 3

(A) To be appointed to this position, a candidate must possess:

Either

Ph.D.

in a relevant discipline in Veterinary Medicine

1 year Internship of VCN, 1 Journal and 1 Conference paper

NYSC

or

DVM or equivalent

M. Sc. in relevant discipline, 1 Journal and 3 Conference papers

1 year Internship of VCN

or

DVM

Part I Membership of the College of Vet Surgeons (MCVSN)

Registration with Veterinary Council of Nigeria (VCN)

at least 3 years clinical practice in a Veterinary Teaching

Hospital/similar institution.

- (B) A Veterinary Surgeon II/Assistant Lecturer shall be upgraded to Veterinary Surgeon I/Resident/Lecturer II upon the acquisition of a Master's degree/Part 1 Membership of College of Surgeons.
If he/she fails to do so at the end of the three years waiting period between promotions, his/her appointment shall be terminated

iii. Consultant Veterinary Surgeon/Lecturer

CONUASS 4

- (A) To be appointed to this position, a candidate must possess

Either

Ph.D.

in a relevant discipline in Veterinary Medicine

3 Journal Publications

4 Conference papers

Undergraduate supervision

Admin. duties

Community service

4 year clinical practice/research in

a Veterinary Teaching Hospital/similar institution

or

DVM and M.Sc. in relevant discipline

4 Journal Publications

5 Conference papers

Undergraduate supervision

Admin. Duties

Community service

7 year clinical practice/research in a Veterinary Teaching

Hospital/similar institution

or

Part II Membership of the College of Vet Surgeons (MCVSN)

Registration with Veterinary Council of Nigeria (VCN)

4 Journal Publications

5 Conference papers

Admin. duties

Community service

7 year clinical practice/research in

a Veterinary Teaching Hospital/similar institution

- (B) For promotion to Consultant Veterinary Surgeon/Lecturer I, a Veterinary Surgeon II/Lecturer II must:

have spent a minimum of three (3) years as a Veterinary Surgeon II/Lecturer II,
possess the requisite qualifications for the rank of Veterinary Surgeon I/Lecturer I
and scored an overall of at least 65% in the weighing for the various criteria for promotion as stipulated in item 5.5.1 of the Guidelines.

iv. **Senior Consultant Veterinary Surgeon/Senior Lecturer**

(A) To be appointed to this position, a candidate must possess:

Either

Ph.D.

in a relevant discipline in Veterinary Medicine

8 Journal Publications

7 Conference papers/Manuals/Technical Reports

on recognised projects/Books

Undergraduate supervision

Admin. duties

Community service

or

Fellow of the Nigerian College of Veterinary Surgeon

(FCVSN)

8 Journal Publications

7 Conference papers/Manuals/Technical Reports

on recognised projects/Books

Undergraduate supervision

Admin. Duties

Community service

in addition to the above,

At least 10 years of clinical practice/research

in a Veterinary Teaching Hospital/similar institution

(B) For promotion to Senior Consultant

Veterinary Surgeon/Senior Lecturer, a

Consultant Veterinary Surgeon I/Lecturer I must:

have spent a minimum of three (3) years as a

Veterinary Surgeon I/Lecturer 1,

possess the requisite qualification for the rank of

Senior Consultant Veterinary Surgeon/Senior Lecturer

and scored an overall of at least 70% in the weighing for the various

criteria for promotion as stipulated in item 5.5.1 of the Guidelines.

v. **Principal Consultant Veterinary Surgeon/Reader**

CONUASS 6

(A) To be appointed to this position, a candidate must possess:

Either

Ph.D.

in a relevant discipline in Veterinary Medicine

13 Journal Publications

7 Conference/Manuals/Technical Reports/Books Postgraduate supervision Admin. duties

Community service

or

Fellow of the Nigerian College of Veterinary Surgeon (FCVSN)

13 Journal Publications

7 Conference papers/Manuals/Technical Reports on recognised projects/Books

Undergraduate supervision

Admin. duties

Community service

in addition to the above,

At least 13 years clinical practice/research in a Veterinary Teaching Hospital/similar institution

Appointment to the position of Reader shall be subject to external assessment, if not already done.

(B) For promotion to Principal Consultant Veterinary Surgeon/Reader, a Senior Consultant Veterinary Surgeon/Senior Lecturer must:

have spent a minimum of three (3) years as Senior Consultant Veterinary Surgeon/Senior Lecturer, possess the requisite qualification for the rank of Senior Consultant Veterinary Surgeon/Senior Lecturer and scored an overall of at least 75% in the weighing for the various criteria for promotion as stipulated in item 5.5.1 of the Guidelines.

vi. **Chief Consultant Veterinary Surgeon/Professor CONUASS 7**

(A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in a relevant discipline in Veterinary Medicine

18 Journal Publications

10 Conferences/Manuals/Technical Reports/Books

Postgraduate supervision (for Professor)

Admin. duties

Community service

or

Fellow of the Nigerian College of Veterinary Surgeon (FCVSN)

18 Journal Publications
 10 Conference papers/Manuals/Technical Reports
 on recognised projects/Books
 Undergraduate supervision
 Admin. duties
 Community service
in addition to the above,

At least 15 years of clinical practice/research in a Veterinary Teaching Hospital/similar institution

Appointment to the position of Professor shall be subject to external assessment, if not already one.

(B) For promotion to Chief Consultant Veterinary Surgeon/Professor, a Principal Consultant Veterinary Surgeon/Reader must:
 have spent a minimum of three (3) years as a Principal Consultant Veterinary Surgeon/Reader, possess the requisite qualification for the rank of Chief Consultant Veterinary Surgeon/Professor and scored an overall of at least 80% in the weighing for the various criteria for promotion as stipulated in 5.5.1 of the Guideline

5.0 Guidelines for the Appointments and Promotions of Academic staff

5.1 Criteria and Weighing for the Assessment of Teaching Staff

**5.1.1. Assistant Lecturer --->Lecturer II
 (CONUASS 2 - CONUASS 3)**

Weighing

i)	Academic/ Professional Qualifications	-10
	a) Academic	
	Ph.D/Part II Fellowship	-5
	Master's Degree/ Part I Fellowship of Med. Col/VCN	-3
	b) Professional	-2
ii)	Teaching	-10
	Tutorials	-2 ¹ / ₂
	Project Supervision	-2 ¹ / ₂
	Lab. Demonstration	- 2 ¹ / ₂

	Grading	-	2 ¹ / ₂
iii)	Recognized Publications:	-	55
	a) Journals		
	b) Conference papers		
iv)	Community Service:	-	5
v)	Admin. Duties	-	5
vi)	APER	-	10
vii)	Student's Assessment	-	<u>10</u>
	Total Points :		100

5.1.2 LECTURER II ---> LECTURER I
(CONUASS 3 - CONUASS 4)

Weighing

i)	Academic/ Professional Qualifications	-	20 points	10
a)	Academic	-	7	
	Ph.D.	-	4	
	Master's Degree	-	3	
	Part I Fellowship of Med. Col/VCN	-	3	
	b) Professional	-	3	
ii)	Teaching	-	10	

Duration/Contact hours per week

Undergraduate	-1
Project Supervision	-1
Postgraduate	-2
Load (No. of courses taught)	-2
Tutorials	- 2
Grading	- 2

iii)	Recognized Publications	-	50
iv)	Community Service:	-	5
v)	Admin. Duties	-	5
vi)	APER	-	10
vii)	Student's Assessment	-	<u>10</u>
	Total Points	:	100

**5.1.3. LECTURER I ---> SENIOR LECTURER
(CONUASS 4 - CONUASS 5)**

Weighing

i) **Academic/Professional Qualifications** - **10**

a) **Academic** - **10**
 Ph.D. - 7

b) **Professional** - **3**

ii) **Teaching** - **5**

Duration/Contact hours per week

Undergraduate - 1

Project Supervision 1

Postgraduate - 1

Load (No. of courses taught) -1

Substance/Quality of teaching- 1
 (Academic content in relation
 to current developments in the field)

iii) **Research Output** - **5**

Other research
 (e.g. inventions/patents/
 innovations/monographs) - 2¹/₂

	Ongoing research	-	2 ¹ / ₂
iv)	Recognized Publications	-	50
iv)	Community Service	-	5
v)	Admin. Duties	-	5
vi)	APER		10
vii)	Student's Assessment	-	<u>10</u>
	Total Points	:	100

5.1.4. **SENIOR LECTURER ---> READER**
(CONUASS 5 - CONUASS 6)

Weighing

i)	Academic/Professional Qualifications	-	10
a)	Academic	-	5
	Ph.D.	-	5
b)	Professional	-	5
ii)	Teaching	-	5
	Duration/Contact hours per week		
	Undergraduate	-	1
	Project Supervision	-	1
	Postgraduate	-	1
	Load (No. of courses taught)	-	1
	Substance/Quality of teaching (Academic content in relation to current developments in the field)	-	1
iii)	Research Output	-	5
	Other research (e.g. inventions/patents/ innovations/monographs)	-	2 ¹ / ₂
	Ongoing research	-	2 ¹ / ₂

iv)	Recognized Publications	-	50
iv)	Community Service	-	5
v)	Admin. Duties	-	5
vi)	APER	-	10
vii)	Student's Assessment	-	<u>10</u>
	Total Points	=	100

5.1.5 READER ---> PROFESSOR
(CONUASS 5 - CONUASS 7)

Weighing

i) Academic Professional Qualifications	-	10
a) Academic	-	5
Ph.D.	-	5
b) Professional	-	5
ii) Teaching	-	5
Duration/Contact hours per week		
Undergraduate	-	1
Project Supervision	-	1
Postgraduate	-	1
Load(No. of courses taught)	-	1
Substance/Quality of teaching (Academic content in relation to current developments in the field)	-	1
iii) Research Output:	-	5
Previous research	-	2 ¹ / ₂
On-going research	-	2 ¹ / ₂
iv) Recognized Publications	-	50
v) Interview Performance (Optional: for endowed chairs only)	-	30

vi) Contribution to University or Nation	-	5
vii) Administrative Experience	-	5
viii) APER	-	10
ix) Student's Assessment	-	<u>10</u>
Total Points :		100

5.2 **Criteria And Weighing for the Assessment of Research Fellows, Extension Specialists and Academic Librarians**

The guidelines recognizes and adopts the differentiation of work load for teaching, research and extension services for staff posted in Institutes and Centers. A maximum of 30% of the time for such staff should be devoted to teaching and student supervision while 70% of the remaining time should be devoted to research and extension services. Similar formula of work load applies to academic librarians where a maximum of 30% is for teaching and student supervision while 70% is for research and professional library duties.

5.2.1 **Research/ Extension Assistants to Asst. Res. Fellow/Extension Specialist (CONUASS 1 - CONUASS 2)**

Attainment of Masters Degree within a maximum period of 3 years qualifies Research/Extension Assistants for upgrading to Asst. Research Fellow/ Asst. Extension Specialist.

5.2.2 **Asst. Research Fellow/ Asst. Extension to Res. Fellow II/ Extension Specialist II (CONUASS 2 - CONUASS 3)**

Weighing

a) Academic/Professional Qualification	25	Points
a. Academic		20
Ph. D		20
Master's Degree		10
Part I Fellowship of Med. College/ VCN		10
b. Professional		5
b) Research		25
a. Assist in developing Research themes		5
b. Assist in prioritizing Research Needs		5
c. Assist in packaging and initiating Research Programmes/Projects		5
d. Conduct Experimentation		
i. Laboratory based/Field trials		10

c) Participate in Training/Tutorial or Practical	5
d) Recognized Publications	25
e) Community Services	5
f) Administrative Duties	5
g) APER Form	<u>10</u>
Total Points:	100

5.2.3 Research Fellow II/Extension Specialist II to Res. Fellow I/ Extension Specialist I (CONUASS 3 - CONUASS 4)

a) Academic/Professional Qualification	25 Points
a. Academic	20
Ph. D	20
Master's Degree	10
Part II Fellowship of Med. College/ VCN	10
b. Professional	5
b) Research	25
a. Assist in developing Research themes	5
b. Assist in prioritizing Research Needs	5
c. Assist in packaging and initiating Research Programmes/Projects	5
d. Conduct Experimentation	
i. Laboratory based/Field trials	10
c) Participate in Training/Teaching or Tutorials	5
d) Recognized Publications	25
e) Community Services	5
f) Administrative Duties	5
g) APER Form	10
Total Points:	100

5.2.4 Research Fellow I/Extension Specialist I to Senior Res. Fellow/Senior Extension Specialist (CONUASS 4 - CONUASS 5)

a) Professional Qualification	5
a. Professional	5
b) Research	30
a. Quality of Research in relation to current challenges/needs in the field	8

b. Research Programmes/Projects packaged	4
c. Research Programmes/Projects On-going	4
d. Research Programmes/Projects Completed	4
e. Research Outputs (inventions/patents/innovations/ varietal release/monographs, etc)	10
c) Teaching and Supervision of Students	10
a. Undergraduates	5
b. Post graduates	5
d) Recognized Publications	25
e) Community Services	5
f) Administrative Duties	5
g) APER Form	<u>15</u>
Total Points:	100

**5.2.5 Senior Research Fellow / Senior Extension Specialist to
Principal Res. Fellow/ Principal Extension Specialist
(CONUASS 5 - CONUASS 6)**

a) Professional Qualification	5
a. Professional	5
b) Research	30
a. Quality of Research in relation to current challenges/needs in the field	8
b. Research Programmes/Projects packaged	4
c. Research Programmes/Projects On-going	4
d. Research Programmes/Projects Completed	4
e. Research Outputs (inventions/patents/innovations/ varietal release/monographs, etc)	10
c) Teaching and Supervision of Students	10
a. Undergraduates	5
b. Post graduates	5
d) Recognized Publications	35
e) Community Services	5
f) Administrative Duties	5
g) APER Form	10
Total Points:	100

**5.2.6 Prin. Research Fellow/Prin. Extension Specialist to Professor
(CONUASS 6 - CONUASS 7)**

a) Professional Qualification	5
a. Professional	5
b) Research	30
a. Quality of Research in relation to current challenges/needs in the field	8
b. Research Programmes/Projects packaged	4
c. Research Programmes/Projects On-going	4
d. Research Programmes/Projects Completed	4
e. Research Outputs (inventions/patents/ innovations/varietal release/monographs, etc)	10
c) Teaching and Supervision of Students	10
a. Undergraduates	5
b. Post graduates	5
d) Recognized Publications	30
e) Community Services and Administrative Duties	5
f) APER Form (B/C)	<u>20</u>
Total Points:	100

NB: APER FROM B-Is for Research Fellows and C-Is for Extension Specialists equivalent to APER FORM 'A' for Lecturers

5.3 Criteria and Weighing for Assessment of Academic Librarians

The table provide the summary of the criteria for the promotion of Academic Librarian in the University, recognizing the 9 items applicable for all categories of academic staff irrespective of their primary units/sections of posting and assignment. It considered the obligatory tasks every academic staff is expected to perform in a University system.

S/N	KEY ITEMS FOR WEIGHTY	LIB. II	LIB. I	SNR. LIB	PRIN. LIB	DEPUTY LIBRARIAN	UNIVERSITY LIBRARIAN
i.	Qualification	5 or 10	5 or 10	10	-	-	-
ii	Professional Qualification	5	5	5	8	10	10
iii	Professional Duties	10	10	7	7	5	5
Iv	Publications	15	20	25	30	35	40
V	Research/Studies	32	25	20	20	15	13
Vi	Teaching/Supervision	5	7	10	12	13	13
Vii	Community Services	-	-	3	4	5	7
Viii	Administrative Duties	3	3	5	7	7	7
Ix	APER form	20	15	15	12	10	5
	Total	100	100	100	100	100	100

5.4 Minimum Scores to be Obtained for Publications by Ranks

An academic/Research staff must obtain the following minimum scores for the publications points allotted to this criterion respectively.

If a staff has more than the required publications, the extra Journal publications will attract 2 points each to the maximum of 10 points.

Pass mark

Professor	-	40 points	35 points
Reader	-	35 "	30 "
Senior Lecturer/Senior Librarian	-	30 "	27 "
Lecturer I/Librarian I	-	25 "	25 "
Lecturer II/Librarian II	-	20 "	15 "
Research Professor			
Assistant Lecturer	-	50 "	40 points
Principal Research Fellow/Principal Extension Specialist	-	45 "	35 "
Senior Research Fellow/Senior Extension Specialist	-	40 "	27 "
Research Fellow 1/Extension Specialist 1	-	30 "	25 "
Research Fellow 11/Extension Specialist 11	-	25 "	15 "

5.5 Percentage Weighing for the Various Categories of Academic Staff

5.5.1 Pass Marks for the various Ranks based in academic departments

i)	Professor	-	80%
ii)	Reader	-	75%
iii)	Senior Lecturer	-	70%
iv)	Lecturer I	-	65%
v)	Lecturer II	-	60%

5.5.2 Pass Marks for Various Ranks based in Research Institutes/Centres

i)	Professor	-	80%
ii)	Principal Research Fellow	-	75%
iii)	Senior Research Fellow	-	70%
iv)	Research Fellow I	-	65%
v)	Research Fellow II	-	60%

5.5.3 Pass Marks for Various Ranks based in Library System

i)	University Librarian	-	80%
ii)	Deputy Librarian	-	75%
iii)	Principal Librarian	-	70%
iv)	Senior Librarian	-	65%
v)	Librarian I	-	60%
vi)	Librarian II	-	55%

6.0 Duties of Non-Teaching Staff

The non-teaching staff are those members of the Senior Staff who are not members of the academic staff. The non-teaching staff provide support services to the various Organs and Units of the University in the fields of Administration, Accounting, Engineering, Medical, Technical, Technological, etc. The criteria of appointment, appraisal and promotion of the non-teaching staff shall be carried out in compliance with the specific criteria for each of the various categories of non-academic staff as provided in this document. The non-teaching staff, must be assessed on the basis of relevant qualifications attained, and effective performance of duties as required of staff irrespective of posting/location.

6.1 Network Administrator and Network Engineer Cadre

Network Administrator II	CONTISS 7
Network Administrator I/Network Engineer I	CONTISS 8

Senior Network Administrator/Senior Network Engineer
CONTISS 9

Principal Network Administrator/Principal Network Engineer
Chief Network Administrator/Chief Network Engineer

CONTISS 13

Duties

Network Administrator II **CONTISS 7**

- (a) Assists in network administration
- (b) Installs and supports of networking equipment
- (c) Carries out any other duties as may be assigned
- (d) Provides administrative duties and community services

Network Administrator I/Network Engineer I **CONTISS 8**

- (a) Supports network administration
- (b) Ensures network uptime and security
- (c) Carries out any other duties as may be assigned.
- (d) Provides administrative duties and community services

Senior Network Administrator/Senior Network Engineer

CONTISS 9

- (a) Designs and implements network infrastructures and network security
- (b) Produces technical documentation
- (c) Carries out any other duties as may be assigned.
- (d) Provides administrative duties and community services

Principal Network Administrator/Principal Network Engineer

CONTISS 11

- (a) Provides operational support and management of networks
- (b) Provides training and support for the team of engineers
- (c) Implements solutions
- (d) Provides estimates and plan networks
- (e) Carries out any other duties as may be assigned
- (f) Provides administrative duties and community services

Chief Network Administrator/Chief Network Engineer

CONTISS 13

- (a) Provides leadership in operational support and management of networks
- (b) Evaluates existing and proposed systems and designs
- (c) Evaluates and recommends system hardware and software changes

- (d) Projects future requirements of hardware and software
- (e) Carries out any other duties as may be assigned
- (f) Provides administrative duties and community services

6.2 Information Systems Cadre

Systems Information Officer II	CONTISS 7
Systems Information Officer I	CONTISS 8
Senior Systems Information Officer II	CONTISS 9
Principal Systems Information Officer	CONTISS 11
Chief Systems Information Officer	CONTISS 13

Duties

Systems Information Officer II	CONTISS 7
(a) Assists in Soft ware development and content management	
(b) Assists in web site development and maintenance	
(c) Carries out any other duties as may be assigned	
(d) Provides professional and community service	

Systems Information Officer I	CONTISS 8
(a) Assists in Soft ware development and content management	
(b) Assists in website development and maintenance	
(c) Carries out any other duties as may be assigned	
(d) Provides professional and community service	

Senior Systems Information Officer	CONTISS 9
(a) Assists in design of Software content management	
(b) Assists in website development and maintenance	
(c) Produces technical documentation	
(d) Carries out any other duties as may be assigned	
(e) Provides professional and community service	

Principal Systems Information Officer	CONTISS 11
(a) Designs software and manages content	
(b) Develops and maintains web site	
(c) Develops business design	
(d) Carries out any other duties as may be assigned	
(e) Provides professional and community service	

Chief Systems Information Officer	CONTISS 13
(a) Leads in the design and implementation of software and content management.	

- (b) Leads in web site development and maintenance
- (c) Leads in the development of business processes design and implementation
- (d) Carries out any other duties as may be assigned
- (e) Provides professional and community service

6.3 OPERATIONS CADRE

Senior Computer Operator	CONTISS 6
Chief Computer Operator	CONTISS 7
Assistant Operations Manager	CONTISS 8
Operations Manager	CONTISS 9
Principal Operations Manager	CONTISS 11
Chief Operations Manager	CONTISS 13

Duties

- Senior Computer Operator** **CONTISS 6**
- (a) Maintaining schedules for data processing works
 - (b) Monitoring accuracy in completion of input documents and checking output reports
 - (c) Notifying the Chief Computer Operator and User Departments of discrepancies
- Chief Computer Operator** **CONTISS 7**
- (a) Controlling and coordinating all operational facilities through supervision of library activities, production control procedures and operating standards
 - (b) Taking part in developing and enforcing procedure and supervising the personnel who execute the procedures
 - (c) Give on-the-job training to trainee computer operators
- Assistant Operations Manager** **CONTISS 8**
- (a) Day to day supervision of the operation of the equipment and operation personnel
 - (b) Supervising and coordinating supplies
 - (c) Maintaining schedules for data processing work
 - (d) Validating users

Operations Manager**CONTISS 9**

- (a) Responsible for day to day operation of the equipment and operation personnel
- (b) Supervising and coordinating supplies, data preparation and computer operations
- (c) Maintaining records of usage and serviceability and preparing monthly usage and hardware reports
- (d) Demonstrating the computer to visitors, etc
- (e) Controlling media library

Principal Operations Manager**CONTISS 11**

- (a) Liaising with users on jobs submissions for computer runs
- (b) Liaising with vendors in the logistics of supplies
- (c) Planning schedules and distribution of job leads and types for the different computer systems in the installation
- (d) Analysing usage patterns and make projections for future planning
- (e) Ensuring that operating instructions and standards are followed

Chief Operations Manager**CONTISS 13**

- (a) Assisting the Director in the technical supervision of computer operations, staff keypunch operation and data control
- (b) Assisting the Director in the maintenance of the equipment supplied and providing the Director with information and requests for the purchase of equipment
- (c) Consulting with the Director on the use and commitment of equipment and operation resources
- (d) Selecting operation staff, directing their training and reviewing their performances
- (e) Assisting the Director in the selection of new hardware and software
- (f) Defining budgetary requirements of operations
- (g) Establishing standards and procedures for operation and keeping them up to date

6.4 Network Programmer Cadre**Network Programmer II****CONTISS 7****Network Programmer I****CONTISS 8****Senior Network Programmer****CONTISS 9****Principal Network Programmer****CONTISS 11****Chief Network Programmer****CONTISS 13**

Duties

Network Programmer II

CONTISS 7

- (a) Assists in teaching network Programming
- (b) Assists in teaching installation skills for supporting network programming
- (c) Carries out any other duties as may be assigned
- (d) Provides professional and community service

Network Programmer I

CONTISS 8

- (a) Imparts skills for supporting network programming
- (b) Ensures network uptime and security
- (c) Carries out any other duties as may be assigned
- (d) Provides professional and community service

Senior Network Programmer II

CONTISS 9

- (a) Imparts skills in the design and implementation of network infrastructures and network security
- (b) Produces technical documentation
- (c) Carries out any other duties as may be assigned
- (d) Provides professional and community service

Principal Network Programmer

CONTISS 11

- (a) Imparts skills for providing operational support and management of networks programming schemes
- (b) Trains in the implementing of solutions estimates and planning of networks
- (c) Carries out any other duties as may be assigned
- (d) Provides professional and community service

Chief Network Programmer

CONTISS 13

- (a) Imparts skills on the provision of operational support and management of networks
- (b) Teaches the evaluation of systems and designs
- (c) Teaches the evaluation of system hardware and software including competitive analysis of future requirements
- (d) Carries out any other duties as may be assigned
- (e) Provides professional and community service

6.5 Systems Programmer, Systems Analyst, Programmer Cadre

Systems Programmer II/System Analyst II/Programmer II	CONTISS 7
Systems Programmer I/System Analyst I/Programmer I	CONTISS 8
Senior Systems Programmer/Senior Systems Analyst/Senior Programmer	CONTISS 9
Principal Systems Programmer/Principal Systems Analyst/Principal Programmer	CONTISS 11
Chief Systems Programmer/Chief Systems Analyst/Chief Programmer	CONTISS 13
Assistant Director	CONTISS 14

Duties

Systems Programmer II/System Analyst II/Programmer II

CONTISS 7

- (a) Assists in the teaching of software development and content management
- (b) Assists in teaching website development and maintenance
- (c) Carries out any other duties as may be assigned
- (d) Provides professional and community service

Systems Programmer I/System Analyst I/Programmer I

CONTISS 8

- (a) Assists in the teaching of software development and content management
- (b) Assists in teaching website development and maintenance
- (c) Carries out any other duties as may be assigned
- (d) Provides professional and community service

Senior Systems Programmer/Senior Systems Analyst/Senior Programmer

- (a) Teaches software development, implementation and content management
- (b) Teaches website development and maintenance
- (c) Is responsible for producing technical documentation
- (d) Carries out any other duties as may be assigned
- (e) Provides professional and community service

Principal Systems Programmer/Principal Systems Analyst/Principal Programmer
CONTISS 11

- (a) Participates in the teaching of software design, development, implementation and content management
- (b) Participates in the teaching of website development and maintenance
- (c) Teaches business processes design
- (d) Carries out any other duties as may be assigned
- (e) Provides professional and community service

Chief Systems Programmer/Chief Systems Analyst/Chief Programmer

- (a) Assists in coordinating the teaching of design and implementation of software development, content management
- (b). Assists in coordinating the teaching of website development and maintenance
- (c) Assists in coordinating the teaching of business processes design and implementation
- (d) Carries out any other duties as may be assigned
- (e) Provides professional and community service

Assistant Director

CONTISS 14

- a. Acting for the Director when he is away.
- b. Assisting the Director in the technical supervision of other staff.
- c. Assisting the Director in determining the acceptance or rejection of the project.
- d. Assisting the Director in planning and control of the Centre including budgeting.
- e. Keeping up-to-date with new developments in techniques. Identifying those that could be of value to the Centre.
- f. Supervising the preparation of terms of reference for each projects and of plans for the work of the data processing section that carry out the projects.
- g. Checking all systems proposals, including the estimated costs and savings.
- h. Reviewing the success of procedures which have been implemented.

6.6 TECHNICAL CADRE

Technical Officer	CONTISS 6
Higher Technical Officer	CONTISS 7
Senior Technical Officer	CONTISS 8
Principal Technical Officer	CONTISS 9
Assistant Chief Technical Officer II	CONTISS 11
Assistant Chief Technical Officer I	CONTISS 12
Chief Technical Officer	CONTISS 13

Duties

Technical Officer **CONTISS 6**

- (a) Assists in network administration
- (b) Assists in the installation and support of networking equipment.
- (c) Carries out any other duties as may be assigned
- (d) Provides professional and community service

Higher Technical Officer **CONTISS 7**

- (a) Assists in network administration
- (b) Assists in the installation and support of networking equipment.
- (c) Carries out any other duties as may be assigned
- (d) Provides professional and community service

Senior Technical Officer **CONTISS 8**

- (a) Participates in network administration
- (b) Ensures network uptime and security
- (c) Carries out any other duties as may be assigned
- (d) Provides professional and community service

Principal Technical Officer **CONTISS 9**

- (a) Designs and implements network infrastructures and security
- (b) Produces technical documentation
- (c) Carries out any other duties as may be assigned
- (d) Provides professional and community service

Assistant chief Technical Officer II **CONTISS 11**

- (a) Designs and implements network infrastructure
- (b) Provides technical support for the whole ICT infrastructure.
- (c) Carries out any other duties as may be assigned
- (d) Provides professional and community service

Assistant Chief Technical Officer I

CONTISS 12

- (a) Provides operational support and management of networks
- (b) Supports the team of engineers in the performance of their responsibilities
- (c) Implements solutions, estimates and plans networks
- (d) Carries out any other duties as may be assigned
- (e) Provides professional and community service

Chief Technical Officer

CONTISS 13

- (a) Provides operational support and management of networks
- (b) Evaluates existing and proposed systems and designs
- (c) Evaluates and recommends system hardware and software charges
- (d) Makes future projections of hardware requirement
- (e) Carries out any other duties as may be assigned
- (f) Provides professional and community service

6.7 Administrative Cadre

Administrative Assistant	CONTISS 7
Administrative Officer	CONTISS 8
Assistant Registrar	CONTISS 9
Senior Assistant Registrar	CONTISS 11
Principal Assistant Registrar	CONTISS 13
Deputy Registrar	CONTISS 14

Duties

Administrative Assistant

CONTISS 7

- (a) Assists in the management of matters relating to the general administration of the University
- (b) Assists in minutes and report writing
- (c) Carries out any other duties as may be assigned
- (d) Provides professional and community service

Administrative Officer

CONTISS 8

- (a) Assists in the management of matters relating to the general administration of the University
- (b) Assists in minutes and report writing
- (c) Advises on the organizational structure of the University
- (d) Applies University Rules and Regulations and Procedures
- (e) Carries out any other duties as may be assigned
- (f) Provides professional and community service

Assistant Registrar**CONTISS 9**

- (a) Participates in matters relating to management and general administration of the University
- (c) Advises on the organizational structure of the University
- (d) Applies University Rules and Regulations and Procedures
- (e) Participates in minutes and report writing
- (f) Supervises subordinates
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community service

Senior Assistant Registrar**CONTISS 11**

- (a) Participates in the general administration of the University
- (b) Can be put in-charge of a Unit/department/Faculty
- (c) Supervises and co-ordinates the day- to- day activities in the Unit/Department/Faculty
- (d) Advises on the organizational structure of the University
- (e) Applies University Rules and Regulations and Procedures administrative responsibilities in a unit
- (f) Supervises subordinates
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community service

Principal Assistant Registrar**CONTISS 13**

- (a) Provides leadership in the general administration of the University
- (b) Is in-charge of a Unit/Department/Faculty/Division
- (c) Supervises and co-ordinates the day-to-day Unit/Department/Faculty/Division/Institute/Centre
- (d) Advises on the organizational structure of the University
- (e) Applies University Rules and Regulations and Procedures administrative responsibilities in a unit
- (f) Supervises subordinates
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community service

Deputy Registrar**CONTISS 14**

- (a) Provides leadership in the general administration of the University
- (b) Supervises and co-ordinates the day- to- day administrative responsibilities in Department/Faculty /Division/Institute/Centre

- (e) Plans job schedules in the unit/sections/departments under his/her charge
- (f) Implements decisions of Management
- (g) Organises and controls personnel under his/her charge
- (h) Serves as Institute Secretary
 - (i) Applies University Rules and Regulations and Procedures
 - (j) Advises on the organisational structure of the University
 - (k) Carries out any other duties as may be assigned
 - (l) Provides professional and community service

6.8 Executive Officer (Admin) Cadre

Executive Officer (Admin)	CONTISS 6
Higher Executive Officer (Admin)	CONTISS 7
Senior Executive Officer (Admin)	CONTISS 8
Principal Executive Officer II (Admin)	CONTISS 9
Principal Executive Officer I (Admin)	CONTISS 11
Assistant Chief Executive Officer (Admin)	CONTISS 12
Chief Executive Officer (Admin)	CONTISS 13

Duties

Executive Officer (Admin)	CONTISS 6
(a) Handles routine correspondence on subject within his/her schedule of duties	
(b) Makes submissions to appropriate officers on matters within his/her schedule of duties	
(c) Assists in carrying out assignments relating to the general administration of the University	
(d) Assists in minutes writing	
(e) Carries out any other duties as may be assigned	
(f) Provides some professional and community service	

Higher Executive Officer (Admin)	CONTISS 7
(a) Handles routine correspondence on subject within his/her schedule of duties	
(b) Makes submissions to appropriate officers on matters within his/her schedule of duties	
(c) Assists in carrying out assignments relating to the general administration of the University	
(d) Assists in minutes writing	
(e) Carries out any other duties as may be assigned	
(f) Provides some professional and community service	

- (f) Provides some professional and community service.

Chief Executive Officer (Admin) CONTISS 13

- (a) Supervises subordinates
- (b) Advises on the organizational structure of the University
- (c) Applies University Rules and Regulations and Procedures
- (d) Carries out other administrative duties as may be assigned.
- (e) Provides some professional and community service.

6.9 Legal Officer Cadre

Legal Officer CONTISS 8

Senior Legal Officer CONTISS 9

Principal Legal Officer CONTISS 11

Chief Legal Officer CONTISS 13

University Legal Officer CONTISS 14

Duties

Legal Officer CONTISS 8

- (a) Assists in Legal Drafting
- (b) Assists in vetting Agreements
- (c) Carries out any other duties as may be assigned.
- (d) Provides professional and community service.

Senior Legal Officer CONTISS 9

- (a) Participates in Legal Drafting
- (b) Participates in vetting Agreements
- (c) Participates in the management of litigations
- (d) Carries out any other duties as may be assigned.
- (e) Provides professional and community service.

Principal Legal Officer CONTISS 11

- (a) Contributes to the management of Industrial Relations
- (b) Participates in Legal Drafting
- (c) Participates in vetting Agreements
- (d) Participates in the management of litigations
- (e) Assists in the implementation of Legal Policies
- (d) Carries out any other duties as may be assigned.
- (e) Provides professional and community service.

Chief Legal Officer

CONTISS 13

- (a) Assists the leadership in general legal and administrative duties
- (b) Assists the leadership in the supervision of activities in the unit
- (c) Participates in litigation
- (d) Assists in the formulation of Legal Policies
- (e) Assists in the interpretation and implementation of Legal Policies
- (d) Carries out any other duties as may be assigned.
- (e) Provides professional and community service.

University Legal Officer

CONTISS 14

- (a) Provides leadership in general legal and administrative duties
- (b) Supervises all activities in the unit
- (c) Heads the litigation team
- (d) Assists in the formulation of Legal Policies
- (e) Interprets and implements Legal Policies
- (d) Carries out any other duties as may be assigned.
- (e) Provides professional and community service.

