

REVISED SCHEMES OF SERVICE

FOR

**NBTE, FEDERAL POLYTECHNICS
AND OTHER SIMILAR
TERTIARY INSTITUTIONS**

JULY 2013

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Note - In all cases, promotions are subject to vacancies, except otherwise specified in the scheme of service (for the cadre).

PORTER/HOSTEL SUPERVISOR CADRE

1. POST

1.1. Porter	-	CONTEDISS 02
1.2. Senior Porter	-	CONTEDISS 03
1.3. Chief Porter	-	CONTEDISS 04
1.4. Assistant Hostel Supervisor	-	CONTEDISS 05
1.5. Hostel Supervisor	-	CONTEDISS 06

2. DUTIES

2.1 Porter – CONTEDISS 02

- 2.1.1 Taking charge of entrances to public buildings and controlling the entry of visitors to offices.
- 2.1.2 Serving as ushers and guides to visitors to public buildings and other official meeting places.
- 2.1.3 Taking custody of office and public building keys and keeping the relevant registers.
- 2.1.4 Performing any other duties as may be assigned.

2.2 Senior Porter – CONTEDISS 03

- 2.2.1 Supervising a number of porters in a public building.
- 2.2.2 Preparing a duty roster for vetting by the Chief Porter
- 2.2.3 Performing any other duties as may be assigned.

2.3 Chief Porter – CONTEDISS 04

- 2.3.1 Deploying porters at strategic buildings.
- 2.3.2 Safe keeping of lost but found items.

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2.3.3 Submitting report of lost but found items.

2.3.4 Vetting of duty roster.

2.3.5 Performing any other duties as may be assigned.

2.4 Assistant Hostel Supervisor - CONTEDISS 05

2.4.1 Taking charge of hostel supplies e.g mattresses, beds etc

2.4.2 Exercising supervisory role in the maintenance of the hostel.

2.4.3 Supervising other Porters.

2.4.4 Performing any other duties as may be assigned.

2.5 Hostel Supervisor - CONTEDISS 06

2.5.1 Keeping records of hostel supplies and distribution.

2.5.2 Allocation of rooms and bed space.

2.5.3 Preparation of report on hostel administration.

2.5.4 Performing any other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Porter - CONTEDISS 02

3.1.1 By direct appointment of a candidate possessing the Senior Secondary School Certificate or equivalent qualification with passes in at least three subjects including English Language.

3.2 Senior Porter - CONTEDISS 03

3.2.1 By direct appointment of a candidate possessing the Senior Secondary School Certificate or equivalent qualification with passes in at least five subjects including English Language.

3.2.2 By promotion of a confirmed and suitable Porter who has spent at least two years on the grade and passed the prescribed departmental examination for Porters.

3.3 Chief Porter - CONTEDISS 04

3.3.1 By promotion of a confirmed and suitable Senior Porter who has spent at least two years on the grade and passed the prescribed departmental examination for Porters.

3.4 Assistant Hostel Supervisor - CONTEDISS 05

3.4.1 By promotion of a suitable Chief Porter with at least two years' satisfactory service record on that grade.

3.5 Hostel Supervisor - CONTEDISS 06

3.5.1 By promotion of a suitable Assistant Hostel Supervisor with at least two years' satisfactory service record on that grade.

3.6 ADVANCEMENT BEYOND THE CADRE

3.6.1 Any officer in the Porter/Hostel Supervisor cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for conversion to the cadre, subject to availability of vacancy and satisfactory service record.

FIREMAN CADRE

1. POST

1.1	Fireman Grade II	-	CONTEDISS 02
1.2	Fireman Grade I	-	CONTEDISS 03
1.3	Leading Fireman	-	CONTEDISS 04
1.4	Senior Fireman	-	CONTEDISS 05
1.5	Chief Fireman	-	CONTEDISS 06

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2. DUTIES

2.1 Fireman Grade II - CONTEDISS 02

- 2.1.1 Keeping watch over the properties of the Institution.
- 2.1.2 Maintaining surveillance around the campus in order to prevent fire outbreak and fight fire.
- 2.1.3 Performing any other duties as may be assigned

2.2 Fireman Grade I - CONTEDISS 03

- 2.2.1 Carrying out regular testing and maintenance of equipment.
- 2.2.2 Taking charge of crew on fire appliances during fire incident.
- 2.2.3 Performing any other duties as may be assigned

2.3 Leading Fireman - CONTEDISS 04

- 2.3.1 Assisting in fire prevention and inspection of building.
- 2.3.2 Driving utility vehicles and operating fire appliances.
- 2.3.3 Performing any other duties as may be assigned.

2.4 Senior Fireman - CONTEDISS 05

- 2.4.1 Overseeing the activities of a group of Firemen.
- 2.4.2 Submitting periodic reports on fire related matters on the campus.
- 2.4.3 Performing any other duties as may be assigned.

2.5 Chief Fireman - CONTEDISS 06

- 2.5.1 Planning operations at the site of fire incident.
- 2.5.2 Reporting on the activities of other fire Personnel within the campus.
- 2.5.3 Supervising and controlling subordinate officers at fire site.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Fireman Grade II - CONTEDISS 02

3.1.1 By direct appointment of a candidate possessing the Senior Secondary School Certificate or its equivalent with at least three passes at one sitting or four passes at two sittings.

3.2 Fireman Grade I - CONTEDISS 03

3.2.1 By direct appointment of a candidate possessing a Senior Secondary School Certificate or its equivalent with at least five passes at one sitting or six passes at two sittings.

3.2.2 By promotion of a confirmed and suitable Fireman Grade II who has spent at least two years on the grade and passed the prescribed departmental examination for fireman cadre.

3.3 Leading Fireman - CONTEDISS 04

3.3.1 By promotion of a confirmed and suitable Fireman Grade I who has spent at least two years on the grade and passed the prescribed examination for fireman cadre.

3.4 Senior Fireman - CONTEDISS 05

3.4.1 By promotion of a suitable Leading Fireman who has spent at least two years on the grade satisfactorily and obtained the basic Fire Fighting Training Certificate.

3.5 Chief Fireman - CONTEDISS 06

3.5.1 By promotion of a suitable Senior Fire Officer Who has spent at least three years on the grade satisfactorily and obtained the basic Fire Fighting Training Certificate.

4.1 Advancement beyond the cadre

4.1.1 A Senior fireman or Chief Fireman who has successfully undergone a specially designed training programme for conversion to the Fire Superintendent cadre, is eligible for lateral conversion to the appropriate grade of Fire superintendent.