6.10 Confidential Secretary Cadre

Confidential Secretary II	CONTISS 6
Confidential Secretary I	CONTISS 7
Senior Confidential Secretary	CONTISS 8
Principal Confidential Secretary II	CONTISS 9
Principal Confidential Secretary I	CONTISS 11
Assistant Chief Confidential Secretary	CONTISS 12
Chief Confidential Secretary	CONTISS 13

Duties

Confidential Secretary II

CONTISS 6

- (a) Carries out secretarial duties, including typing, shorthand and word processing
- (b) Assists the leadership of unit in day- to- day secretarial activities
- (c) Assists in overseeing the cleanliness of the unit
- (d) Takes minutes of units meetings
- (e) Keeps custody of units records and office equipment
- (f) Carries any other duties as may be assigned
- (g) Provides some professional and community service

Confidential Secretary I

CONTISS 7

- (a) Carries out secretarial duties, including typing, shorthand and word processing
- (b) Assists the leadership of unit in day- to- day secretarial activities
- (c) Assists in overseeing the cleanliness of the unit
- (d) Takes minutes of units meetings
- (e) Keeps custody of units records and office equipment
- (f) Carries any other duties as may be assigned
- (g) Provides some professional and community service

Senior Confidential Secretary

CONTISS 8

- (a) Carries out secretarial duties, including typing, shorthand and word processing
- (b) Assists the leadership of unit in day- to- day secretarial activities
- (c) Assists in overseeing the cleanliness of the unit
- (d) Takes minutes of units meetings
- (e) Keeps custody of records and office equipment in the unit
- (f) Supervises subordinates and ensures the efficient running of the unit
- (g) Carries out any other duties as may be assigned
- (h) Provides some professional and community service

Principal Confidential Secretary II

CONTISS 9

- (a) Carries out secretarial duties, including typing and shorthand
- (b) Assists the leadership of unit in day- to- day secretariat activities
- (c) Participates in ensuring the cleanliness of the unit
- (d) Takes minutes of units meetings
- (e) Keeps and ensures security of records and office equipment in the unit
- (f) Supervises subordinates and ensures the efficient running of the unit
- (g) Trains junior colleagues
- (h) Carries out any other duties as may be assigned
- (i) Provides some professional and community service

Principal Confidential Secretary I CONTISS 11

- (a) Carries out secretarial duties, including typing and shorthand
- (b) Participates in overseeing of secretariat activities in the unit
- (c) Participates in ensuring the cleanliness of the unit
- (d) Takes minutes of units meetings
- (e) Keeps and ensures security of records and office equipment in the unit
- (f) Supervises subordinates and ensures the efficient running of the unit
- (g) Trains junior colleagues
- (h) Carries out any other duties as may be assigned
- (i) Provides some professional and community service

Assistant Chief Confidential Secretary CONTISS 12

- (a) Carries out secretarial duties, including typing and shorthand
- (b) Participates in overseeing secretariat activities in the unit
- (c) Oversees the cleanliness of the unit
- (d) Takes minutes of units meetings
- (e) Keeps and ensures security of records and office equipment in the unit
- (f) Supervises subordinates and ensures the efficient running of the unit
- (g) Trains junior colleagues
- (h) Carries out any other duties as may be assigned
- (i) Provides some professional and community service

Chief Confidential Secretary CONTISS 13

- (a) Carries out secretarial duties, including typing and shorthand and word processing
- (b) Is in-charge of secretariat activities in the unit
- (c) Ensures the efficient coordination of the administrative duties of the units
- (d) Takes minutes of units meetings
- (e) Keeps and ensures security of records and office equipment in the unit
- (f) Supervises subordinates and ensures the efficient running of the unit
- (g) Ensures the training of junior colleagues by senior ones
- (h) Carries out any other duties as may be assigned
- (i) Provides some professional and community service

6.11 Accountant Cadre

Accountant II	CONTISS 7
Accountant I	CONTISS 8
Senior Accountant	CONTISS 9
Principal Accountant	CONTISS 11
Chief Accountant	CONTISS 13
Deputy Bursar	CONTISS 14

Duties

Accountant II **CONTISS 7**

- (a) Assists in carrying out financial and treasury duties
- (b) Assists in taking charge of receipts and disbursement of funds
- (c) Assists in accounting for University funds
- (d) Assists in indenting for, controlling and issuing of Treasury Books and Forms
- (e) Assists in reconciling Internally Generated Revenue Accounts
- (f) Assists in the production of Final Accounts and Financial Reports
- (g) Carries out any other duties as may be assigned
- (d) Provides professional and community duties

Accountant I **CONTISS 8**

- (a) Assists in carrying out financial and treasury duties
- (b) Assists in taking charge of receipts and disbursement of funds
- (c) Assists in accounting for University funds
- (d) Assists in indenting for, controlling and issuing of Treasury Books and Forms
- (f) Assists in the production of Final Accounts and Financial Reports
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community duties

Senior Accountant **CONTISS 9**

- (a) Carries out financial and treasury duties
- (b) Takes charge of receipts and disbursement of funds
- (c) Assists in accounting for University funds
- (d) Indents for, controls and issues Treasury Books and Forms

- (e) Reconciles Internally Generated Revenue Accounts and Government subventions and renders Financial returns and Reports
- (f) Assists in the production of Final Accounts and Financial Reports
- (g) Assists in examining revenue collection procedures to ensure compliance
- (h) Assists in analyzing Accounting data for management information
- (i) Carries out any other duties as may be assigned
- (j) Provides professional and community duties

Principal Accountant

CONTISS 11

- (a) Carries out financial and treasury duties
- (b) Takes charge of receipts and disbursement of funds
- (c) Participates in accounting for University funds
- (d) Indents for, controls and issues Treasury Books and Forms
- (e) Reconciles Internally Generated Revenue Accounts and Government subventions and renders Financial returns and Reports
- (f) Participates in the production of Final Accounts and Financial Reports
- (g) Examines revenue collection procedures to ensure compliance
- (h) Analyzes Accounting data for management information
- (i) Trains junior colleagues
- (j) Is in-charge sub Units/departments
- (k) Assists in the implementation of Financial Policies
- (l) Interprets and applies Accounting Regulations and Procedures
- (m) Carries out any other duties as may be assigned
- (n) Provides professional and community duties

Chief Accountant

CONTISS 13

- (a) Carries out financial and treasury duties
- (b) Takes charge of receipts and disbursement of funds
- (c) Participates in accounting for University funds
- (d) Indents for, controls and issues Treasury Books and Forms

- (e) Reconciles Internally Generated Revenue Accounts and Government subventions and renders Financial returns and Reports
- (f) Participates in the production of Final Accounts and Financial Reports
- (g) Examines revenue collection procedures to ensure compliance
- (h) Analyzes Accounting data for management information
- (i) Trains junior colleagues
- (j) Is in-charge of Units/departments and Faculty accounts
- (k) Implements Financial Policies
- (l) Interprets and applies Accounting Regulations and Procedures
- (m) Assists in the preparation of all Annual Estimates
- (n) Assists in preparing Quarterly and Annual Reports
- (o) Assists in initiating development and training programmes for Bursary staff
- (p) Carries out any other duties as may be assigned
- (q) Provides professional and community duties

Deputy Bursar

CONTISS 14

- (a) Assists the Bursar in the management of the financial resources of the university
- (b) Recommends on financial matters
- (c) Recommends on the control and management of funds, investment and loans
- (d) Assists the Bursar in the formulation and implementation of Financial Policies
- (e) Assists the Bursar in the production of Accounting Manuals and Financial Procedures
- (f) Interprets and applies Accounting Regulations and Procedures
- (g) Participates in the preparation and of all Annual Estimates
- (h) Participates in preparing Quarterly and Annual Reports
- (i) Participates in identifying training needs for manpower development and initiates training programmes for staff
- (j) Participates in the periodic development and installation of efficient accounting systems
- (k) Recommends the re-deployment of staff
- (l) Carries out other duties as may be assigned
- (m) Provides professional and community duties

6.12 Executive Officer (Accounts) Cadre

Executive Officer (Accounts)	CONTISS 6
Higher Executive Officer (Accounts)	CONTISS 7
Senior Executive Officer (Accounts)	CONTISS 8
Principal Executive Officer (Accounts)	CONTISS 9
Assistant Chief Executive Officer II (Accounts)	CONTISS 11
Assistant Chief Executive Officer I (Accounts)	CONTISS 12
Chief Executive Officer (Accounts)	CONTISS 13

Duties

Executive Officer (Accounts)	CONTISS 6
(a) Assists in checking and passing Payment Vouchers	
(b) Assists in issuing out signed cheques	
(c) Keeps Advances Register	
(d) Assists in rendering monthly Returns and Advances	
(e) Assists in maintaining Vote Books, Cash books and unclaimed Wages Registers	
(f) Assists in revenue Collections	
(g) Carries out any other duties as may be assigned	
(h) Provides professional and community service	

Higher Executive Officer (Accounts)	CONTISS 7
(a) Assists in checking and passing Payment Vouchers	
(b) Assists in issuing out signed cheques	
(c) Keeps Advances Register	
(d) Assists in rendering monthly Returns and Advances	
(e) Assists in maintaining Vote Books, Cash books and unclaimed Wages Registers	
(f) Assists in revenue Collections	
(g) Carries out any other duties as may be assigned	
(h) Provides professional and community service	

Senior Executive Officer (Accounts)	CONTISS 8
(a) Assists in scrutinizing Payment Vouchers	
(b) Assists in dealing with Audits Queries	
(c) Assists in the maintenance of Revenue Collectors Charts	
(d) Assists in issuing out signed cheques	
(e) Assists in Bank Reconciliation Returns	
(f) Carries out other any other duties as may be assigned	
(g) Provides professional and community service	

Principal Executive Officer (Accounts) CONTISS 9

- (a) Maintains and reconciles Vote Books, Cash books and Unclaimed Wages Registers
- (b) Inspects Revenue Collectors Books of Accounts and Returns at regular intervals
- (c) Issues Advances and maintains Advances Ledgers
- (d) Undertakes Bank Reconciliation Returns
- (e) Writes cheques
- (f) Assists in training junior colleagues
- (g) Carries out other duties as may be assigned
- (h) Provides professional and community service

Assistant Chief Executive Officer II (Accounts) CONTISS 11

- (a) Renders Authority to Incur Expenditure (A.I.E) and Bank Reconciliation Returns
- (b) Signs Payment Vouchers
- (c) Assists in the implementation of Financial Policies
- (d) Assists in the application of Accounting Regulations and Procedures
- (e) Issues Advances and maintains Advances Ledgers
- (f) Trains junior colleagues
- (g) Carries out other duties as may be assigned
- (h) Provides professional and community service

Assistant Chief Executive Officer I (Accounts) CONTISS 12

- (a) Renders Authority to Incur Expenditure (A.I.E)
- (b) Signs Payment Vouchers
- (c) Assists the leadership of unit in general Accounting, Treasury and administrative duties
- (d) Assists in the implementation of Financial Policies
- (e) Assists in the application of Accounting Regulations and Procedures
- (f) Trains junior colleagues
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community service

Chief Executive Officer (Accounts) CONTISS 13

- (a) Assists the leadership in general Accounting, Treasury and administrative duties
- (b) Assists in the implementation Financial Policies
- (c) Assists in the interpretation and application of

- Accounting Regulations and Procedures
- (d) Trains junior colleagues
- (e) Carries out any other duties as may be assigned
- (f) Provides professional and community service

6.13 Procurement Officer Cadre

Procurement Officer	CONTISS 7
Senior Procurement Officer	CONTISS 8
Principal Procurement Officer II	CONTISS 9
Principal Procurement Officer I	CONTISS 11
Assistant Chief Procurement Officer	CONTISS 12
Chief Procurement Officer	CONTISS 13

Duties

- Procurement Officer** **CONTISS 7**
- (a) Assists in the procurement of supply and control of stores
 - (b) Assists in the maintenance of accurate and up-to-date records of stores procurement and requisitions
 - (c) Assists in carrying out market survey
 - (d) Carries out any other duties as may be assigned
 - (e) Provides professional and community service

- Senior Procurement Officer** **CONTISS 8**
- (a) Assists in the procurement, safety and control of stores items and goods
 - (b) Assists in the maintenance of accurate and up-to-date records of stores procurement and requisitions
 - (c) Assists in applying Stores Accounting system, Requisition and Clearance Procedures
 - (d) Assists in taking custody of stores delivery and drawing attention to shortages and damage to goods
 - (e) Assists in carrying out market survey
 - (f) Carries out any other duties as may be assigned
 - (g) Provides professional and community service

- Principal Procurement Officer II** **CONTISS 9**
- (a) Participates in the procurement, safety and control of stores items and goods
 - (b) Maintains accurate and up-to-date records of stores procurement and requisitions
 - (c) Applies Stores Accounting system, Requisition and Clearance Procedures

Chief Procurement Officer**CONTISS 13**

- (a) Is responsible to the Vice-Chancellor for the all procurements
- (b) Issues, balances, develops and maintains an efficient procurement system
- (c) Is Signatory to all LPOs and Indents
- (d) Recommends to the Vice-Chancellor the purchases of stocks
- (e) Is in-charge of maintaining an accurate and up-to-date records of requisitions procurement
- (f) Ensures that purchases into stores are in accordance with projections, specification, safety and life span of goods
- (g) Prepares Monthly Procurement Register
- (h) Carries out market survey
- (i) Ensures the initiation of claims for shortages in stores deliveries and damage to goods
- (j) Carries out other duties as may be assigned
- (k) Provides professional and community service

6.14 Stores Officers Cadre

Stores Officer	CONTISS 6
Higher Stores Officer	CONTISS 7
Senior Stores Officer	CONTISS 8
Principal Stores Officer II	CONTISS 9
Principal Stores Officer I	CONTISS 11
Assistant Chief Stores Officer	CONTISS 12
Chief Stores Officer	CONTISS 13

Duties**Stores Officer** **CONTISS 6**

- (a) Assists in the procurement, safety and control of stores items and goods
- (b) Assists in ensuring the security of stores items and goods
- (c) Assists in the maintenance of accurate and up-to-date records of stores procurement and requisitions
- (d) Assists in the application of Stores Accounting System, Requisition and Clearance Procedures
- (e) Assists in taking custody of stores delivery and drawing attention to shortages and damage to goods
- (f) Assists in carrying out market survey
- (g) Assists in monthly stock taking
- (h) Carries out other duties as may be assigned
- (i) Provides professional and community service

Higher Stores Officer**CONTISS 7**

- (a) Assists in the procurement, safety and control of stores items and goods
- (b) Assists in ensuring the security of stores items and goods
- (c) Assists in the maintenance of accurate and up-to-date records of stores procurement and requisitions
- (d) Assists in the application of Stores Accounting System, Requisition and Clearance Procedures
- (e) Assists in taking custody of stores delivery and drawing attention to shortages and damage to goods
- (f) Assists in carrying out market survey
- (g) Assists in monthly stock taking
- (h) Carries out other duties as may be assigned
- (i) Provides professional and community service

Senior Stores Officer**CONTISS 8**

- (a) Assists in the procurement, safety and control of stores items and goods
- (b) Assists in ensuring the security of stores items and goods
- (c) Assists in the maintenance of accurate and up-to-date records of stores procurement and requisitions
- (d) Assists in taking custody of stores delivery and drawing attention to shortages and damage to goods
- (e) Assists in the application of Stores Accounting Systems, Requisition and clearance Procedures
- (f) Assists in carrying out market survey
- (g) Assists in monthly stock taking
- (h) Carries out other duties as may be assigned
- (i) Provides professional and community service

Principal Stores Officer II**CONTISS 9**

- (a) Participates in the procurement, safety and control of stores items and goods
- (b) Participates in ensuring the security of stores items, goods and chemicals
- (c) Participates in the maintenance of accurate and up-to-date records of stores procurement and requisitions
- (d) Participates in applying Stores Accounting System, Requisition and Clearance Procedures
- (e) Assists in the processing of overseas purchases
- (f) Assists in taking custody of stores delivery and

- drawing attention to shortages and damage to goods
- (g) Assists in carrying out market survey
- (h) Assists in training junior colleagues
- (i) Assists in monthly stock taking
- (j) Carries out other duties as may be assigned
- (k) Provides professional and community service

Principal Stores Officer I

CONTISS 11

- (a) Participates in the procurement, safety and control of stores items and goods
- (b) Participates in ensuring the security of stores items and goods
- (c) Participates in the maintenance of accurate and up-to-date records of stores procurement and requisitions
- (d) Participates in the application of Stores Accounting System, Requisition and Clearance Procedures
- (e) Assists in the processing of overseas purchases
- (f) Assists in initiating claims for shortages in stores delivery and damage to goods
- (g) Participates in carrying out market survey
- (h) Trains junior colleagues
- (i) Participates in monthly stock taking
- (j) Carries out other duties as may be assigned
- (l) Provides professional and community service

Assistant Chief Stores Officer CONTISS 12

- (a) Participates in the procurement, safety and control of stores items and goods
- (b) Participates in ensuring the security of stores items and goods
- (c) Participates in the maintenance of accurate and up-to-date records of stores procurement and requisitions
- (d) Participates in the application of stores accounting system, Requisition and clearance procedures
- (e) Participates in the application of the rules and safety of items,
- (f) Assists in the processing of overseas purchases
- (g) Participates in initiating claims for shortages in stores delivery and damage to goods
- (h) Assists in effective supervision and coordination of the unit
- (i) Carries out market survey
- (j) Trains junior colleagues
- (k) Participates in monthly stock taking
- (l) Carries out other duties as may be assigned
- (m) Provides professional and community service

Chief Stores and Supplies Officer**CONTISS 13**

- (a) Is responsible to the Head of Unit for the compilation of stores purchases
- (b) Participates in the issuance, balancing, developing and maintenance of efficient Stores Accounting System
- (c) Coordinates the security and safety of all the store items in the unit
- (e) Recommends the purchase of stock
- (f) Maintains accurate and up-to-date records of requisition procured for the unit
- (h) Ensures that purchases into stores are in accordance with projections, specification, safety and life span of goods
- (i) Monitors the use of stores items to prevent them from becoming obsolete
- (j) Ensures the carrying out of market survey
- (k) Ensures monthly stock taking
- (l) Ensures the training of junior colleagues
- (m) Carries out other duties as may be assigned
- (n) Provides professional and community service

6.15 Internal Auditor Cadre**Internal Auditor II****CONTISS 7****Internal Auditor I****CONTISS 8****Senior Internal Auditor****CONTISS 9****Principal Internal Auditor****CONTISS 11****Deputy Chief Internal Auditor****CONTISS 13****Duties****Internal Auditor II****CONTISS 7**

- (a) Assists in carrying out Auditing duties
- (b) Assists in enforcing Financial and Stores Procedures, including general Audit Pre-payment/Post payment, stock verification and Stores Audit
- (c) Assists in Audit investigations
- (d) Carries out other duties as may be assigned
- (e) Provides professional and community services

Internal Auditor I**CONTISS 8**

- (a) Assists in enforcing Financial and Store Procedures, including general Audit Pre-payment/Post payment, stock verification and Stores Audit

- (b) Assists in Audit Investigations
- (c) Assists in the application of auditing regulations and procedures
- (d) Assists in the verification of all authorities for payment
- (e) Carries out other duties as may be assigned
- (f) Provides professional and community services

Senior Internal Auditor

CONTISS 9

- (a) Carries out Auditing duties, including general Audit Pre-payment/Post payment, Stores Audit and stock verification to ensure value for money
- (b) Interprets Auditing Regulations and ensuring that Auditing procedures are followed in all aspect of University financial transactions
- (c) Verifies all authorities for payment
- (d) Is in-charge of sub-unit
- (e) Carries out any other duties as may be assigned
- (f) Provides professional and community services

Principal Internal Auditor

CONTISS 11

- (a) Participates in general Audits duties
- (b) Participates in Pre-payment/Post payment, Stores Audit and project inspection to ensure value for money
- (c) Participates in writing Audit Reports, interpreting Audit Regulations and Procedures
- (d) Provides team leadership in the investigation of fraud, shortages and losses and accidents to University's properties, vehicles and buildings
- (e) Participates in periodic review of Accounting and Stores system.
- (g) Ensures that established procedures are followed in all financial transactions
- (g) Assists in the preparation of Quarterly, Half yearly and Yearly Reports
- (h) Trains junior colleagues
- (i) Assists in preparing the Annual Budget
- (j) In-charge of a Unit/Department
- (k) Carries out any other duties as may assigned
- (l) Provides professional and community service

Deputy Chief Internal Auditor

- (b) Participates in Pre-payment/Post payment, Stores Audit and project inspection to ensure value for money
- (c) Participates in writing Audit Reports, interpreting Audit Regulations and Procedures
- (d) Provides team leadership in the investigation of fraud, shortages and losses and accidents to University's properties, vehicles and buildings
- (e) Participates in periodic review of Accounting and Stores System
- (f) Ensures that established procedures are followed in all financial transactions
- (h) Participates in the preparation of Quarterly, Half yearly and Yearly Reports
- (h) Trains junior colleagues
- (i) Participates in preparing the Annual Budget
- (j) Assists in preparing and updating the Manual on Audit Procedures
- (k) Assists in identifying training needs for manpower development
- (l) Assists in the maintenance of University Assets Register and up-date records of all staff
- (m) Carries out any other duties as may assigned
- (n) Provides professional and community service

6.16 Executive Officers (Audit) Cadre

Executive Officer (Audit)	CONTISS 6
Higher Executive Officer (Audit)	CONTISS 7
Senior Executive Officer (Audit)	CONTISS 8
Principal Executive Officer II (Audit)	CONTISS 9
Principal Executive Officer I (Audit)	CONTISS 11
Assistant Chief Executive Officer (Audit)	CONTISS 12
Chief Executive Officer (Audit)	CONTISS 13

Duties

Executive Officer (Audit)	CONTISS 6
(a) Assists in carrying out Auditing duties	
(b) Assists in enforcing Financial and Store Procedures, including general Audit Pre-payment and Stores Audit	
(c) Assists in Audit Investigations	
(d) Carries out other duties as may be assigned	
(e) Provides professional and community services	

Higher Executive Officer (Audit)

CONTISS 7

- (a) Assists in carrying out Auditing duties
- (b) Assists in enforcing Financial and Store Procedures, including general Audit Pre-payment and Stores Audit
- (c) Assists in Audit Investigations
- (d) Carries out other duties as may be assigned
- (e) Provides professional and community services

Senior Executive Officer (Audit)

CONTISS 8

- (a) Assists in enforcing Financial and Store Procedures, including general Audit Pre-payment/Post payment and Stores Audit
- (b) Assists in Audit Investigations
- (c) Assists in the application of Auditing Regulations and Procedures
- (d) Assists in the verification of all authorities for payment
- (e) Carries out other duties as may be assigned
- (f) Provides professional and community services

Principal Executive Officer II (Audit)

CONTISS 9

- (a) Carries out Auditing duties, including general Audit Pre-payment/ Post payment and Stores Audit
- (b) Interprets Auditing Regulations
- (c) Ensures that Auditing Procedures are followed in all aspect of University financial transactions
- (d) Verifies all authorities for payment
- (e) Assists in training junior colleagues
- (f) Carries out any other duties as may be assigned
- (g) Provides professional and community services

Principal Executive Officer I (Audit)

CONTISS 11

- (a) Performs general Audit duties
- (b) Carries out Pre-payment/Post payment and Stores Audit
- (c) Participates in the investigation of fraud, shortages and losses/accidents to University's properties, vehicles and buildings
- (d) Participates in ensuring that established procedures are followed in all financial transactions
- (e) Carries out any other duties as may assigned
- (f) Provides professional and community service

Assistant Chief Executive Officer (Audit) CONTISS 12

- (a) Participates in general Audit duties
- (b) Participates in Pre-payment and Stores Audit
- (c) Participates in writing Audit Reports
- (d) Interprets Audit Regulations and Procedures
- (e) Participates the investigation of fraud, shortages and losses/accidents to University's properties, vehicles and buildings
- (e) Assists in the periodic review of Accounting and Stores system
- (f) Participates in ensuring that established procedures are followed in all financial transactions
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community service

Chief Executive Officer (Audit) CONTISS 13

- (a) Participates in general Audit duties
- (b) Writes Audit Reports
- (c) Participates in periodic review of Accounting, Auditing and Stores systems
- (d) Assists in the maintenance of University Assets Register and up-date records of all staff
- (e) Carries out other duties as may be assigned
- (f) Provides professional and administrative service

6.17 Editor Cadre

Editor II	CONTISS 7
Editor I	CONTISS 8
Senior Editor	CONTISS 9
Principal Editor	CONTISS 11
Assistant Chief Editor	CONTISS 12
Chief Editor	CONTISS 13

Duties

Editor II CONTISS 7

- (a) Assists in editing, evaluating and documenting publications/current affairs relating to the University
- (b) Assists in writing and editing press releases, pamphlets, posters and other University Publications
- (c) Carries out any other duties as may be assigned
- (d) Provides professional and community services

Editor I**CONTISS 8**

- (a) Assists in editing, evaluating and documenting publications/current affairs relating to the University
- (b) Liaises with Media Houses and Publishers for advertisement purposes/printing of University documents
- (c) Assists in writing and editing press releases, pamphlets, posters and other University publications
- (d) Carries out any other duties as may be assigned
- (e) Provides professional and community services

Senior Editor**CONTISS 9**

- (a) Participates in editing, evaluating and documenting publications/current affairs relating to the University
- (b) Liaises with Media Houses and Publishers for advertisement purposes/printing of University documents
- (c) Participates in writing and editing press releases, pamphlets,
- (d) Carries out any other duties as may be assigned
- (e) Provides professional and community services

Principal Editor**CONTISS 11**

- (a) Participates in editing, evaluating and documents University publications/current affairs relating to the University
- (b) Organizes and manages advertisement/ publications
- (c) Trains junior staff
- (d) Undertakes publicity, advertisement in the University
- (e) Assists in writing and editing press releases, pamphlets, posters and other University Publications
- (f) Carries out any other duties as may be assigned
- (g) Provides professional and community services

Assistant Chief Editor**CONTISS 12**

- (a) Edits, evaluates and documents University publications/current affairs relating to the University
- (b) Organizes and manages advertisement/ publications
- (c) Trains junior staff
- (d) Undertakes publicity, advertisement in the University
- (e) Writes and edits Press Releases, pamphlets, posters and other University Publications
- (f) Assists in recommending In-Service training programmes for staff
- (g) Assists in preparing the Quarterly and Annual

- Reports for the unit
- (h) Assists in preparing the Annual Budget for the unit
- (i) Carries out any other duties as may be assigned
- (j) Provides professional and community services

Chief Editor

CONTISS 13

- (a) Plays a major role in editing, evaluating and documenting University publications/current affairs relating to the University
- (b) Organizes and manages advertisement/ publications
- (c) Trains junior staff
- (d) Undertakes publicity, advertisement in the University
- (e) Writes and edits University Press Releases, pamphlets, posters and other Publications
- (f) Trains junior staff
- (g) Participates in recommending In-Service training programmes for staff
- (h) Participates in preparing the Quarterly and Annual Reports for the unit
- (i) Participates in preparing the Annual Budget for the unit
- (j) Carries out any other duties as may be assigned
- (k) Provides professional and community services

6.18 Information and Protocol Officer Cadre

Information and Protocol Officer II	CONTISS 7
Information and Protocol Officer I	CONTISS 8
Senior Information and Protocol Officer	CONTISS 9
Principal Information and Protocol Officer	CONTISS 11
Assistant Chief Information and Protocol Officer	CONTISS 12
Chief Information and Protocol Officer	CONTISS 13

Duties

Information and Protocol Officer II

CONTISS 7

- (a) Assists in the planning and execution of the Vice Chancellor's official events
- (b) Assists in the planning and execution of programmes for visitors to the University
- (c) Assists in the arrangement of accommodation for visitors to the University
- (d) Assists in making arrangements for delegations named by the Vice-Chancellor to represent him at ceremonies and functions
- (e) Carries out any other duties as may be assigned.
- (f) Provides professional and community service.

Information and Protocol Officer I**CONTISS 8**

- (a) Assists in planning and execution of the Vice-Chancellor's official events
- (b) Assists in planning and execution of programmes for visitors to the University
- (c) Assists in arrangement of accommodation for visitors to the University
- (d) Assists in making arrangements for delegations named by the Vice-Chancellor to represent him at ceremonies and functions
- (e) Carries out any other duties as may be assigned.
- (f) Provides professional and community service

Senior Information and Protocol Officer**CONTISS 9**

- (a) Assists in the planning and executing the Vice-Chancellor's official events
- (b) Assists in planning and execution of programmes for visitors to the University
- (c) Assists in arranging for accommodation for visitors to the University
- (d) Assists in receiving University guests
- (e) Assists in making arrangements for delegations named by the Vice-Chancellor to represent him at ceremonies and functions
- (f) Assists in maintaining and updating the lists of hospitality organizations within Zaria
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community service

Principal Information and Protocol Officer**CONTISS 11**

- (a) Participates in the planning and executing the Vice-Chancellor's official events
- (b) Participates in planning and executing the programmes for visitors to the University
- (c) Participates in arranging accommodation for visitors to the University
- (d) Participates in receiving University guests
- (e) Participates in making arrangements for delegations named by the Vice-Chancellor to represent him at ceremonies and functions
- (f) Participates in liaising with hospitality organizations within Zaria
- (g) Assists in initiating In-Service training programmes for staff
- (h) Assists in writing the Annual Report for the Unit
- (i) Assists in preparing the Annual Budget for the Unit
- (j) Carries out any other duties as may be assigned
- (k) Provides professional and community service

Assistant Chief Information and Protocol Officer CONTISS 12

- (a) Assists the leadership of the Information and Protocol Unit in discharging both administrative and other functions in the Unit
- (b) Participates in planning and executing all of the Vice-Chancellor's official events
- (c) Participates in planning and executing all programmes for visitors to the University
- (e) Supervises the arrangement for accommodation for visitors to the University
- (f) Receives University guests at the airport
- (g) Supervises the arrangements for delegations named by the Vice-Chancellor to represent him at ceremonies and functions
- (h) Liaises with relevant hospitality organizations within and outside Zaria
- (i) Participates in initiating up-to date Protocol strategies/methods
- (j) Serves as Master of Ceremony at University functions on the behest of the university Information and protocol Officer
- (k) Participates in initiating In-Service training programmes for staff
- (l) Participates in writing the Annual Report for the Unit
- (m) Participates in preparing the Annual Budget for the Unit
- (n) Carries out any other duties as may be assigned
- (o) Provides professional and community service

Chief Information and Protocol Officer CONTISS 13

- (a) Provides leadership to the Information and Protocol Unit and is in-charge of the administrative functions in the Unit
- (b) Supervises all activities in the unit
- (c) Plans and executes all of the Vice-Chancellor's official events
- (d) Plans and executes all programmes for visitors to the University
- (e) Ensures that the arrangement for accommodation for visitors to the University are through
- (f) Receives University guests at the airport
- (g) Ensures that arrangements for delegations named by the Vice-Chancellor to represent him at ceremonies and functions are adequate and up to the required standards
- (h) Is in constant contact with hospitality organizations within and outside Zaria
- (i) Recommends up-to date Protocol strategies/methods
- (j) Serves as Master of Ceremony at University functions
- (k) Initiates In-Service training programmes for staff
- (l) Writes Annual Report for the Unit
- (m) Prepares Annual Budget for the Unit
- (n) Carries out any other duties as may be assigned
- (o) Provides professional and community service

6.19 Public Relations and Publicity Officer

Public Relations and Publicity Officer II	CONTISS	7
Public Relations and Publicity Officer I	CONTISS	8
Senior Public Relations and Publicity Officer	CONTISS	9
Principal Public Relations and Publicity Officer	CONTISS	11
Assistant Chief Public Relations and Publicity Officer	CONTISS	12
Chief Public Relations and Publicity Officer	CONTISS	13

Duties

Public Relations and Publicity Officer II CONTISS 7

- (a) Assists in keeping an eye on public opinion about the University
- (b) Assists in responding to enquiries from the general public and other organizations
- (c) Assists in arranging Press Conference/interviews with journalists and other media organizations
- (d) Assists in preparing visual aids and public address systems for public presentation in the University
- (e) Assists in the production of visual (film or video) and audio electronic materials at special occasions in the University
- (f) Assists in the accreditation of journalists at University functions
- (g) Assists in making arrangements for Inaugural Lectures, etc.
- (h) Carries out any other duties as may be assigned
- (i) Provides professional and community service

Public Relations and Publicity Officer I CONTISS 8

- (a) Assists in keeping an eye on public opinion about the University
- (b) Assists in responding to enquiries from the general public and other organizations
- (c) Assists in arranging Press Conferences/interviews with journalists and other media organizations
- (d) Assists in preparing visual aids and public address systems for public presentation in the University
- (e) Assists in the production of visual (film or video) and audio electronic materials at special occasions in the University
- (f) Assists in the accreditation of journalists at University functions
- (g) Assists in making arrangements for Inaugural Lectures, etc.
- (h) Carries out any other duties as may be assigned
- (i) Provides professional and community service

Senior Public Relations and Publicity Officer CONTISS 9

- (a) Assists in keeping an eye on public opinion about the University
- (b) Assists in responding to enquiries from the general public and other organizations
- (c) Assists in arranging Press Conferences/interviews with journalists and other media organizations
- (d) Assists in preparing visual aids and public address systems for public presentation in the University
- (e) Assists in the production of visual (film or video) and audio electronic materials at special occasions in the University
- (f) Assists in the accreditation of journalists at University functions
- (g) Assists in making arrangements for Inaugural Lectures, etc.
- (h) Carries out any other duties as may be assigned
- (i) Provides professional and community service

Principal Public Relations and Publicity Officer CONTISS 11

- (a) Participates in keeping an eye on public opinion about the University
- (b) Participates in responding to enquiries from the general public and other organizations
- (c) Participates in arranging Press Conference/interviews with journalists and other media organizations
- (d) Is in-charge of the visual aids and public address systems for public presentation in the University
- (e) Participates in the production of visual (film or video) and audio electronic materials at special occasions in the University
- (f) Participates in the accreditation of journalists at University functions
- (g) Participates in making arrangements for Inaugural Lectures, etc
- (h) Assists in initiating In-Service training programmes for staff
- (i) Assists in writing the Annual Report for the Unit
- (j) Assists in preparing the Annual Budget for the Unit
- (k) Carries out any other duties as may be assigned
- (l) Provides professional and community service

Assistant Chief Public Relations and Publicity Officer CONTISS 12

- (a) Assists the leadership of the Information and Protocol Unit in discharging both administrative and other functions in the Unit
- (b) Keeps an eye on public opinion about the University
- (c) Responds to enquiries from the general public and other organizations
- (d) Arranges Press conferences/interviews with journalists and other media organizations

- (e) Supervises the proper care and handling of visual aids and public address systems for public presentation in the University
- (f) Participates in recommending the procurement of up-to-date visual aids and public address systems
- (g) Supervises the production of visual (film or video) and audio electronic materials at special occasions in the University
- (h) Supervises the accreditation of journalists at University functions
- (i) Makes arrangements for Inaugural Lectures, etc
- (j) Participates in initiating up-to date Public Relations and Publicity strategies/methods
- (k) Participates in initiating In-Service training programmes for staff
- (l) Participates in writing Annual Report for the Unit
- (m) Participates in preparing the Annual Budget for the Unit
- (n) Carries out any other duties as may be assigned
- (o) Provides professional and community service

Chief Public Relations and Publicity Officer CONTISS 13

- (a) Provides leadership to the Public Relations and Publicity Unit and is in-charge of the administrative functions in the Unit
- (b) Oversees all activities in the unit
- (c) Ensures that enquiries from the general public and other organizations are promptly and appropriately responded to
- (d) Ensures regular Press Conferences/interviews with journalists and other media organizations to keep the public informed of the university's activities and policies
- (e) Ensures that the visual aids and public address systems used for public presentation in the University are up-to-date and well maintained
- (f) Recommends the procurement of up-to-date visual aids and public address systems
- (g) Ensures that the production of high quality visual (film or video) and audio electronic materials at special occasions in the University
- (h) Ensures that the right calibre of journalists are accredited to cover University functions
- (i) Ensures that a positive image of the University is created in minds of the public
- (j) Oversees the arrangements for Inaugural Lectures to ensure they take place, etc
- (k) Recommends up-to date Public Relations and publicity strategies/methods
- (l) Initiates In-Service training programmes for staff
- (m) Writes Annual Report for the Unit

- (n) Prepares Annual Budget for the Unit
- (o) Carries out any other duties as may be assigned
- (p) Provides professional and community service

6.20 Strategic Research and Communication Officer

Strategic Research and Communication Officer I	I CONTISS 7
Strategic Research and Communication Officer I	CONTISS 8
Senior Strategic Research and Communication Officer	CONTISS 9
Principal Strategic Research and Communication Officer	CONTISS 11
Assistant Strategic Research and Communication Officer	CONTISS 12
Chief Strategic Research and Communication Officer	CONTISS 13

Duties

Strategic Research and Communication Officer I ICONTISS 7

- (a) Assists in implementing the communication strategies of the University
- (b) Assists in providing strategic guidance to coverage team on overall team programmes and communication strategies
- (c) Assists in submitting materials to publishers of Telephone Directories, Association of Commonwealth, Universities Year book
- (d) Assists in collecting, collating and compiling materials for internal publications such as the University Calendar, Student Handbook, Calendar of Events, Prospectus, Annual Reports, Newsletters, News Bulletin, Pamphlets and Brochures
- (e) Assists in responding to request for research and access to University data and copy right permission.
- (f) Assists in maintaining and updating strategic research data on the University
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community service

Strategic Research and Communication Officer I CONTISS 8

- (i) Assists in implementing the communication strategies of the University
- (g) Assists in providing strategic guidance to coverage team on overall team programmes and communication strategies
- (h) Assists in submitting materials to publishers of Telephone Directories, Association of Commonwealth, Universities Year book
- (i) Assists in collecting, collating and compiling materials for internal publications such as the University Calendar, Student Handbook, Calendar of Events, Prospectus, Annual Reports, Newsletters, News Bulletin, Pamphlets and Brochures

- (j) Assists in responding to request for research and access to University data and copy right permission.
- (k) Assists in maintaining and updating strategic research data on the University
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community service

Senior Strategic Research and Communication Officer

CONTISS 9

- (a) Assists in initiating and implementing the communication strategies of the University
- (b) Assists in providing strategic guidance to coverage team on overall team programmes and communication strategies
- (c) Participates in submitting materials to publishers of Telephone Directories, Association of Commonwealth, Universities Year book
- (d) Participates in collecting, collating and compiling materials for internal publications such as the University Calendar, Student Handbook, Calendar of Events, Prospectus, Annual Reports, Newsletters, News Bulletin, Pamphlets and Brochures
- (c) Participates in responding to request for research and access to University data and copy right permission.
- (d) Assists in maintaining and updating strategic research data on the University
- (e) Carries out any other duties as may be assigned
- (f) Provides professional and community service

Principal Strategic Research and Communication Officer

CONTISS 11

- (a) Participates in initiating and implementing the communication strategies of the University
- (b) Participates in providing strategic guidance to coverage team on overall team programmes and communication strategies
- (c) Submits materials to publishers of Telephone Directories, Association of Commonwealth, Universities Year book
- (d) Collects, collates and compiles materials for internal publications such as the University Calendar, Student Handbook, Calendar of Events, Prospectus, Annual Reports, Newsletters, News Bulletin, Pamphlets and Brochures
- (e) Responds to request for research and access to University data and copy right permission.

- (f) Participates in maintaining and updating strategic research data on the University
- (g) Assists in initiating up-to date Research and Communication strategies/methods
- (h) Assists in initiating In-Service training programmes for staff
- (i) Assists in writing the Annual Report for the Unit
- (j) Assists in preparing the Annual Budget for the Unit
- (k) Carries out any other duties as may be assigned
- (l) Provides professional and community service

Assistant Chief Strategic Research and Communication Officer

CONTISS 12

- (a) Assists the leadership of the Strategic Research and Communication Unit in discharging both administrative and other functions in the Unit
- (b) Participates in initiating and implementing the communication strategies of the University
- (c) Participates in providing strategic guidance to coverage team on overall team programmes and communication strategies
- (d) Submits materials to publishers of Telephone Directories, Association of Commonwealth, Universities Year book
- (e) Collects, collates and compiles materials for internal publications such as the University Calendar, Student Handbook, Calendar of Events, Prospectus, Annual Reports, Newsletters, News Bulletin, Pamphlets and Brochures
- (f) Responds to request for research and access to University data and copy right permission.
- (g) Participates in maintaining and updating strategic research data on the University
- (h) Participates in initiating up-to date Research and Communication strategies/methods
- (i) Participates in initiating In-Service training programmes for staff
- (j) Participates in writing the Annual Report for the Unit
- (k) Participates in preparing the Annual Budget for the Unit
- (l) Carries out any other duties as may be assigned
- (m) Provides professional and community service

Chief Strategic Research and Communication Officer

CONTISS 13

- (a) Provides leadership to the Strategic Research and Communication Unit and is in-charge of the administrative functions in the Unit
- (b) Oversees all activities in the unit
- (c) Initiates and implements the communication strategies of the University
- (d) Provides strategic guidance to coverage team on overall team programmes and communication strategies
- (e) Ensures that materials are submitted to publishers of Telephone Directories, Association of Commonwealth, Universities Year Book
- (f) Ensures the collections, collation and compilation of materials for internal publications such as the University calendar, Student Handbook, Calendar of Events, Prospectus, Annual Reports, Newsletters, News Bulletin, Pamphlets and Brochures
- (g) Ensures that request for research materials and access to University data and Copy Right permission. are attended to
- (h) Ensures that strategic research data on the University are maintained and up-dated
- (i) Initiates up-to date Research and Communication strategies/methods
- (j) Initiates In-Service training programmes for staff
- (k) Writes the Annual Report for the Unit
- (l) Prepares the Annual Budget for the Unit
- (m) Carries out any other duties as may be assigned
- (n) Provides professional and community service

6.21 Counselling Psychologist Cadre

Counselling Psychologist	CONTISS 8
Senior Counselling Psychologist	CONTISS 9
Principal Counselling Psychologist	CONTISS 11
Assistant Chief Counselling Psychologist	CONTISS 12
Chief Counselling Psychologist	CONTISS 13
University Counselling Psychologist	CONTISS 14

Duties

Counselling Psychologist **CONTISS 8**

- (a) Assists in general counselling of students
- (b) Assists in Counselling of student on career choice/opportunities
- (c) Participates in students orientation programmes
- (d) Carries out other duties as may be assigned
- (e) Provides professional and administrative duties

Senior Counselling Psychologist**CONTISS 9**

- (a) Assists in the general counselling of students
- (b) Counsels students on career choice/opportunities
- (c) Assists in organising career talks and job interview
- (d) Participates in students orientation programmes
- (e) Carries out duties relating to scholarship schemes for students
- (f) Carries out other duties as may be assigned
- (g) Provides professional and administrative duties

Principal Counselling Psychologist**CONTISS 11**

- (a) Participates in the general counselling of students
- (b) Participates in the maintenance of up-to-date record of students social problems
- (c) Assists in the coordination of students Adviser - Advisee system
- (d) Participates in students orientation programmes
- (e) Participates in organising students' assistance scheme including part-time jobs
- (f) Carries out duties relating to scholarship schemes for students
- (g) Carries out other duties as may be assigned
- (h) Provides professional and administrative duties

Assistant Chief Counselling Psychologist**CONTISS 12**

- (a) Plays a major role in the general counselling of students
- (b) Provides guidance and counselling to students
- (c) Assists in the maintenance an up-to-date records of students
- (d) Assists in the coordination of the students adviser - advisee system
- (e) Assists in coordinating students orientation programmes
- (f) Organises students' assistance scheme including part-time jobs
- (g) Performs duties relating to scholarship schemes for students
- (h) Participates in directs the academic, professional and philosophy of counselling services operation in the Centre
- (i) Coordinates recruitment, training, supervision and development of professional and support staff
- (j) Provides counselling information to the Management, students facilities and general public
- (k) Assists in conducting assessment and evaluation of counselling programmes
- (l) Assists in planning project
- (m) Carries out research to address students' problems
- (n) Carries out other duties as may be assigned
- (o) Provides professional and administrative duties

Chief Counselling Psychologist**CONTISS 13**

- (a) Assists the leadership of the counselling unit
- (b) Provides guidance and counselling to students
- (c) Assists in the maintenance an up-to-date records of students
- (d) Assists in the coordination of the students adviser - advisee system
- (e) Assists in coordinating students orientation programmes
- (f) Organises students' assistance scheme including part- time jobs
- (g) Performs duties relating to scholarship schemes for students
- (h) Participates in directs the academic, professional and philosophy of counselling services operation in the Centre
- (i) Coordinates recruitment, training, supervision and development of professional and support staff
- (j) Provides counselling information to the Management, students facilities and general public
- (k) Assists in conducting assessment and evaluation of counselling programmes
- (l) Assists in planning project
- (m) Carries out research to address students' problems.
- (n) Carries out other duties as may be assigned.
- (o) Provides professional and administrative duties

University Counselling Psychologist**CONTISS 14**

- a) Responsible to the Dean, Student Affairs Division in providing leadership to the Counselling Unit in the following areas:
 - i) guidance and counselling to students
 - ii) maintenance of up-to-date record of students
 - iii) coordination of students adviser – advisee system
 - iv) students orientation programmes
 - v) organization of students' assistance schemes, including part-time jobs
 - vi) duties relating to scholarship schemes for students
- b) Coordinates and supervises the activities of the Centre
- c) Conducts assessment and evaluation of programmes of the Centre
- d) formulates University policy as its relates to stress situation and students problems
- e) Develops programmes to meet students counselling needs
- f) Forms linkages with parents, religious bodies, governmental and non-governmental organizations as the need may be
- g) Renders consultancy services
- h) Carries out other duties as may be assigned

6.22	Coach Cadre	
	Assistant Coach	CONTISS 6
	Coach II	CONTISS 7
	Coach I	CONTISS 8
	Senior Coach	CONTISS 9
	Principal Coach	CONTISS 11
	Assistant Chief Coach	CONTISS 12
	Chief Coach	CONTISS 13
	Deputy Director of Sports	CONTISS 14

Duties

- Assistant Coach** **CONTISS 6**
- (a) Assists in training sports men and women (student and staff) in various sporting activities
 - (b) Assists in leading competitors to sporting competitions
 - (c) Assists in ensuring the good conducts of competitors
 - (d) Assists in ensuring safe custody of sporting equipment
 - (e) Assists in taking inventory and upkeep of sporting equipment
 - (f) Assists in ensuring the good upkeep of sporting arena/fields
 - (g) Carries out other duties as may be assigned
 - (h) Provides professional and community service

- Coach II** **CONTISS 7**
- (a) Assists in training sports men and women (student and staff) in various sporting activities
 - (b) Assists in leading competitors to sporting competitions
 - (c) Assists in ensuring the good conducts of competitors
 - (d) Assists in ensuring safe custody of sporting equipment
 - (e) Assists in taking inventory and upkeep of sporting equipment
 - (f) Assists in ensuring the good upkeep of sporting arena/fields
 - (g) Carries out other duties as may be assigned
 - (h) Provides professional and community service

- Coach I** **CONTISS 8**
- (a) Assists in carrying out training sports men and women (student and staff) in various sporting activities
 - (b) Assists in leading competitors to sporting competitions
 - (c) Assists in ensuring the good conducts of competitors
 - (d) Assists in ensuring safe custody of sporting equipment
 - (e) Assists in taking inventory and upkeep of sporting equipment
 - (f) Assists in ensuring the good upkeep of sporting arena/fields

- (g) Assists in scouting for and developing talents in various sporting fields
- (h) Carries out other duties as may be assigned
- (i) Provides professional and community service

Coach

CONTISS 9

- (a) Carries out training sports men and women (student and staff) in various sporting activities
- (b) Participates in leading competitors to sporting competitions
- (c) Participates in ensuring the good conducts of competitors
- (d) Participates in ensuring safe custody of sporting equipment
- (e) Assists in taking inventory and upkeep of sporting equipment
- (f) Assists in ensuring the good upkeep of sporting arena/fields
- (g) Assists in scouting for and developing talents in various sporting fields
- (h) Carries out other duties as may be assigned
- (i) Provides professional and community service

Principal Coach

CONTISS 11

- (a) Carries out training sports men and women (student and staff) in various sporting activities
- (b) Participates in leading competitors to sporting competitions
- (c) Participates in ensuring the good conducts of competitors
- (d) Participates in ensuring safe custody of sporting equipment
- (e) Assists in taking inventory and upkeep of sporting equipment
- (f) Assists in ensuring the good upkeep of sporting arena/fields
- (g) Assists in scouting for and developing talents in various sporting fields
- (h) Assists in developing and strengthening linkages with outside bodies
- (i) Assists in recommending sporting activities in the the University
- (j) Carries out other duties as may be assigned
- (k) Provides professional and community service

Assistant Chief Coach

CONTISS 12

- (a) Carries out training sports men and women (student and staff) in various sporting activities
- (b) Participates in leading competitors to sporting competitions
- (c) Participates in ensuring the good conducts of competitors
- (d) Participates in ensuring safe custody of sporting equipment

- (e) Assists in taking inventory and upkeep of sporting equipment
- (f) Is responsible for the upkeep of sporting arena/fields
- (g) Scouts for and develops talents of sports men and women in various sporting fields
- (h) Develops and strengthens linkages with outside bodies
- (i) Organizes inter-hall Unit competitions in the relevant sports
- (j) Recommends the use of up to date training methods and in equipment in sporting activities
- (k) Participates in recommending sporting activities in the University
- (l) Assists in the preparing the Quarterly and Annual Reports on sporting activities and competitions in the University
- (m) Assists in recommending In-Service training programmes for staff
- (n) Carries out other duties as may be assigned
- (o) Provides professional and community service

Chief Coach

CONTISS 13

- (a) Carries out training sports men and women (student and staff) in various sporting activities
- (b) Leads competitors to sporting competitions
- (c) Ensures the good conducts of competitors
- (d) Ensures the safe custody of sporting equipment
- (e) Takes inventory and upkeep of sporting equipment
- (f) Is responsible for the upkeep of sporting arena/fields
- (g) Scouts for and develops talents of sports men and women in various sporting fields
- (h) Develops and strengthens linkages with outside bodies
- (i) Takes charge of organizing inter-hall Unit competitions in the relevant sports
- (j) Recommends the use of up to date training methods and equipment in sporting activities
- (k) Participates in recommending sporting activities in the University
- (l) Participates in preparing the Quarterly and Annual Reports on sporting activities and Competitions in the University
- (m) Participates in recommending In-Service training programmes for staff
- (n) Carries out other duties as may be assigned
- (o) Provides professional and community service

Deputy Director of Sports

CONTISS 14

- a) Responsible to the Dean, Students Affairs in the areas of proper development of exercise, sporting and recreational activities in the University
- (b) Coordinates all sporting activities in the University
- (c) Initiates sporting requirements and activities for students
- (d) Coordinates and develops sporting competitions
- (e) Organizes activities that will ensure that exercise and recreational values are imbibed by students and staff for good health
- (f) Sources for funds to develop sporting activities
- (g) Assists in enhancing the career prospects of high performance in any game
- (h) Prepares Quarterly and Annual Reports on sporting activities and competition through the Dean, Students Affairs, to the University Senate and thence, to University Council
- (i) Serves as member, University Sports Committee
- (i) Recommends in-house training programmes for staff
- (k) Participates in recommending sporting activities in the University
- (l) Carries out other duties as may be assigned
- (m) Provides professional and community service

6.23 Security Officer Cadre

Security Officer	CONTISS 6
Security Officer II	CONTISS 7
Security Officer I	CONTISS 8
Senior Security Officer	CONTISS 9
Principal Security Officer	CONTISS 11
Assistant Chief Security Officer	CONTISS 12
Chief Security Officer	CONTISS 13

Duties

Security Officer **CONTISS 6**

- (a) Assists in the protection of lives and property within the University and its environment
- (b) Assists in the monitoring of suspected criminals and preventing cult activities
- (c) Assists in the investigation of crimes and writing Situation Reports
- (d) Assists in preventing trespass into University property

- (e) Assists in issuing and retrieving Identity Cards at point of surrender
- (f) Participates in drills
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community services

Security Officer II

CONTISS 7

- (a) Assists in the protection of lives and property within the University and its environment
- (b) Assists in the monitoring of suspected criminals and preventing cult activities
- (c) Assists in the investigation of crimes and writing Situation Reports
- (d) Assists in preventing trespass into University property
- (e) Assists in issuing and retrieving Identity Cards at point of surrender
- (f) Participates in drills
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community services

Security Officer I

CONTISS 8

- (a) Assists in the protection of lives and property within the University and its environment
- (b) Assists in the monitoring of suspected criminals and preventing cult activities
- (c) Assists in the investigation of crimes and writing Situation Reports
- (d) Assists in preventing trespass into University property
- (e) Assists in issuing and retrieving Identity Cards at point of surrender
- (f) Assists in carrying out security enlightenment programmes on crime prevention and detection
- (g) Participates in drills
- (h) Carries out any other duties as may be assigned
- (i) Provides professional and community services

Senior Security Officer

CONTISS 9

- (a) Carries out the duties of protecting lives and property within the University and its environment
- (b) Monitors suspected criminals and prevents cult activities in the University
- (c) Investigates crimes
- (d) Writes Situation Reports
- (e) Prevents the trespass of persons and animals into University property

- (f) Issues and retrieves Identity Cards at point of surrender
- (g) Participates in carrying out security enlightenment programmes on crime prevention and detection
- (h) Participates in drills and training programmes for security staff
- (i) Carries out any other duties as may be assigned
- (j) Provides professional and community services

Principal Security Officer

CONTISS 11

- (a) Carries out the duties of protecting lives and property within the University and its environment
- (b) Monitors suspected criminals and prevents cult activities in the University
- (c) Investigates crimes
- (d) Writes Situation Reports
- (e) Prevents the trespass of persons and animals into University property
- (f) Issues and retrieves Identity Cards at point of surrender
- (g) Participates in carrying out security enlightenment programmes on crime detection and prevention
- (h) Participates in drills and training programmes for security staff
- (i) Is in - charge of Security Sub-Unit/special areas
- (j) Carries out any other duties as may be assigned
- (k) Provides professional and community services

Assistant Chief Security Officer

CONTISS 12

- (a) Under takes the duty of protecting lives and property within the University and its environment
- (b) Monitors suspected criminals and prevents cult activities in the University
- (c) Investigates crimes
- (d) Writes Situation Reports
- (e) Prevents the trespass of persons and animals into University property
- (f) Supervises the issuance and retrieval of Identity Cards at point of surrender
- (g) Assists in initiating security enlightenment programmes on crime prevention and detection
- (h) Assists in initiating training programmes for security staff
- (i) Participates in drills and training programmes for security staff
- (j) Is in - charge of Security Sub-Unit/special areas
- (k) Assists in the recruitment of security staff
- (l) Participates in the supervision and discipline of subordinate security staff

- (m) Assists in liaison with State Security Agencies on criminal matters and appears in Court
- (n) Assists in the preparing the Quarterly and Annual Reports for the Division
- (o) Assists in preparing the Annual Budget for the Division
- (p) Carries out any other duties as may be assigned
- (q) Provides professional and community services
- (k) Carries out any other duties as may be assigned
- (l) Provides professional and community services

Chief Security Officer

CONTISS 13

- (a) Is responsible to the Vice-Chancellor on all security matters in the University
- (b) Is in-charge of the daily administration of the Security Division and its operations areas in the University
- (c) Is responsible for the maintenance of peace and order in the University
- (d) Is responsible for the compilation and computerization of crime records in the University
- (e) Initiates periodic security enlightenment programmes on crime prevention and detection
- (f) Initiates In-Service training programmes for security staff
- (g) Participates in drills
- (h) Initiates the recruitment of security staff
- (i) Ensures the supervision and discipline of Security staff
- (j) Ensures that the welfare of security staff are adequately catered for
- (k) Liaises with State Security Agencies on criminal matters and appears in Court
- (l) Prepares the Quarterly and Annual Reports for the Division
- (m) Prepares the Annual Budget for the Division
- (n) Recommends the purchase of up-to-date equipment for performance enhancement
- (o) Carries out any other duties as may be assigned
- (p) Provides professional and community services

6.24 Fire Officer Cadre

Station Officer	CONTISS 6
Fire Officer II	CONTISS 7
Fire Officer I	CONTISS 8
Senior Fire Officer	CONTISS 9
Principal Fire Officer	CONTISS 11

Assistant Chief Fire Officer	CONTISS 12
Chief Fire Officer	CONTISS 13

Duties

Station Officer **CONTISS 6**

- (a) Assists in fire prevention, communication and driving
- (b) Assists in fire fighting and rescue operations
- (c) Assists in the routine inspection of buildings for fire compliance
- (d) Participates in drills and physical training
- (e) Handles telecommunication equipment for
- (f) Writes Reports on fire outbreak
- (g) Carries out other duties as may be assigned
- (h) Provides professional and community services

Fire Officer II **CONTISS 7**

- (a) Assists in fire prevention, communication and driving
- (b) Assists in fire fighting and rescue operations
- (c) Assists in the routine inspection of buildings for fire compliance
- (d) Participates in drills and physical training
- (e) Handles telecommunication equipment for
- (f) Writes Reports on fire outbreak
- (g) Carries out other duties as may be assigned
- (h) Provides professional and community services

Fire Officer I **CONTISS 8**

- (a) Assists in fire prevention, communication and driving
- (b) Assists in fire fighting and rescue operations
- (c) Assists in the routine inspection of buildings fire compliance
- (d) Participates in drills and physical training
- (e) Handles telecommunication equipment
- (f) Writes Reports on fire outbreak
- (g) Assists in investigating causes of fires
- (h) Carries out other duties as may be assigned
- (i) Provides professional and community services

Senior Fire Officer **CONTISS 9**

- (a) Carries out fire prevention duties, communication and driving
- (b) Carries out fire fighting and rescue operations

- (c) Participates in the routine inspection of buildings for fire compliance
- (d) Participates in drills and physical training
- (e) Handles telecommunication equipment
- (f) Writes Reports on fire outbreaks
- (g) Investigates the causes of fires
- (h) Assists in planning operation at site
- (i) Assists in supervising and controlling subordinates officers during operations
- (j) Assists in training junior colleagues
- (k) Carries out other duties as may be assigned
- (l) Provides professional and community services

Principal Fire Officer

CONTISS 11

- (a) Carries out fire prevention duties, communication and driving
- (b) Fights fire and participates in rescue operations
- (c) Participates in the routine inspection of buildings for fire compliance
- (d) Participates in drills and physical training
- (e) Supervises the handling of telecommunication equipment
- (f) Writes Reports on fire outbreak
- (g) Investigates the causes of fires
- (h) Participates in planning operation at site
- (i) Participates in supervising and controlling subordinates officers during and outside operations
- (j) Trains junior colleagues
- (k) Carries out other duties as may be assigned
- (l) Provides professional and community services

Assistant Chief Fire Officer

CONTISS 12

- (a) Carries out fire prevention duties, communication and driving
- (b) Fights fire and participates in rescue operations
- (c) Participates in inspecting buildings and their construction for fire compliance
- (d) Participates in drills and physical training
- (e) Supervises the handling of telecommunication equipment
- (f) Vets Reports on fire outbreak prepared by subordinates
- (g) Participates in investigating the causes of fires and recommends
- (h) Assists in planning operation at site
- (i) Supervises and controls subordinates officers during and outside operations

- (j) Assists in the preparation of the Quarterly and Annual Reports for the unit
- (k) Assists in the preparation of the Annual Budget for the unit
- (l) Assists in initiating training programmes for staff
- (m) Assists in recommending up-to-date equipment for the unit
- (n) Assists in keeping records and statistics of all fire outbreaks
- (o) Carries out other duties as may be assigned
- (p) Provides professional and community services

Chief Fire Officer

CONTISS 13

- (a) Is in-charge of the day-to-day running of the fire unit
- (b) Participates in fire prevention, communication
- (c) Supervises fire fighting and participates in rescue operations
- (d) Inspects buildings and its construction for fire compliance
- (e) Is in-charge of all drills and physical training
- (f) Ensures that telecommunication equipment are properly handled and stored
- (g) Reports on all fire outbreaks to the Vice-Chancellor
- (h) Keeps records and statistics of all fire outbreaks
- (i) Investigates causes of fires and makes recommendations
- (j) Plans operation at site
- (k) Prepares the Quarterly and Annual Reports for the unit
- (l) Prepares the Annual Budget for the unit
- (m) Initiates training programmes for staff
- (n) Recommends the purchase of up-to-date equipment for the unit
- (k) Recommends the recruitment of staff
- (l) Carries out other duties as may be assigned
- (m) Provides professional and community services

6.25 Library Officer Cadre

Library Officer	CONTISS 6
Higher Library Officer	CONTISS 7
Senior Library Officer	CONTISS 8
Principal Library Officer I	CONTISS 9
Principal Library Officer II	CONTISS 11
Assistant Chief Library Officer	CONTISS 12
Chief Library Officer	CONTISS 13

Duties

Library Officer

CONTISS 6

- (a) Provides library services such as indexing and circulation
- (b) Receives and files books, journals, theses and newspapers
- (c) Carries out other duties as may be assigned
- (d) Provides professional and community services

Higher Library Officer

CONTISS 7

- (a) Provides library services such as indexing and circulation
- (b) Receives and files books, journals, theses and newspapers
- (c) Carries out other duties as may be assigned
- (d) Provides professional and community services

Senior Library Officer

CONTISS 8

- (a) Assists in providing routine library services to readers such as reference and information services
- (b) Assists in routine cataloguing and classification of simple library materials
- (c) Assists in indexing and circulation duties
- (d) Assists in receiving and filing books, journals, theses and newspapers
- (e) Assists in maintaining library records
- (f) Assists in setting up library exhibits
- (g) Carries out other duties as may be assigned
- (h) Provides professional and community services

Principal Library Officer I

CONTISS 9

- (a) Assists in providing routine library services to readers such as reference and information services
- (b) Assists in routine cataloguing and classification of simple library materials
- (c) Assists in indexing and circulation duties
- (d) Assists in receiving and filing books, journals, theses and newspapers
- (e) Assists in maintaining library records
- (f) Assists in setting up library exhibits
- (g) Carries out other duties as may be assigned
- (h) Provides professional and community services

Principal Library Officer II

CONTISS 11

- (a) Provides routine library services to readers such as reference and information services
- (b) Undertakes routine cataloguing and classification of simple library materials
- (c) Indexes and performs circulation duties
- (d) Receives and files books, journals, theses and newspapers
- (e) Maintains library records

- (f) Participates in setting up library exhibits
- (g) Trains junior colleagues
- (h) Is in-charge of a Departmental library
- (i) Carries out other duties as may be assigned
- (j) Provides professional and community services

Assistant Chief Library Officer **CONTISS 12**

- (a) Provides routine library services to readers such as reference and information services
- (b) Undertakes routine cataloguing and classification of simple library materials
- (c) Indexes and performs circulation duties
- (d) Receives and files books, journals, theses and newspapers
- (e) Maintains library records
- (f) Participates in setting up library exhibits
- (g) Trains junior colleagues
- (h) Is in-charge of a Unit library
- (i) Supervises junior colleagues
- (j) Carries out other duties as may be assigned
- (k) Provides professional and community services

Chief Library Officer **CONTISS 13**

- (a) Provides routine library services to readers such as reference and information services
- (b) Undertakes routine cataloguing and classification of simple library materials
- (c) Indexes and performs circulation duties
- (d) Receives and files books, journals, theses and newspapers
- (e) Maintains library records
- (f) Participates in setting up library exhibits
- (g) Trains junior colleagues
- (h) Is in-charge of a Unit library
- (i) Supervises junior colleagues
- (j) Carries out other duties as may be assigned
- (k) Provides professional and community services

6.26 Archivist Cadre

Archivist II	CONTISS 7
Archivist I	CONTISS 8
Senior Archivist	CONTISS 9
Principal Archivist	CONTISS 11
Chief Archivist	CONTISS 13

Duties

Archivist II

CONTISS 7

- (a) Assists in providing archival services
- (b) Assists in the selection of materials
- (c) Assists in describing archives by means of inventories
- (e) Performs skeletal records management functions
- (f) Assists in providing guidelines on the production, appraisal and selection of records for permanent preservation
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community services

Archivist I

CONTISS 8

- (a) Assists in providing archival services
- (b) Undertakes training in specialized field
- (c) Assists in the selection of materials
- (d) Assists in describing archives by means of inventories
- (e) Performs skeletal records management functions
- (f) Assists in providing guidelines on the production, appraisal and selection of records for permanent preservation
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community services

Senior Archivist

CONTISS 9

- (a) Provides archival services
- (b) Undertakes training in specialized field
- (c) Selects materials for the Archives
- (d) Describes archives by means of inventories
- (e) Performs skeletal records management functions
- (f) Assists in providing guidelines on the production, appraisal and selection of records for permanent preservation
- (g) Participates in the University archives
- (h) Assists in preparing retention/disposal schedules and supervision of repository
- (i) Applies recent developments in archival practices
- (j) Trains junior colleagues
- (k) Carries out any other duties as may be assigned
- (l) Provides professional and community services

Principal Archivist

CONTISS 11

- (a) Provides archival services
- (b) Undertakes training in specialized field

- (c) Selects materials for the Archives
- (d) Describes archives by means of inventories
- (e) Performs skeletal records management functions
- (f) Assists in providing guidelines on the production, appraisal and selection of records for permanent preservation
- (g) Participates in the University archives
- (h) Prepares retention/disposal schedules and supervision of repository
- (i) Applies recent developments in archival practices
- (j) Trains junior colleagues
- (k) Participates in preparing the Quarterly and Annual Reports for the unit
- (g) Participates in preparing the Annual Budget for the unit
- (h) Participates in recommending the use of new schemes and policies
- (i) Assists in initiating the use of equipment relevant to archives development and processes
- (j) Carries out any other duties as may be assigned
- (k) Provides professional and community service

Chief Archivist

CONTISS 13

- (a) Provides archival services
- (b) Undertakes training in specialized field
- (c) Selects materials for the Archives
- (d) Describes archives by means of inventories
- (e) Performs skeletal records management functions
- (f) Assists in providing guidelines on the production, appraisal and selection of records for permanent preservation
- (g) Participates in the University archives
- (h) Prepares retention/disposal schedules and supervision of repository
- (i) Applies recent developments in archival practices
- (j) Trains junior colleagues
- (k) Prepares the Quarterly and Annual Reports for the unit
- (l) Prepares the Annual Budget for the unit
- (m) Recommends the use of new schemes and policies
- (n) Initiates the use of equipment relevant to archives development and processes
- (o) Initiates the review of documentation developments, organization, processes and techniques
- (p) Formulates new systems of archive classification
- (q) Carries out any other duties as may be assigned
- (r) Provides professional and community service

6.27 Master Cadre (Staff School)

Master III	CONTISS 6
Master II	CONTISS 7
Master I	CONTISS 8
Senior Master	CONTISS 9
Principal Master	CONTISS 11
Chief Master	CONTISS 13
Head Master	CONTISS 14

Duties

Master III **CONTISS 6**

- (a) Teaches pupils
- (b) Organizes practicals, vocational and field activities for pupils
- (c) Produces scheme of work and lesson notes
- (d) Produces teaching aids for effective teaching and learning
- (e) Produces and maintain school record
- (f) Participates in the execution of the entire school curriculum
- (g) Supervises, counsels and disciplines pupils
- (h) Carries out any other duties as may be assigned
- (i) Provides professional and community service

Master II **CONTISS 7**

- (a) Teaches pupils
- (b) Organizes practicals, vocational and field activities for pupils
- (c) Produces scheme of work and lesson notes
- (d) Produces teaching aids for effective teaching and learning
- (e) Produces and maintain school record
- (f) Participates in the execution of the entire school curriculum
- (g) Supervises, counsels and disciplines pupils
- (h) Carries out any other duties as may be assigned
- (i) Provides professional and community service

Master I **CONTISS 8**

- (a) Teaches pupils
- (b) Organizes practicals, vocational and field activities for pupils
- (c) Produces scheme of work and lesson notes
- (d) Produces teaching aids for effective teaching and learning
- (e) Produces and maintain school record
- (f) Participates in the execution of the entire school curriculum
- (g) Supervises, counsels and disciplines pupils
- (h) Carries out any other duties as may be assigned
- (i) Provides professional and community service

Senior Master**CONTISS 9**

- (a) Teaches pupils
- (b) Organizes practicals, vocational and field activities for pupils
- (c) Produces scheme of work and lesson notes
- (d) Produces teaching aids for effective teaching and learning
- (e) Produces and maintain school record
- (f) Participates in the execution of the entire school curriculum
- (g) Supervises, counsels and disciplines pupils
- (h) Carries out any other duties as may be assigned
- (i) Provides professional and community service

Principal Master**CONTISS II**

- (a) Teaches pupils
- (b) Organizes practicals, vocational and field activities for pupils
- (c) Produces scheme of work and lesson notes
- (d) Produces teaching aids for effective teaching and learning
- (e) Produces and maintain school record
- (f) Participates in the execution of the entire school curriculum
- (g) Supervises, counsels and disciplines pupils
- (h) Participates in school management
- (i) Carries out any other duties as may be assigned
- (j) Provides professional and community service.

Chief Master**CONTISS 13**

- (a) Teaches pupils
- (b) Organizes practicals, vocational and field activities for pupils
- (c) Produces scheme of work and lesson notes
- (d) Produces teaching aids for effective teaching and learning
- (e) Produces and maintain school record
- (f) Participates in the execution of the entire yearly curriculum
- (g) Supervises, counsels and disciplines pupils
- (h) Assists in the supervision of all staff
- (i) Participates in the in-service training of staff
- (j) Carries out any other duties as may be assigned
- (k) Provides professional and community service.