4.1.2 Any officer in the Fireman cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for conversion to the grade.

FIRE SUPERINTENDENT CADRE

1. POSTS

1.1	Assistant Fire Superintendent	-	CONTEDISS 05
1.2	Fire Superintendent	-	CONTEDISS 06
1.3	Higher Fire Superintendent	-	CONTEDISS 07
1.4	Senior Fire Superintendent	-	CONTEDISS 08
1.5	Principal Fire Superintendent, Gd. II	-	CONTEDISS 09
1.6	Principal Fire Superintendent, Gd. I	-	CONTEDISS 10
1.7	Assistant Chief Fire Superintendent	-	CONTEDISS 11
1.8	Chief Fire Superintendent	-	CONTEDISS 12

2. DUTIES

2.1 **Assistant Fire Superintendent** - **CONTEDISS 05**

2.1.1 This is a training grade for Fire superintendents during which the incumbent undergoes a one year course in operations/inspectorate and obtains the Fire certificate (FC) Class I.

2.2 **Fire Superintendent** - **CONTEDISS 06**

2.2.1 Participating in fire fighting, disaster handling and rescue operations.

2.2.2 Handling telecommunications equipment for incoming and outgoing messages.

2.2.3 Writing reports on fire outbreak

2.3 **Higher Fire Superintendent** - **CONTEDISS 07**

2.3.1 Taking control of specialist training such as fire prevention, breathing apparatus and communications.

2.3.2 Taking control of men on drills and emergencies in the absence of a more senior officer

2.3.3 Advising the general public, industries and institutions on fire prevention.

2.3.4 Carrying out fire investigations and writing report

2.4 Senior Fire Superintendent - CONTEDISS 08

2.4.1 Planning operations at site.

2.4.2 Supervising and controlling subordinates officers at fire sites.

2.4.3 Allocating specific tasks to subordinates officers at fire sites.

2.4.4 Carrying out inspectorate functions as approved by law.

2.5 Principal Fire Superintendent II - CONTEDISS 09

2.5.1 Coordinating the activities of subordinate officers in operations.

2.5.2 Supervising activities in the telecommunications control room.

2.5.3 Supervising subordinate officers on inspection of buildings.

2.5.4 Vetting reports on fire incidences prepared by subordinates.

2.5.5 Assisting in the day- to- day running of the station.

2.6 Assistant Chief Fire Superintendent I - CONTEDISS 10

2.6.1 Assisting in supervising and coordinating the activities of a number of stations.

2.6.2 Supervising the activities of a number of subordinates

2.7 Assistant Chief Fire Superintendent - CONTEDISS 11

2.7.1 Assisting in supervising and coordinating the activities of a number of fire stations under a zone.

2.7.2 Supervising subordinate

2.8 Chief Fire Superintendent - CONTEDISS 12

2.7.3 Assisting in the day to day running of a section.

2.7.4 Co-coordinating the activities of a number of subordinates.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Assistant Fire Superintendent - CONTEDISS 05

3.1.1 By direct appointment of candidate possessing a recognized National Diploma (ND) in Building, Mechanical or Electrical Engineering.

3.1.2 By lateral transfer of a suitable senior Fireman possessing the Fireman Certificate of Competence (FCC)

3.2 Fire Superintendent - CONTEDISS 06

3.2.1 By promotion of a confirmed and suitable Assistant Fireman Superintendent who has spent at least two years on the grade and successfully completed the prescribed training programme.

3.2.2 By direct appointment of a candidate possessing the Graduate Membership Diploma of the Institute of Fire Engineers.

3.2.3 By lateral transfer of a suitable Chief fireman possessing the Fireman Certificate of Competence (FCC)

3.3 Higher Fire Superintendent - CONTEDISS 07

3.3.1 By promotion of a confirmed and suitable Fire Superintendent who has spent at least three years on the grade and obtained the Advanced Fire Certificate of Competence.

3.3.2 By direct appointment of a candidate possessing the qualifications specified in sub-paragraph 3.2.2 above plus at least three years' post – qualification cognate experience.

3.3.3 By direct appointment of a candidate possessing a recognized Higher National Diploma in Building, Mechanical or Electrical Engineering from a recognized institution.

3.4 Senior Fire Superintendent - CONTEDISS 08

3.4.1 By promotion of a confirmed and suitable Higher Fire Superintendent who has spent at least three years on the grade

3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.2 or 3.3.3 above plus at least six or three years' post qualification cognate experience respectively.

3.5 Principal Fire Superintendent II - CONTEDISS 09

3.5.1 By promotion of a confirmed and suitable Senior Fire Superintendent who has spent at least three years on the grade.

3.5.2 By direct appointment of a candidate possessing the qualifications specified in sub-paragraph 3.2.2 or 3.3.3 above plus at least nine or six years' post qualification cognate experience respectively.

3.6 Principal Fire Superintendent I - CONTEDISS 10

3.6.1 By promotion of a suitable Principal Fire Superintendent Grade II who has spent at least three years on the grade.

3.7 Assistant Chief Fire Superintendent - CONTEDISS 11

3.7.1 By promotion of a suitable Principal Fire Superintendent Grade I who has spent at least three years on the grade

3.8 Chief Fire Superintendent - CONTEDISS 12

3.8.1 By promotion of a suitable Assistant Chief Fire Superintendent who has spent at least three years on the grade.

ADVANCEMENT BEYOND THE CADRE:

4.0 Any officer in the Fire Superintendent Cadre who acquires any of the qualifications specified for appointment to any higher cadre/grade, is eligible for conversion/transfer to the cadre/grade.

2.2.2 Assisting in ensuring security of properties and institutions.

2.2.3 Carrying out investigation and producing report.

2.2.4 Performing any other duties that may be assigned.

2.3 Senior Fire Officer – CONTEDISS 09

2.3.1 Supervising activities in control room.

2.3.2 Supervising subordinates officers on inspection activities.

2.3.3 Vetting report on fire incidents.

2.3.4 Performing any other duties as may be assigned.

2.4 Principal Fire Officer II - CONTEDISS 10

2.4.1 Assisting in supervising and coordinating the activities of a Stations.

2.4.2 Initiating training programmes for staff.

2.4.3 Performing any other duties as may be assigned.

2.5 Principal Fire Officer I - CONTEDISS 11

2.5.1 Supervising and coordinating the activities of a Stations.

2.5.2 Assisting in the training of staff.

2.5.3 Coordinating reports on in specified areas.

2.5.4 Performing any other duties as may be assigned.

2.6. Assistant Chief Fire Officer - CONTEDISS 12

2.6.1 Supervise subordinate staff and assisting in ensuring maintenance of high level of efficiency and discipline.

2.6.2 Assisting in supervising subordinate officers.

2.6.3 Coordinating the training programmes of staff.

2.6.4 Performing any other duties as may be assigned.

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2.7 Deputy Chief Fire Officer - CONTEDISS 13

- 2.7.1 Assisting in coordination and administration of fire stations.
- 2.7.2 Supervising subordinate officers and reporting to Chief Fire Officer.
- 2.7.3 Taking charge of activities in specified areas.
- 2.7.3 Performing any other duties as may be assigned.