Head Master**CONTISS 14**

- (a) Is responsible to the Vice Chancellor for the smooth running of the school
- (b) Manages and provides leadership for the school
- (c) Directs all administrative functions of the school

- (d) Provides leadership in the in-service training of staff
- (e) Ensures the execution of the entire yearly curriculum
- (f) Supervises and disciplines staff and pupils
- (g) Teaches pupils
- (h) Produces scheme of work and lesson notes
- (i) Carries out any other duties as may be assigned
- (j) Provides professional and community service

6.28 Engineer Cadre

Engineer	CONTISS 8
Senior Engineer	CONTISS 9
Principal Senior Engineer	CONTISS 11
Assistant Chief Engineer	CONTISS 12
Chief Engineer	CONTISS 13
Deputy Director	CONTISS 14

Duties

Engineer I **CONTISS 8**

- (a) Assists in carrying out basic Engineering Design
- (b) Assists the Project Engineer
- (c) Assists in the supervision of engineering services and elements on project
- (d) Carries out any other duties as may be assigned
- (e) Provides professional and community service

Senior Engineer **CONTISS 9**

- (a) Carries out basic Engineering Design
- (b) Assists Project Engineer
- (c) Assists in the supervision of all engineering services and elements on project
- (d) Assists in the assessment of engineering designs for adequacy in standard
- (e) Assists in the monitoring and controls execution of engineering projects
- (f) Carries out any other duties as may be assigned.
- (g) Provides professional and community service

Principal Senior Engineer **CONTISS 11**

- (a) Carries out Engineering Designs and project planning
- (b) Serves as Project Engineer in minor project
- (c) Supervises engineering services and elements on projects
- (d) Assesses engineering designs for adequacy in standards

- (e) Monitors and controls the execution of engineering projects for cost effectiveness
- (f) Carries out any other duties as may be assigned
- (g) Provides professional and community service

Assistant Chief Engineer

CONTISS 12

- (a) Carries out Engineering Designs and project planning
- (b) Serves as Project Engineer in medium projects
- (c) Supervises all engineering services and elements on project
- (d) Assesses engineering designs for adequacy in standards
- (e) Monitors and controls the execution of engineering projects for cost effectiveness
- (f) Participates in the preparation of Annual Capital Estimates and Budgetary Allocations for all engineering projects services for the university
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community service

Chief Engineer

CONTISS 13

- (a) Supervises Engineering Designs and project planning
- (b) Serves as Project Engineer in major projects
- (c) Supervises all engineering services and elements on projects
- (d) Assesses Engineering Designs for adequacy in standards
- (e) Monitors and controls the execution of engineering projects for cost effectiveness
- (f) Participates in the preparation of Annual Capital Estimates and Budgetary Allocations for all engineering projects services for the university
- (g) Assists in preparing the Quarterly and Annual Reports for the Estate Department
- (h) Assists in preparing the Annual Budget for the Estate Department
- (j) Carries out any other duties as may be assigned.
- (k) Provides professional and community service

Deputy Director

CONTISS 14

- (a) Plays a major role in :
 - (i) planning Engineering Designs of projects
 - (ii) monitoring and supervision of facilities
 - (iii) ensuring cost effectiveness in projects

- (b) Participates in the recommendation and updating of the University Master Plan and Environmental Policy
- (c) Provides effective supervision of other professionals in the Estate Department
- (d) Participates in preparing the Annual Capital Estimates and Budgetary Allocations for all engineering projects services for the university
- (e) Participates in preparing the Quarterly and Annual Reports for the Estate Department
- (f) Participates in preparing the Annual Budget for the Estate Department
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community service

6.29 Architect Cadre

Architect I	CONTISS 8
Senior Architect	CONTISS 9
Principal Architect	CONTISS 11
Assistant Chief Architect	CONTISS 12
Chief Architect	CONTISS 13
Deputy Director	CONTISS 14

Duties

Architect I **CONTISS 8**

- (a) Assists in carrying out basic architectural Designs for new and rehabilitation works
- (b) Assists in assessing design briefs
- (c) Assists in supervising draughts-men in producing working architectural drawings
- (d) Carries out other duties as may be assigned
- (e) Provides professional and community service

Senior Architect **CONTISS 9**

- (a) Assists in carrying out architectural designs for new and rehabilitation works
- (b) Assists the Project Architect on capital project
- (c) Assists in assessing architectural design briefs
- (d) Supervises draughts-men in producing working architectural drawings
- (e) Carries out any other duties as may be assigned
- (f) Provides professional and community service

Principal Architect**CONTISS 11**

- (a) Undertakes architectural designs for new and rehabilitation works
- (b) Serves as Project Architect on minor Capital Projects
- (c) Assesses architectural design briefs
- (d) Supervises draughts-men in producing working architectural drawing
- (e) Carries out other duties as may be assigned
- (f) Provides professional and community service

Assistant Chief Architect**CONTISS 12**

- (a) Undertakes architectural designs for new and rehabilitation works
- (b) Serves as Project Architect on some major Capital Project
- (c) Assesses architectural design briefs
- (d) Supervises draughts-men in producing working architectural drawings
- (e) Assists in the preparation of the Annual Capital Estimates and cost effective physical allocation to project
- (f) Assists in the up-dating the inventory of building spaces
- (g) Carries out other duties as may be assigned
- (h) Provides professional and community service

Chief Architect**CONTISS 13**

- (a) Responsible for the planning, design , construction, monitoring and supervision of new facilities
- (b) Ensures cost effectiveness in the execution of design of Architectural Designs
- (c) Provides effective supervision of other professionals in the unit
- (d) Cross checks all working drawings to ensure that there are no discrepancies
- (e) Cross checks all drawings against Bill of Quantities to ensure conformity
- (f) Participates in meetings with contractors on Architectural Project Proposals
- (g) Prepares the Annual budget for the unit
- (h) Prepares the Quarterly and Annual Reports for the unit
- (i) Carries out any other duties as may be assigned
- (j) Provides professional and community service

Deputy Director**CONTISS 14**

- a) Responsible for planning, design, construction, monitoring and supervision of new facilities

- b) Ensures cost effectiveness in the execution of design of architectural designs
- c) Provides effective supervision of other professionals in the Unit
- d) Cross checks all working drawings to ensure that there are no discrepancies
- e) Cross checks all drawings against bill of quantities to ensure conformity
- f) Participates in meetings with contractors on architectural project proposal
- g) Prepares the Annual Budget for the Unit
- h) Prepares the Quarterly and Annual Report for the Unit
- i) Carries out any other duties as may be assigned
- j) Provides professional and community service

6.30 QUANTITY SURVEYOR CADRE

Quantity Surveyor	CONTISS 8
Senior Quantity Surveyor	CONTISS 9
Principal Quantity Surveyor	CONTISS 11
Assistant Chief Quantity Surveyor	CONTISS 12
Chief Quantity Surveyor	CONTISS 13

Duties:

- Quantity Surveyor** **CONTISS 8**
- (a) Assists in preparing Bills of Quantities and estimates of proposed works
 - (b) Assists in valuation of Interim Certificate of Payments
 - (c) Serves as Quantity Surveyor and Cost Planner on medium projects
 - (d) Carries out any other duties as may be assigned
 - (e) Provides professional and community service

- Senior Quantity Surveyor** **CONTISS 9**
- (a) Assists in the preparation of Bills of Quantities and estimates of proposed works
 - (b) Assists in the valuation of Interim Certificate of Payments
 - (c) Assists the Quantity Surveyor and Cost Planner of major projects in the control of the costs of construction works
 - (d) Carries out any other duties as may be assigned
 - (e) Provides professional and community service

- Principal Quantity Surveyor** **CONTISS 11**
- (a) Prepares Bills of Quantities and Estimates of proposed works

- (b) Carries out valuation for Interim Certificate of Payment
- (c) Makes input in the cost of construction works and assesses the financial implications of project proposals
- (d) Carries out any other duties as may be assigned
- (e) Provides professional and community service

Assistant Chief Quantity Surveyor **CONTISS 12**

- (a) Prepares Bills of Quantities and estimates of proposed works
- (b) Carries out valuation for Interim Certificates of Payments
- (c) Serves as Quantity Surveyor and Cost Planner on major project
- (d) Controls cost of construction works and assesses financial implications of project proposals
- (e) Assists in the preparation of Capital Estimate and review of Rolling Plans
- (f) Carries out any other duties as may be assigned
- (g) Provides professional and community service

Chief Quantity Surveyor **CONTISS 13**

- (a) Provides leadership in:
 - (i) the preparation of bills of quantities and estimates of proposed works
 - (ii) carrying out of valuation for Interim Certificate of Payments
 - (iii) the assessment of the financial implications of proposed projects
- (b) Advises on cost decisions and review of Rolling Plans
- (c) Participates in updating of Fixed Assets Register
- (d) Prepares Annual Budget for the unit
- (e) Prepares the Quarterly and Annual Reports for the unit
- (f) Carries out any other duties as may be assigned
- (g) Provides professional and community service

6.31	Campus Planner Cadre	
	Campus Planner	CONTISS 8
	Senior Campus Planner	CONTISS 9
	Principal Campus Planner	CONTISS 11
	Assistant Chief Campus Planner	CONTISS 12
	Chief Campus Planner	CONTISS 13

Duties	
Campus Planner	CONTISS 8

- (a) Assists in environmental management and beautification of the campus
- (b) Assists in the establishing of records and documents relating to the University land area and land use
- (c) Carries out any other duties as may be assigned
- (d) Provides professional and community service

Senior Campus Planner **CONTISS 9**

- (a) Assists in establishing records and documents relating to the University land area and land use
- (b) Assists in the demarcation, survey and management of University land
- (c) Assists in environmental management and the beautification of the campus
- (d) Assists in the layout of construction projects
- (e) Carries out any other duties as may be assigned
- (f) Provides professional and community service

Principal Campus Planner **CONTISS 11**

- (a) Participates in establishing and maintaining records and documents relating to the University land area and land use
- (b) Participates in the demarcation, survey and management of University land
- (c) Participates in the environmental management and beautification of the campus
- (d) Participates in the layout of construction projects
- (e) Carries out any other duties as may be assigned
- (f) Provides professional and community service

Assistant Chief Campus Planner **CONTISS 12**

- (a) Maintains records and documents relating to the University land area and land use
- (b) Demarcates, surveys and manages University land
- (c) Manages the environment and the beautification of the campus
- (d) Lays out construction projects
- (e) Carries out any other duties as may be assigned
- (f) Provides professional and community service

Chief Campus Planner **CONTISS 13**

- (a) Establishes and maintains records and documents relating to land area and land use

- (b) Updates the University Master Plan and Fixed Assets Register
- (c) Recommends on the University environmental policy
- (d) Prepares the Annual Budget For the Unit
- (e) Preparing the Quarterly and Annual Reports for the unit
- (f) Carries out any other duties as may be assigned
- (g) Provides professional and community service

6.32 Building Cadre

Building Officer II	CONTISS 7
Building Officer I	CONTISS 8
Principal Building Officer II	CONTISS 9
Principal Building Officer I	CONTISS 11
Assistant Chief Building Officer	CONTISS 12
Chief Building Officer	CONTISS 13

Duties

Building Officer II **CONTISS 7**

- a) Carrying out work study and analysing estimates including productivity
- b) Preparing materials, plant and labour schedule
- c) Participating in the planning, production and control of building projects
- d) Participating in the planning, production and control of furniture
- e) Supervising and monitoring projects under construction to ensure conformity with approved quality of materials

Building Officer I **CONTISS 8**

- a) Participating in the planning, execution and control of all maintenance works
- b) Preparing programmes for preventive and routine maintenance of buildings
- c) Assisting in the training of junior Building Officers and supporting staff
- d) Maintaining and updating Building Registers
- e) Supervising Government Buildings under construction

Principal Building Officer II **CONTISS 9**

- a) Monitoring and documenting all ongoing Government building projects
- b) Supervising the training of Junior Building Officers
- c) Carrying out building surveys and recommending progress report
- d) Supervising the activities of supporting officers

Principal Building Officer I**CONTISS 11**

- a) Monitoring progress Government Capital Projects
- b) Preparing recurrent estimates for the Division
- c) Preparing programme for routine and planned maintenance of all Government Buildings
- d) Preparing Building Officer's Final Reports on all Government Buildings

Assistant Chief Building Officer**CONTISS 12**

- a) Ensuring proper execution of all Government Building Projects
- b) Taking part in execution of maintenance and construction works
- c) Scrutinizing progress reports on all projects and preparing periodicals report
- d) Coordinating the activities of a Section

Chief Building Officer**CONTISS 13**

- a) Taking charge of the general administration of a Division/Department
- b) Assisting in the general administration of the Department
- c) Liaising with professional bodies in Building Projects
- d) Participating in the commissioning of all building projects
- e) Advising on the formulation, execution and review of policies and progress on matters relating to building projects

6.33 Technical Cadre

Technical Officer	CONTISS 6
Higher Technical Officer	CONTISS 7
Senior Technical Officer	CONTISS 8
Principal Technical Officer II	CONTISS 9
Principal Technical Officer I	CONTISS 11
Assistant Chief Technical Officer	CONTISS 12
Chief Technical Officer	CONTISS 13

Duties**Technical Officer****CONTISS 6**

- (a) Assists in regular maintenance of equipment, roads, building and services
- (b) Assists in quality control and cost effectiveness of materials purchased for maintenance
- (c) Assists in identifying maintenance needs in existing facilities in the University
- (d) Carries out any other duty as may be assigned
- (e) Provides professional and community service

Higher Technical Officer

CONTISS 7

- (a) Assists in regular maintenance of equipment, roads, building and services
- (b) Assists in quality control and cost effectiveness of materials purchased for maintenance
- (c) Assists in identifying maintenance needs in existing facilities in the University
- (d) Carries out any other duty as may be assigned
- (e) Provides professional and community service

Senior Technical Officer

CONTISS 8

- (a) Assists in regular maintenance of equipment, roads, building and services
- (b) Assists in quality control and the cost effectiveness of materials purchased for maintenance
- (c) Assists in identifying maintenance needs in existing facilities in the University
- (d) Caries out any other duty as may be assigned
- (e) Provides professional and community service

Principal Technical Officer II

CONTISS 9

- (a) Participates in regular maintenance of equipment, roads, building and services
- (b) Participates in quality control and the cost effectiveness of materials purchased for maintenance Identifies maintenance needs in existing facilities in the University
- (d) Carries out any other duty as may be assigned
- (e) Provides professional and community service

Principal Technical Officer I

CONTISS 11

- (a) Regularly maintains equipment, roads, building and services
- (b) Maintains quality control and the cost effectiveness of materials purchased for maintenance
- (c) Identifies maintenance needs in existing facilities in the University
- (d) Carries out any other duty as may be assigned
- (e) Provides professional and community service

Assistant Chief Technical Officer **CONTISS 12**

- (a) Regularly maintains equipment, roads, building and services
- (b) Assists in ensuring quality control and the cost effectiveness of materials purchased for maintenance
- (c) Identifies maintenance needs in existing facilities in the University
- (d) Carries out any other duty as may be assigned
- (e) Provides professional and community service

Chief Technical Officer **CONTISS 13**

- (a) Leads team in the regular maintenance of equipment, roads, building and services
- (b) Ensures quality control and the cost effectiveness of materials purchased for maintenance
- (c) Leads in the identification of maintenance needs in existing facilities in the University
- (d) Carries out any other duty as may be assigned
- (e) Provides professional and community service

6.34 Works Superintendent

Works Superintendent	CONTISS 6
Higher Works Superintendent	CONTISS 7
Senior Works Superintendent	CONTISS 8
Principal Works Superintendent II	CONTISS 9
Principal Works Superintendent I	CONTISS 11
Assistant Chief Works Superintendent	CONTISS 12
Chief Works Superintendent	CONTISS 13

Duties

Works Superintendent **CONTISS 6**

- (a) Assists in supervising the construction and maintenance of buildings
- (b) Assists in carrying on site measuring for Interim Valuation and Final Account
- (c) Assists in preparing Estimates for buildings
- (d) Assists in testing and supervising electrical installation works
- (e) Assists in locating faults and effecting repairs on electrical installations and machines
- (f) Assists in servicing all mechanical plants and transport vehicles
- (g) Assists in carrying out regular and proper maintenance of water works
- (h) Assists in laying and maintaining Water Mains
- (i) Assists in preparing Estimates for all types of

road works and Petty Contracts

- (j) Carries out any other duty as may be assigned
- (k) Provides professional and community service

Higher Works Superintendent

CONTISS 7

- (a) Assists in supervising the construction and maintenance of buildings
- (b) Assists in carrying on site measuring for Interim Valuation and Final Account
- (c) Assists in preparing Estimates for buildings
- (d) Assists in testing and supervising electrical installation works
- (e) Assists in locating faults and effecting repairs on electrical installations and machines
- (f) Assists in servicing all mechanical plants and transport vehicles
- (g) Assists in carrying out regular and proper maintenance of water works
- (h) Assists in laying and maintaining Water Mains
- (i) Assists in preparing Estimates for all types of road works and Petty Contracts
- (j) Carries out any other duty as may be assigned
- (k) Provides professional and community service

Senior Works Superintendent

CONTISS 8

- (a) Assists in supervising the construction and maintenance of buildings
- (b) Assists in carrying on site measuring for Interim Valuation and Final Account
- (c) Assists in preparing Estimates for buildings
- (d) Assists in testing and supervising electrical installation works
- (e) Assists in locating faults and effecting repairs on electrical installations and machines
- (f) Assists in servicing all mechanical plants and transport vehicles
- (g) Assists in carrying out regular and proper maintenance of water works
- (h) Assists in laying and maintaining Water Mains
- (i) Assists in preparing Estimates for all types of road works and Petty Contracts
- (j) Carries out any other duty as may be assigned
- (k) Provides professional and community service

Principal Works Superintendent II

CONTISS 9

- (a) Constructs and maintains buildings
- (b) Carries on site measuring for Interim Valuation and Final Account
- (c) Prepares Estimates for buildings

- (d) Tests and supervises electrical installation work
- (e) Locates faults and effects repairs on electrical installations and machines
- (f) Services all mechanical plants and transport vehicles
- (g) Carries out regular and proper maintenance of water works
- (h) Lays and maintains Water Mains
- (i) Prepares Estimates for all types of road works and Petty Contracts
- (j) Carries out any other duty as may be assigned
- (k) Provides professional and community service

Principal Works Superintendent I

CONTISS 11

- (a) Constructs and maintains buildings
- (b) Carries out on site measuring for Interim Valuation and Final Account
- (c) Prepares Estimates for buildings
- (d) Tests electrical installation works
- (e) Locates faults and effecting repairs on installations and machines
- (f) Services all mechanical plants and transport vehicles
- (g) Carries out of regular and proper maintenance of water works
- (h) Lays and maintains of Water Mains
- (i) Prepares estimates for all types of road works and Petty Contracts
- (j) Carries out any other duty as may be assigned
- (k) Provides professional and community service

Assistant Chief Works Superintendent

CONTISS I2

- (a) Assists in supervising the constructions and maintenance of buildings
- (b) Assists in carrying out of on site measuring for interim valuation and Final Account
- (c) Assists in supervising the preparation of estimates for buildings
- (d) Assists in supervising the testing of electrical installation works
- (e) Assists in supervising the location of faults and effecting repairs on installations and machines
- (f) Assists in supervising the servicing of all mechanical plants and transport vehicles
- (g) Assists in supervising the carrying out of regular and proper Maintenance of water works
- (h) Assists in supervising the laying and maintenance of water mains
- (j) Carries out any other duty as may be assigned
- (k) Provides professional and community service

Chief Works Superintendent

CONTISS 13

- (a) Supervises the constructions and maintenance of buildings
- (b) Supervises the carrying out of on site measuring for interim valuation and Final Account
- (c) Supervises the preparing estimates for buildings
- (d) Supervises the testing of electrical installation works
- (e) Supervises the location of faults and effecting repairs on installations and machines
- (f) Supervises the servicing of all mechanical plants and transport vehicles
Supervises the carrying out of regular and proper Maintenance of water works
- (h) Supervises the laying and maintenance of water mains
- (i) Leads in the preparation of estimates for all types of road works and petty contracts
- (j) Carries out any other duty as may be assigned
- (k) Provides professional and community service

6.35 Medical Officer Cadre

Medical Officer	CONTISS 11
Senior Medical Officer	CONTISS 12
Principal Medical Officer	CONTISS 13
Assistant Chief Medical Officer	CONTISS 14
Chief Medical Officer	CONTISS 15
Director University Health Services	CONTISS 15

Duties

Medical Officer

CONTISS 11

- (a) Carries out general out-patient duties
- (b) Attends to emergencies
- (c) Takes Call Duties
- (d) Participates in controlling epidemics in the community
- (e) Ensures community vaccination coverage
- (f) Performs minor medical procedures
- (g) Carries out other duties as may be assigned
- (h) Provides professional and community service

Senior Medical Officer

CONTISS 12

- (a) Carries out general out-patient duties
- (b) Attends to emergencies

- (c) Takes Call Duties
- (d) Participates in controlling epidemics in the community
- (e) Ensures community vaccination coverage
- (f) Performs minor medical procedures
- (g) Assists in the review of the management of patients by junior colleagues
- (h) Carries out minor surgical procedures
- (i) Attends to ante-natal cases and refers as appropriate
- (j) Participates in ante-natal and paediatrics care
- (k) Participates in health promotion activities among students and staff
- (l) Carries out other duties as may be assigned
- (m) Provides professional and community service

Principal Medical Officer

CONTISS 13

- (a) Carries out general out-patient duties
- (b) Attends to emergencies
- (c) Takes Call Duties
- (d) Participates in controlling epidemics and health promotion activities among students and staff
- (e) Ensures community vaccination coverage
- (f) Carries out minor medical procedures
- (g) Participates in the review of the management of patients by junior colleagues
- (h) Attends to ante-natal and paediatrics care and refers as appropriate
- (i) Assists in updating the professional knowledge and practice of junior colleagues
- (j) Carries out other duties as may be assigned
- (k) Provides professional and community service

Assistant Chief Medical Officer

CONTISS 14

- (a) Carries out general out-patient duties
- (b) Attends to emergencies
- (c) Takes Call Duties
- (d) Participates in controlling epidemics and health promotion activities among students and staff
- (e) Ensures community vaccination coverage
- (f) Carries out minor medical procedures
- (g) Reviews the management of patients by subordinates

- (h) Attends to ante-natal and paediatrics care and refers, as appropriate
- (i) Participates in the updating the professional knowledge and practice of junior colleagues
- (j) Participates in recommending drugs, dressings and health care equipment for purchase
- (k) Carries out other duties as may be assigned
- (l) Provides professional and community service

Chief Medical Officer

CONTISS 15

- (a) Carries out general out-patient duties
- (b) Attends to emergencies
- (c) Takes Call Duties
- (d) Participates in initiating programmes for the control of epidemics and other health promoting activities among staff and students
- (e) Participates in ensuring community vaccination coverage
- (f) Carries out minor medical procedures
- (g) Reviews the management of patients by subordinates
- (h) Attends to ante-natal and paediatrics care and refers as appropriate
- (i) Participates in initiating In-service training programmes for the update of the professional knowledge and practice of Medical Doctors
- (j) Participates in the production of the Annual Budget for the University Health Services
- (k) Participates in the production of the Quarterly and Annual Reports the University Health Services
- (l) Recommends the purchase of drugs, dressings and health care equipment
- (m) Carries out other duties as may be assigned
- (n) Provides professional and community service

Director University Health Services

CONTISS 15

- (a) Is responsible to the Vice-Chancellor for providing leadership in the University Health Care Services
- (b) Carries out general out-patient duties
- (c) Attends to emergencies
- (d) Oversees Call Duties
- (e) Initiates programmes for controlling epidemics and health promotion activities among students and staff
- (f) Ensures community vaccination coverage
- (g) Carries out minor medical procedures

- (h) Reviews the management of patient by subordinates
- (i) Attends to ante-natal and paediatrics care and refers, as appropriate
- (j) Initiates In-Service training programmes for the update of the professional knowledge and practice of all categories of staff in the University Health Services
- (k) Produces the Annual Budget for the University Health Services
- (l) Produces Quarterly and Annual Reports the University Health Services
- (m) Procures health care equipment, dressings and drugs
- (n) Serves on the University Medical Board
- (o) Authenticates Medical Reports and Sick Leave
- (p) Ensures the computerization of students and staff health records
- (q) Carries out other duties as may be assigned
- (r) Provides professional and community service

6.36 Medical/Dental Officer Cadre

Medical/Dental Officer	CONTISS 11
Senior Medical/Dental Officer	CONTISS 12
Principal Medical/Dental Officer	CONTISS 13
Assistant Chief Medical/Dental Officer	CONTISS 14
Chief Medical/Dental Officer	CONTISS 15
Head of Unit (Chief Medical/Dental Officer)	CONTISS 15

Duties

Medical/Dental Officer CONTISS 11

- (a) Diagnoses and manages diseases manifested in the oral cavity
- (b) Carries out minor oral surgeries including extraction of erupted and impacted teeth
- (c) Gives medical and other forms of treatment for dental disorders
- (d) Corrects mal-position of teeth
- (e) Replaces lost tooth by bridge work or dentures
- (f) Carries out root canal treatment
- (g) Replaces portions of tooth crown by in-lay or artificial crown
- (h) Provides preventive and curative services for dental and oral diseases and disorders
- (i) Removes pathological portions of the disordered teeth and restores them to normal form and functions

- (j) Participates in carrying out dental health education to staff and students
- (k) Carries out any other duties as may be assigned
- (l) Provides professional and community service

Senior Medical/Dental Officer

CONTISS 12

- (a) Diagnoses and manages diseases manifested in the oral cavity
- (b) Carries out minor oral surgeries including extraction of erupted and impacted teeth
- (c) Gives medical and other forms of treatment for dental disorders
- (d) Corrects mal-position of teeth
- (e) Replaces lost tooth by bridge work or dentures
- (f) Carries out root canal treatment
- (g) Replaces portions of tooth crown by in-lay or artificial crown
- (h) Provides preventive and curative services for dental and oral diseases and disorders
- (i) Removes pathological portions of the disordered teeth and restores them to normal form and functions
- (j) Participates in carrying out dental health education to staff and students
- (k) Assists in the review of the management of patients by junior colleagues
- (l) Carries out any other duties as may be assigned
- (m) Provides professional and community service

Principal Medical/Dental Officer

CONTISS 13

- (a) Diagnoses and manages diseases manifested in the oral cavity
- (b) Carries out minor oral surgeries including extraction of erupted and impacted teeth
- (c) Gives medical and other forms of treatment for dental disorders
- (d) Corrects mal-position of teeth
- (e) Replaces lost tooth by bridge work or dentures
- (f) Carries out root canal treatment
- (g) Replaces portions of tooth crown by in-lay or artificial crown
- (h) Provides preventive and curative services for dental and oral diseases and disorders
- (i) Removes pathological portions of the disordered teeth and restores them to normal form and functions
- (j) Participates in carrying out dental health education to staff and students
- (k) Participates in the review of the management of

- patients by junior colleagues
- (l) Assists in updating the professional knowledge and practice of junior colleagues
- (m) Assist in advising on the suitability of various dental equipment
- (n) Assists in the maintenance of reasonable store of essential dental consumables
- (o) Carries out any other duties as may be assigned
- (p) Provides professional and community service

Assistant Chief Medical/Dental Officer

CONTISS 14

- (a) Diagnoses and manages diseases manifested in the oral cavity
- (b) Carries out minor oral surgeries including extraction of erupted and impacted teeth
- (c) Gives medical and other forms of treatment for dental disorders
- (d) Corrects mal-position of teeth
- (e) Replaces lost tooth by bridge work or dentures
- (f) Carries out root canal treatment
- (g) Replaces portions of tooth crown by in-lay or artificial crown
- (h) Provides preventive and curative services for dental and oral diseases and disorders
- (i) Removes pathological portions of the disordered teeth and restores them to normal form and functions
- (j) Participates in carrying out dental health education to staff and students
- (k) Participates in the review of the management of patients by junior colleagues
- (l) Assists in updating the professional knowledge and practice of junior colleagues
- (m) Assist in advising on the suitability of various dental equipment
- (n) Assists in the maintenance of reasonable store of essential dental consumables
- (o) Assists in the preparation of Quarterly and Annual Reports for the unit
- (p) Assists in advising on the procurement of consumables and dental equipment
- (q) Assists in initiating In-Service training programmes for staff
- (r) Carries out any other duties as may be assigned
- (s) Provides professional and community service

Chief Medical/Dental Officer**CONTISS 15**

- (a) Diagnoses and manages diseases manifested in the oral cavity
- (b) Carries out minor oral surgeries including extraction of erupted and impacted teeth
- (c) Gives medical and other forms of treatment for dental disorders
- (d) Corrects mal-position of teeth
- (e) Replaces lost tooth by bridge work or dentures
- (f) Carries out root canal treatment
- (g) Replaces portions of tooth crown by in-lay or artificial crown
- (h) Provides preventive and curative services for dental and oral diseases and disorders
- (i) Removes pathological portions of the disordered teeth and restores them to normal form and functions
- (j) Carries out dental health education to staff and students
- (k) Participates in recommending on the purchase of suitable dental equipment and consumables
- (l) Participates in the maintenance of reasonable dental stores for essential services
- (m) Participates in the preparation of Quarterly and Annual Reports for the unit
- (n) Participates in initiating In-Service training programmes for staff
- (o) Carries out any other duties as may be assigned
- (p) Provides professional and community service

Head of Unit (Chief Medical/Dental Officer)**CONTISS 15**

- (a) In-charge of the Dental Unit
- (b) Leads in the diagnoses and management of diseases manifested in the oral cavity
- (c) Leads in carrying out minor oral surgeries including extraction of erupted and impacted teeth
- (d) Gives medical and other forms of treatment for dental disorders
- (e) Leads in the correction of mal-position of teeth
- (f) Leads in the replacement of lost tooth by bridge work or dentures
- (g) Carries out root canal treatment
- (h) Replaces portions of tooth crown by in-lay or artificial crown
- (i) Provides preventive and curative services for dental and oral diseases and disorders
- (j) Removes pathological portions of the disordered teeth and restores them to normal form and functions
- (k) Initiates dental health education programmes for staff and students

- (l) Is in-charge various dental equipment in the unit
- (m) Is in-charge of the maintenance of reasonable stores for essential dental service
- (n) Provides Quarterly and Annual Reports for the unit
- (o) Recommends on the procurement of consumables and dental equipment
- (p) Ensures that the training of junior colleagues
- (q) Initiates In-Service training programmes for staff
- (r) Carries out any other duties as may be assigned
- (s) Provides professional and community service

6.37 Pharmacist Cadre

Pharmacist	CONTISS 9
Senior Pharmacist	CONTISS 11
Principal Pharmacist	CONTISS 12
Chief Pharmacist	CONTISS 13
Assistant Director	CONTISS 14
Director	CONTISS 15

Duties

Pharmacist CONTISS 9

- (a) Carries out general dispensing and compounding of drugs
- (b) Attends to emergencies
- (c) Participates in the counselling of patients on the proper use of drugs
- (d) Carries out any other duties as may be assigned
- (e) Provides professional and community service

Senior Pharmacist CONTISS 11

- (a) Carries out general dispensing and compounding of drugs
- (b) Attends to emergencies
- (c) Participates in educating and counselling of staff and students on the proper use of drugs
- (d) Assists in the proper storage and record keeping of drugs, dressing and other medical supplies
- (e) Assists in the maintenance of Quality Assurance in the Medical Store
- (f) Assists in the control and issuance of drugs
- (g) Provides technical information and advises on drugs to patients
- (h) Carries out any other duties as may be assigned
- (i) Provides professional and community service

Principal Pharmacist**CONTISS 12**

- (a) Carries out general dispensing and compounding of drugs
- (b) Attends to emergencies
- (c) Participates in educating and counselling of staff and students on the proper use of drugs
- (d) Participates in the proper storage and record keeping of drugs, dressing and other medical supplies
- (e) Participates in the maintenance of Quality Assurance in the Medical Store
- (f) Assists in the control and issuance of drugs
- (g) Provides technical information and advises on drugs to patients
- (h) Assists in training junior colleagues
- (i) Carries out any other duties as may be assigned
- (j) Provides professional and community service

Chief Pharmacist**CONTISS 13**

- (a) Carries out general dispensing and compounding of drugs
- (b) Attends to emergencies
- (c) Participates in the education and counselling of staff and students on the proper use of drugs
- (d) Participates in identifying the drugs, dressing and other medical supplies to be procured
- (e) Ensures the maintenance of Quality Assurance in the Medical Store
- (f) Provides technical information and advises on drugs to patients
- (g) Supervises the proper storage and record keeping of drugs, dressing and other medical supplies
- (h) Trains junior colleagues
- (i) Assists in initiating In-Service training programmes for staff
- (j) Assists in the preparation of Quarterly and Annual Reports for the unit
- (k) Assists in the preparation of Annual Budget for the unit
- (l) Assists in recommending on the procurement of drugs and equipment
- (m) Carries out any other duties as may be assigned
- (n) Provides professional and community service

Assistant Director**CONTISS 14**

- (a) Dispensing and compounds of drugs
- (b) Attends to emergencies
- (c) Educates and counsels of staff and students on the proper use of drugs
- (d) Participates in ensuring Quality Assurance in the Medical Store
- (e) Provides technical information and advise on drugs to patients

- (f) Participates in the preparation of Quarterly and Annual Reports for the unit
- (g) Trains junior colleagues
- (h) Participates in the preparation of Annual Budget for the Unit
- (i) Participates in initiating staff development training programmes for the Unit
- (j) Participates in recommending on the procurement of drugs and equipment
- (k) Carries out any other duties as may be assigned
- (l) Provides professional and community service

Director

CONTISS 15

- (a) Heads the Pharmacy Unit
- (b) Leads in the dispensing and compounding of drugs
- (c) Attends to emergencies
- (d) Initiates programmes for the education and counselling of staff and students on the proper use of drugs
- (e) Ensures proper storage and record keeping of drugs, dressing and other medical supplies
- (f) Maintains Quality Assurance in the Medical Store
- (g) Provides technical information and advises on drugs to patients
- (h) Recommends and participates in the procurement of drugs
- (i) Is in-charge of the maintenance of reasonable stores for essential dental service
- (j) Prepares Quarterly and Annual Reports for the unit
- (k) Ensures the training of junior colleagues by senior ones
- (l) Prepares Annual Budget for the unit
- (m) Initiates In-Service training programmes for staff
- (n) Carries out any other duties as may be assigned
- (o) Provides professional and community service

6.38 Nurse Tutor Cadre

Nurse Tutor II	CONTISS 7
Nurse Tutor I	CONTISS 8
Senior Nurse Tutor	CONTISS 9
Principal Nurse Tutor	CONTISS 11
Assistant Chief Nurse Tutor	CONTISS 12
Chief Nurse Tutor	CONTISS 13

Duties

Nurse Tutor II

CONTISS 7

- (a) Assists in demonstrating and supervising undergraduate Nursing students in the practical aspects of Nursing,

in accordance with the standards required by the Nursing Council of Nigeria

- (b) Assists in taking custody of practical teaching equipment
- (c) Assists in applying up-to-date methods of teaching
- (d) Carries out any other duties as may be assigned
- (e) Provides professional and community service

Nurse Tutor I

CONTISS 8

- (a) Assists in demonstrating and supervising undergraduate Nursing students in the practical aspects of Nursing, in accordance with the standards required by the Nursing Council of Nigeria
- (b) Assists in the supervision of the proper use of equipment
- (c) Assists in assessing students' progress towards professionalism, competence and maturity
- (d) Assists in applying up-to-date teaching methods
- (e) Guides students during practical training
- (f) Carries out any other duties as may be assigned
- (g) Provides professional and community service

Senior Nurse Tutor

CONTISS 9

- (a) Demonstrates and supervises undergraduate Nursing students in the practical aspects of Nursing, in accordance with the standards required by the Nursing Council of Nigeria
- (b) Assists in supervising the proper use of equipment
- (c) Assists in assessing students' progress towards professionalism, competence and maturity
- (d) Assists in applying up-to-date teaching methods
- (e) Guides students during practical training
- (f) Carries out any other duties as may be assigned
- (g) Provides professional and community service

Principal Nurse Tutor

CONTISS 11

- (a) Teaches and supervises undergraduate Nursing students in the practical aspects of Nursing, in accordance with the standards required by the Nursing Council of Nigeria
- (b) Supervises the care and proper use of teaching equipment
- (c) Undertakes assessment of students progress towards professionalism, competence and maturity
- (d) Applies up-to-date and effective methods of teaching
- (e) Gives guidance to students on special courses

- (f) Assists in the supervision of students in internal and clinical experiences
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community service

Assistant Chief Nurse Tutor **CONTISS 12**

- (a) Teaches and supervises undergraduate Nursing students in the practical aspects of Nursing, in accordance with the standards required by the Nursing Council of Nigeria
- (b) Takes charge of teaching equipment
- (c) Undertakes assessment of students progress towards professionalism, competence and maturity
- (d) Assists in recommending and applying up-to-date and effective methods of teaching
- (e) Gives guidance to students on special courses
- (f) Supervises of students in internal and clinical experiences
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community service

Chief Nurse Tutor **CONTISS 13**

- (a) Supervises the teaching and supervision of undergraduate Nursing students in the practical aspects of Nursing, in accordance with the standards required by the Nursing Council of Nigeria
- (b) Recommends the teaching equipment required
- (c) Undertakes the assessment of students progress towards professionalism, competence and maturity
- (d) Recommends and applies up-to-date and effective teaching methods
- (e) Gives guidance to students on special courses
- (f) Supervises students in internal and clinical experiences
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community service

6.39 Staff Nurse/Midwife Cadre

Staff Nurse/Midwife	CONTISS 7
Nursing Officer	CONTISS 8
Senior Nursing Officer	CONTISS 9
Principal Nursing Officer	CONTISS 11
Assistant Chief Nursing Officer	CONTISS 12
Chief Nursing Officer	CONTISS 13

Duties

Staff Nurse/ Midwife **CONTISS 7**

- (a) Assists in carrying out general nursing care
- (b) Assists in carrying out midwifery and other specialized duties

- (c) Attends to emergencies
- (d) Assists in the supervision of clinical attendants
- (e) Carries out any other duties as may be assigned
- (f) Provides professional and community service

Nursing Officer

CONTISS 8

- (a) Assists in carrying out general nursing care
- (b) Assists in carrying out midwifery and other specialized duties
- (c) Attends to emergencies
- (d) Assists in the supervision of clinical attendants
- (e) Assists in keeping custody of medical equipment/instruments in the Unit
- (f) Assists in patients counselling
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community service

Senior Nursing Officer

CONTISS 9

- (a) Carries out general nursing care
- (b) Carries out midwifery and other specialized duties
- (c) Attends to emergencies
- (d) Assists in the supervision of Staff Nurses/Midwives
- (e) Assists in keeping custody of medical equipment/instruments in the Unit
- (f) Assists in patients counselling
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community service

Principal Nursing Officer

CONTISS 11

- (a) Carries out general nursing care
- (b) Carries out midwifery and other specialized duties
- (c) Attends to emergencies
- (d) Carries out general nursing care
- (e) Participates in the supervision of Staff Nurses/Midwives
- (f) Keeps custody of medical equipment/instruments in the Unit
- (g) Counsels patients
- (h) Admits of patients and administers resuscitating procedures
- (i) Writes Case Reports
- (j) Trains nurses and clinical attendants
- (k) Carries out any other duties as may be assigned
- (l) Provides professional and community service

Assistant Chief Nursing Officer**CONTISS 12**

- (a) Carries out general nursing care
- (b) Carries out midwifery and other specialized duties
- (c) Attends to emergencies
- (d) Carries out general nursing care
- (e) Supervises all junior colleagues
- (f) Keeps custody of medical equipment/instruments in the Unit
- (g) Counsels patients
- (h) Admits of patients and administers resuscitating procedures
- (i) Writes Case Reports
- (j) Trains nurses and clinical attendants
- (k) Carries out any other duties as may be assigned
- (l) Provides professional and community service

Chief Nursing Officer**CONTISS 13**

- (a) In-charge of the Nursing unit
- (b) Carries out general nursing care duties and midwifery procedures
- (d) Carries out other nursing duties in specialized areas
- (e) Attends to emergencies
- (f) Administers resuscitation procedures
- (g) Ensures the training of junior colleagues by senior ones
- (h) Initiates In-Service training programmes for Nurses
- (i) Prepares the Annual Budget for unit
- (j) Prepares the Quarterly and Annual Reports of the unit
- (k) Recommends the procurement of consumables and equipment/instruments for the Nursing Unit
- (l) Carries out any other duties as may be assigned
- (m) Provides professional and community service

6.40 Environmental Health Officer Cadre

Environmental Health Officer	CONTISS 6
Higher Environmental Health Officer	CONTISS 7
Senior Environmental Health Officer	CONTISS 8
Principal Environmental Health Officer II	CONTISS 9
Principal Environmental Health Officer I	CONTISS 11
Assistant chief Environmental Health Officer	CONTISS 12
Chief Environmental Health Officer	CONTISS 13