2.8 Chief Fire Officer - CONTEDISS 14

- 2.8.1 Reviewing firefighting policies and programmes.
- 2.8.2 Advising on the review of firefighting techniques.
- 2.8.3 Conducting training and research on firefighting method.
- 2.8.4 Taking charge of Fire Division.
- 2.8.5 Performing any other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Station Fire Officer II - CONTEDISS 07

- 3.1.1 By direct appointment of a candidate possessing a good Bachelors degree in Building or Mechanical/Electrical Engineering from a recognised Institution plus NYSC discharge certificate or certificate of exemption.

3.2 Station Fire Officer I - CONTEDISS 08

- 3.2.1 By direct appointment of a candidate possessing a good Bachelors degree with two years' post qualification cognate experience.
- 3.2.2 By advancement of a suitable Station Fire Officer II who has successfully completed the prescribed two year pupillage programme.

3.3 Senior Fire Officer - CONTEDISS 09

- 3.3.1 By direct appointment of a candidate possessing a good Bachelors degree in the relevant discipline with at least five years' post-qualification cognate experience.

3.3.2 By promotion of a confirmed and suitable Station Fire Officer I with at least three years' satisfactory service on that grade.

3.4 Principal Fire Officer II - CONTEDISS 10

2.4.1 By promotion of a suitable Senior Fire Officer with at least three years' satisfactory service on that grade.

3.5 Principal Fire Officer I - CONTEDISS 11

3.5.1 By promotion of a suitable Principal Fire Officer II with at least three years' satisfactory service on that grade.

3.6 Assistant Chief Fire Officer - CONTEDISS 12

3.6.1 By promotion of a suitable Principal Fire Officer I with at least three years' satisfactory service on that grade.

3.7 Deputy Chief Fire Officer - CONTEDISS 13

3.7.1 By promotion of a suitable Assistant Chief Fire Officer with at least three years' satisfactory service on that grade.

3.8 Chief Fire Officer - CONTEDISS 14

3.8.1 By promotion of a suitable Deputy Chief Fire Officer with at least four years' satisfactory service on that grade. Possession of certificate of commendation/outstanding performance will be an added advantage.

NOTE: Direct Appointments may also be made to posts in CONTEDISS 10 and above; but Promotion from such positions to higher grades is subject to confirmation of appointment and availability of vacancies.

MOTOR DRIVER/MECHANIC CADRE

1. POST

- 1.1 Motor Driver - CONTEDISS 02
- 1.2 Heavy Duty Vehicle Driver/Motor Driver Mech. Grade II - CONTEDISS 03
- 1.3 Motor Driver/Mechanic Grade I - CONTEDISS 04
- 1.4 Senior Motor Driver/Mechanic - CONTEDISS 05
- 1.5 Chief Driver - CONTEDISS 06

2. DUTIES

2.1 *Motor Driver* - CONTEDISS 02

- 2.1.1 Driving with care and caution a motor vehicle that may be assigned.
- 2.1.2 Assisting in Keeping an accurate and up-to-date log-book of the movement of the vehicle and reporting promptly to the appropriate officer any fault or defects discovered.
- 2.1.3 Keeping vehicle clean.
- 2.1.4 Performing any other duties as may be assigned.

2.2 *Heavy Duty Vehicle Driver/Motor Driver/Mechanic II* - CONTEDISS 03

- 2.2.1 Driving with care and caution any vehicle that may be assigned.
- 2.2.2 Keeping an accurate and up-to-date log-book of the movement of the vehicle and reporting promptly to the appropriate officer any fault or defects discovered.

2.2.3 Undertaking the maintenance and repairs of the vehicle.

2.2.4 Performing any other duties as may be assigned.

2.3 Motor Driver/Mechanic Grade I – CONTEDISS 04

2.3.1 Assisting in the supervision of Motor Drivers/Mechanic in a Unit.

2.3.2 Maintaining record of fuel and lubrication consumption by vehicles.

2.3.3 Working out vehicle performance figures and applying knowledge of indenting and purchase procedures

2.3.4 Performing any other duties as may be assigned.

2.4 Senior Motor Driver/Mechanic – CONTEDISS 05

2.4.1 Assisting the officer in charge of transport in the disposition and supervision of the staff and vehicles in their section

2.4.2 Maintaining records of fuel, lubrication and consumption by vehicles.

2.4.3 Working out vehicle performance figures and applying knowledge of indenting and purchase procedures.

2.4.4 Performing any other duties as may be assigned.

2.5 Chief Driver – CONTEDISS 06

2.5.1 Taking prompt action on accident cases.

2.5.2 Supervising Motor Driver/Mechanics and Senior Motor Driver/Mechanics

2.5.3 Taking inventory of vehicles in his custody.

2.5.4 Performing any other duties as may be assigned.

3.0 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Motor Driver - CONTEDISS 02

3.1.1 By direct appointment of a candidate possessing the Junior Secondary School Certificate or its equivalent and a valid Class C, Drivers License plus at least two years satisfactory post qualification driving experience.

3.2. Heavy Duty Vehicle Driver/Motor Driver/Mechanic II – CONTEDISS 03

3.2.1 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus Government Trade Test Class III in Motor Mechanic Works and at least two years' relevant experience in the trade.

3.2.2 By advancement of a confirmed and suitable Motor Driver who has demonstrated competent performance and passed Government Trade Test Certificate Class III in relevant trade.

3.3 Motor Driver/Mechanic Grade I – CONTEDISS 04

3.3.1 By promotion of a confirmed and suitable Heavy Duty Vehicle Driver or Motor Driver/Mechanic Grade II after two years driving experience on that grade.

3.4 Senior Motor Driver/Mechanic – CONTEDISS 05

3.4.1 By promotion of a suitable Motor Driver/Mechanic Grade I who must have spent a minimum of two years satisfactory service on that grade.

3.5 Chief Driver – CONTEDISS 06

3.5.1 By promotion of a suitable Senior Driver Mechanic with at least three years satisfactory service on that grade.

ADVANCEMENT BEYOND THE CADRE. Any officer in the Motor Driver/Mechanic cadre who acquires any of the qualifications specified for appointment to any higher grade, is qualified for conversion/upgrading to the grade.

ARTISAN/CRAFTSMAN CADRE

1. POST

1.1 Assistant Craftsman - CONTEDISS 02

1.2 Craftsman - CONTEDISS 03

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| 1.3 | Senior Craftsman | - | CONTEDISS 04 |
| 1.3 | Foreman | - | CONTEDISS 05 |
| 1.4 | Senior Foreman | - | CONTEDISS 06 |

2. DUTIES

2.1. *Assistant Craftsman* – CONTEDISS 02

- 2.1.1 Assisting in the Performance of routine trades, duties that require fabrication, processing, installation, maintenance, repairs or inspection of buildings, furniture electrical/Mechanical systems, vehicles, mobile and stationary machines and other materials and equipment on a specific task.
- 2.1.2 Participating as team member on routine individual trade jobs.
- 2.1.3 Undergoing apprentice training, theoretical and practical in relevant skill trade.

2.2 *Craftsman* – CONTEDISS 03

- 2.2.1 Performing duties that require fabrication, processing, installation, maintenance, repairs or inspection of buildings, furniture electrical/Mechanical systems, vehicles, mobile and stationary machines and other materials and equipment on a specific task.
- 2.2.2 Checking and allocating materials and preparing simple job reports.
- 2.2.3 Performing routine individual trade jobs.
- 2.2.4 Performing other duties as may be assigned.

2.3 *Senior Craftsman* – CONTEDISS 04

- 2.3.1 Performing trade jobs requiring estimation, calculation, reading drawings and specifications.
- 2.3.2 Participating as senior worker in a team of Tradesmen with some requirements to assign work to ensure maintenance of quality standards and instructing junior workers.

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- 2.3.3 Laying out the work, setting up equipment, selecting tools and materials, determining work procedures and modifying techniques to meet varying job requirements.
- 2.3.4 Preparing records of work done and rendering periodical reports to the Foreman.
- 2.3.5 Performing any other duties as may be assigned.

2.4 Foreman – CONTEDISS 05

- 2.4.1 Supervising a number of skilled tradesmen engaged in the fabrication, processing, installation, maintenance, repairs and inspection of buildings, furniture, electrical/mechanical systems, vehicles, mobile and stationery machine other materials and equipment in a large work unit.
- 2.4.2 Establishing work priorities, estimating job time and materials requirements, analyzing complex repair problems, providing drawing and instructions for fabrication of parts and providing technical advice concerning repair and replacement of machines and vehicles.
- 2.4.3 Co-coordinating workshop activities with those of other trades' workshop units.
- 2.4.4 Performing any other duties as may be assigned.

2.5 Senior Foreman – CONTEDISS 06

- 2.5.1 Supervising and coordinating of the operation of several workshop units employing skilled tradesmen and helpers in a variety of trades.
- 2.5.2 Performing any other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Assistant Craftsman – CONTEDISS 02

- 3.1.1 By direct appointment of a candidate possessing a minimum of JSSC or equivalent plus Government Trade Test Certificate Grade III.

3.2 Craftsman – CONTEDISS 03

3.2.1 By direct appointment of a candidate possessing National Technical Certificate or Government Trade Test Certificate Grade II plus a minimum of two years' satisfactory service on that grade.

3.2.2 By advancement of a confirmed and suitable Assistant Craftsman who has demonstrated competent performance, passed Government Trade Test Certificate Class II and acquired two years' post-qualification cognate experience on that grade.

3.2 Senior Craftsman – CONTEDISS 04.

3.2.1 By advancement of a confirmed and suitable Craftsman who has demonstrated competent performance, after passing Government Trade Test Certificate Class I with at least two years satisfactory service on that grade.

3.2.1 By direct appointment of a candidate possessing Government Trade Test Class I who has spent at least two years in the trade

3.4 Foreman – CONTEDISS 05

3.4.1 By promotion of a confirmed and suitable Senior Craftsman who has demonstrated competent performance with at least two years' satisfactory service on that grade.

5 Senior Foreman – CONTEDISS 06.

3.5.1 By promotion of a confirmed and suitable Foreman who has demonstrated competent performance with at least of two years satisfactory service on that grade.

4.0 ADVANCEMENT BEYOND THE CADRE

4.1 A confirmed and outstanding Senior Craftsman may be consider for promotion to the grade of Assistant Works Superintendent.

4.2 A confirmed Foreman who has demonstrated outstanding performance may be considered for promotion to the grade of Works Superintendent.

4.3 A suitable Senior Forman may be considered for lateral transfer to the grade of Works Superintendent.

5.0 Any officer in the Artisan/Craftsman cadre who acquires any of the qualifications specified for appointment to any higher grade, is eligible for promotion/transfer to the cadre.

TECHNICAL OFFICER CADRE

1. POST

1.1	Assistant Technical Officer	-	CONTEDISS 05
1.2	Technical Officer	-	CONTEDISS 06
1.3	Higher Technical Officer	-	CONTEDISS 07
1.4	Senior Technical Officer	-	CONTEDISS 08
1.5	Principal Technical Officer II	-	CONTEDISS 09
1.6	Principal Technical Officer I	-	CONTEDISS 10
1.7	Assistant Technical Officer	-	CONTEDISS 11
1.8	Chief Technical Officer	-	CONTEDISS 12

Note: There shall be Technical Officers for each professional cadre eg. Civil, Mechanical, Electrical, Architecture, Building, Quantity Surveying, Town Planners, Surveyors, Estate Surveyors, etc.

2. DUTIES

2.1 *Assistant Technical Officer* – CONTEDISS 5

- 2.1.1 Performing minor routine maintenance.
- 2.1.2 Assisting the Technical Officer in the execution of his duties.
- 2.1.3 Performing any other duties as may be assigned.

2.2 *Technical Officer* – CONTEDISS 06

- 2.2.1 Assisting in direct labour projects.
- 2.2.2 Ensuring that equipment are in good working condition.

2.2.3 Handling routine maintenance works in offices and staff houses.

2.2.4 Performing any other duties as may be assigned.

2.3 Higher Officer – CONTEDISS 07

2.3.1 Ensuring the safety of tools/plants in the works department.

2.3.2 Taking charge of a specific aspect of a project.

2.3.3 Performing any other duties as may be assigned.

2.4 Senior Technical Officer – CONTEDISS 08

2.4.1 Responsible to a superior officer in the general supervision of work and maintenance services.

2.4.2 Ensuring proper maintenance of records for all plants and machineries.

2.4.3 Ensuring proper accountability of any consumables issued for projects and workshops.

2.4.4 Ensuring prompt report of any break-down in the workshop.

2.4.5 Performing any other duties as may be assigned.

2.5 Principal Technical Officer II – CONTEDISS 09

2.5.1 Co-ordinating and supervising all other technical staff in the works department.

2.5.2 Responsible to Principal Technical Officer I for the execution of projects/Workshop operations.

2.5.3 Performing other technical functions that may be assigned.

2.6 Principal Technical Officer I – CONTEDISS 10

2.6.1 Supervising all other technical staff in the works department.

2.6.2 Responsible to Assistant Chief Technical Officer for the execution of projects/Workshop operations.

2.6.3 Performing any other duties as may be assigned.

2.7 Assistant Chief Technical Officer – CONTEDISS 11

2.7.1 Responsible to superior Officers for the administration and supervision of technical staff in a section/department.