Duties**Environmental Health Officer****CONTISS 6**

- (a) Assists in ensuring proper environmental sanitation in the university
- (b) Assists in health education programmes for staff and students
- (c) Assists in the control of communicable diseases, their vectors and animal pests

Principal Environmental Health Officer II CONTISS 9

- (a) Participates in ensuring proper environmental sanitation in the university
- (b) Participates in health education programmes for staff and students
- (c) Assists in the control of communicable diseases, their vectors and animal pests
- (d) Assists in community immunization coverage
- (e) Assists in collecting food and water samples for bacteriological examinations from places where they are prepared
- (f) Assists in the training of Auxiliary Staff
- (g) Participates in regular sanitary inspection of students hostels, residential and academic areas
- (h) Assists in maintaining statistical records of immunization
- (i) Carries out surveillance and notification duty within the campus to ensure compliance with Hygiene Regulations
- (j) Carries out any other duties as may be assigned
- (k) Provides professional and community service

Principal Environmental Health Officer I CONTISS 11

- (a) Participates in ensuring proper environmental sanitation in the university
- (b) Participates in health education programmes for staff and students
- (c) Assists in the control of communicable diseases, their vectors and animal pests
- (d) Assists in community immunization coverage
- (e) Assists in collecting food and water samples for bacteriological examinations from places where they are prepared
- (f) Assists in the training of Auxiliary Staff
- (g) Participates in regular sanitary inspection of students hostels, residential and academic areas
- (h) Assists in maintaining statistical records of immunization
- (i) Carries out surveillance and notification duty within the campus to ensure compliance with Hygiene Regulations
- (j) Carries out any other duties as may be assigned
- (k) Provides professional and community service

Assistant Chief Environmental Health Officer CONTISS 12

- (a) Participates in health education programmes for staff and students
- (b) Assists in the initiation of environmental policies for the university

- (c) Participates in community immunization coverage
- (d) Participates in collecting food and water samples for bacteriological examinations from places where they were prepared
- (e) Trains and initiates training programmes for Auxiliary Staff
- (f) Participates in regular sanitary inspection of students hostels, residential and academic areas
- (g) Participates in maintaining statistical records of immunization
- (h) Carries out surveillance and notification duty within the campus to ensure compliance with Hygiene Regulations
- (i) Assists in initiating In-Service training programmes for staff
- (j) Assists in the preparation of the Quarterly and Annual Reports for the unit
- (k) Assists in the preparation of the Annual Budget for the unit
- (l) Carries out any other duties as may be assigned
- (m) Provides professional and community service

Chief Environmental Health Officer

CONTISS 13

- (a) In-charge of the Unit
- (b) Initiates the formulation, execution and review of university Health Policies/Programmes
- (c) Initiates In-Service training programmes for staff
- (d) Ensures the training of junior colleagues by senior ones
- (e) Supervises immunization activities against preventable diseases
- (f) Prepares the Annual Budget for Environmental Health Services unit
- (g) Prepares the Quarterly and Annual Reports for the unit
- (h) Maintains statistical records of immunization
- (i) Carries out any other duties as may be assigned
- (j) Provides professional and community service

6.41 Community Health Officer Cadre

Community Health Officer	CONTISS 6
Higher Community Health Officer	CONTISS 7
Senior Community Health Officer	CONTISS 8
Principal Community Health Officer II	CONTISS 9
Principal Community Health Officer I	CONTISS 11
Assistant Chief Community Health Officer I	CONTISS 12
Chief Community Health Officer	CONTISS 13

Duties

Community Health Officer

CONTISS 6

- (a) Carries out routine activities in the Primary Health Clinic
- (b) Assists in educating members of the community on their health needs

- (c) Assists in sterilizing equipment according to established procedures
- (d) Assists in dresses uncomplicated wounds according to prescriptions on clients cards
- (e) Assists in collecting and labelling specimens for laboratory test
- (f) Assists in dispensing drugs according to established procedures
- (g) Assists in counselling on Family Planning and also educating on Family Planning services
- (i) Carries out any other duties as may be assigned
- (j) Provides professional and community service

Higher Community Health Officer

CONTISS 7

- (a) Carries out routine activities in the Primary Health Clinic
- (b) Assists in educating members of the community on their health needs
- (c) Assists in sterilizing equipment according to established procedures
- (d) Assists in dresses uncomplicated wounds according to prescriptions on clients cards
- (e) Assists in collecting and labelling specimens for laboratory test
- (f) Assists in dispensing drugs according to established procedures
- (g) Assists in counselling on Family Planning and also educating on Family Planning services
- (i) Carries out any other duties as may be assigned
- (j) Provides professional and community service

Senior Community Health Officer

CONTISS 8

- (a) Assists in carrying out routine activities in the Primary Health Clinic
- (b) Assists in conducting simple laboratory tests
- (c) Assists in educating members of the community on their health needs
- (d) Assists in sterilizing equipment according to established procedures
- (e) Assists in dressing uncomplicated wounds according to prescriptions on clients cards
- (f) Assists in collecting and labelling specimens for laboratory test
- (g) Assists in dispensing drugs according to established procedures
- (h) Assists in counselling on Family Planning and also educating on family planning services
- (j) Carries out any other duties as may be assigned
- (k) Provides professional and community service

Principal Community Health Officer II CONTISS 9

- (a) Carries out all activities in the Primary Health care clinic
- (b) Conducts simple laboratory tests, interprets results and refers difficult cases
- (c) Carries out routine community health activities
- (d) Educates the community on their health needs
- (e) Sterilizes equipment according to established procedures
- (f) Dresses uncomplicated wounds according to prescriptions on clients cards
- (g) Collects and labels specimens for laboratory test
- (h) Measures blood pressures according to established procedures
- (i) Dispenses drugs according to established procedures
- (j) Counsels on Family Planning and also educates on Family Planning services
- (k) Assists in training junior colleagues
- (l) Carries out any other duties as may be assigned
- (m) Provides professional and community service

Principal Community Health Officer I CONTISS 11

- (a) Can be in-charge of a Primary Health Centre
- (b) Participates in all activities in the Primary Health care clinic
- (c) Conducts simple laboratory test, interprets results, refers difficult cases
- (d) Carries out routine community health activities
- (e) Educates the community on their health needs
- (f) Measures blood pressures according to established procedures
- (g) Dispenses drugs according to established procedures
- (h) Counsels on Family Planning and also educates on Family Planning services
- (i) Assists in initiating community health activities
- (j) Trains junior colleagues
- (k) Carries out any other duties as may be assigned
- (l) Provides professional and community service

Assistant Chief Community Health Officer CONTISS 12

- (a) Can be in-charge of a Primary Health Clinic
- (b) Participates in all activities in the Primary Health Clinic
- (c) Conducts simple laboratory test, interprets results, refers difficult cases
- (d) Carries out routine community health activities
- (e) Educates the community on their health needs

- (f) Measures blood pressures according to established procedures
- (g) Dispenses drugs according to established procedures
- (h) Counsels on Family Planning and also educates on Family Planning services
- (i) Assists in initiating community health activities
- (j) Trains junior colleagues
- (k) Assists in the initiation of In-Service training programmes for staff
- (l) Assists in preparing the Quarterly and Annual Reports for the unit
- (m) Assists in preparing the Annual Budget For the unit
- (n) Carries out any other duties as may be assigned
- (o) Provides professional and community service

Chief Community Health Officer

CONTISS 13

- (a) Is in-charge of the Community Health Services Unit
- (b) Ensures the training of junior colleagues by senior ones
- (c) Initiates In-Service training programmes for staff
- (d) Initiates community health programmes
- (e) Prepares the Quarterly and Annual Reports for the unit
- (f) Prepares the Annual Budget for the unit
- (g) Recommends on the review of University Community Health Policies and Programmes
- (h) Implements University Community Health Policies
- (i) Is involved in Community Health Development Plan
- (j) Participates in the liaison between Governments and other relevant bodies on primary/community health matters as it relates to the University
- (k) Carries out any other duties as may be assigned
- (l) Provides professional and community service

6.42 Dental Therapist Cadre

Dental Therapist	CONTISS 6
Higher Dental Therapist	CONTISS 7
Senior Dental Therapist	CONTISS 8
Principal Dental Therapist II	CONTISS 9
Principal Dental Therapist I	CONTISS 11
Assistant Chief Dental Therapist	CONTISS 12
Chief Dental Therapist	CONTISS 13

Duties

Dental Therapist

CONTISS 6

- (a) Assists in the Scaling and polishing of patients teeth
- (b) Advises patients in the correct teeth brushing methods
- (c) Assists in oral hygiene education programmes

- for both staff and students
- (d) Assist in cleaning irrigation and removing of black cements
 - (e) Carries out any other duties as may be assigned
 - (f) Provides professional and community service

Higher Dental Therapist **CONTISS 7**

- (a) Assists in the Scaling and polishing of patients teeth
- (b) Advises patients in the correct teeth brushing methods
- (c) Assists in oral hygiene education programmes for both staff and students
- (d) Assist in cleaning irrigation and removing of black cements
- (e) Carries out any other duties as may be assigned
- (f) Provides professional and community service

Senior Dental Therapist **CONTISS 8**

- (a) Assists in the scaling and polishing of patients teeth
- (b) Advises patients in correct teeth brushing methods
- (c) Assists in oral hygiene education programmes for both staff and students
- (d) Assists in irrigation and removal of black cements
- (e) Carries out any other duties as may be assigned
- (f) Provides professional and community service

Principal Dental Therapist II **CONTISS 9**

- (a) Scales and polishes patients teeth
- (b) Instructs patients in the correct teeth brushing methods
- (c) Participates in oral hygiene education programmes for both staff and students
- (d) Carries out irrigation and removes black cements
- (e) Carries out any other duties as may be assigned
- (f) Provides professional and community service

Principal Dental Therapist I **CONTISS 11**

- (a) Scales and polishes of patients teeth
- (b) Instructs patients in the correct teeth brushing methods
- (c) Participates in oral hygiene education programmes for both staff and students
- (d) Carries out irrigation and removes black cements

- (e) Supervises the activities of subordinates
- (f) Takes stock of material in the stores
- (g) Assists in the training of junior colleagues
- (h) Carries out any other duties as may be assigned
- (i) Provides professional and community service

Assistant Chief Dental Therapist **CONTISS 12**

- (a) Scales and polishes patients teeth
- (b) Instructs patients in the correct teeth brushing methods
- (c) Participates in oral hygiene education programmes for both staff and students
- (d) Carries out irrigation and removes black cements
- (e) Supervises the activities of subordinates
- (f) Takes stock of material in the stores
- (g) Trains junior colleagues
- (h) Carries out any other duties as may be assigned
- (i) Provides professional and community service

Chief Dental Therapist **CONTISS 13**

- (a) Scales and polishes patients teeth
- (b) Instructs patients in the correct teeth brushing methods
- (c) Participates in oral hygiene education programmes for both staff and students
- (d) Carries out irrigation and removes black cements
- (e) Supervises the activities of subordinates
- (f) Ensures the safe keeping consumables and equipment
- (g) Trains junior colleagues
- (h) Supervises junior colleagues
- (i) Carries out any other duties as may be assigned
- (j) Provides professional and community service

6.43 Pharmacy Technician Cadre

Pharmacy Technician	CONTISS 6
Higher Pharmacy Technician	CONTISS 7
Senior Pharmacy Technician	CONTISS 8
Principal Pharmacy Technician	CONTISS 9
Assistant Chief Pharmacy Technician	CONTISS 11
Chief Pharmacy Technician	CONTISS 12

Duties

Pharmacy Technician **CONTISS 6**

- (a) Assists in dispensing drugs under the supervision of a Pharmacist

- (b) Assists the Pharmacist in keeping proper records of drugs issued from the store
- (c) Assists in maintaining the cleanliness of the Pharmacy and Pharmacy equipment
- (d) Assist in dispensing drugs to in-and out patients
- (e) Assist in keeping records of prescriptions as required by Law
- (f) Carries out any other duties as may be assigned
- (g) Provides professional and community service

Higher Pharmacy Technician

CONTISS 7

- (a) Assists in dispensing drugs under the supervision of a Pharmacist
- (b) Assists the Pharmacist in keeping proper records of drugs issued from the store
- (c) Assists in maintaining the cleanliness of the Pharmacy and Pharmacy equipment
- (d) Assist in dispensing drugs to in-and out patients
- (e) Assist in keeping records of prescriptions as required by Law
- (f) Carries out any other duties as may be assigned
- (g) Provides professional and community service

Senior Pharmacy Technician

CONTISS 8

- (a) Assists in dispensing drugs
- (b) Assists in keeping proper records of drugs issued from the store
- (c) Assists in maintaining the cleanliness of the Pharmacy and Pharmacy equipment
- (d) Assists in dispensing drugs to in-and out patients
- (e) Assists in keeping records of prescriptions as required by Law
- (f) Assist the Pharmacist in the preparation of stock mixtures, lotions and syrups
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community service

Principal Pharmacy Technician

CONTISS 9

- (a) Dispenses drugs to in- and- out patients
- (b) Keeps proper records of drugs issued from the store
- (c) Supervises the cleanliness of the Pharmacy and Pharmacy equipment
- (d) Keeps records of prescriptions as required by Law
- (e) Participates in the preparation of stock mixtures, lotions and syrups under the supervision of a Pharmacist
- (f) Assists in training junior colleagues
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community service

- (c) Assists in collecting and compiling Medical Statistics
- (d) Carries out any other duties as may be assigned
- (e) Provides professional and community service

Higher Medical Records Officer **CONTISS 7**

- (a) Assists in creating, storing and retrieving patients records
- (b) Assists in organizing and classifying Medical Records
- (c) Assists in collecting and compiling Medical Statistics
- (d) Carries out any other duties as may be assigned
- (e) Provides professional and community service

Senior Medical Records Officer **CONTISS 8**

- (a) Assists in creating, storing and retrieving patients records
- (b) Assists in organising, classifying and taking custody of Medical Records
- (c) Assists in collecting and compiling Medical Statistics
- (d) Assists in the safe keeping of patients past Medical Records
- (e) Carries out any other duties as may be assigned
- (f) Provides professional and community service

Principal Medical Records Officer II **CONTISS 9**

- (a) Creates, stores and retrieves patients records
- (b) Organises, classifies and keeps custody of Medical Records
- (c) Collects and compiles Medical Statistics
- (d) Codes and classifies Medical Records
- (e) Assists in training junior staff
- (f) Assists in the safe keeping of patients past Medical Records
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community service

Principal Medical Records Officer I **CONTISS 11**

- (a) Creates, stores and retrieves patients records
- (b) Organises, classifies and takes custody of Medical Records
- (c) Collects and compiles medical statistics
- (d) Assists in initiating Medical Record System
- (e) Codes and classifies Medical Records
- (f) Assists in initiating the best procedure applicable to Medical Records and the Statistics
- (g) Participates in the safe keeping of patients past Medical Records
- (h) Trains junior colleagues
- (i) Carries out any other duties as may be assigned
- (j) Provides professional and community service

Assistant Chief Medical Records Officer**CONTISS 12**

- (a) Codes and classifies Medical Records
- (b) Participates in initiating Medical Record System
- (c) Participates in selecting the best procedure applicable to Medical Records and the Statistics of the prevalence of diseases
- (d) Trains junior colleagues
- (e) Participates in ensuring the safe keeping of Medical Records
- (f) Assists in the preparation of the Annual Budget for the Medical Records unit
- (g) Assists in the preparation of the Quarterly and Annual Reports for the unit
- (h) Maintains Medical Record statistics
- (i) Participates in initiating In-Service training programmes for staff
- (j) Carries out any other duties as may be assigned
- (k) Provides professional and community service

Chief Medical Records Officer**CONTISS 13**

- (a) In-charge of unit
- (b) Prepares the Annual Budget for the unit
- (c) Prepares the Quarterly and Annual Reports for the unit
- (d) Maintains Medical Records statistics
- (e) Initiates In-Service training programmes for staff
- (f) Ensures the training of junior colleagues by senior ones
- (g) Initiates the best procedure applicable to Medical Records and the Statistics
- (h) Ensures the safe keeping of Medical Records
- (i) Carries out any other duties as may be assigned
- (j) Provides professional and community service

6.45 Medical Laboratory Technologist**Senior Assistant Medical Laboratory Technologist****CONTISS 6****Medical Laboratory Technologist II****CONTISS 7****Medical Laboratory Technologist I****CONTISS 8****Senior Medical Laboratory Technologist****CONTISS 9****Principal Medical Laboratory Technologist****CONTISS 11****Assistant Chief Medical Laboratory Technologist****CONTISS 12****Chief Medical Laboratory Technologist****CONTISS 13****Duties****Senior Assistant Medical Laboratory Technologist CONTISS 6**

- (a) Assists in the collection, examination and analysis of specimens from patients

- (b) Assists in preparing stains, reagents and simple media for the cultivation of bacteria
- (c) Assists in performing test in chemical pathology, histo-pathology, haematology, parasitology and medical microbiology
- (d) Carries out any other duties as may be assigned
- (e) Provides professional and community services

Medical Laboratory Technologist II **CONTISS 7**

- (a) Assists in the collection, examination and analysis of specimens from patients
- (b) Assists in preparing stains, reagents and simple media for the cultivation of bacteria
- (c) Assists in performing test in chemical pathology, histo-pathology, haematology, parasitology and medical microbiology
- (e) Carries out any other duties as may be assigned
- (f) Provides professional and community services

Medical Laboratory Technologist I **CONTISS 8**

- (a) Assists in collecting, preserving, examining and analysing specimens from patients
- (b) Assists in preparing stains, reagents and simple media for the cultivation of bacteria
- (c) Assists in preparing tests in chemical pathology, histo-pathology, haematology, parasitological and medical microbiology
- (d) Carries out any other duties as may be assigned
- (e) Provides professional and community service

Senior Medical Laboratory Technologist **CONTISS 9**

- (a) Collects, preserves, examines and analyses specimens from patients
- (b) Prepares stains, reagents and simple media for the cultivation of bacteria
- (c) Performs advance test in chemical pathology, history-pathology, haematology, parasitology and medical microbiology
- (d) Carries out any other duties as may be assigned
- (e) Provides professional and community service

Principal Medical Laboratory Technologist **CONTISS 11**

- (a) Collects, preserves, examines and analyses specimens from patients

- (b) Prepares stains, reagents and simple media for the cultivation of bacteria
- (c) Performs advance test in chemical pathology, histo-pathology, haematology, parasitology and medical microbiology
- (d) Indents supplies and stores
- (e) Assists in the training of junior colleagues
- (d) Carries out any other duties as may be assigned
- (e) Provides professional and community service

Assistant Chief Medical Laboratory Technologist CONTISS 12

- (a) Collects, preserves, examines and analyses specimens from patients
- (b) Prepares stains, reagents and simple media for the cultivation of bacteria
- (c) Performs advance test in chemical pathology, histo-pathology, haematology, parasitology and medical microbiology
- (d) Indents supplies and stores
- (e) Assists in the preparation of the Annual Budget for the unit
- (f) Assists in the preparation of Quarterly and Annual Reports for the unit
- (g) Trains of junior colleagues
- (h) Assists in the initiation of In-Service programmes for staff
- (i) Carries out any other duties as may be assigned
- (j) Provides professional and community service

Chief Medical Laboratory Technologist CONTISS 13

- (a) In-charge of the unit
- (b) Oversees the collection, preservation, examination and analyses of specimens from patients
- (c) Oversees the preparation of stains, reagents and media for the cultivation of bacteria
- (d) Performs advance test in chemical pathology, histo-pathology, haematology, parasitology and medical micro-biology
- (e) Takes charge of specialized aspect of laboratory work
- (f) Oversees the indents of supplies and stores
- (g) Recommends the procurement of laboratory equipment and chemical reagents
- (h) Prepares Quarterly and Annual Reports for the unit
- (i) Prepares the Annual Budget for the unit
- (j) Ensures the training of junior colleagues by senior ones
- (k) Initiates In-Service training programmes for staff
- (l) Carries out any other duties as may be assigned
- (m) Provides professional and community service

6.46 Science Laboratory Technologist Cadre

Senior Assistant Technologist	CONTISS 6
Science Laboratory Technologist II	CONTISS 7
Science Laboratory Technologist I	CONTISS 8
Senior Science Laboratory Technologist	CONTISS 9
Principal Science Laboratory Technologist	CONTISS 11
Assistant Chief Science Laboratory Technologist	CONTISS 12
Chief Science Laboratory Technologist	CONTISS 13

Duties

Senior Assistant Technologist **CONTISS 6**

- (a) Assists in the collection of specimens for practicals
- (b) Assists in preparing stains, reagents and simple media for the cultivation of bacteria
- (c) Assists in the maintenance of laboratory equipment
- (d) Assists in carrying out analysis of rocks, minerals and ores
- (e) Assists in the compilation of geological information
- (f) Assists in the production of lithographed coloured maps and illustrations
- (g) Assists in supervising students during practical training
- (h) Assists in selection of sites
- (i) Assists in the planting and maintaining seedlings
- (j) Assists in sourcing for soil samples
- (k) Assists in the maintenance of nurseries
- (l) Assists in indenting supplies of stores equipment
- (m) Carries out any other duties as may be assigned
- (n) Provides professional and community service

Science Laboratory Technologist II **CONTISS 7**

- (a) Assists in the collection of specimens for practicals
- (b) Assists in preparing stains, reagents and simple media for the cultivation of bacteria
- (c) Assists in the maintenance of laboratory equipment
- (d) Assists in carrying out analysis of rocks, minerals and ores
- (e) Assists in the compilation of geological information
- (f) Assists in the production of lithographed coloured maps and illustrations
- (g) Assists in supervising students during practical training
- (h) Assists in selection of sites
- (i) Assists in the planting and maintaining seedlings
- (j) Assists in sourcing for soil samples
- (k) Assists in the maintenance of nurseries

Principal Science Laboratory Technologist**CONTISS 11**

- (a) Collects specimens for practicals
- (b) Prepares stains, reagents and media for the cultivation of bacteria
- (c) Maintains laboratory equipment
- (d) Analyzes rocks, minerals and ores
- (e) Carries out compilation of geological information
- (f) Produces lithographed coloured maps and illustrations for technical reports
- (g) Trains students in practical methods
- (h) Supervises and selects sites
- (i) Trains junior colleagues
- (j) Sources for and identifies soil samples
- (k) Maintenance of nurseries
- (l) Participates in the indenting of supplies and equipment
- (m) Assists in the preparation of the Annual Budget for the unit
- (n) Assists in the preparation of Quarterly and Annual Reports for the unit
- (o) Supervises subordinates
- (p) Assists in initiating In-Service training programmes for staff
- (q) Carries out any other duties as may be assigned
- (r) Provides professional and community service

Assistant Chief Science Laboratory Technologist CONTISS 12

- (a) Collects specimens for practicals
- (b) Prepares stains, reagents and media for the cultivation of bacteria
- (c) Maintains laboratory equipment
- (d) Analyzes rocks, minerals and ores
- (e) Carries out compilation of geological information
- (f) Produces lithographed coloured maps and illustrations for technical reports
- (g) Trains students in practical methods
- (h) Participates in the selection of sites
- (i) Trains junior colleagues
- (j) Sources for and identifies soil samples
- (k) Supervises the maintenance of nurseries
- (l) Participates in the indenting of supplies and equipment
- (m) Assists in the preparation of the Annual Budget for the unit
- (n) Assists in the preparation of Quarterly and Annual Reports for the unit
- (o) Supervises subordinates
- (p) Assists in initiating In-Service training programmes for staff
- (q) Carries out any other duties as may be assigned
- (r) Provides professional and community service

Chief Science Laboratory Technologist**CONTISS 13**

- (a) Is in-charge of the unit
- (b) Oversees the collection of specimens for practicals
- (c) oversees the preparation of stains, reagents and media for the cultivation of bacteria
- (d) Oversees the maintenance of laboratory equipment
- (e) Supervises the analysis of rocks, minerals and ores
- (f) Carries out compilation of geological information
- (g) Takes charge of specialized aspect of laboratory work
- (h) Produces lithographed coloured maps and illustrations for technical reports
- (i) Ensures the training of students during practical training
- (j) Oversees the selection of sites
- (k) Ensures the training of junior colleagues by senior ones
- (l) Identifies soil samples
- (m) Oversees the maintenance of nurseries
- (n) Oversees the indent of reagents and equipment
- (o) Recommends the procurement of supplies and equipment
- (p) Prepares the Annual Budget for the unit
- (q) Prepares the Quarterly and Annual Reports for the unit
- (r) Ensures the supervision of subordinates
- (s) Initiating In-Service training programmes for staff
- (t) Carries out any other duties as may be assigned
- (u) Provides professional and community service

6.47 Technical Officer Cadre (in Laboratories)

Technical Officer	CONTISS 6
Higher Technical Officer	CONTISS 7
Senior Technical Officer	CONTISS 8
Principal Technical Officer II	CONTISS 9
Principal Technical Officer I	CONTISS 11
Assistant Chief Technical Officer	CONTISS 12
Chief Technical Officer	CONTISS 13

Duties**Technical Officer****CONTISS 6**

- (a) Assists in carrying out elementary technical works
- (b) Assists in preparing technical drawings for simple works in relevant field
- (c) Assists in designing simple tools in relevant field
- (d) Assists in elementary analysis of flows sedimentation

- (e) Assists in handling routine irrigation works and soil analysis
- (f) Assists in the preparation and execution of working drawings for electrical installations and equipment
- (g) Assists in undertaking elementary draughtmanship and calculations
- (h) Assists in minor construction works
- (i) Assists in preparing elementary Bills of Quantity
- (j) Assists in preparing drawings for building and small survey plans
- (k) Assists in the computation of simple quantities, particularly earthworks
- (l) Assists in the maintenance of tools and laboratory equipment
- (m) Assists in conducting laboratory experiment on broadloom weaving and disseminating results within a circle
- (n) Carries out any other duties as may be assigned
- (o) Provides professional and community service

Higher Technical Officer

CONTISS 7

- (a) Assists in carrying out elementary technical works
- (b) Assists in preparing technical drawings for simple works in relevant field
- (c) Assists in designing simple tools in relevant field
- (d) Assists in elementary analysis of flows sedimentation
- (e) Assists in handling routine irrigation works and soil analysis
- (f) Assists in the preparation and execution of working drawings for electrical installations and equipment
- (g) Assists in undertaking elementary draughtmanship and calculations
- (h) Assists in minor construction works
- (i) Assists in preparing elementary Bills of Quantity
- (j) Assists in preparing drawings for building and small survey plans
- (k) Assists in the computation of simple quantities, particularly earthworks
- (l) Assists in the maintenance of tools and laboratory equipment
- (m) Assists in conducting laboratory experiment on broadloom weaving and disseminating results within a circle
- (n) Carries out any other duties as may be assigned
- (o) Provides professional and community service

Senior Technical Officer

CONTISS 8

- (a) Assists in carrying out elementary technical works
- (b) Assists in preparing technical drawings for simple works in relevant field

- (c) Assists in designing simple tools in relevant field
- (d) Assists in elementary analysis of flows sedimentation
- (e) Assists in handling routine irrigation works and soil analysis
- (f) Assists in the preparation and execution of working drawings for electrical installations and equipment
- (g) Assists in undertaking elementary draughtmanship and calculations
- (h) Assists in minor construction work
- (i) Assists in preparing elementary Bills of Quantity
- (j) Assists in preparing drawings for building and small survey plans
- (k) Assists in the computation of simple quantities, particularly earthworks
- (l) Assists in the maintenance of tools and laboratory equipment
- (m) Assists in conducting laboratory experiment on broadloom weaving and disseminating results within a circle
- (n) Carries out any other duties as may be assigned
- (o) Provides professional and community service

Principal Technical Officer II

CONTISS 9

- (a) Carries out relevant technical works
- (b) Prepares technical drawings for works in relevant field
- (c) Designs tools in relevant field
- (d) Carries out analysis of flows sedimentation
- (e) Handles routine irrigation works and soil analysis
- (f) Carries out the preparation and execution of working drawings for electrical installations and equipment
- (g) Undertakes draughtmanship and calculations
- (h) Carries out construction work
- (i) Prepares Bills of Quantity
- (j) Prepares drawings for building and small survey plans
- (k) Carries out computation of quantities, particularly earthworks
- (l) Assists in the training of junior colleagues
- (m) Undertakes topographical surveys, contours and survey computation
- (n) Assists in the maintenance of tools and laboratory equipment
- (o) Conducts laboratory experiment on broadloom weaving and disseminating results within a circle
- (p) Carries out any other duties as may be assigned
- (q) Provides professional and community service

Principal Technical Officer I**CONTISS 11**

- (a) Undertakes technical works
- (b) Prepares technical drawings for works in relevant field
- (c) Designs tools in relevant field
- (d) Carries out analysis of flows sedimentation
- (e) Handles routine irrigation works and soil analysis
- (f) Prepares and executes working drawing for electrical installations and equipment
- (g) Undertakes draughtmanship and calculations
- (h) Carries out construction work
- (i) Prepares of Bills of Quantity for projects
- (j) Prepares drawings for building and small survey plans
- (k) Carries out computation of quantities, particularly earthworks
- (l) Participates in the training of junior colleagues
- (m) Undertakes topographical surveys, contours and survey computation
- (n) Maintains tools and laboratory equipment
- (o) Assists in initiating In-Service training programmes for staff
- (p) Assists in preparing the Quarterly and Annual Reports for the unit
- (q) Assists in preparing the Annual Budget for the unit
- (r) Assists in recommending the procurement of materials and equipment
- (s) Under takes specialized technical work
- (t) Participates in conducting laboratory experiment on broadloom weaving and disseminating results within a circle
- (u) Carries out any other duties as may be assigned
- (v) Provides professional and community service

Assistant Chief Technical Officer**CONTISS 12**

- (a) Carries out technical works
- (b) Prepares technical drawings for works in relevant field
- (c) Designs tools in relevant field
- (d) Carries out analysis of flows sedimentation
- (e) Handles routine irrigation works and soil analysis
- (f) Prepares and executes working drawing for electrical installations and equipment
- (g) Undertakes draughtmanship and calculations
- (h) Carries out construction work
- (i) Prepares of Bills of Quantity for projects
- (j) Prepares drawings for building and small survey plans
- (k) Carries out computation of quantities, particularly earthworks
- (l) Participates in the training of junior colleagues

- (m) Undertakes topographical surveys, contours and survey computation
- (n) Maintains tools and laboratory equipment
- (o) Assists in initiating In-Service training programmes for staff
- (p) Assists in preparing the Quarterly and Annual Reports for the unit
- (q) Assists in preparing the Annual Budget for the unit
- (r) Assists in recommending the procurement of materials and equipment
- (s) Under takes specialized technical work
- (t) Participatess in conducting laboratory experiment on broadloom weaving and disseminating results within a circle
- (u) Carries out any other duties as may be assigned
- (v) Provides professional and community service

Chief Technical Officer

CONTISS 13

- (a) In-charge of unit
- (b) Undertakes technical works
- (b) Oversees all activities in the unit and reports on them
- (c) Ensures the training of junior colleagues by senior ones
- (d) Ensures the maintenance of tools and laboratory equipment
- (e) Initiates In-Service training programmes for staff
- (f) Prepares the Quarterly and Annual Reports for the unit
- (g) Prepares the Annual Budget for the unit
- (h) Recommends the procurement of materials and equipment
- (i) Takes charge of specialized technical work
- (j) Oversees the conducting of laboratory experiment on broadloom weaving and disseminating results within a circle
- (k) Carries out any other duties as may be assigned
- (l) Provides professional and community service

6.48 Technical Officer (Graphics) Cadre

Technical Officer	(Graphics)	CONTISS 6
Higher Technical Office	(Graphics)	CONTISS 7
Senior Technical Office	(Graphics)	CONTISS 8
Principal Technical Officer II	(Graphics)	CONTISS 9
Principal Technical Officer I	(Graphics)	CONTISS 11
Assistant Chief Technical Officer	(Graphics)	CONTISS 12
Chief Technical Officer	(Graphics)	CONTISS 13

Duties

Technical Officer (Graphics)

CONTISS 6

- (a) Assists in the production of illustrations and preparation of art works and designs

- (b) Assists in producing designs for posters, pamphlets, booklets, publication folders, press advertisements, and special albums
- (c) Assists in producing books and magazine layouts and typography
- (d) Assists in cutting stencils
- (e) Assists in undertaking lithography operations
- (f) Assists in the Dark Room for offset work to finished stage
- (g) Any other duties as may be assigned
- (h) Provides professional and community services

Higher Technical Officer (Graphics)

CONTISS 7

- (a) Assists in the production of illustrations and preparation of art works and designs
- (b) Assists in producing designs for posters, pamphlets, booklets, publication folders, press advertisements, and special albums
- (c) Assists in producing books and magazine layouts and typography
- (d) Assists in cutting stencils
- (e) Assists in undertaking lithography operations
- (f) Assists in the Dark Room for offset work to finished stage
- (g) Any other duties as may be assigned
- (h) Provides professional and community services

Senior Technical Officer (Graphics)

CONTISS 8

- (a) Assists in the production of illustrations and preparation of art works and designs
- (b) Assists in producing designs for posters, pamphlets, booklets, publication folders, press advertisements, and special albums
- (c) Assists in producing books and magazine layouts and typography
- (d) Assists in cutting stencils
- (e) Assists in undertaking lithography operations
- (f) Assists in the Dark Room for offset work to finished stage work to finished stage
- (g) Any other duties as may be assigned
- (h) Provides professional and community services

Principal Technical Officer II (Graphics)

CONTISS 9

- (a) Undertakes illustrations and prepares art works and designs
- (b) Designs publicity posters, advertisement, symbols, emblems and crests

- (c) Cuts stencils
- (d) Carries out books and magazine designs and typography
- (e) Carries out lithography operations
- (f) Assists in activities in the Dark Room for offset work to finished stage work to finished stage
- (g) Assists in training junior staff
- (h) Any other duties as may be assigned
- (i) Provides professional and community services

Principal Technical Officer I (Graphics) CONTISS 11

- (a) Visualizes and originates ideas for artistic work
- (b) Prepares general designs and layout typography
- (c) Plans and supervises artistic exhibitions
- (d) Designs publicity posters, advertisement, symbols, emblems and crests
- (e) Trains junior staff
- (f) Carries out books and magazine designs and typography
- (g) Assists in the supervision of activities in the Dark Room for offset work to finished stage
- (h) Trains junior colleagues
- (i) Assists in initiating In-Service training programmes for staff
- (j) Assists in the preparation of the Quarterly and Annual Reports for the unit
- (k) Assists in the preparation of the Annual Budget for the unit
- (l) Any other duties as may be assigned
- (m) Provides professional and community services

Assistant Chief Technical Officer (Graphics) CONTISS 12

- (a) Visualizes and originates ideas for artistic work
- (b) Prepares general designs and layout typography
- (c) Plans and supervises artistic exhibitions
- (d) Designs publicity posters, advertisement, symbols, emblems and crests
- (e) Trains junior staff
- (f) Undertakes books and magazine designs and typography
- (g) Assists in the supervision of activities in the Dark Room for offset work to finished stage
- (h) Trains junior colleagues
- (i) Assists in initiating In-Service training programmes for staff
- (j) Assists in the preparation of the Quarterly and Annual Reports for the unit

- (k) Assists in the preparation of the Annual Budget for the unit
- (l) Any other duties as may be assigned
- (m) Provides professional and community services

Chief Technical Officer (Graphics)

CONTISS 13

- (a) Heads the Unit
- (b) Takes charge of the organization, planning and execution of artistic works in the Unit
- (c) Visualizes and originates ideas for artistic work
- (d) Oversees the preparation of general designs and layout typography
- (e) Plans and supervises artistic exhibitions
- (f) Oversees the design of publicity posters, advertisement, symbols, emblems and crests
- (g) Oversees the undertaking of typography, books and magazine designs
- (h) Ensures the training of junior colleagues by senior ones
- (i) Ensures the supervision staff in- charge of dark room for offset work to finished stage
- (h) Initiates In-Service training programmes for staff
- (j) Prepares the Quarterly and Annual Reports for the unit
- (k) Prepares the Annual Budget for the unit
- (l) Any other duties as may be assigned
- (m) Provides professional and community services

6.49 TECHNICAL OFFICER (Film Production) CADRE

Technical Officer (Film Production)	CONTISS 6
Higher Technical Officer (Film Production)	CONTISS 7
Senior Technical Officer (Film Production)	CONTISS 8
Principal Technical Officer II (Film Production)	CONTISS 9
Principal Technical Officer I (Film Production)	CONTISS 11
Assistant Chief Technical Officer (Film Production)	CONTISS 12
Chief Technical Officer (Film Production)	CONTISS 13

Duties

Technical Officer (Film Production)

CONTISS 6

- a) Assists in lighting, script writing, editing, processing and printing of films, sound recording, dubbing and track laying, maintenance of film Equipment and film library
- (b) Assists in operating the loom

- (c) Assists in preparing films and Cinex stop wedge
- (d) Assists in processing and forming film tapes
- (e) Assists in indexing and cleaning film negative
- (f) Assists in safeguarding negatives and developed positives
- (g) Assists in organising Artists props and costumes
- (h) Assists in carrying out instructions from the sensitometric
- (i) Assists in checking drying conditions for each type of film
- (j) Assists in conducting research into conditions at locations
- (k) Assists in handling simple news reel filming
- (l) Assists in producing Motion Pictures photography,
black and white or colour from 16mm or 35mm camera
- (m) Uses video camera and accessories
- (n) Assists in recording sound and music effect
- (o) Carries out any other duties as may be assigned
- (p) Provides professional and community services

Higher Technical Officer (Film Production) CONTISS 7

- (a) Assists in lighting, script writing, editing, processing and printing of films, sound recording, dubbing and track laying, maintenance of film Equipment and film library
- (b) Assists in operating the loom
- (c) Assists in preparing films and Cinex stop wedge
- (d) Assists in processing and forming film tapes
- (e) Assists in indexing and cleaning film negative
- (f) Assists in safeguarding negatives and developed positives
- (g) Assists in organising Artists props and costumes
- (h) Assists in carrying out instructions from the sensitometric
- (i) Assists in checking drying conditions for each type of film
- (j) Assists in conducting research into conditions at locations
- (k) Assists in handling simple news reel filming
- (l) Assists in producing Motion Pictures photography,
black and white or colour from 16mm or 35mm camera
- (m) Uses video camera and accessories
- (n) Assists in recording sound and music effect
- (o) Carries out any other duties as may be assigned
- (p) Provides professional and community services

Senior Technical Officer (Film production) CONTISS 8

- (a) Assists in lighting, script writing, editing, processing and printing of films, sound recording, dubbing and track laying, maintenance of film Equipment and film library

- (b) Assists in operating the loom
- (c) Assists in preparing films and Cinex stop wedge
- (d) Assists in processing and forming film tapes
- (e) Assists in indexing and cleaning negative films
- (f) Assists in safeguarding negatives and developed positives
- (g) Assists in organising Artists props and costumes
- (h) Assists in carrying out instructions from the sensitometric
- (i) Assists in checking drying conditions for each type of film
- (j) Assists in conducting research into conditions at locations
- (k) Assists in handling simple news reel filming
- (l) Assists in producing Motion Pictures photography,
black and white or colour from 16mm or 35m camera
- (m) Uses video camera and accessories
- (n) Assists in recording sound and music effect
- (o) Assist in preparing shooting schedules and commentaries
- (p) Carries out any other duties as may be assigned
- (q) Provides professional and community services

Principal Technical Officer II (Film Production) CONTISS 9

- (a) Undertakes lighting, script writing, editing, processing and printing of films, sound recording, dubbing and track laying, maintenance of film Equipment and film library
- (b) Operates the loom
- (c) Prepares films and Cinex stop wedge
- (d) Processes and forms film tapes
- (e) Indexes and cleans negative films with chemicals
- (f) Safeguards negatives and developed positives
- (g) Organises Artists props and costumes
- (h) Carries out instructions from the sensitometric
- (i) Checks drying conditions for each type of film
- (j) Conducts research into conditions at locations
- (k) Handles simple news reel filming
- (l) Produces Motion Pictures photography,
black and white or colour from 16mm or 35m camera
- (m) Uses video camera and accessories
- (n) Records sound and music effect
- (o) Prepares shooting schedules and commentaries
- (i) Assists in the training of Junior colleagues
- (j) Assists in the indenting of stores and equipment
- (k) Carries out any other duties as may be assigned
- (l) Provides professional and community services

Principal Technical Officer I (Film Production) CONTISS 11

- (a) Undertakes lighting, script writing, editing, processing and printing of film, sound recording, dubbing and track laying, maintenance of film Equipment and film library
- (b) Operates the loom
- (c) Prepares films and Cinex stop wedge
- (d) Processes and forms film tapes
- (e) Indexes and cleans negative films
- (f) Safeguards negatives and developed positives
- (g) Organises Artists props and costumes
- (h) Carries out instructions from the sensitometric
- (i) Checks drying conditions for each type of film
- (j) Conducts research into conditions at locations
- (k) Handles simple news reel filming
- (l) Produces Motion Pictures photography, black and white or colour from 16mm or 35m camera
- (m) Uses video camera and accessories
- (n) Records sound and music effect
- (o) Prepares shooting schedules and commentaries
- (p) Trains Junior colleagues
- (q) Participates in the indenting of stores and equipment
- (r) Maintains the quality Motion picture photography
- (s) Assists in initiating training programmes for students/junior colleagues
- (t) Participates in the indenting of equipment
- (u) Carries out any other duties as may be assigned
- (v) Provides professional and community services

Assistant Chief Technical Officer (Film Production)

CONTISS 12

- (a) Undertakes lighting, script writing, editing, processing and printing of film, sound recording, dubbing and track laying, maintenance of film Equipment and film library
- (b) Operates the loom
- (c) Prepares films and Cinex stop wedge
- (d) Processes and forms film tapes
- (e) Indexes and cleans negative films
- (f) Safeguards negatives and developed positives
- (g) Organises Artists props and costumes
- (h) Carries out instructions from the sensitometric
- (i) Checks drying conditions for each type of film

- (j) Conducts research into conditions at locations
- (k) Handles simple news reel filming
- (l) Produces Motion Pictures photography, black and white or colour from 16mm or 35m camera
- (m) Uses video camera and accessories
- (n) Records sound and music effect
- (o) Prepares shooting schedules and commentaries
- (p) Trains Junior colleagues
- (q) Assists in the indenting of stores and equipment
- (r) Maintains the quality Motion picture photography
- (s) Assists in initiating training programmes for students/junior colleagues
- (t) Participates in the indenting of equipment
- (u) Carries out any other duties as may be assigned
- (v) Provides professional and community services

Chief Technical Officer (Film Production) CONTISS 13

- (a) In-charge of the unit
- (b) Oversees lighting, script writing, editing, processing and printing, sound recording, dubbing and track laying, maintenance of film Equipment and film library
- (c) Oversees the operation of looms and their maintenance
- (d) Oversees the preparation of films and Cinex stop wedge
- (e) Oversees the processing and forming of film tapes
- (f) Oversees the production of motion pictures photography, Black and white or colour from 16mm or 35m camera both interior and exterior
- (g) Ensures that the video camera and accessories are properly used, stored and maintained
- (h) Oversees the recording of sound and music effect
- (i) Recommends the acquisition and disposal of equipment stock and other allied gadgets
- (j) In-charge of shooting schedules and commentaries
- (k) Ensures the training of students and junior colleagues
- (l) Ensures the maintenance of quality motion picture photography
- (m) Recommends In-Service training programmes for staff in the unit/Departments
- (n) Ensures the maintenance of equipment and Stock indent
- (o) Carries out any other duties as may be assigned
- (p) Provides professional and community services

6.50	Technical Officer (Photography) Cadre	
	Technical Officer (Photography)	CONTISS 6
	Higher Technical Officer (Photography)	CONTISS 7
	Senior Technical Officer (Photography)	CONTISS 8
	Principal Technical Officer II (Photography)	CONTISS 9
	Principal Technical Officer I (Photography)	CONTISS 11
	Assistant Chief Technical Officer I (Photography)	CONTISS 12
	Chief Technical Officer (Photography)	CONTISS 13

Duties

Technical Officer (Photography) CONTISS 6

- (a) Assists in the coverage of visits of important personalities the University
- (b) Assists in photographing architectural structures and other works that need to be recorded in the University
- (c) Assists in keeping photographic records and materials
- (d) Assists in maintaining and storing photographic equipment
- (e) Carries out any other duties as may be assigned
- (f) Provides professional and community services

Higher Technical Officer (Photography) CONTISS 7

- (a) Assists in the coverage of visits of important personalities the University
- (b) Assists in photographing architectural structures and other works that need to be recorded in the University
- (c) Assists in keeping photographic records and materials
- (d) Assists in maintaining and storing photographic equipment
- (e) Carries out any other duties as may be assigned
- (f) Provides professional and community services

Senior Technical Officer (Photography) CONTISS 8

- (a) Assists in the coverage of visits of important personalities the University
- (b) Assists in photographing architectural structures and other works that need to be recorded in the University
- (c) Assists in keeping photographic records and materials
- (d) Assists in maintaining and storing photographic equipment
- (e) Carries out any other duties as may be assigned
- (g) Provides professional and community services

Principal Technical Officer II (Photography) CONTISS 9

- (a) Participates in keeping photographic records and materials
- (b) Participates in maintaining photographic equipment
- (c) Assists in the training junior staff
- (d) Assists in supervising the Film Negatives Library
- (e) Assists in the maintaining and running a photographic studio
- (f) Participates in taking and processing photographs of important visitors to the University
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community services

Principal Technical Officer I (Photography) CONTISS 11

- (a) Keeps photographic records and materials
- (b) Trains junior staff
- (c) Supervises the Film Negative Library
- (d) Maintains and runs a photographic studio
- (e) Takes and processes photographs of important visitors to the University
- (f) Assists in the requisitioning for and supervises the use photographic stores and equipment
- (g) Assists in recommending the procurement of up-to-date cameras and photographic materials
- (h) Carries out any other duties as may be assigned
- (i) Provides professional and community services

Assistant Chief Technical Officer (Photography) CONTISS 12

- (a) Supervises the activities of junior colleagues
- (b) Trains junior staff
- (c) Maintains and runs a photographic studio
- (d) Takes and processes photographs of important visitors to the University
- (e) Assists in the requisitioning for and supervises the use of photographic stores and equipment
- (f) Participates in recommending the procurement of up-to-date cameras and photographic materials
- (g) Participates in recommending In-Service training programmes for staff
- (h) Carries out any other duties as may be assigned
- (i) Provides professional and community services

Chief Technical Officer (Photography)**CONTISS 13**

- (a) In-charge of the photographic unit
- (b) Advises on photographic matters
- (c) Recommends In-Service training programmes for staff
- (d) Recommends the procurement of up-to-date cameras and photographic materials
- (e) Oversees the use of photographic store and equipment
- (f) Takes and processes photographs of important visitors to the University
- (g) Carries out any other duties as may be assigned
- (h) Provides professional and community services

6.51 Technical Officer (Ceramics)

Technical Officer	CONTISS 6
Higher Technical Officer	CONTISS 7
Senior Technical Officer	CONTISS 8
Principal Technical Officer II	CONTISS 9
Principal Technical Officer I	CONTISS 11
Assistant Chief Technical Officer	CONTISS 12
Chief Technical Officer	CONTISS 13

Duties**Technical Officer (Ceramics)****CONTISS 6**

- a. Assists in collection, sorting and processing of raw materials
- b. Assists in clay body formulation, testing and applications
- c. Assists in conducting research in ceramic materials and processes
- d. Assists in general forming processes (slip casting, ram pressing, jiggering, extrusion, clay throwing, hand building etc.)
- e. Assists in glaze formulation, testing and application
- f. Assists in kiln loading and firing
- g. Assists in keeping proper records of students' projects/thesis
- h. Assists in regular maintenance of equipment and tools
- i. Carry out any other duty as may be assigned
- j. Provide some professional and community services

Higher Technical Officer (Ceramics)**CONTISS 7**

- a. Assists in collection, sorting and processing of raw materials
- b. Assists in clay body formulation, testing and applications
- c. Assists in conducting research in ceramic materials and processes
- d. Assists in general forming processes (slip casting, ram pressing, jiggering.

- extrusion, clay
throwing, hand building, etc.)
- e. Assists in glaze formulation, testing and application.
- f. Assists in kiln loading and firing.
- g. Assists in keeping proper records of students' projects/thesis.
- h. Assists in regular maintenance of equipment and tools.
- i. Carries out any other duty as may be assigned .
- j. Provides some professional and community services.

Senior Technical Offer (Ceramics) CONTISS 8

- a. Assists in collection, sorting and processing of raw materials
- b. Assists in clay body formulation testing and applications
- c. Assists in conduction research in ceramic materials and processes
- d. Assists in general forming processes (slip casting, ram pressing, jiggering, extrusion, clay
throwing, hand building, etc.)
- e. Assists in glaze formation, testing and application
- f. Assists in kiln loading and firing
- g. Assists in keeping proper records of students' projects/thesis
- h. Assists regular maintenance of equipment and tools
- i. Carries out any other duty as may be assigned
- j. Provides some processional and community services

Principal Technical Officer II (Ceramics) CONTISS 9

- a. Participates in collection, sorting and processing of raw materials
- b. Participates in clay body formulation, testing and applications.
- c. Participates in conducting research in ceramic materials and processes
- d. Participates in general forming processes (slip casting, ram pressing, jiggering, extrusion,
clay throwing, hand building, etc)
- e. Participates in kiln loading and firing
- f. Participates in keeping proper records of students projects/thesis
- g. Participates in regular maintenance of equipment and tools
- h. Assists in training of junior colleagues
- i. Carries out any other duty as may be assigned
- j. Provides some processional and community services

Principal Technical Officer I (Ceramics) CONTISS 11

- a. Undertakes the collection, sorting and processing of raw materials
- b. Participates in conducting research in ceramic materials and processes
- c. Participates in general forming processes (slip casting, ram pressing,

- jiggering, extrusion,
clay throwing, hand building, etc)
- d. Participates in glaze formation, testing and application
- e. Participates in kiln loading and firing
- f. Keep proper records of students projects/thesis
- g. Maintenance of equipment and tools
- h. Trains junior colleagues
- i. Undertakes specialized technical work
- j. Assists in initiating in-service training programmes for staff
- k. Assists in recommending the procurement of materials, tools and equipment
- l. Assists in the preparation of annual budget for the Unit
- m. Carries out any other duty as may be assigned
- o. Provides some professional and community services

Assistant Chief Technical Officer (Ceramics) CONTISS 12

- a. Supervises the collection, sorting and processing of raw materials
- b. Undertakes the clay body formulation, testing and applications
- c. Conducts research in ceramic materials and processes
- d. Supervises the general forming processes (slip casting, ram pressing, jiggering, extrusion, clay throwing, hand building. etc.)
- e. Supervises the glaze formulation, testing and application
- f. Supervises the kiln loading and firing
- g. Keeps proper records of students projects/thesis.
- h. Maintains equipment and tools
- i. Trains junior colleagues
- j. Carries out specialized technical works
- k. Assists in initiating in-service training programmes for staff
- l. Assists in recommending the preparation of annual Budget for the unit
- m. Plans and supervises students' exhibitors
- n. Carries out any other duty as may be assigned
- o. Provides some professional and community services

Chief Technical Officer (Ceramics)

CONTISS 13

- a. Heads the unit
- b. Oversees the collection, sorting and processing of raw materials
- c. Conducts research in ceramic materials and processes
- d. Oversees the general forming processes (slip casting, ram pressing, jiggering, extrusion, clay throwing, hand building, etc)

- f. Report daily activities to the chief Technologist
- g. Any other job assigned by Chief Technologist
- h. Any other job assigned by HS - Glass
- i. Any other job assigned by HOD

Senior Technologist (Glass Technology) CONTISS 8

- a. Assist in preparing practical materials
- b. Assist in setting up the laboratory and making sure the lab is kept clean
- c. Assist the students to follow due procedures
- d. Enforce laboratory rules and regulations
- e. Take appropriate inventory in the laboratory
- f. Maintain discipline among staff and students in the laboratory to avoid accidents during practicals.
- g. Any other job assigned by Chief Technologist
- h. Any other job assigned by HOS- Glass
- i. Any other job assigned by HOD

Principal Technologist II (Glass Technology) CONTISS 9

- a. Assist in organising the specific practicals for the day
- b. Assist in cutting glass tubings
- c. Assist in maintaining gas and oxygen lines
- d. Assist in product design/ specifications
- e. Controlling the consumption of raw materials
- f. Demonstrate the practical procedures to students
- g. Any other job assigned by Chief Technologist
- h. Any other job assigned by HOS- Glass
- i. Any other job assigned by HOD

Principal Technologist I (Glass Technology) CONTISS 11

- a. Assist in organising the specific practicals for the day b. Assist in cutting the glass tubings
- c. Assist in product design and specifications
- d. Control the level of wastage during practical
- e. Demonstrate the practical procedure to students
- f. Any other job assigned by Chief Technologist
- g. Any other job assigned by HOS- Glass
- h. Any other job assigned by HOD

Assistant Chief Technologist (Glass Technology) CONTISS 12

- a. Assist in daily planning of all practicals in the laboratories
- b. Assists in directing staff to adhere to laboratory procedures
- c. Assist in keeping all the inventories of each laboratory
- d. Assist in organising in-house training
- e. Any other job assigned by Chief Technologist
- f. Any other job assigned by HOS- Glass
- g. Any other job assigned by HOD

Chief Technologist (Glass Technology) CONTISS 13

- a. Coordinate the activities in the laboratory/workshop
- b. Organize in-house training for junior and newly employed staff
- c. Planning daily activities in the laboratories
- d. Liaise with the lecturers for specific practicals
- e. Develop and design new products
- f. Any other job assigned by HOS- Glass
- g. Any other job assigned by HOD

6.53 Technical Staff in Textile Section

Technical Officer (Textile)	CONTISS 6
Higher Technical Officer (Textile)	CONTISS 7
Senior Technical Officer (Textile)	CONTISS 8
Principal Technical Officer II (Textile)	CONTISS 9
Principal Technical Officer I (Textile)	CONTISS 11
Assistant Chief Technical Officer (Textile)	CONTISS 12
Chief Technical Officer (Textile)	CONTISS 13

Duties

Technical Officer (Textile) CONTISS 6

- a. Assist in the preparation of printing inks, dye solutions and other auxiliary substances
- b. Assist in maintenance of equipment and tools in the Studio
- c. Assist in the preparation of stencils, stretching of organic (mesh) on wooden frames and production of screens
- d. Assist in dark room photography transfer of design onto screens
- e. Provides professional community services
- f. Any other duty as may be assigned by C.T.O.; H.O.S. and H.O.D.
- g. Assist in the preparatory processes for weaving

Higher Technical Officer (Textile)**CONTISS 7**

- a. Assist in the preparation of printing paste, dye solutions and other auxiliary substances
- b. Assist in maintenance of equipment and tools in the Studio
- c. Assist in the production of stencils and photographic transfer of design onto screens
- d. Assist in preparatory processes for weaving
- e. Provides professional community services
- f. Any other duty as may be assigned by C.T.O.; H.O.S. and H.O.D.

Senior Technical Officer (Textile)**CONTISS 8**

- a. Assist in the preparation of printing paste, dye solutions and other auxiliary substances for use by the students
- b. Assist in maintenance of equipment and tools in the Studios
- c. Assist in production design, transfer of designs into stencil forms
- d. Assist in the production of photographic transfer of design onto screens
- e. Assist in preparatory processes for weaving
- f. Assist in training of junior staff
- g. Any other duty as may be assigned by C.T.O.; H.O.S. and H.O.D.
- h. Provides professional and community services

Principal Technical Officer II (Textile)**CONTISS 9**

- a. Formulates the composition of printing paste, dye solutions and other substances
- b. Repairs equipment and other tools in the section
- c. Assist in production of design on paper and their translation onto fabrics
- d. Assist in the production of woven fabrics
- e. Assist in production of photographic transfer of design onto screens
- f. Assist in training of junior staff
- g. Any other duty as may be assigned
- h. Provides professional and community services

Principal Technical Officer I (Textile)**CONTISS 11**

- a. Formulates the composite elements in the printing inks, dye mixtures and other auxiliary substances
- b. Assist in the repair of equipment and tools
- c. Assist in the creation of designs on paper and their translation onto fabrics

- d. Keeps record on industry in the sections
- e. In-charge of exhibitions of textile works
- f. Assist in budgetary estimates for the year
- g. Assist in training of junior staff
- h. Maintaining required stocks of materials and chemical in the unit
- i. Any other duty as may be assigned
- j. Provides professional and community services

Assistant Chief Technical Officer (Textile) CONTISS 12

- a. Assist in the formulation of constituent elements in printing paste, dye mixtures and related substances
- b. Assist in creation of designs on paper and translation onto fabrics
- c. Assist in mounting exhibitions of textile works
- d. Assist in the preparation of Annual Budget for the section
- e. Assist in training of junior colleagues
- f. Any other duty as may be assigned
- g. Provides professional and community services

Chief Technical Officer (Textile) CONTISS 13

- a. Heads the Unit
- b. Assist in creation of designs on paper and translation onto fabrics
- c. Plans and execute exhibitors
- d. Keeps past students' works in safe condition
- e. Initiates in-service training programmes for staff
- f. Prepares annual report for the unit
- g. Any other duty as may be assigned
- h. Provides professional and community services

7.0 Criteria for Appointments and Promotions by Complexes

The criteria of appointment, appraisal and promotion of academic staff in Ahmadu Bello University, Zaria shall be carried out in compliance with the specific criteria for each of the various categories of academic staff provided below and procedures defined earlier in chapter 4 (Duties of Academic Staff). Generally, any academic staff **MUST** be assessed on the primary functions of teaching, supervision, research, clinical/library duties, community services and any additional duty considered basic for academic staff. These basic academic tasks vary from one category of academic staff to another depending on where the staff is posted/located to carry his/her primary duty within the University.

7.1 Admin. & Legal Complex “A”

i. Graduate Assistant CONUASS 1

(A) To be appointed to this position, a candidate must possess:

B.Sc./B.A with a minimum of 2nd class grade in relevant discipline
NYSC

in addition,
Computer literacy

ii. Assistant Lecturer CONUASS 2

(A) To be appointed to this position, a candidate must possess:

Either
LLB, BL with a minimum of 2nd class grade
NYSC

or
M.A/M.Sc./MPA in relevant discipline
in addition,
Computer literacy

(B) A Graduate Assistant shall be upgraded to Assistant Lecture upon the acquisition of a Master’s degree.
If he/she fails to do so at the end of the three years waiting period between promotions, his/her appointment shall be terminated.

iii. Lecturer II CONUASS 3

(A) To be appointed to this position, a candidate must possess:

Either
Ph.D. in relevant discipline, 1 journal, 1 conference paper and requisite entry qualifications
NYSC

or
LLM, BL

or
M.A/M.Sc./MPA in relevant discipline, 1 journal, 3 Conference /Seminar papers, and At least 4 years teaching experience in a university
in addition,
Computer literacy

Candidate must score a minimum of 60% marks based on interview assessment criteria plus 3 conference papers

- (B) An Assistant Lecturer who holds an LLB/BL, shall be upgraded to Lecturer II upon the acquisition of an LLM.
If he/she fails to do so at the end of the three years waiting period between promotions, his/her appointment shall be terminated.
- (C) For promotion to Lecturer II, an Assistant Lecturer must:
have spent a minimum of three (3) years as Assistant Lecturer, possess the requisite qualifications for the rank of Lecturer II and scored an overall of at least 60% in the weighing for the various criteria for promotion as stipulated in item 5.5.1 of the Guidelines.

iv. **Lecturer I** **CONUASS 4**

(A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in relevant discipline

Journal Publications

Conference/Seminar

or

LLM, BL

Journal Publications.

Conference/Seminar papers

At least 3 years teaching experience in a university

or

M.A /M.Sc./ MPA in relevant discipline

Journal Publications.

Conference/Seminar papers

At least 7 years teaching experience in a university

in addition to the above,

Undergraduate Supervision

Admin. duties

Community service

- (B) For promotion to Lecturer I, a Lecturer II must:
have spent a minimum of three (3) years as Lecturer II, possess the requisite qualifications for the rank of Lecturer I and scored an overall of at least 65% in the weighing for the various criteria for promotion as stipulated in item 5.5.1 of the Guidelines.

Journal Publications
Conference papers
in addition to the above,
Postgraduate supervision
Admin. duties
Community Service
At least 15 years teaching experience in a university

The appointment shall be subject to external assessment, if not already a Professor.

- (B) For promotion to Professor, a Reader must:
have spent a minimum of three (3) years as Reader,
possess the requisite qualification for the rank of Professor and
scored an overall of at least 80% in the weighing for the various
criteria for promotion provided that the candidate must have
earned 40% of the publication, out of which 4% must have been
earned since last promotion as stipulated in 5.5.1 of the Guidelines.

7.2 Humanities Complex “B”

- i. **Graduate Assistant** **CONUASS 1**
(A) To be appointed to this position, a candidate must possess:
B.A/B.Sc. in relevant discipline with a minimum of 2nd class grade
NYSC
Must be computer literate
- ii. **Assistant Lecturer** **CONUASS 2**
(A) To be appointed to this position, a candidate must possess:
M.A/M.Sc. in relevant discipline
NYSC
Must be computer literate
(B) A Graduate Assistant shall be upgraded to Assistant Lecturer upon
the acquisition of a Master’s degree.
If he/she fails to do so at the end of the three years waiting period
between promotions, his/her appointment may be terminated.
- iii **Lecturer II** **CONUASS 3**
(A) For appointment to this position, a candidate must possess:

Either

Ph.D. in relevant discipline, 1 journal and 1 conference paper
NYSC

or

M.A/M.Sc. in relevant discipline, 1 journal and
Conference/Seminar papers

At least 4 years teaching experience in a university.

- (B) For promotion to Lecturer II, an Assistant Lecturer must:
have spent a minimum of three (3) years as Assistant Lecturer,
possess the requisite qualifications for the rank of Lecturer II and
scored an overall of at least 60% in the weighing for the various
criteria for promotion as stipulated in 5.5.1 of the Guidelines.

iv. **Lecturer I** **CONUASS 4**

- (A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in relevant discipline.

Journal Publications

Conference/Seminar papers

At least 3 years teaching experience in a university

or

M.A/M.Sc. in relevant discipline

Journal Publications

Conference/Seminar papers

At least 7 years teaching experience in a university

in addition to the above,

Undergraduate Supervision

Admin. duties

Community service

- (B) For promotion to Lecturer I, a Lecturer II must:

have spent a minimum of three (3) years as Lecturer II, possess the
requisite qualifications for the rank of Lecturer I and scored an
overall of at least 65% in the weighing for the various criteria for
promotion as stipulated in item 5.5.1 of the Guidelines.

v. **Senior Lecturer** **CONUASS 5**

- (A) To be appointed to this position, a candidate must possess:

Ph.D. in relevant discipline

Journal Publications

Conference papers

in addition to the above,

Postgraduate Supervision

Admin duties

Community Service

At least 10 years teaching experience in a university

- (B) For promotion to Senior Lecturer, a Lecturer I must:
have spent a minimum of three (3) years as Lecturer I, possess the requisite qualification for the rank of Senior Lecturer and scored an overall of at least 70% in the weighing for the various criteria for promotion as stipulated in item 5.5.1 of the Guidelines.

vi **Reader** **CONUASS 6**

- (A) To be appointed to this position, a candidate must possess:

Ph.D. in relevant discipline

Journal Publications

Conference papers

in addition to the above,

Post graduate supervision

Admin duties

Community Service

At least 13 years teaching experience in a university

**The appointment shall be subject to external assessment,
if not already a Reader**

- (B) For promotion to Reader, a Senior Lecturer must:
have spent a minimum of three (3) years as Senior Lecturer I, possess the requisite qualification for the rank of Reader and scored an overall of at least 75% in the weighing for the various criteria for promotion as stipulated in item 5.5.1 of the Guidelines.

vii. **Professor** **CONUASS 7**

- (A) To be appointed to this position, a candidate must possess:

Ph.D. in relevant discipline

Journal Publications

Conference papers

in addition to the above,

Postgraduate supervision

Admin. duties
Community service
At least 15 years teaching experience in a university

**The appointment shall be subject to external assessment,
if not already a Professor**

- (B) For promotion to Professor, a Reader must:
have spent a minimum of three (3) years as Reader,
possess the requisite qualification for the rank of Professor and
scored an overall of at least 80% in the weighing for the various
criteria for promotion as stipulated in 5.5.1 of the Guidelines.

7.3 Education Complex “C”

6.3.1 Faculty of Education

i. **Graduate Assistant** **CONUASS 1**

- (A) To be appointed to this position, a candidate must possess:
B.Ed/B.A/B.Sc. in relevant discipline/
BLIS/BLS with a minimum of 2nd class grade
NYSC
Must be computer literate

ii. **Assistant Lecturer** **CONUASS 2**

- (A) To be appointed to this position, a candidate must possess:
M.Ed/M.A/M.Sc. in relevant discipline/MLIS/MLS
Must be computer literate

- (B) A Graduate Assistant shall be upgraded to Assistant Lecturer upon
the acquisition of a Master’s degree.

If he/she fails to do so at the end of the three years waiting period
between promotions, his/her appointment may be terminated.

iii. **Lecturer II** **CONUASS 3**

- (A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in relevant discipline, 1 journal and 1 conference paper

NYSC

or

M.Ed/M.A/M.Sc. in relevant discipline/MLIS/MLS, 1 journal and Conference/Seminar papers

At least 4 years teaching experience in a University

- (B) For promotion to Lecturer II, an Assistant Lecturer must: have spent a minimum of three (3) years as Assistant Lecturer I, possess the requisite qualifications for the rank of Lecturer II and scored an overall of at least 60% in the weighing for the various criteria for promotion as stipulated in 5.5.1 of the Guidelines.

iv. **Lecturer I** **CONUASS 4**

- (A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in relevant discipline

Journal Publications

Conference/Seminar papers

At least 3 years teaching experience in a University

or

M.Ed/M,A/M.Sc. in relevant discipline/ MLIS/MLS

Journal Publications

Conference/Seminar papers

At least 7 years teaching experience in a university

in addition to the above,

Undergraduate Supervision

Admin. duties

Community service

A qualification in Education, for none holders of Education Degrees, is mandatory from this position.

- (B) For promotion to Lecturer I, a Lecturer II must: have spent a minimum of three (3) years as Lecturer II, possess the requisite qualifications for the rank of Lecturer I and scored an overall of at least 65% in the weighing for the various criteria for promotion as stipulated in item 5.5.1 of the Guidelines.

v. **Senior Lecturer** **CONUASS 5**

- (A) To be appointed to this position, a candidate must possess:

Ph.D. in relevant discipline

Postgraduate supervision:
at least 8 Masters and 5 Ph.D. students each
Admin. duties
Community service
At least 15 years teaching experience in a university

The appointment shall be subject to external assessment, if not already a Professor

- (B) For promotion to Professor, a Reader must:
have spent a minimum of three (3) years as Reader,
possess the requisite qualification for the rank of Professor and
scored an overall of at least 80% in the weighing for the various
criteria for promotion as stipulated in 5.5.1 of the Guidelines.

7.3.1 Academic Staff in the Institute of Education

- i. **Graduate Assistant CONUASS 1**
(A) To be appointed to this position, a candidate must possess:
B.Ed/B.A/B.Sc. in relevant discipline/ BLIS/BLS with a minimum
of 2nd class grade
NYSC
Must be computer literate
- ii. **Assistant Lecturer CONUASS 2**
(A) To be appointed to this position, a candidate must possess:
M.Ed/MA/M.Sc. in relevant discipline/MLIS/MLS
Must be computer literate
- (B) A Graduate Assistant shall be upgraded to Assistant Lecturer upon
the acquisition of a Master's degree.
If he/she fails to do so at the end of the three years waiting period
between promotions, his/her appointment may be terminated.
- iii. **Lecturer II CONUASS 3**
(A) To be appointed to this position, a candidate must possess:
Either
Ph.D. in relevant discipline, 1 journal and 1 conference paper
NYSC
or
M.Ed/M.A/M.Sc. in relevant discipline/MLIS/MLS
Journal Publication.
Conference/ Seminar/Workshop papers

in relevant discipline

or

MLS/MLIS,

Journal publications and

Conference/Seminar papers

At least 4 years teaching experience in a University

- (B) For promotion to Lecturer II, an Assistant Lecturer must:
have spent a minimum of three (3) years as Assistant Lecturer,
possess the requisite qualifications for the rank of Lecturer II and
scored an overall of at least 60% in the weighing for the various
criteria for promotion as stipulated in item 5.6.1 of the
Guidelines.

iv. **Lecturer I** **CONUASS 4**

- (A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in relevant discipline

Journal Publications

Conference/Seminar/Workshop papers

and

one of the following:

Curriculum Development Document/1 Book Review/

text book for student/1 Instructional Material for teachers

At least 3 years teaching experience in a tertiary institution.

or

M.Ed/M.A/M.Sc. in relevant discipline/MLIS/MLS

Journal Publications

Conference/Seminar/Workshop papers

and

one of the following:

1Curriculum Development Document/1 Book Review/

1 text book for students/1Instructional Material for teachers

At least 7 years teaching experience in a tertiary institution.

in addition to the above,

Undergraduate Supervision

Admin. duties

Community service

A qualification in Education, for none holders of Education Degrees, is also mandatory from this position.

- (B) For promotion to Lecturer I, a Lecturer II must:
have spent a minimum of three (3) years as Lecturer II, possess the requisite qualifications for the rank of Lecturer I and scored an overall of at least 65% in the weighing for the various criteria for promotion as stipulated in item 5.5.1 of the Guidelines.

v. **Senior Lecturer** **CONUASS 5**

- (A) To be appointed to this position, a candidate must possess:

Ph.D. in relevant discipline.
Journal Publications
Conference/Workshop papers
1 Field Research Report

and

one of the following:

1 Manual/1 Guide for either students or teachers/
2 Curriculum Development Documents/2 Book Reviews/2 Books
At least 10 years teaching experience in a tertiary institution

in addition to the above,

Postgraduate Supervision
Admin duties
Community Service
Computer literacy (an added advantage)

- (B) For promotion to Senior Lecturer, a Lecturer I must:
have spent a minimum of three (3) years as Lecturer I, possess the requisite qualification for the rank of Senior Lecturer and scored an overall of at least 70% in the weighing for the various criteria for promotion as stipulated in item 5.6.1 of the Guidelines.

vi **Reader** **CONUASS 6**

- (A) To be appointed to this position, a candidate must possess:

Ph.D. in relevant discipline
Journal Publications
Conference/Workshop papers
2 Field Research Reports

and

one of the following

2 Instructional Materials/1 Documentary/2 evidence of designed and implemented Workshops for training teachers
At least 13 years teaching experience in a tertiary institution.

in addition to the above,

Post graduate supervision
Admin duties
Community Service.

The appointment shall be subject to external appoint if not already a Reader.

(B) For promotion to Reader, a Senior Lecturer must:
have spent a minimum of three (3) years as Senior Lecturer, possess the requisite qualification for the rank of Reader and scored an overall of at least 75% in the weighing for the various criteria for promotion as stipulated in item 5.5.1 of the Guidelines

vii. **Professor** **CONUASS 7**

(A) To be appointed to this position, a candidate must possess:

Ph.D. in relevant discipline
Journal Publications
Conference/Workshop papers
5 Field Research Reports

and

one of the following:

2 Documentaries/2 textbooks for either Students or teachers/
2 Manuals/2 Guides for either students or teachers

At least 15 years teaching experience in a tertiary institution

in addition to the above,

Postgraduate supervision
Admin. duties
Community service

The appointment shall be subject to external assessment, if not already a Professor.

(B) For promotion to Professor, a Reader must:
have spent a minimum of three (3) years as Reader, possess the requisite qualification for the rank of Professor and scored an overall of at least 80% in the weighing for the various criteria for promotion as stipulated in 5.5.1 of the Guidelines.