2.7.2 Performing other responsibilities as may be assigned.

2.8 Chief Technical Officer – CONTEDISS 12

2.8.1 Assisting in the supervision of subordinated staff.

2.8.2 Assisting in planning and executing maintenance functions of the institution.

2.8.3 Performing any other responsibilities as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Assistant Technical Officer – CONTEDISS 05

3.1.1 By direct appointment of a candidate possessing a recognized National Diploma at Credit level or its equivalent in relevant discipline.

3.2 Technical Officer – CONTEDISS 06

3.2.1 By direct appointment of a candidate possessing a recognized National Diploma or equivalent, in relevant field, at Credit level plus at least one year post qualification cognate experience.

3.2.2 By advancement of a suitable Assistant Technical Officer with one year satisfactory service on that grade.

3.3 Higher Technical Officer – CONTEDISS 07

3.3.1 By direct appointment of a candidate possessing a recognized Higher National Diploma (HND) at Credit level or equivalent qualification in relevant field.

3.3.2 By promotion of a confirmed and suitable Technical Officer with at least three years' satisfactory service record on the grade.

3.4 Senior Technical Officer – CONTEDISS 08

3.4.1 By direct appointment of a candidate possessing a recognized HND, in relevant field, at Credit level plus at least three years' post qualification cognate experience.

3.4.2 By promotion of a confirmed and suitable Higher Technical Officer with three years satisfactory service on that grade.

3.5 Principal Technical Officer II – CONTEDISS 09

3.5.1 By promotion of a confirmed and suitable Senior Technical Officer with at least three years satisfactory service on that grade subject to availability of vacancy.

3.5.2 By direct appointment of a candidate possessing a recognized HND at Credit level in relevant discipline with at least six years' post qualification cognate experience.

3.6 Principal Technical Officer I – CONTEDISS 10

3.6.1 By promotion of a suitable Principal Technical Officer II with at least three years satisfactory service on that grade.

3.7 Assistant Chief Technical Officer – CONTEDISS 11

3.7.1 By promotion of a suitable Principal Technical Officer I with at least three years satisfactory service on that grade..

3.7.2 Membership of a recognised relevant professional body (e.g COREN, NIOB etc) is mandatory.

3.8 Chief Technical Officer – CONTEDISS 12

3.8.1 By Promotion of a Assistant Technical Officer with at least three years satisfactory service on that grade subject to availability of vacancy.

3.8.2 Membership of relevant professional body (e.g COREN, NIOB etc) is mandatory.

4.0 Any officer in the Technical Officer cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer to the grade.

LABORATORY ASSISTANT

1. POST

1.1	Laboratory Assistant	-	CONTEDISS 03
1.2	Higher Laboratory Assistant	-	CONTEDISS 04
1.3	Senior Lab. Assistant	-	CONTEDISS 05
1.4	Principal Lab. Assistant	-	CONTEDISS 06
1.5	Chief Lab. Assistant	-	CONTEDISS 07

2. DUTIES

2.1 *Laboratory Assistant* – CONTEDISS 03

- 2.1.1 Assisting the Laboratory Assistant I in routine duties.
- 2.1.2 Preparing solutions and materials ready for practical classes.
- 2.1.3 Ensuring the smooth running of the Laboratory.
- 2.1.4 Performing any other duties as may be assigned.

***Higher Laboratory Assistant* – CONTEDISS 04**

- 2.1.5 Assisting in the sterilization of optical instruments
- 2.1.6 Assisting in keeping patients in check to ensure their safety
- 2.1.7 Performing any other duties as may be assigned.

2.2 Senior Laboratory Assistant – CONTEDISS 05

- 2.2.1 Assisting the Technologist in preparing materials ready for practical classes
- 2.2.2 Taking charge of instruments and tools
- 2.2.3 Overseeing the functions of Laboratory Attendants and Assistants.
- 2.2.4 Ensuring the smooth running of the Laboratory.
- 2.2.5 Performing any other duties as may be assigned.

2.3 Principal Laboratory Assistant - CONTEDISS 06

- 2.3.1 Designing and supervising on the job training for the newly recruited staff.
- 2.3.2 Deploying and coordinating the activities of subordinate staff.
- 2.3.3 Compiling periodic relevant returns and report on same.
- 2.3.4 Performing other duties that may be assigned.

2.4 Chief Laboratory Assistant - CONTEDISS 07

- 2.4.1 Taking charge of a specific aspect of a departmental Laboratory or workshop.
- 2.4.2 Assisting with the imparting of practical skills in his area of specialisation
- 2.4.3 Maintaining stains and culture, performing biochemical staining and examining fibers for bacteria and other pathogens.
- 2.4.4 Carrying out declassification and preparation of paraffin.
- 2.4.5 Analyzing urine and cerebral spinal fluid, quantitative estimation of any lass, urea, glucose etc.
- 2.4.6 Performing other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 *Laboratory Assistant* – CONTEDISS 03

3.1.1 By direct appointment of a candidate possessing Senior School Certificate, National Technical Certificate or equivalent with at least four Credits passes at a sitting or five Credits passes at two sittings, two of which must be Chemistry, Biology or Physics.

3.2 *Higher Laboratory Assistant* – CONTEDISS 04

3.2.1 By direct appointment of a candidate possessing National Laboratory Assistant Cadres certificate from a recognized School of Health Technology or the qualification specified in sub-paragraph 3.1.1 above plus at least two years' post qualification cognate experience.

3.2.2 By promotion of a confirmed and suitable Laboratory Assistant II with at least two years satisfactory service on that grade.

3.3 *Senior Laboratory Assistant* – CONTEDISS 05

3.3.1 By promotion of a confirmed and suitable Laboratory Assistant I with at least two years satisfactory service on that grade.

3.3. *Principal Laboratory Assistant* – CONTEDISS 06

3.3.1 By promotion of a suitable Senior Laboratory Assistant with at least two years satisfactory service on that grade.

3.4 *Chief Laboratory Assistant* – CONTEDISS 07

3.5.1 By promotion of a confirmed and suitable Principal Laboratory Assistant with at least three years' satisfactory service on that grade.

4.0 ADVANCEMENT BEYOND THE CADRE

Any officer in the Laboratory Assistant Cadre who acquires any qualification prescribed for appointment to any higher cadre, is eligible for conversion/transfer to that cadre.