7.3.2 **Academic Librarians in the Ahmadu Bello University Library System**

i. **Assistant Librarian** **CONUASS 1**

(A) To be appointed to this position, a candidate must possess:

BLS/BLIS with a minimum of 2nd class grade

NYSC

Must be computer literate

- ii. **Librarian II** **CONUASS 2**
- (A) To be appointed to this position, a candidate must possess:
 MLS/MLIS
 NYSC
 Journal publication
 Conference papers
 Must be computer literate
- (B) An Assistant Librarian shall be upgraded to Librarian II upon the acquisition of a Master's degree.
 If he/she fails to do so at the end of the three years waiting period between promotions, his/her appointment shall be terminated.
- iii. **Librarian I** **CONUASS 3**
- (A) To be appointed to this position, a candidate must possess:
Either
 Ph.D. in relevant discipline,
 NYSC
 Journal Publications
 Conference papers
or
 MLS/MLIS
 Journal Publication
 Conference/Seminar papers
or
 MLS/MLIS
 Journal Publications
 Conference papers
 At least 4 years relevant working experience in a recognised institution
- (B) For promotion to Librarian I, a Librarian II must:
 have spent a minimum of three (3) years as librarian II, possess the requisite qualifications for the rank of Librarian I and scored an overall of at least 60% in the weighing for the various criteria for promotion as stipulated in 5.5.1 of the Guidelines.
- iv. **Senior Librarian** **CONUASS 4**
- (A) To be appointed to this position, a candidate must possess:
Either
 Ph.D. in relevant discipline
 Journal Publications
 Conference/Seminar papers
 At least 3 years relevant working experience in a recognised institution

or

MLS in relevant disciplines

Journal Publications

Conference/Seminar papers

At least 7 years relevant working experience in a recognised institution.

in addition to the above,

Postgraduate supervision

Admin. duties

Community service

Knowledge in computer science and application, including recent development in library and information sciences.

- (B) For promotion to Senior Librarian, a Librarian I must:
have spent a minimum of three (3) years as Librarian I, possess the requisite qualification for the rank of Senior Librarian and scored an overall of at least 65% in the Weighing for the various criteria for promotion as stipulated in item 5.5.3 of the Guidelines.

v. **Principal Librarian** **CONUASS 5**

- (A) To be appointed to this position, a candidate must possess:

Ph.D. in relevant discipline

Journal Publications

Conference papers

in addition to the above,

Postgraduate supervision

Admin. duties

Community service

Knowledge in computer science and application, including recent development in library and information sciences.

At least 10 years relevant working experience in a University.

- (B) For promotion Principal Librarian, a Senior Librarian must:
have spent a minimum of three (3) years as Senior Librarian, possess the requisite qualifications for the rank of Principal Librarian and scored an overall of at least 70% in the weighing for the various criteria for promotion as stipulated in item 5.5.3 of the Guidelines.

vi. **Deputy Librarian** **CONUASS 6**

- (A) To be appointed to this position, a candidate must possess:

Ph.D. in relevant disciplines
Journal Publications
Conference papers
in addition to the above,
Postgraduate supervision
Admin. duties
Community service
Knowledge in computer science and application, including recent development in library and information sciences.
At least 13 years relevant working experience in a University

- (B) For promotion to Deputy Librarian, a Principal Librarian must: have spent a minimum of three (3) years as Principal Librarian, possess the requisite qualification for the rank of Deputy Librarian and scored an overall of at least 75% in the weighing for the various criteria for promotion as stipulated in item 5.5.3 of the Guidelines.

7.4 Agric./Vet. Complex “D”

- i. **Assistant Lecturer** **CONUASS 2**
(A) To be appointed to this position, a candidate must possess:
B. Agric/DVM or equivalent with a minimum of 2nd class grade
NYSC
in addition,
Must be computer literate
- ii. **Lecturer II** **CONUASS 3**
(A) To be appointed to this position, a candidate must possess:
Either
Ph.D. in relevant discipline, 1 Journal and 1 Conference paper
NYSC
or
M. Sc. in relevant discipline
Journal Publications
Conference papers
- (B) An Assistant Lecturer/Assistant Research Fellow shall be upgraded to Lecturer II upon the acquisition of a Master’s degree.

If he/she fails to do so at the end of the three years waiting period between promotions, his/her appointment may be terminated.

iii. **Lecturer I** **CONUASS 4**

(A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in relevant discipline

Journal Publications

Conference/Seminar papers

At least 3 years teaching experience in a University.

or

M.Sc. in relevant discipline

Journal publications

Conference/Seminar papers

At least 4 years teaching experience in a University

in addition to the above,

Undergraduate supervision

Admin. duties

Community service

(B) For promotion to Lecturer I, a Lecturer II must:

have spent a minimum of three (3) years as Lecturer II, possess the requisite qualifications for the rank of Lecturer I and scored an overall of at least 65% in the weighing for the various criteria for promotion as stipulated in item 5.5.1 of the Guidelines.

iv **Senior Lecturer** **CONUASS 5**

(A) To be appointed to this position, a candidate must possess:

Ph.D. in relevant discipline

Journal Publications

Conference papers

in addition to the above,

Postgraduate supervision

Admin. Duties

Community service

At least 10 years teaching experience in a University.

(B) For promotion to Senior Lecturer, a Lecturer I must:
have spent a minimum of three (3) years as Lecturer I,

possess the requisite qualification for the rank of Senior Lecturer and scored an overall of at least 70% in the weighing for the various criteria for promotion as stipulated in item 5.5.1 of the Guidelines.

- v. **Reader** **CONUASS 6**
- (A) To be appointed to this position, a candidate must possess:
- Ph.D. in relevant discipline
 - Journal Publications
 - Conference papers
 - in addition to the above,**
 - Postgraduate supervision
 - Admin. duties
 - Community service
 - At least 13 years teaching experience in a university

The appointment shall be subject to external assessment, if not already a Reader

- (B) For promotion to Reader, a Senior Lecturer must:
- have spent a minimum of three (3) years as Senior Lecturer, possess the requisite qualification for the rank of Reader and scored an overall of at least 75% in the weighing for the various criteria for promotion as stipulated in item 5.5.1 of the Guidelines.

- vi. **Professor** **CONUASS 7**
- (A) To be appointed to this position, a candidate must possess:
- Ph.D. in relevant discipline
 - Journal Publications
 - Conference papers
 - in addition to the above,**
 - Postgraduate supervision
 - Admin. duties
 - Community service
 - At least 15 years teaching experience in a University

The appointment shall be subject to external assessment, if not already a Professor.

- (B) For promotion to Professor, a Reader must:
- have spent a minimum of three (3) years as Reader,

possess the requisite qualification for the rank of Professor and scored an overall of at least 80% in the weighing for the various criteria for promotion as stipulated in item 5.5.1 of the Guidelines.

7.4.1 Research Fellow/Extension Specialist Cadre

- i. **Assistant Research Fellow/Assistant Extension Specialist**
CONUASS 2
 - (A) To be appointed to this position, a candidate must possess:
 - B. Agric/DVM or equivalent with a minimum of 2nd class grade NYSC
 - Must be computer literate

- ii. **Research Fellow II/Extension Specialist II** **CONUASS 3**
 - (A) To be appointed to this position, a candidate must possess:
 - Either**
 - Ph.D. in relevant discipline, 1 journal and 1 conference paper
 - NYSC
 - or**
 - M. Sc. in relevant discipline
 - Journal Publications
 - Conference papers/Extension Bulletins
 - (B) An Assistant Research Fellow/Assistant Extension Specialist shall be upgraded to Research Fellow II/Extension Specialist II upon the acquisition of a Master's degree.
If he/she fails to do so at the end of the three years waiting period between promotions, his/her appointment may be terminated

- iii. **Research Fellow I/Extension Specialist I** **CONUASS 4**
 - (A) To be appointed to this position, a candidate must possess:
 - Either**
 - Ph.D. in relevant discipline
 - Journal Publications
 - Conference/seminar papers/ Extension Bulletins
 - At least 3 years research/teaching experience in a University/Research Institute
 - or**
 - M.Sc. in relevant discipline
 - Journal Publications
 - Conference/Seminar papers/ Extension Bulletins

At least 4 years research/teaching experience in a University/Research Institute

in addition to the above,

Undergraduate supervision

Admin. Duties

Community service

- (B) For promotion to Research Fellow I/Extension Specialist I, a Research Fellow II/Extension Specialist II must:
have spent a minimum of three (3) years as a Research Fellow II/Extension Specialist II, possess the requisite qualifications for the rank of Research Fellow I/Extension Specialist I and scored an overall of at least 65% in the weighing for the various criteria for promotion as stipulated in item 5.5.2 of the Guidelines for Research Fellows/Ext Specialists.

iv **Senior Research Fellow/Senior Extension Specialist**

CONUASS 5

- (A) To be appointed to this position, a candidate must possess:
Ph.D. in relevant discipline
Journal Publications
Conference/Seminar papers/Extension Bulletins
in addition to the above,
Postgraduate supervision
Admin. duties
Community service
At least 10 years research/teaching experience in a University/Research Institute
- (B) For promotion to Senior Research Fellow/ Senior Extension Specialist, a Research Fellow I/Extension Specialist I must:
have spent a minimum of three (3) years as a Research Fellow I/Extension Specialist I,
possess the requisite qualification for the rank of Senior Research Fellow/Senior Extension Specialist and scored an overall of at least 70% in the weighing for the various criteria for promotion as stipulated in item 5.5.2 of the Guidelines for Research Fellows/Ext Specialist.

v. **Principal Research Fellow/Principal Extension Specialist**
CONUASS 6

- (A) To be appointed to this position, a candidate must possess:
Ph.D. in relevant discipline
Journal publications
Conference/Seminar papers/Ext Bulletins
in addition to the above,
Postgraduate supervision
Admin. duties
Community service
At least 13 years research/teaching experience in a
University/Research Institute

The appointment shall be subject to external assessment, if not already a Principal Research Fellow/Principal Extension Specialist.

- (B) For promotion to Principal Research Fellow/Principal Extension Specialist, a Senior Research Fellow/Senior Extension Specialist must:
have spent a minimum of three (3) years as Senior Research Fellow/
Senior Extension Specialist,
possess the requisite qualification for the rank of Principal Research Fellow/Principal Extension Specialist, and scored an overall of at least 75% in the weighing for the various criteria for promotion as stipulated in item 5.5.2 of the Guidelines for Research Fellows/Ext. Specialists.

v) **Professor** **CONUASS 7**

- (A) To be appointed to this position, a candidate must possess:
Ph.D. in relevant discipline
Journal publications
Conference/Seminar papers/Ext. Bulletins
in addition to the above,
Postgraduate supervision
Admin. duties
Community service
At least 15 years research/teaching experience in a
University/Research Institute

The appointment shall be subject to external assessment, if not already a Research Professor

- (B) For promotion to Research Professor, a Principal Research Fellow/Principal Extension Specialist must:
have spent a minimum of three (3) years as Principal Research Fellow/
Principal Extension Specialist, possess the requisite qualification for the rank of Research Professor and scored an overall of at least 80% in the weighing for the various criteria for promotion as stipulated in items 5.5.2 of the Guidelines for Research Fellows/Ext. Specialist.

7.5 Medical Complex “E”

7.5.1 Medically Qualified Staff in Both the Clinical and Pre-Clinical Sections and Non-Medically Qualified Teaching Staff in Pre-Clinical Section and Nursing Department

Preamble

A academic staff in the medical complex are expected to perform their primary responsibilities of teaching, student supervision, research, clinical services, community services, administrative duties, as the case may be.

- i. **Graduate Assistant** **CONUASS 1**
B.Sc. in relevant discipline
NYSC
Computer literacy
- ii. **Assistant Lecturer** **CONUASS 2**
(A) To be appointed to this position, a candidate must possess:
Either
NRN, NRM and B.Sc. Nursing/BNSc.
NYSC
Computer literacy
Or
M.Sc. in relevant discipline
NYSC
Computer literacy
Or
MBBS

NYSC

Must be computer literate

B) An Assistant Lecturer shall be upgraded to Lecturer II upon the acquisition of a Master's degree.

If he/she fails to do so at the end of the three years waiting period between promotions, his/her appointment may be terminated.

iii **Lecturer II** **CONUASS 3**

(A) To be appointed to this position, a candidate must possess:

MBBS

Part I Fellowship of Medical Colleges

Or

At least 3 years Post- graduation experience

iv. **Lecturer I** **CONUASS 4**

(A) To be appointed to this position, a candidate must possess:

MBBS

Part II final fellowship of Medical Colleges

At least 4 years teaching experience in a University

OR

Part II final fellowship of Medical Colleges

At least 7 years relevant working experience

(B) A Lecturer II shall be upgraded to Lecturer I/Consultant upon the acquisition of the Part II Fellowship of Medical Colleges

iv. **Senior Lecturer** **CONUASS 5**

(A) To be appointed to this position, a candidate must possess:

MBBS

Part II Final Fellowship of the Medical Colleges

Journal Publications

Conference papers

in addition to the above,

Postgraduate supervision

Admin. duties

Community service

At least 10 years teaching experience in a University

(B) For promotion to Senior Lecturer, a Lecturer I must:
have spent a minimum of three (3) years as Lecturer I,

possess the requisite qualification for the rank of Senior Lecturer and scored an overall of at least 70% in the weighing for the various criteria for promotion as stipulated in item 5.5.1 of the Guidelines.

v. **Reader** **CONUASS 6**

(A) To be appointed to this position, a candidate must possess:

MBBS

Part II Final Fellowship of the Medical Colleges

13 Journal Publications

7 Conference papers

in addition to the above,

Postgraduate supervision

Admin. duties

Community service

At least 13 years teaching experience in a University

The appointment shall be subject to external assessment, if not already a Reader

(B) For promotion to Reader, a Senior Lecturer must:

have spent a minimum of three (3) years as Senior Lecturer, possess the requisite qualification for the rank of Reader and scored an overall of at least 75% in the weighing for the various criteria for promotion as stipulated in item 5.5.1 of the Guidelines.

vi. **Professor** **CONUASS 7**

(A) To be appointed to this position, a candidate must possess:

MBBS

Part II Final Fellowship of the Medical Colleges

Journal Publications

Conference papers

in addition to the above,

Postgraduate supervision

Admin. duties

Community service

At least 14 years teaching experience in a University

The appointment shall be subject to external assessment, if not already a Professor.

(B) For promotion to Professor, a Reader must:

have spent a minimum of three (3) years as Reader,

possess the requisite qualification for the rank of Professor and scored an overall of at least 80% in the weighing for the various criteria for promotion as stipulated in 5.5.1 of the Guidelines.

7.5.2 Medically Qualified Staff in the Pre-Clinical Level

i. **Assistant Lecturer** **CONUASS 2**

(A) To be appointed to this position, a candidate must possess:

MBBS

NYSC

Must be computer literate ii.

Lecturer II **CONUASS 3**

(A) To be appointed to this position, a candidate must possess:

MBBS, M.Sc. in a relevant discipline

(B) An Assistant Lecturer shall be upgraded to Lecturer II upon the acquisition of a Master's degree.

If he/she fails to do so at the end of the three years waiting period between promotions, his/her appointment may be terminated.

iii. **Lecturer I** **CONUASS 4**

(A) To be appointed to this position, a candidate must possess:

Either

an MBBS **and** Ph.D. in relevant discipline

Journal Publication

Conference papers

At least 4 years teaching experience in a University

Or

MBBS **and** M.Sc. in a relevant discipline

Journal Publications

Conference papers

At least 7 years teaching experience in a University

in addition to the above,

Undergraduate supervision

Admin. duties

Community service

(B) For promotion to Lecturer I, a Lecturer II must:

have spent a minimum of three (3) years as Lecturer 11, possess the requisite qualifications for the rank of Lecturer I and scored an overall of at least 60% in the weighing for the various criteria for promotion as stipulated in item 5.5.1 of the Guidelines.

iv. **Senior Lecturer** **CONUASS 5**

(A) To be appointed to this position, a candidate must possess:

MBBS and Ph.D. in a relevant discipline

Journal Publications

Conference papers

in addition to the above,

Postgraduate supervision

Admin. duties

Community service

At least 10 years teaching experience in a University

(B) For promotion to Senior Lecturer, a Lecturer I must:
have spent a minimum of three (3) years as Lecturer 1,
possess the requisite qualification for the rank of Senior Lecturer and
scored an overall of at least 65% in the weighing for the various
criteria for promotion as stipulated in item 5.5.1 of the Guidelines.

v. **Reader** **CONUASS 6**

(A) To be appointed to this position, a candidate must possess:

MBBS and Ph.D. in a relevant discipline

Journal Publications

Conference papers

in addition to the above,

Postgraduate supervision

Admin. duties

Community service

At least 13 years teaching experience in a University

The appointment shall be subject to external assessment, if not already a Reader

(B) For promotion to Reader, a Senior Lecturer must:
have spent a minimum of three (3) years as Senior Lecturer,
possess the requisite qualification for the rank of Reader and
scored an overall of at least 70% in the Weighing for the various
criteria for promotion as stipulated in item 5.6.1 of the Guidelines.

vi. **Professor** **CONUASS 7**

(A) To be appointed to this position, a candidate must possess:

MBBS and Ph.D. in a relevant discipline
Journal Publications
Conference papers
in addition to the above,
Postgraduate supervision
Admin. duties
Community service
At least 10 years teaching experience in a University

The appointment shall be subject to external assessment, if not already a Professor

- (B) For promotion to Professor, a Reader must:
have spent a minimum of three (3) years as Reader,
possess the requisite qualification for the rank of Professor and scored
an overall of at least 80% in the weighing for the various criteria
for promotion as stipulated in 5.5.1 of the Guidelines.

7.5.3 Non Medically Qualified Teaching Staff in the Pre-Clinical Level/Department of Nursing

i. Graduate Assistant CONUASS 1

- (A) To be appointed to this position, a candidate must possess:
B. Sc. in relevant discipline with a minimum of 2nd class grade
N.Y.S.C
Must be computer literate

ii. Assistant Lecturer CONUASS 2

- (A) To be appointed to this position, a candidate must possess:
Either
NRN,NRM and B.Sc. Nursing/BNSc.
NYSC
Or
M.Sc. in relevant discipline
- (B) A Graduate Assistant shall be upgraded to Assistant Lecturer upon the acquisition of a Master's degree.
If he/she fails to do so at the end of the three years waiting period between promotions, his/her appointment may be terminated.

iii. Lecturer II CONUASS 3

- (A) To be appointed to this position, a candidate must possess:
Either

Ph.D. in a relevant discipline, 1 Journal and 1 Conference paper
NYSC

Or

M.Sc. in relevant discipline, 1 Journal and 3 onference/
Seminar papers
At least 4 years teaching experience in a University

- (B) An Assistant Lecturer with an NRN, NRM and B.Sc. Nursing/BNSC shall be upgraded to Lecturer II upon the acquisition of a Master's degree.

If he/she fails to do so at the end of the three years waiting period between promotions, his/her appointment may be terminated.

- (C) For promotion to Lecturer II, an Assistant Lecturer must:

Have spent a minimum of three (3) years as Assistant Lecturer, possess the requisite qualifications for the rank of Lecturer II and scored an overall of at least 55% in the weighing for the various criteria for promotion as stipulated in 5.5.1 of the Guidelines.

iv. **Lecturer I** **CONUASS 4**

- (A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in relevant discipline
Journal Publications
Conference/Seminar papers
At least 3 years teaching experience in a University

Or

M.Sc. in relevant discipline to Nursing
Journal Publications
Conference/Seminar papers
At least 4 years teaching experience in a University

Or

M.Sc. in relevant discipline
Journal Publications
Conference/Seminar papers
At least 7 years teaching experience in a University

in addition to the above,

Undergraduate supervision
Admin. duties
Community service

- (B) For promotion to Lecturer I, a Lecturer II must:
have spent a minimum of three (3) years as Lecturer II, possess the requisite qualifications for the rank of Lecturer I and scored an overall of at least 60% in the weighing for the various criteria for promotion as stipulated in item 5.6.1 of the Guidelines.

v **Senior Lecturer** **CONUASS 5**

- (A) To be appointed to this position, a candidate must possess:

Ph.D. in relevant discipline

Journal Publications

Conference papers

Or

M.Sc. in relevant discipline to Nursing

and

FWACN,(Fellowship of West African Colleges of Nursing)

Journal Publications

Conference papers

in addition to the above,

Postgraduate supervision

Admin. Duties

Community service

At least 10 years teaching experience in a University

- (B) For promotion to Senior Lecturer, a Lecturer I must:
have spent a minimum of three (3) years as Lecturer 1,
possess the requisite qualification for the rank of Senior Lecturer and scored an overall of at least 65% in the weighing for the various criteria for promotion as stipulated in item 5.6.1 of the Guidelines.

vi. **Reader** **CONUASS 6**

- (A) To be appointed to this position, a candidate must possess:

Ph.D. in relevant discipline

Or

M.Sc. in Nursing

and

FWACN, (Fellowship of West African Colleges of Nursing)

Journal Publications

Conference/Seminar papers

in addition to the above,

Postgraduate supervision

Admin. Duties

Community service

At least 13 years teaching experience in a University

The appointment shall be subject to external assessment, if not already a Reader.

- (B) For promotion to Reader, a Senior Lecturer must:
have spent a minimum of three (3) years as Senior Lecturer, possess the requisite qualification for the rank of Reader and scored an overall of at least 75% in the weighing for the various criteria for promotion as stipulated in item 5.6.1 of the Guidelines.

vii. **Professor** **CONUASS 7**

- (A) To be appointed to this position, a candidate must possess:

Ph.D. in a relevant discipline

Journal Publications

Conference papers

Or

M.Sc. in Nursing

and

FWACN, (Fellowship of West African Colleges of Nursing)

Journal Publications

Conference papers

in addition to the above,

Postgraduate supervision

Admin. Duties

Community service

At least 15 years teaching experience in a University

The appointment shall be subject to external assessment, if not already a Professor.

- (B) For promotion to Professor, a Reader must:
have spent a minimum of three (3) years as Reader,
possess the requisite qualification for the rank of Professor and
scored an overall of at least 80% in the weighing for the various
criteria for promotion as stipulated in 5.5.1 of the Guidelines.

7.6. Science Complex “G”

i. **Graduate Assistant** **CONUASS 1**

- (A) To be appointed to this position, a candidate must possess:

B. Sc. in relevant discipline with a minimum of 2nd class grade
N.Y.S.C
Must be computer literate

ii. **Assistant Lecturer** **CONUASS 2**

(A) To be appointed to this position, a candidate must possess:

Either

B.Pharm
NYSC

Or

M.Sc. in relevant discipline
Must be computer literate

(B) A Graduate Assistant shall be upgraded to Assistant Lecturer upon the acquisition of a Master's degree. If he/she fails to do so at the end of the three years waiting period between promotions, his/her appointment may be terminated.

iii. **Lecturer II** **CONUASS 3**

(A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in relevant discipline, 1 Journal and 1 Conference paper
NYSC

Or

M.Sc. in a relevant discipline in Pharmacy

Or

M.Sc. in relevant discipline, 1 Journal and 3 Conference papers
Conference/Seminar papers
At least 4 years teaching experience in a University

(B) An Assistant Lecturer with a B.Pharm shall be upgraded to Lecturer II upon the acquisition of a Master's degree.
If he/she fails to do so at the end of the three years waiting period between promotions, his/her appointment may be terminated.

(C) For promotion to Lecturer II, an Assistant Lecturer must:
Have spent a minimum of three (3) years as Assistant Lecturer, possess the requisite qualifications for the rank of Lecturer II and scored an overall of at least 55% in the weighing for the various criteria for promotion as stipulated in 5.5.1 of the Guidelines.

iv **Lecturer I** **CONUASS 4**

(A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in relevant discipline

Journal Publications

Conference/Seminar papers.

At least 3 years teaching experience in a University

Or

M.Sc. in a relevant discipline in Pharmacy

Journal Publication

Conference/Seminar papers

At least 4 years teaching experience in a University

Or

M.Sc. in relevant discipline

Journal Publications

Conference papers

At least 7 years teaching experience in a University

in addition to the above,

Undergraduate supervision

Admin. duties

Community service

(B) For promotion to Lecturer I, a Lecturer II must:

have spent a minimum of three (3) years as Lecturer II,

possess the requisite qualifications for the rank of Lecturer I and

scored an overall of at least 60% in the weighing for the various

criteria for promotion as stipulated in item 5.5.1 of the Guidelines.

iv **Senior Lecturer** **CONUASS 5**

(A) To be appointed to this position, a candidate must possess:

Ph.D. in relevant discipline

Journal Publications

Conference papers

in addition to the above,

Postgraduate supervision

Admin. Duties

Community service

At least 10 years teaching experience in a University

(B) For promotion to Senior Lecturer, a Lecturer I must:

have spent a minimum of three (3) years as Lecturer I,

possess the requisite qualification for the rank of Senior Lecturer and scored an overall of at least 65% in the weighing for the various criteria for promotion as stipulated in item 5.5.1 of the Guidelines.

- v. **Reader** **CONUASS 6**
- (A) To be appointed to this position, a candidate must possess:
- Ph.D. in relevant discipline
 - Journal Publications
 - Conference papers
 - in addition to the above,**
 - Postgraduate supervision
 - Admin. Duties
 - Community service
 - Postgraduate supervision
 - At least 13 years teaching experience in a University

The appointment shall be subject to external assessment, if not already a Reader

- (B) For promotion to Reader, a Senior Lecturer must:
- have spent a minimum of three (3) years as Senior Lecturer, possess the requisite qualification for the rank of Reader and scored an overall of at least 75% in the weighing for the various criteria for promotion as stipulated in item 5.5.1 of the Guidelines.

- vi. **Professor** **CONUASS 7**
- (A) To be appointed to this position, a candidate must possess:
- Ph.D. in relevant discipline
 - Journal Publications
 - Conference papers
 - in addition to the above,**
 - Postgraduate supervision
 - Admin. Duties
 - Community service
 - At least 15 years teaching experience in a University

The appointment shall be subject to external assessment, if not already a Professor.

- (B) For promotion to Professor, a Reader must:
- have spent a minimum of three (3) years as Reader,

possess the requisite qualification for the rank of Professor and scored an overall of at least 80% in the weighing for the various criteria for promotion as stipulated in 5.6.1 of the Guidelines.

7.7 Engineering/Env. Design Complex (H)

i. Graduate Assistant CONUASS 1

(A) To be appointed to this position, a candidate must possess:

B.A/B.Sc. in relevant discipline with a minimum of 2nd class grade

N.Y.S.C

Must be computer literate

ii Assistant Lecturer CONUASS 2

(A) To be appointed to this position, a candidate must possess:

Either

B.Eng./B.Urban & Regional Planning/B.Sc. (Building)

NYSC

Or

M.Sc./M.A/M.FA in relevant discipline

Must be computer literate

(B) A Graduate Assistant shall be upgraded to Assistant Lecturer upon the acquisition of a Master's degree.

If he/she fails to do so at the end of the three years waiting period between promotions, his/her appointment may be terminated.

iii. Lecturer II CONUASS 3

(A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in relevant discipline,

Journal publication

Conference paper

NYSC

Or

M.Sc. B.Eng./B.Urban & Regional Planning/M.Sc. (Building)

Journal publication

Conference/Seminar papers/Technical Reports

At least 6 years teaching experience in a University

Or

M.Sc./M.A/M.FA in relevant discipline

Journal publication

Conference/Seminar papers/Technical Reports

At least 6 years teaching experience in a University

- (B) An Assistant Lecturer with a B.Eng/B.Urban & Regional Planning/
B.Sc. (Building) shall be upgraded to Lecturer 11 upon the
acquisition of a Master's degree.
If he/she fails to do so at the end of the three years waiting period
between promotions, his/her appointment may be terminated.
- (C) For promotion to Lecturer II, an Assistant Lecturer must:
have spent a minimum of three (3) years as Assistant Lecturer,
possess the requisite qualifications for the rank and scored an overall
of at least 55% in the weighing for the various criteria for
promotion as stipulated in 5.5.1 of the Guidelines.

v. **Lecturer I** **CONUASS 4**

- (A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in relevant discipline

Journal Publications

Conference/Seminar papers.

At least 3 years teaching experience in a University

Or

M.Sc. Eng/Urban & Regional Planning/M.Sc. (Building)

Journal Publications

Conference/Seminar papers

At least 4 years relevant experience in a University

Or

M.Sc./M.A. in relevant discipline

Journal Publications

Conference papers/Technical Reports

Or

for Artists (painters/sculptors)

M.FA

Journal Publications

Exhibition Catalogues/Books

Conference papers/Technical Reports

At least 7 years relevant experience in a University

in addition to the above,

Undergraduate supervision

Admin. duties

Community service

- (B) For promotion to Lecturer I, a Lecturer II must:
have spent a minimum of three (3) years as Lecturer II,
possess the requisite qualifications for the rank of Lecturer I and
scored an overall of at least 60% in the weighing for the various
criteria for promotion as stipulated in item 5.5.1 of the Guidelines.

v **Senior Lecturer** **CONUASS 5**

- (A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in relevant discipline
Journal Publications
Conference papers/Technical Reports

Or

for Artists (painters/sculptors)

Ph.D.
Journal Publications
Exhibition/Catalogues/Books
Conference papers/Technical Report

in addition to the above,

Postgraduate supervision
Admin. duties
Community service
At least 10 years teaching experience in a University

- (B) For promotion to Senior Lecturer, a Lecturer I must:
have spent a minimum of three (3) years as Lecturer I, possess
the requisite qualification for the rank of Senior Lecturer and
scored an overall of at least 65% in the weighing for the various
criteria for promotion as stipulated in item 5.5.1 of the Guidelines.

vi **Reader** **CONUASS 6**

- (A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in relevant discipline
Journal publications
Conference papers/Technical Reports

Or

for Artists (painters/sculptors)

Ph.D.
Journal publications
Exhibition Catalogues/Books

Conference papers/Technical Reports

in addition to the above,

Postgraduate supervision

Admin. duties

Community service

At least 13 years teaching experience in a University

The appointment shall be subject to external assessment, if not already a Reader.

- (B) For promotion to Reader, a Senior Lecturer must:
have spent a minimum of three (3) years as Senior Lecturer,
possess the requisite qualification for the rank of Reader and
scored an overall of at least 70% in the weighing for the various
criteria for promotion as stipulated in item 5.5.1 of the Guidelines.

vii **Professor** **CONUASS 7**

- (A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in relevant discipline

Journal publications/Exhibition Catalogues/Books

Conference papers/Technical Reports

or

for Artist (painters/sculptures)

Ph.D

Journal publications

Exhibitions/Catalogues/Books

Conference/Technical Reports

in addition to the above,

Postgraduate supervision

Admin. duties

Community service

Postgraduate supervision

At least 15 years teaching experience in a University

The appointment shall be subject to external assessment, if not already a Professor.

- (B) For promotion to Professor, a Reader must:
have spent a minimum of three (3) years as Reader,
possess the requisite qualification for the rank of Professor and scored
an overall of at least 80% in the weighing for the various criteria
for promotion as stipulated in 5.6.1 of the Guidelines.

8.0 Senior Non-Teaching Staff Cadres With Degree Requirements

8.1 Introduction

- i. Candidates to be employed in all cadres listed below **must** possess first degree with a minimum of second class in the relevant discipline and shall be interviewed, pass prescribed examinations and score not less than 60%.
- ii. All appointments and promotions to any of the positions in these cadres shall be subject to available vacancies as may be determined from time to time by Establishment and Budgetary provisions.
- iii. Proficiency in computer is mandatory.
- iv. The minimum waiting period for officers in these cadres shall be three (3) years. However, for the terminal positions on CONTISS 14, the waiting period shall be four (4) years.
- v. All positions on CONTISS 15 shall be filled by appointment only.

8.2 Various Non-Teaching Cadres

- Network Administrator and Network Engineer Cadre
- Information Systems Cadre
- Network Programmer Cadre
- Systems Programmer/Analyst Cadre
- Administrative Cadre
- Legal Officer Cadre
- Confidential Secretary Cadre
- Accountant Cadre
- Procurement Officer Cadre
- Stores Officer Cadre
- Internal Auditor Cadre
- Editor/Information and Protocol Officer/Public Relations and Publicity Officer/Strategic Research and Communication Officer Cadre
- Counselling Psychologist Cadre
- Coach Cadre
- Security Officer Cadre
- Fire Officer Cadre
- Archivist Cadre
- Master Cadre
- Engineer Cadre

- Architect Cadre
- Quantity Surveyor Cadre
- Campus Planner Cadre
- Building Officer Cadre
- Medical/Dental Officer Cadre
- Pharmacist Cadre
- Staff Nurse/Midwifery Cadre
- Environmental Health Officer Cadre
- Community Health Officer Cadre

8.3 Requirements for appointments and promotions of degree holders

i. CONTISS 7

- a) To be appointed to positions on CONTISS 7, candidates **must** possess the following qualifications in the relevant discipline:

B.A/B.Sc Humanities/Business Administration/
Accounting/Public Administration/Social Sciences/
Computer Science/Guidance and Counselling/
Physical & Health Education

In addition

- a. NYSC discharge/exemption certificate
- b. Demonstrate a flair for oral and written English

ii. CONTISS 8

- a) To be appointed to positions on CONTISS 8, candidates **must** possess the following qualifications in the relevant discipline:

Either

B.Eng/LL.B/B. Nursing/B.Tech/M.Sc Arch/B.URP/
B.Sc Quantity Surveying/B.Sc Building/BMLS/M.Ed
Guidance & Counselling

Or

B.A/B.Sc Humanities/Business Administration/
Accounting/Public Administration/Social Sciences/
Computer Science/Guidance and Counselling/
Physical & Health Education

At least three (3) years cognate experience

In addition

- a. NYSC discharge/exemption certificate
- b. Demonstrate a flair for oral and written English

- c. Registered member of COREN/BL/QSRBN/CORBON/
ARCON/TOPREC where applicable
 - c) For promotion to positions on CONTISS 8, staff **must** have spent a minimum of three (3) years on CONTISS 7, possess the requisite qualification for the position on CONTISS 8 with at least an overall average of 60% in the weighing for the various criteria for promotion as stipulated in item 8.10 of the Guidelines.
- iii. **CONTISS 9**
- a) To be appointed to positions on CONTISS 9, candidates **must** possess the following qualifications in the relevant discipline:
 - Either**
 - B.Pharm
 - In addition**
 - NYSC discharge/exemption certificate
 - a. Registered member with the Pharmacist Registration Board of Nigeria
 - Or**
 - B.A/B.Sc
 - Humanities/Business Administration/Accounting/
Public Administration/Social Sciences/
Computer Science/Guidance and Counselling/
Physical & Health Education
 - At least six (6) years cognate experience
 - b) For promotion to positions on CONTISS 9, staff **must** have spent a minimum of three (3) years on CONTISS 8, possess the requisite qualification for the positions on CONTISS 9 with at least an overall average of 60% in the weighing for the various criteria for promotion as stipulated in item 8.10 of the Guidelines.
- iv. **CONTISS 10**
- a) To be appointed to positions on CONTISS 10, candidates **must** possess:
 - MBBS/Bachelor of Dental Surgery
 - In addition**
 - a. NYSC discharge/exemption certificate
 - b. Registration with Medical & Dental Council of Nigeria

- v. **CONTISS 11**
- a) To be appointed to positions on CONTISS 11, candidates **must** possess the following qualifications in the relevant discipline:
 B.A/B.Sc
 Humanities/Business Administration/Accounting/
 Public Administration/Social Sciences/
 Computer Science/Guidance and Counselling/
 Physical & Health Education
 At least nine (9) years cognate experience, or six (6) years for candidates employed on CONTISS 8 and three (3) years for candidates employed on CONTISS 9 and CONTISS 10
- b) For promotion to positions on CONTISS 11, staff **must** have spent a minimum of three (3) years on CONTISS 9 or CONTISS 10 as applicable, possess the requisite qualification for the positions on CONTISS 11 with at least an overall average of 60% in the weighing for the various criteria for promotion as stipulated in item 8.10 of the Guidelines.
- vi. **CONTISS 12**
- a) To be appointed to positions on CONTISS 12, candidates **must** possess:
 MBBS/Bachelor of Dental Surgery
 At least six (6) years cognate experience
In addition
- a. NYSC discharge/exemption certificate
 b. Registration with Medical & Dental Council of Nigeria
- b) For promotion to positions on CONTISS 12, staff **must** have spent a minimum of three (3) years on CONTISS 11, possess the requisite qualification for the positions on CONTISS 12 with at least an overall average of 60% in the weighing for the various criteria for promotion as stipulated in item 8.10 of the Guidelines.
- **For positions on CONTISS 13 and above, possession of postgraduate qualifications will be an added advantage.**
 - **Graduates of Business Administration in the Accountant Cadre require ICAN or ANAN to progress further.**

vii.

CONTISS 13

a) To be appointed to positions on CONTISS 13, candidates **must** possess the following qualifications in the relevant discipline:

Either

B.A/B.Sc

Humanities/Business Administration/Accounting/

Public Administration/Social Sciences/

Computer Science/Guidance and Counselling/

Physical & Health Education

At least twelve (12) years cognate experience

Or

At least nine (9) years cognate experience

for candidates with qualifications in CONTISS 8,

CONTISS 9 and CONTISS 10.

In addition

a. NYSC discharge/exemption certificate

b. Demonstrate a flair for oral and written English

b) For promotion to positions on CONTISS 13, staff **must** have spent a minimum of three (3) years on CONTISS 11, possess the requisite qualification for the position on CONTISS 13 with at least an overall average of 60% in the weighing for the various criteria for promotion as stipulated in item 8.10 of the Guidelines

Terminal grade for the following cadres:

- Network Administrator and Network Engineer Cadre
- Information Systems Cadre
- Network Programmer Cadre
- Procurement Officer Cadre
- Stores Officer Cadre
- Editor/Information and Protocol Officer/Public Relations and Publicity Officer/Strategic Research and Communication Officer Cadre
- Security Officer Cadre
- Fire Officer Cadre
- Archivist Cadre
- Master Cadre
- Engineer Cadre
- Architect Cadre
- Quantity Surveyor Cadre

- Campus Planner Cadre
- Building Officer Cadre
- Staff Nurse/Midwifery Cadre
- Environmental Health Officer Cadre
- Community Health Officer Cadre

At this level, staff on the Accountant Cadre must be registered members of ICAN or ANAN to progress further

viii. **CONTISS 14**

- a) To be appointed to positions on CONTISS 14, candidates **must** possess the following qualifications in the relevant discipline:

Either

B.A/B.Sc

Humanities/Business Administration/Accounting/

Public Administration/Social Sciences/

Computer Science/Guidance and Counselling/

Physical & Health Education

At least fifteen (15) years cognate experience

Or

At least twelve (12) years cognate experience

for candidates with qualifications in CONTISS 8,

CONTISS 9 and CONTISS 10.

In addition

- a. NYSC discharge/exemption certificate
- b. Demonstrate a flair for oral and written English
- b) For promotion to positions on CONTISS 14, staff **must** have spent a minimum of four (4) years on CONTISS 13, possess the requisite qualification for the position on CONTISS 14 with at least an overall average of 60% in the weighing for the various criteria for promotion as stipulated in item 8.10 of the Guidelines and must:
 - a. Demonstrate maturity, good human relation and a high sense of responsibility
 - b. Demonstrate ability for initiative and innovation
 - c. Contribute to the development of the University
 - d. Demonstrate good leadership quality

Terminal grade for the following cadres:

- Systems Programmer/Analyst Cadre
- Administrative Cadre

- Legal Officer Cadre
- Accountant Cadre
- Counselling Psychologist Cadre
- Coach Cadre

Promotion to this position is subject to available vacancy

ix. **CONTISS 15**

- a) To be appointed to positions on CONTISS 15, candidates **must** possess the following qualifications in the relevant discipline:

Either

MBBS/Bachelor of Dental Surgery

At least fifteen (15) years cognate experience

In addition

- a. NYSC discharge/exemption certificate
- b. Registration with Medical & Dental Council of Nigeria

Or

B.Pharm

At least fifteen (15) years cognate experience

In addition

- a. NYSC discharge/exemption certificate
- b. Registered member with the Pharmacist Registration Board of Nigeria

- b) For promotion to positions on CONTISS 15, staff **must** have spent a minimum of four (4) years on CONTISS 14, possess the requisite qualification for the positions on CONTISS 15 with at least an overall average of 60% in the weighing for the various criteria for promotion as stipulated in item 8.10 of the Guidelines.

8.4 Senior Non-Teaching Staff Cadres With HND, ND, Diploma And Other Qualifications

8.5 Introduction

- i. Candidates to be employed in all cadres listed below **must** possess one of the following qualifications: HND, ND, Diploma, NRN, NRM, 120/50 wpm, Executive Officer (Admin) and Executive Officer (Acct) certificates, Assistant Works Superintendent certificate and shall be interviewed, pass prescribed examinations and score not less than 60%.

- ii. All appointments and promotions to any of the positions in these cadres shall be subject to available vacancies as may be determined from time to time by Establishment and Budgetary provisions.
- iii. Proficiency in computer is mandatory for all staff to be employed.
- iv. The minimum waiting period for officers in these cadres shall be three (3) years.

- 8.6**
- Technical Cadre
 - Computer Operations Cadre
 - Executive Officer (Admin) Cadre
 - Confidential Secretary Cadre
 - Executive Officer (Accts) Cadre
 - Procurement Officer Cadre
 - Stores Officer Cadre
 - Executive Officer (Audit) Cadre
 - Coach Cadre
 - Security Cadre
 - Fire Officer Cadre
 - Library Officer Cadre
 - Master Cadre
 - Works Superintendent Cadre
 - Nurse Tutor Cadre
 - Staff Nurse/Midwife Cadre
 - Environmental Health Officer Cadre
 - Community Health Officer Cadre
 - Dental Therapist Cadre
 - Pharmacy Technician Cadre
 - Medical Records Officer Cadre
 - Technologist Cadre

8.7 Requirements for appointments and promotions of holders of HND, ND, Diploma and other qualifications

- i. **CONTISS 6**
 - a) To be appointed to positions on CONTISS 6, Candidates **must** possess the following qualifications in the relevant discipline:
Either
ND/Diploma

Or

120/50 wpm

In addition

‘O’ Level Credit in English Language

Or

Assistant Works Superintendent certificate

Or

E.O Certificate

In addition

At least 2 ‘O’ Level Credits including English Language for E.O. (Admin) and at least 2 ‘O’ level Credits including English Language

Plus a Pass in Mathematics for E.O. (Accounts/Audit)

Or

Assistant Store Officer Certificate

Or

Pharmacy Technician Certificate from a recognized School of Health Technology

In addition

Registration with IMLT (Institute of Medical Laboratory Technology)

ii.

CONTISS 7

- a) To be appointed to positions on CONTISS 7, candidates **must** possess the following qualifications in the relevant discipline:

Either

HND

In addition

NYSC discharge/exemption certificate

Or

ND/Diploma

At least four (4) years cognate experience

Or

120/50 wpm

In addition

‘O’ Level Credit in English Language

At least four (4) years cognate experience

Or

Assistant Works Superintendent certificate

At least four (4) years cognate experience

Or

NRN, NRM

In addition

Registration with Nursing & Midwifery Council of Nigeria (NMCN)

- b) For promotion to positions on CONTISS 7, staff **must** have spent a minimum of four (4) years on CONTISS 6, possess the requisite qualification for the position on CONTISS 7 with at least an overall average of 60% in the weighing for the various criteria for promotion as stipulated in item 8.10 of the Guidelines.

iii. **CONTISS 8**

- a) To be appointed to positions on CONTISS 8, candidates **must** possess the following qualifications in the relevant discipline:

HND

At least four (4) years cognate experience

- b) For promotion to positions on CONTISS 8, staff **must** have spent a minimum of four (4) years on CONTISS 7, possess the requisite qualification for the position on CONTISS 8 with at least an overall average of 60% in the weighing for the various criteria for promotion as stipulated in item 8.10 of the Guidelines.

iv. **CONTISS 9**

- a) To be appointed to positions on CONTISS 9, candidates **must** possess the following qualifications in the relevant discipline:

HND

At least eight (8) years cognate experience

- b) For promotion to positions on CONTISS 9, staff **must** have spent a minimum of four (4) years on CONTISS 8, possess the requisite qualification for the position on CONTISS 9 with at least an overall average of 60% in the weighing for the various criteria for promotion as stipulated in item 8.10 of the Guidelines.

This is the terminal grade for ND holders except Library Officers, Executive Officers (Accounts and Audit).

- v. **CONTISS 11**
 - a) To be appointed to positions on CONTISS 11, candidates **must** possess the following qualifications in the relevant discipline:
HND
At least twelve (12) years cognate experience
 - b) For promotion to positions on CONTISS 11, staff **must** have spent a minimum of four (4) years on CONTISS 9, possess the requisite qualification for the position on CONTISS 11 with at least an overall average of 60% in the weighing for the various criteria for promotion as stipulated in item 8.10 of the Guidelines.

- vi. **CONTISS 12**
 - a) To be appointed to positions on CONTISS 12, candidates **must** possess the following qualifications in the relevant discipline:
HND
At least sixteen (16) years cognate experience
 - b) For promotion to positions on CONTISS 12, staff **must** have spent a minimum of four (4) years on CONTISS 11, possess the requisite qualification for the position on CONTISS 12 with at least an overall average of 60% in the weighing for the various criteria for promotion as stipulated in item 8.10 of the Guidelines.

- vii. **CONTISS 13**
 - a) For promotion to positions on CONTISS 13, staff **must** have spent a minimum of four (4) years on CONTISS 12, possess the requisite qualification for the position on CONTISS 13 with at least an overall average of 60% in the weighing for the various criteria for promotion as stipulated in item 8.10 of the Guidelines.

- 8.8 Master (Staff School)**
 - i. **CONTISS 6**
 - a) To be appointed on CONTISS 6, a candidates **must** possess the Nigeria Certificate in Education (NCE) in the relevant discipline

 - ii. **CONTISS 7**
 - a) To be appointed on CONTISS 7, a candidate **must** possess:
Either

B.Ed/B.A Ed/B.Sc Ed in the relevant discipline

In addition

NYSC discharge/exemption certificate

Or

NCE in relevant discipline

At least four (4) years relevant teaching experience

- b) For promotion to positions on CONTISS 7, staff with NCE **must** have spent a minimum of four (4) years on CONTISS 6, possess the requisite qualification for the position on CONTISS 7 with at least an overall average of 60% in the weighing for the various criteria for promotion as stipulated in item 8.10 of the Guidelines.

iii. **CONTISS 8**

- a) To be appointed on CONTISS 8, a candidate **must** possess:

B.Ed/B.A Ed/B.Sc Ed in the relevant discipline

At least three (3) years relevant teaching experience

- b) For promotion to positions on CONTISS 8, staff **must** have spent a minimum of four (4) years on CONTISS 7 for NCE holders and three (3) years for degree holders. In addition, staff must possess the requisite qualification for the position on CONTISS 8 with at least an overall average of 60% in the weighing for the various criteria for promotion as stipulated in item 8.10 of the Guidelines.

iv. **CONTISS 9**

- a) To be appointed on CONTISS 9, a candidate **must** possess:

B.Ed/B.A Ed/B.Sc Ed in the relevant discipline

At least six (6) years relevant teaching experience

- b) For promotion to positions on CONTISS 9, staff **must** have spent a minimum of four (4) years on CONTISS 8 for NCE holders and three (3) years for degree holders. In addition, staff must possess the requisite qualification for the position on CONTISS 9 with at least an overall average of 60% in the weighing for the various criteria for promotion as stipulated in item 8.10 of the Guidelines.

Terminal grade for NCE holders

v. **CONTISS 11**

- a) To be appointed on CONTISS 11, a candidate **must** possess:

B.Ed/B.A Ed/B.Sc Ed in the relevant discipline

At least nine (9) years relevant teaching experience

- b) For promotion to positions on CONTISS 11, staff **must** have spent a minimum of three (3) years on CONTISS 9, possess the requisite qualification for the position on CONTISS 11 with at least an overall average of 60% in the weighing for the various criteria for promotion as stipulated in item 8.10 of the Guidelines.

vi. **CONTISS 12**

- a) To be appointed on CONTISS 12, a candidate **must** possess:
B.Ed/B.A Ed/B.Sc Ed in the relevant discipline
At least twelve (12) years relevant teaching experience
- b) For promotion to positions on CONTISS 12, staff **must** have spent a minimum of three (3) years on CONTISS 11, possess the requisite qualification for the position on CONTISS 12 with at least an overall average of 60% in the weighing for the various criteria for promotion as stipulated in item 8.10 of the Guidelines.

vii. **CONTISS 13**

- a) To be appointed on CONTISS 13, a candidate **must** possess:
B.Ed/B.A Ed/B.Sc Ed in the relevant discipline
At least fifteen (15) years relevant teaching experience
- b) For promotion to positions on CONTISS 13, staff **must** have spent a minimum of three (3) years on CONTISS 12, possess the requisite qualification for the position on CONTISS 13 with at least an overall average of 60% in the weighing for the various criteria for promotion as stipulated in item 8.10 of the Guidelines.

viii. **CONTISS 14 - Headmaster**

By appointment only

8.9 Criteria and Weighing for Assessment of Senior Non-Teaching Staff

CONTISS 8

Weighing

- i. Academic/Professional 50 points
 - a) Academic 30

b)	Professional	20
ii.	Examination	30
iii.	APER	<u>20</u>
		Total: 100

CONTISS 9

Weighing

i.	Academic/Professional	50 points
a)	Academic	30
b)	Professional	20
ii.	Examination	30
iii.	APER	<u>20</u>
		Total: 100

CONTISS 11

Weighing

i.	Academic/Professional	50 points
a)	Academic	30
b)	Professional	20
ii.	Examination	30
iii.	APER	<u>20</u>
		Total: 100

CONTISS 12

Weighing

i.	Academic/Professional	50 points
a)	Academic	30
b)	Professional	20
ii.	Examination	30
iii.	APER	<u>20</u>
		Total: 100

CONTISS 13

Weighing

i.	Academic/Professional	40
First degree		15
Master's degree		10
Professional		15
ii.	Examination	30 points

iii.	APER	20 points
iv.	Good Leadership Quality	10
		: 100

CONTISS 14

Weighing

i.	Academic/Professional	40
	First degree	15
	Master's degree	10
	Professional	15
ii.	Examination	30 points
iii.	APER	20
iv.	Good Leadership Quality	<u>10</u>
	Total:	100

8.10 Key for Scoring

a)	80	-	100%	=	A (Excellent)	Pass
b)	70	-	79%	=	B (Very Good)	Pass
c)	60	-	69%	=	C (Good)	Pass
d)	50	-	59%	=	D (Fair)	Fail
e)	40	-	49%	=	E (Poor)	Fail
f)	0	-	39%	=	F (Very Poor)	Fail

9.0 Appendices

9.1 Appendix I: Letter to External Assessor

I write, on behalf of the University, to seek your assistance in respect of the assessment of the above named candidate whose Curriculum Vitae and copies of publications are herein enclosed.

Position:

i) Readers/Professor in the discipline of
.....
.....

ii) Principal Research Fellow/Professor in the discipline of:
.....
.....
in the Institute of/Centre for
.....
.....

iii) Principal Extension Specialist/Professor in the discipline of:
.....
.....
in the Institute of/NAERLS
.....
.....

iv) Professorship in the discipline of
.....
in the Department of
.....
.....
Faculty/Institute/Centre/Division of
.....

2. The University would appreciate your assessment of the candidate in terms of his/her appointability to the position and a firm statement in that

regard. The Major criteria that you should use for your recommendation(s) are:

- a) Evidence of distinguished contribution to scholarship and learning through research in the field of specialisation.
- b) Clear evidence of research in the appropriate discipline over the years.
- b) Evidence of academic leadership through the training
- c) and supervision of lower level academic staff/students
- d) Evidence of administrative experience at various strata of University Administration
- e) Evidence of professional and community service both in University

The Guidelines for the promotion of such category of staff is attached as a guide.

3. Completion of assessment

- a) You are to conclude your assessment within 3 months of the receipt of the invitation and documents.
- b) If for any reason, you cannot conclude your assessment within the period stipulated or feel that you are unable to pronounce authoritatively on the candidates' area of discipline, kindly inform us and return the documents submitted not later than two weeks of their receipt.

4. Remuneration

- a) The University shall pay an honorarium of ~~N~~..... flat as remuneration
- b) The cost incurred for return postage of your report, the candidate's publications and Curriculum Vitae.

- c) Letter of appreciation signed by the Vice-Chancellor to be sent to the assessor that submits report.

With regards.

VICE-CHANCELLOR

5. NOTE

- (a) This letter shall be sent to three assessors selected from a list of six submitted, confidentially, by the Complex Chairman.
- b) **Case of Improper Assessor or Conduct of Assessment**
 - i) The candidate shall at no time know the names of his / her assessors.
 - ii) If there are clear indications that an assessor is not qualified based on the requirement for such position, i.e competence in the area of specialization/discipline, has been unduly influenced, manipulated, or contacted by the candidate, the assessor’s report shall be set aside.

9.2 Appendix II: Letter Requesting Staff to Submit Curriculum vitae/publications

Following the ----- Meeting of the Central Appointments and Promotions Committee of Ahmadu Bello University held on you are requested to submit:

- i) Four copies each of your Curriculum Vitae
- ii) Four copies of publications

to the Vice-Chancellor, through your Head of Department to enable the University determine your appointability to the position of:

Readership in the discipline of
.....

in the Faculty of
.....

or
Principal Research Fellow in the discipline of:
.....

at the Institute of
.....
or
Principal Extension Specialist in the discipline
of:.....
at the Institute of
.....
or
Professorship in the discipline of
.....
in the Faculty of
.....
Please treat as urgent

Deputy registrar, human resources development

9.3 Appendix III: Annual Performance Evaluation (I)

Course Evaluation by Students (for Academic Staff)

To ensure that staff employed by A.B.U. discharge their duties/responsibilities competently, efficiently and in line with the expectations of the University Council, academic staff shall be subjected to an annual performance evaluation by their Heads of Department, as well as their students.

Two or three positive (good) assessments in the three or four years required between promotions, as the case may be, in addition to other Guideline requirements shall determine whether a staff gets promoted or not. Staff with unsatisfactory performance with average scores less than 60 shall not be promoted. They shall be advised to improve their performance to attain a minimum of 60% average score which is just a satisfactory performance. Professors with unsatisfactory performance should be demoted. If no improvement for successive years, the staff should be advised to withdraw from the University.

Teaching Staff shall be evaluated by their students through the under-listed parameters.

Instruction to Students

Please read the following sections carefully and complete by ticking one of each of the following, on the scale of 0 - 4 as your answer.

A) COURSE CONTENT, ORGANISATION AND PLANNING

i. Was the course content clearly delivered?

- a) No - 0 point
- b) Hardly well delivered - 1 point
- c) Fairly well delivered - 2 points
- d) Very well delivered - 3 points
- e) Excellently delivered - 4 points

ii. Was the course well organised?

- a) No - 0 point
- b) Hardly well organised - 1 point
- c) Fairly well organised - 2 points
- d) Very well organised - 3 points
- e) Excellently organised - 4 points

iii. Was the course content properly presented?

- a) No - 0 point
- b) Hardly well presented - 1 point
- c) Fairly presented - 2 points
- d) Very well presented - 3 points
- e) Excellently presented - 4 points

B) TEACHERS' MASTERY OF CONTENT

i. Was teachers' mastery of content visible?

- a) No - 0 point
- b) Hardly visible - 1 point
- c) Fairly visible - 2 points
- d) Very visible - 3 points
- e) Excellently visible - 4 points

ii. Was the teacher able to show familiarity with both old and new concepts within the content area?

- a) No - 0 point

- b) Hardly familiar - 1 point
- c) Fairly familiar - 2 points
- d) Very familiar - 3 points
- e) Excellently familiar - 4 points

iii. Was the course broken into manageable sub-themes?

- a) No - 0 point
- b) Hardly broken - 1 point
- c) Fairly broken - 2 points
- d) Very well broken - 3 points
- e) Excellently broken - 4 points

C) METHODOLOGY

i. Was the medium of course presentation (language) effective?

- a) No - 0 point
- b) Hardly effective - 1 point
- c) Fairly effective - 2 points
- d) Very effective - 3 points
- e) Excellently effective - 4 points

ii. Was the content presented as dictation?

- a) Yes - 0 point
- b) Very well dictated - 1 point
- c) Fairly dictated - 2 points
- d) Hardly dictated - 3 points
- e) Not dictated - 4 points

iii. Was the method used interactive?

- a) No - 0 point
- b) Hardly interactive - 1 point
- c) Fairly interactive - 2 points
- d) Very interactive - 3 points
- e) Excellently interactive - 4 points

iv. Was any room given for students' questions?

- a) No - 0 point
- b) Hardly any room - 1 point

- c) Fair room - 2 points
- d) Very much room - 3 points
- e) Excellent room - 4 points

D) Punctuality / Use of the Duration of Lecture Period

i. Were classes held punctually and at the time indicated on the time table?

- a) No - 0 point
- b) Hardly punctual - 1 point
- c) Fairly punctual - 2 points
- d) Very punctual - 3 points
- e) Excellently punctual - 4 points

ii Was the lecture period utilized fully?

- a) No - 0 point
- b) Hardly utilized - 1 point
- c) Fairly utilized - 2 points
- d) Very well utilized - 3 points
- e) Excellently utilized - 4 points

iii. Did the course lecturer tolerate late coming by students?

- a) Yes - 0 points
- b) Very well tolerated - 1 points
- c) Fairly well tolerated - 2 points
- d) Hardly tolerated - 3 points
- e) No - 4 points

iv. Was any Record of Students' Attendance kept?

- a) No - 0 point
- b) Hardly kept - 1 point
- c) Fairly kept - 2 points
- d) Very well kept - 3 points
- e) Excellently kept - 4 points

E) LECTURER/STUDENTS INTERACTION

i. Was any provision made for lecturer/students interaction?

- a) No - 0 point
- b) Hardly interactive - 1 point

- c) Fairly interactive - 2 points
- d) Very interactive - 3 points
- e) Excellently interactive - 4 points

ii. Was there evidence of proper record of students' work?

- a) No - 0 point
- b) Hardly evident - 1 point
- c) Fairly evident - 2 points
- d) Very evident - 3 points
- e) Excellently evident - 4 points

ii. Was the lecturer easily accessible?

- a) No - 0 point
- b) Hardly accessible - 1 point
- c) Fairly accessible - 2 points
- d) Very accessible - 3 points
- e) Excellently accessible - 4 points

iv. Was there visible enthusiasm for the course on the lecturer's part?

- a) No - 0 point
- b) Hardly enthusiastic - 1 point
- c) Fairly enthusiastic - 2 points
- d) Very enthusiastic - 3 points
- e) Extremely enthusiastic - 4 points

v. Did the class display any clear interest in the course?

- a) No - 0 point
- b) Hardly interested - 1 point
- c) Fairly interested - 2 points
- d) Very interested - 3 points
- e) Extremely interested - 4 points

F) Course Relevance

i. Has the course any relevance to your career needs/general intellect?

- a) No - 0 point
- b) Hardly relevant - 1 point

- c) Fairly relevant - 2 points
- d) Very relevant - 3 points
- e) Extremely relevant - 4 points

ii. Was the course taught in a combination of theory and practice?

- a) No - 0 point
- b) Hardly taught - 1 point
- c) Well taught - 2 points
- d) Very well taught - 3 points
- e) Extremely well taught - 4 points

G) Learning materials

i. Were sufficient learning materials made available or suggested for the course?

- a) No - 0 point
- b) Hardly sufficient - 1 point
- c) Fairly sufficient - 2 points
- d) Well sufficient - 3 points
- e) Very well sufficient - 4 points

ii. Were the materials for the course mainly out of date?

- a) Very out of date - 0 point
- b) Out date - 1 point
- c) Fairly out of date - 2 points
- d) Up-to-date - 3 points
- e) Very up-to-date - 4 points

iii. Were the materials for the course diverse and well balanced?

- a) No - 0 point
- b) Fairly balanced - 1 point
- c) Averagely balanced - 2 points
- d) Very well balanced - 3 points
- e) Extremely balanced - 4 points

iv. Did the course involve regular use of quiz, tests and examinations?

- a) No - 0 point
- b) Hardly used - 1 point

- c) Fairly used - 2 points
 - d) Well used - 3 points
 - e) Very well used - 4 points
- v. **Were the tests and examinations useful in facilitating teaching/learning?**
- a) No - 0 point
 - b) Hardly useful - 1 point
 - c) Fairly useful - 2 points
 - d) Very useful - 3 points
 - e) Extremely useful - 4 points

Key to Assessment

1. Excellent (80% and above)
An exceptional employee, outstanding in most respects.
2. Very Good (70 - 79%)
An efficient and effective employee
3. Good (60 - 69%)
A moderately competent employee.
4. Satisfactory (50 - 59%)
An average employee with room for improvement.
5. Not Satisfactory (40 -49%)
Definitely not up- to the duties of the grade.
6. Poor (Below 40%)

Heads of Department shall call the attention of affected staff for performance improvement.

9.4 Annual Performance Evaluation Report (Senior Staff)

PARTS I & II (To be completed by staff)

Period of Report	
From	To

PART I

Personal Record of Service

Please complete this part carefully. **Wrong, inaccurate or false information may result in your disqualification for confirmation of appointment or promotion, and may lead to disciplinary action against you.**

1. Full Name of Staff (Block Letters) Surname first
Prof./Dr./Mr./Ms/Mrs./Miss.....
2. P. No.
3. Faculty/Institute/Centre..... Department:.....
nit:.....
4. (A) **Personal Particulars**
 - (i) Date of Birth (dd/mm/yy)
 - (ii) Date of first appointment:
 - (iii) Position at first appointment
 - (iv) Date of Confirmation.....
 - (v) Present Rank.....
 - (vi) Date of Last Promotion.....
 - (vii) Current Salary Level and Step.....
- (B) Qualifications Obtained with Dates (Academic/Professional; Start with the highest)

	Academic/Professional	Year Obtained
i.		
ii.		
iii.		
iv.		

v.		
vi.		
vii.		
viii.		
ix.		
x.		

5. Leave Records

A.	Total number of days absent on sick leave during the year under review	From	To	No. of days
	(i) Hospitalization			
	(ii) Treatment Received Abroad (where applicable)			
	(iii) Sick Leave			
	Total			
B.	Maternity Leave			
C.	(i) Annual Leave			
	(ii) Casual Leave			
	Total number of days spent on Annual/Casual Leave			

PART II

1. (a) Target Setting

The University has set the following targets for my Faculty/Institute /Centre/Department/Unit:

- i.....
- ii.....
- iii.....
- iv.....
- v.....

(b) Target set for the Staff

My supervisor in consultation with the Dean/ Director /HOD/HOU set out the following targets for me:

- i.....

- ii.....
- iii.....
- iv.....
- v.....

2. Job Description

(a) State below in order of importance the main duties you performed during the year under review.

- i.....
- ii.....
- iii.....
- iv.....
- v.....
- vi.....
- vii.....
- viii.....

(b) Was there any consultation between you and your supervisor on how to accomplish the schedule of duties? And when?

.....
.....
.....

(c) Were you properly equipped professionally /technically/administratively to perform the duties assigned? YES/NO. if no, state reasons.

.....
.....
.....

(d) In the light of (c) above, state the efforts you and your Supervisor put towards rectifying them.

.....
.....
.....

(e) Was there any periodic (monthly, quarterly or annual) review of the methods or techniques adopted by your Supervisor to achieve the desired goals?

.....
.....
.....

(f) After the review, did your performance improve to the prescribed standards set at the beginning of the year?

.....
.....
.....

(g) If the answer to (f) above is NO, state what you consider to be the solution (If any):

.....
.....
.....

(h) State how your performance relates to the achievement of the goals set for your Faculty/Institute/Centre/Department/Unit and the vision of the University.

.....
.....
.....

(i) State any ad-hoc duties performed or assigned to you during the year under review.

.....
.....
.....

(j) Has the performance of ad hoc duties positively affected your schedule of duties?

If negatively, what have you and your supervisor done to address the negative effect?

.....
.....
.....

(k) For how long have you been on the present schedule of duty referred to in (a) above:

From:..... To:

(l) My supervisor during the year under review is:

Prof./Dr./Mr./Miss/Ms/Mrs:.....

.....Director/Dean/HOD/HOU

;.....

From:..... To:.....

3. **Additional qualifications obtained since assumption of duty or last promotion:**

.....
.....
.....
.....

4. **If none, state why:**

.....
.....
.....

5. **Training Courses/Seminars Attended since last Promotion**

	List of Workshops/Training/Seminars Attended	Venue		Period	
		Local	International	From	To
i.					
ii.					
iii.					
iv.					

(a) In what ways have the trainings/seminars impacted on your performance and productivity?

.....
.....
.....

6. **Job Performance**

Comment on schedule of duties you have performed during the year under review:

.....
.....
.....

(a) State the duties under your schedule which you think you have performed satisfactorily

.....
.....

(b) To which factors do you ascribe your success or failure?

i) For success

.....
.....

ii) For failure

.....
.....

(c) Taking into consideration your response to (a) and (b) above, state in not more than two paragraphs your observations on the challenges facing the Unit/Department/Faculty/Institute/Centre and the University and the way forward

.....
.....

(d) State what you need most to improve your job performance and productivity

.....
.....
.....

(e) Are you satisfied that your capabilities are being fully utilized in line with your present duties?

.....
.....

(f) Do you think that your capabilities could be better utilized in a different type of job within the University? If yes, where?

.....
.....

(g) During the year under review, are you fully satisfied with your job performance? If not, state the reasons

.....
.....
.....

(h) Provide additional comments which you think may assist in evaluating your performance better:

.....
.....
.....

.....
Name & Signature of Staff

.....
Date

PART III

(To be completed by the Supervisor under whom the staff served in the year under review)

1. Job Performance Assessment

Do you agree with the duties performed by the staff in line with his schedule in the year under review as stated in Part II above?. (If no, state where you differ with his statement).

.....

2. Aspects of Performance

In assessing the performance of the staff under you, rate the following criteria with comments where necessary using the scale below. Where you feel that a vital aspect of performance is missing, add and comment on it

3. General Ability

Key for assessing staff performance

- A** - 5 = Outstanding
- B** - 4 = Very good
- C** - 3 = Good
- D** - 2 = Fair
- E** - 1 = Poor

A. Assess objectively how the staff performed his/her duties

		5	4	3	2	1
(a)	Understanding, organizing and execution of duties					
(b)	Application of professional/technical/administrative or any other acquired skills to duties.					
(c)	Quantum of work accomplished within the year					
(d)	Quality of decision and contribution					
(e)	Work-speed and accuracy					

Max = 25

Give examples of either outstanding performance or deplorable

.....
.....

B. Communication:

		5	4	3	2	1	Max = 10
(a)	Written Expression						<input type="text"/>
(b)	Oral Expression						

Give examples of either outstanding performance or deplorable

.....
.....

C. Human Relations

		5	4	3	2	1	Max = 25
(a)	Relationship with peers						<input type="text"/>
(b)	Relationship with Public						
(c)	Relationship with superiors						
(d)	Relationship with subordinates						
(e)	Relationship with students						

Give examples of either outstanding performance or deplorable

.....
.....

D. Work Output

		5	4	3	2	1	Max = 15
(a)	Quality of Work						<input type="text"/>
(b)	Productivity						
(c)	Initiative						

Give examples of either outstanding performance or deplorable

.....
.....

4. **Character Traits**

Assess the following character traits:

		5	4	3	2	1
(a)	Loyalty to the University					
(b)	Morality					
(c)	Accountability					
(d)	Dependability					
(e)	Emotional stability					
(f)	Physical stability					
(g)	Commitment to work					
(h)	Decorum					
(i)	Confidentiality					

Max = 40

Give examples of either outstanding performance or deplorable

.....

.....5.

Work

Habits

		5	4	3	2	1
(a)	Punctuality					
(b)	Availability at duty post					
(c)	Resource management					
(d)	Attendance at scheduled meetings					

Max = 20

Give examples of either outstanding performance or deplorable

.....

.....

6. **Rewards and Sanctions**

Rewards and Sanctions obtained by staff in the year under review

		Score
(a)	Gifts and Awards	+5
(b)	Commendation	+4
(c)	Verbal Warning	- 2
(d)	Written Warning/ Withholding of Promotion	- 4
(e)	Suspension/Interdiction	- 5

Highest +5 & Lowest -5

Give examples of either outstanding performance or deplorable

.....

.....

7. Leadership Attainment

		5	4	3	2	1
(a)	Initiate, encourage and assist subordinates to define standards and measures for effectiveness					
(b)	Encourage and motivate subordinates to achieve set goals					
(c)	Serves as a role model in punctuality, efficiency, morale and financial integrity					
(d)	Coach and mentor subordinates for succession					
(e)	Adaptability to changes and flexibility in line with contemporary challenges					

Max = 25

Give examples of either outstanding performance or deplorable

.....

.....

8. Overall Assessment

Taking into consideration the above assessment, insert the total scores of the staff using the table below as appropriate

Ranking	Description	Score Range	Total Points Obtained by the Staff	Key to Action
Outstanding	Always recognizes, initiates and determines priorities, diligent all the time in the performance of scheduled duties with exceptional awareness of recent developments in the area	130 and above		Promotable with commendation
Very Good	Largely recognizes priorities, diligent most of the time in the performance of scheduled duties and quite aware of	101 - 129		Promotable

	recent developments in the area			
Good	Recognizes and determines priorities, diligent in job performance and generally aware of recent developments in the area	81 - 100		Promotable
Fair	Hardly recognizes and rarely initiates priorities without assistance, generally require constant guidance in the performance of scheduled duties, and scarcely aware of developments in the area	75 - 80		Not promotable. To be reassessed the following year
Poor	Neither recognizes nor initiates or determine priorities, has a lot of difficulties even with assistance in job performance, and unaware of recent developments in the area	Below 75		Appointment to be terminated

9. Training Needs

Indicate training needs necessary to improve the performance or potential of the staff

.....

.....

.....

.....

10. General Remarks:

Please provide any additional information on the staff

.....

.....

.....

.....

11. Eligibility for Promotion

Taking into consideration the overall performance of the staff in the year under review, state your recommendation as appropriate in the table below

NOTE: *Tick as appropriate*

(a)	Recommended for promotion	
(b)	Not recommended for promotion	
(c)	Recommended for confirmation	
(d)	Not recommended for confirmation	

.....
 Name & Signature Date

.....
 Designation

PART IV

1. Declaration

Comments by the staff on whom the report is made

I, declare that I have gone through the content of this report and I have the following comments to make (if no comments, indicate so hereunder)

- (a) I agree with the report
- (b) I disagree with the report for the following reasons:
 - i.....
 - ii.....
 - iii.....

Date Signature.....

2. Certification by Supervisor

I, hereby certify that the above report was written by me with the highest sense of

12. Current contact address.....
13. Permanent home address.....
14. Phone number.....
15. E-mail address.....
16. Date of first appointment with the University.....
17. Date of confirmation of appointment
18. Date of last promotion.....
19. Educational institutions attended with dates
 - i).....
 - ii).....
 - iii).....
 - iv).....
 - v).....
 - vi).....
20. Qualifications Obtained with dates (Photocopies attached)
 - i).....
 - ii).....
 - iii).....
 - iv).....
21. Additional qualifications since last promotion, with dates eg.

Computer Literacy, Continuing Education, Workshops, etc.

- i).....
- ii).....
- iii).....
- iv).....
- v).....

22. Working experience with dates

- i).....
- ii).....
- iii).....
- iv).....
- v).....

23. Teaching experience with dates

List courses taught/examined

(a) Undergraduate teaching

.....
.....

(b) Postgraduate teaching

.....
.....
.....

(c) Postgraduate supervision (Chairman/Member, Supervisory Committee for Student, name, title of theses/dissertations, year completed/on going). Indicate the number of pages for completed theses/dissertations

.....
.....
.....

(d) External Examination (name the courses, postgraduate students examined along with names and titles of theses/dissertations and the universities)

.....
.....
.....

24. Research / Extension experience with dates

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.....
.....

25. Routine administrative duties with dates

.....
.....
.....

26 Positions held with dates

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.....
.....

27. Membership of Professional and Honorary Societies / Learned Bodies

.....
.....
.....

28. Honours/Fellowship Awards

.....
.....
.....

29. Community service

 a) Nation

.....
.....
.....

 b). State

.....

.....
.....

c) L.G.A.

.....
.....
.....

d) University / Institute / Centre / Faculty / Department

.....
.....
.....

e) Others(Please specify)

.....
.....

30. International Conferences organised with dates.

.....
.....
.....

31. International Conferences attended with dates

.....
.....

32. Local Conferences organised with dates

.....
.....
.....

33. Local Conferences attended with dates

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.....
.....

34. Publications / Articles:

i) in peer reviewed journals and books

.....
.....
.....

ii) chapters in peer reviewed books

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iii) in edited conference proceedings

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35. Papers presented at Conferences, Workshops and Seminars

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36. Books / Monographs / Guides / Manuals / Novels / Indexes / Musical composition, etc.

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37 Publication in Newspapers/Magazines/Newsletters

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.....

38 Art. Exhibitions

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.....
.....

39 Patents / Innovations / Inventions / Awards

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.....

40. Extra Curricular Activities

.....
.....

41. Names and addresses of three referees (include email and GSM numbers

1).....
.....
.....
2).....
.....
.....
3).....

*****Note on items 34 to 39.**

- i) The dates and ISBN numbers of books as well as the author(s) should be indicated
- ii) The page numbers of chapters in books/publications should be indicated
- iii) The dates of the publications of books/journals should be presented with the earliest publications appearing first.