LABORATORY TECHNICIAN CADRE

1.0 POST

1.1 Laboratory Technician	-	CONTEDISS 06
1.2 Higher Laboratory Technician	-	CONTEDISS 07
1.3 Senior Laboratory Technician	-	CONTEDISS 08
1.4 Principal Laboratory Technician	-	CONTEDISS 09
1.5 Assistant Chief Laboratory Technician	-	CONTEDISS 10
1.6 Chief Laboratory Technician	-	CONYEDISS 11

2.0 DUTIES

2.1 *Laboratory Technician* – CONTEDISS 06

- 2.1.1 Designing and supervising on the job training for the newly recruited staff.
- 2.1.2 Keeping and maintaining laboratory equipment.
- 2.1.3 Compiling periodic relevant returns and report on same.
- 2.1.5 Assisting in preparing chemical solutions, reagents, microscopic slides and culture media for laboratory tests.
- 2.1.6 Collecting examining and analyzing specimen.
- 2.1.7 Assisting with the impacting of practical skills in own area of specialisation.
- 2.1.8 Performing any other duties as may be assigned.

2.2 *Higher Laboratory Technician* – CONTEDISS 07

- 2.2.2 Maintaining stains and culture, performing biochemical staining and examining fibres for bacteria and other pathogens.
- 2.2.3 Carrying out declassification and preparation of paraffin.

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2.2.4 Analysing urine and cerebral spinal fluid, quantitative estimation of any lass, urea, glucose etc.

2.2.5 Performing other duties as may be assigned.

2.3 Senior Laboratory Technician – CONTEDISS 08

2.3.2 Assisting with the general supervision of laboratories and/or workshop including the supervision of subordinate staff.

2.3.3 Maintaining proper records of all equipment (both capital and consumables) and preventing loss of materials and equipment.

2.3.4 Ensuring that apparatus required for students practical are properly laid out and in good working condition.

2.3.5 Arranging for prompt maintenance of equipment.

2.3.6 Teaching practical skills to students in his area of specialisation

2.3.7 Supporting and assisting in the execution of projects.

2.3.8 Performing other duties as may be assigned.

2.4 Principal Laboratory Technician – CONTEDISS 09

2.4.2 Preparing anticoagulants used in blood transfusion and carrying out other supervisory duties as may be assigned.

2.4.3 Treating blocks before cutting, preparation and use of Erlich's Harries and Weigert Haematoxyline.

2.4.4 Assisting superior officers in running of laboratories or workshops .

2.4.5 Carrying out routine investigation.

2.4.6 Performing any other duties as may be assigned.

2.5 Assistant Chief Laboratory Technician – COTEDISS 10

2.5.2 Taking charge of the laboratory in any specialties.

2.5.3 Advising on policy matters relating to laboratory services.

2.5.4 Supervising laboratory activities of junior officers in the various laboratory services.

2.5.5 Supervising the activities of a number of subordinates.

2.5.6 Organising training programmes for laboratory personnel

2.6 Chief Laboratory Technician - CONTEDISS 11

2.6.2 Coordinating the duties of all Laboratory Technicians and assigning other responsibilities as might arise from time to time.

2.6.3 Procuring laboratory equipment, media, stains and medical reagents.

2.6.4 Maintaining medical data and records in the research and service laboratories and assuming total responsibility for all laboratory technicalities.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Laboratory Technician - CONTEDISS 06

3.1.1 By direct appointment of a candidate possessing a National Diploma in Medical Laboratory Technology from a recognized Institution, at credit level with, at least two years' post-qualification cognate experience.

3.1.2 By direct appointment of a candidate possessing WASC/SSSC who has successfully completed a three-year training in a recognised School of Health Technology and obtained the registration of the Institute of Medical Laboratory Technology of Nigeria for Technician cadre.

3.2 Higher Laboratory Technician - CONTEDISS 07

3.2.1 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.1.2 above plus at least five or three years' post-qualification cognate experience respectively.

3.2.2 By promotion of a confirmed and suitable Laboratory Technician with at least three years' satisfactory service on that grade.

4.3 Senior Laboratory Technician - CONTEDISS 08

3.3.1 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.1.2 above plus at least eight or six years' post-qualification cognate experience respectively.

4.3.2 By promotion of a confirmed and suitable Higher Laboratory Technician with at least three years' satisfactory service on that grade.

3.4 Principal Laboratory Technician - CONTEDISS 09

3.4.1 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.1.2 above plus at least eleven or nine years' post-qualification cognate experience respectively

3.4.2 By promotion of a confirmed and suitable Senior Laboratory Technician with at least three years' satisfactory service on that grade.

3.5 Assistant Chief Laboratory Technician - CONTEDISS 10

3.5.1 By promotion of a confirmed and suitable Principal Laboratory Technician with at least three years' satisfactory service on the grade.

3.6 Chief Laboratory Technician - CONTEDISS 11

4.6.1 By promotion of a confirmed and suitable Assistant Chief Laboratory Technician with at least three years' satisfactory service on the grade.

4.0 ADVANCEMENT BEYOND THE CADRE

4.1 Any officer in the Laboratory Technician Cadre who acquires any of the qualifications specified for appointment to any higher cadre, is eligible for conversion to that cadre.

SECRETARIAL ASSISTANT CADRE

1. POST

1.1 Secretarial Assistant IV	-	CONTEDISS 02
1.2 Secretarial Assistant III	-	CONTEDISS 03
1.3 Secretarial Assistant II	-	CONTEDISS 04
1.4 Secretarial Assistant I	-	CONTEDISS 05
1.5 Senior Secretarial Assistant II	-	CONTEDISS 06
1.6 Senior Secretarial Assistant I	-	CONTEDISS 07
1.7 Chief Secretarial Assistant	-	CONTEDISS 08

2. DUTIES

2.1 *Secretarial Assistant IV* – CONTEDISS 02

- 2.1.1 Typing manuscripts and other materials that may be assigned.
- 2.1.2 Filing typed script and letters.
- 2.1.3 Performing any other duties as may be assigned.

2.2 *Secretarial Assistant III* – CONTEDISS 03

- 2.2.1 Performing typing duties.
- 2.2.2 Assisting in keeping typing materials and stationeries.
- 2.2.4 Performing any other duties as may be assigned.

2.3 *Secretarial Assistant II* - CONTEDISS 04

- 2.3.1 Performing general typing duties.
- 2.3.2 Assisting in supervising junior secretariat staff.
- 2.3.3 Performing any other duties as may be assigned.

2.4 Secretarial Assistant I – CONTEDISS 05

2.4.1 Performing the typing duties.

2.4.2 Taking charge of a typing pool.

2.4.3 Keep records of typing materials and stationeries.

2.4.4 Performing any other duties as may be assigned.

2.5 Senior Secretarial Assistant II - CONTEDISS 06

2.5.1 Performing typing duties.

2.5.2 Assisting in keeping typing materials such as papers, stencils etc

2.6 Senior Secretarial Assistant I - CONTEDISS 07

2.6.1 Performing typing duties.

2.6.2 Supervising junior typists.

2.6.3 Taking charge of a small typing pool.

2.7 Chief Secretarial Assistant - CONTEDISS 08

2.7.1 Taking charge of a typing pool of not less than 10 typists.

2.7.2 Taking charge of duplicating machines in a Department.

2.7.3 Coordinating activities of junior staff.

2.7.4 Performing typing duties.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Secretarial Assistant IV – CONTEDISS 02

3.1.1 By direct appointment of a candidate possessing at least Junior Secondary School Certificate plus a Certificate with 25 W.P.M. in typewriting, obtained from NABTEB or any other Government approved Training Institution such as FTC.

3.2 Secretarial Assistant III – CONTEDISS 03

3.2.1 By direct appointment of a candidate possessing at least the Junior Secondary School Certificate with 35 w.p.m. in Typewriting, obtained from NABTEB or any other Government approved Training Institution such as FTC.

3.2.2 By advancement of a Secretarial Assistant IV who has obtained Typewriting Certificate at a speed of 35 W.P.M. from NABTEB, or any other Government approved Institution such as FTC.

3.3 Secretarial Assistant II - CONTEDISS 04

3.3.1 By advancement of a suitable Secretarial Assistant III who has obtained Typewriting Certificate at 50 W.P.M. from a recognised Institution.

3.3.2 By direct appointment of a candidate possessing the Senior Secondary School Certificate or equivalent with a pass in Typewriting.

3.4 Secretarial Assistant I – CONTEDISS 05

3.4.1 By promotion of a confirmed and suitable Secretarial Assistant II with at least two years' satisfactory service on that grade.

3.5 Senior Secretarial Assistant II – CONTEDISS 06

3.5.1 By promotion of a suitable Senior Secretarial Assistant I with at least two years' satisfactory service on that grade.

3.6 Senior Secretarial Assistant I – CONTEDISS 07

3.6.1 By promotion of a suitable Senior Secretarial Assistant II with at least three years' satisfactory service on that grade.

3.7 Chief Secretarial Assistant I – CONTEDISS 08

3.7.1 By promotion of a suitable Senior Secretarial Assistant I with at least three years' satisfactory service on that grade.

3.8 ADVANCEMENT BEYOND THE CADRE

Any officer in the Secretarial Assistant cadre who acquires any qualification specifies for appointment to any higher cadre, is eligible for

conversion to the Cadre, subject to availability of vacancy and satisfactory service record.

CONFIDENTIAL SECRETARY CADRE

1. POST

1.1. Confidential Secretary IV	-	CONTEDISS 04
1.2 Confidential Secretary III	-	CONTEDISS 05
1.3 Confidential Secretary II	-	CONTEDISS 06
1.4 Confidential Secretary I	-	CONTEDISS 07
1.5 Senior Confidential Secretary	-	CONTEDISS 08
1.6 Principal Confidential Secretary II	-	CONTEDISS 09
1.7 Principal Chief Confidential Secretary I	-	CONTEDISS 10
1.8 Assistant Chief Confidential Secretary	-	CONTEDISS 11
1.9 Chief Confidential Secretary	-	CONTEDISS 12

2. DUTIES

2.1 *Confidential Secretary IV* – CONTEDISS 04

- 2.1.1 Providing secretarial services.
- 2.1.2 Receiving visitors, enquiries and telephone calls on behalf of the officer attached to.
- 2.1.3 Performing office routine associated with the duties enumerated above.
- 2.6.5 Performing any other duties as may be assigned.

2.2 *Confidential Secretary III* – CONTEDISS 05

- 2.2.1 Providing secretarial services.
- 2.2.2 Receiving visitors, enquiries and telephone calls on behalf of the officer attached to.
- 2.2.3 Performing office routine associated with the secretarial duties enumerated above.

2.2.4 Performing any other duties as may be assigned.

2.3 Confidential Secretary II – CONTEDISS 06

2.3.1 Providing secretarial services.

2.3.2 Receiving visitors, enquiries and telephone calls.

2.3.3 Performing office routine associated with the secretarial duties.

2.3.4 Performing any other duties as may be assigned.

2.4 Confidential Secretary I – CONTEDISS 07

2.4.1 Providing secretarial services

2.4.2 Taking minutes at meetings and producing reports.

2.4.3 Receiving visitors, enquiries and telephone calls

2.4.2 Performing any other duties as may be assigned

2.5 Senior Confidential Secretary – CONTEDISS 08

2.5.1. Providing secretarial services and organising office work.

2.5.2 Supervising subordinates in the office.

2.5.3 To be attached to officers on CONTEDISS 11 and above.

2.5.4 Prepare notes, minutes and produce report.

2.5.5 Performing any other duties as may be assigned.

2.6 Principal Confidential Secretary II – CONTEDISS 09

2.6.1 Providing secretarial services and Maintaining discipline among subordinates.

2.6.2 To be attached to officers on CONTEDISS 12 and above.

2.6.3 Performing any other duties as may be assigned.

2.6.4 Membership of relevant professional body is mandatory.

2.7 *Principal Confidential Secretary I* – CONTEDISS 10

2.7.1 Providing secretarial services and maintaining discipline.

2.7.2 Taking minutes of meetings and producing reports.

2.7.3 Attached to officers on CONTEDISS 13.

2.7.4 Performing any other duties as may be assigned.

2.8 *Assistant Chief Confidential Secretary* - CONTEDISS 11

2.8.1 Providing secretarial services

2.8.2 Coordination of subordinate/junior staff.

2.8.3 Attached to officers on CONTEDISS 11

2.8.4 Taking minutes and producing reports.

2.8.5 Performing any other duties as may be assigned.

2.8 *Chief Confidential Secretary* - CONTEDISS 12

2.8.1 Providing secretarial services.

2.8.2 Supervise and coordinate the entire office.

2.8.3 Cover all meetings and produce reports.

2.8.4 Attached to Directors and Principal officers.

2.8.5 Performing any other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Confidential Secretary IV – CONTEDISS 04

3.1.1 By direct appointment of a candidate possessing WASC/SSSC with a pass in Typewriting or National Secretarial Certificate with a pass in Typewriting and Shorthand at 35 and 80 words per minute respectively.

3.2 Confidential Secretary III – CONTEDISS 05

3.2.1 By direct appointment of a candidate possessing a National Diploma in Office Technology and Management/Secretarial Studies at Credit level or its equivalent from a recognised Institution.

3.2.2 By advancement of a confirmed and suitable Confidential Secretary IV who has obtained a recognised National Diploma in Secretarial Studies/Office Technology and Management.

3.3 Confidential Secretary II – CONTEDISS 06

3.3.1 By direct appointment of a candidate possessing Higher National Diploma at Credit level in Office Technology and Management from a recognised Institution.

3.3.2 By advancement of a confirmed and suitable Confidential Secretary III who has obtained HND in Secretarial Studies from a recognised Institution.

3.4 Confidential Secretary I – CONTEDISS 07

3.4.1 By direct appointment of a candidate possessing a Higher National Diploma at Credit level in Office Technology and Management plus at least three years' post qualification cognate experience.

3.4.2 By promotion of a confirmed and suitable Confidential Secretary II with at least three years satisfactory service on that grade.

3.5 Senior Confidential Secretary – CONTEDISS 08

3.5.1 By direct appointment of a candidate possessing a recognized Higher National Diploma at Credit level in Office Technology and Management with at least three years' post qualification cognate experience.

3.5.2 By promotion of a suitable Confidential Secretary I with at least three years satisfactory service on that grade.

3.6. Principal Confidential Secretary II - CONTEDISS 09

3.6.1 By direct appointment of a candidate possessing a recognised Higher National Diploma at Credit level in Office Technology and Management plus at least nine years' post-qualification cognate experience.

3.6.2 By promotion of a suitable Senior Confidential Secretary with at least three years satisfactory service on that grade.

3.7 Principal Confidential Secretary I - CONTEDISS 10

3.7.1 By promotion of a suitable Principal Confidential Secretary II plus three years satisfactory service on that grade.

3.7.2 Membership of a relevant professional body is mandatory.

3.8 Assistant Chief Confidential Secretary - CONTEDISS 11

3.8.1 By promotion of a suitable Principal Confidential Secretary I with at least three years satisfactory service on that grade.

3.8.2 Membership of a relevant professional body is mandatory.

3.8.3 Evidence of Community Service will be an added advantage.

3.9 Chief Confidential Secretary - CONTEDISS 12

3.9.1 By promotion of a suitable Assistant Confidential Secretary with at least three years satisfactory service on that grade.

3.9.2 Membership of a relevant professional body is mandatory.

3.9.3. Evidence of Community Service will be an added advantage.

4.0 ADVANCEMENT BEYOND THE CADRE: Any officer in the Confidential Secretary cadre who acquires any of the qualifications specified for appointment to any higher cadre, is eligible for conversion to that cadre

CLERICAL OFFICER CADRE

1. POST

- | | | | |
|-----|----------------------------------|---|--------------|
| 1.1 | Clerical Assistant | - | CONTEDISS 02 |
| 1.2 | Clerical Officer | - | CONTEDISS 03 |
| 1.3 | Senior Clerical Officer | - | CONTEDISS 04 |
| 1.4 | Assistant Chief Clerical Officer | - | CONTEDISS 05 |
| 1.5 | Chief Clerical Officer | - | CONTEDISS 06 |

2. DUTIES

2.1 *Clerical Assistant* – CONTEDISS 02

- 2.1.1 Assisting in performing routine clerical duties under supervision.
- 2.1.2 Dispatch of letters or correspondences.
- 2.1.3 Performing any other duties as may be assigned.

2.2 *Clerical Officer* – CONTEDISS 03

- 2.2.1 Performing routine clerical duties under supervision.
- 2.2.2 Dispatch of letters and correspondences.
- 2.2.3 Performing any other duties as may be assigned.

2.2 *Senior Clerical Officer* – CONTEDISS 04

- 2.2.1 Performing routine clerical duties as specified.
- 2.2.2 Assisting in taking charge of correspondences and records.
- 2.3.3 Performing any other duties as may be assigned.

2.3 *Assistant Chief Clerical Officer* – CONTEDISS 05

- 2.3.1 Performing routine clerical duties as specified.

- 2.3.2 Taking charge of correspondences and records.
- 2.4.3 Performing any other duties as may be assigned.

2.4 Chief Clerical Officer - CONTEDISS 06

- 2.4.1 Maintaining discipline among subordinate staff
- 2.4.2 Rendering of returns in respect of staff.
- 2.4.3 Maintaining file archives.
- 2.4.4 Performing any other duties as may be assigned.

3.0 METHO OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1. Clerical Assistant - CONTEDISS 02

- 3.1.1 By direct appointment of a candidate possessing Senior Secondary School Certificate with three Credit level passes including English Language obtained at one sitting or four Credits at two sittings.

3.2 Clerical Officer - CONTEDISS 03

- 3.2.1 By direct appointment of a candidate possessing Senior Secondary School Certificate with four Credit level passes, including English Language obtained at one sitting or five Credits at two sittings.
- 3.2.2 By promotion of a suitable Clerical Assistant who has passed the Departmental confirmation/promotion examination and served, satisfactorily, for at least two years on the grade.

3.3 Senior Clerical Officer - CONTEDISS 04

- 3.3.1 By promotion of a confirmed and suitable Clerical Officer with at least two years' satisfactory service on the grade plus a pass in the departmental confirmation/promotion examination for Clerical officer.

3.4 Assistant Chief Clerical Officer - CONTEDISS 05

- 3.4.1 By promotion of a confirmed and suitable Senior Clerical Officer with at least two years of satisfactory service on the grade .

3.6 Chief Clerical Officer – CONTEDISS 06

3.6.1 By promotion of a confirmed and suitable Assistant Chief Clerical Officer with at least two years satisfactory service on the grade.

4.0 ADVANCEMENT BEYOND THE CADRE: Any officer in the Clerical Officer cadre who acquires any of the qualifications specified for appointment to any higher cadre, is eligible for conversion to the cadre.

EXECUTIVE OFFICER (ADMINISTRATION) CADRE

1. POST

1.1 Assistant Executive Officer	-	CONTEDISS 05
1.2 Executive Officer	-	CONTEDISS 06
1.3 Higher Executive Officer	-	CONTEDISS 07
1.4 Senior Executive Officer	-	CONTEDISS 08
1.5 Principal Executive Officer II	-	CONTEDISS 09
1.6 Principal Executive Officer I	-	CONTEDISS 10
1.7 Assistant Chief Executive Officer	-	CONTEDISS 11
1.8 Chief Executive Officer	-	CONTEDISS 12

2. DUTIES

2.1 Assistant Executive Officer – CONTEDISS 05

- 2.1.1 Handling routine correspondences on subjects under his schedule of duty.
- 2.1.2 Applying under supervision public service rules.
- 2.1.3 Making appropriate submissions to superior officer on matters within schedule of duties

2.2 Executive Officer – CONTEDISS 06

2.2.1 Performing the duties specified in sub-paragraph 3.2.1 – 2.1.3 above.

2.2.2 Taking charge of specified subject(s) or schedule of duties.

2.2.3 Performing any other duties as may be assigned.

2.3 Higher Executive Officer – CONTEDISS 07

2.3.1 Taking charge of specified subjects within a unit of a department.

2.3.2 Supervising junior officers in his unit.

2.3.3 Performing any other duties as may be assigned.

2.4 Senior Executive Officer – CONTEDISS 08

2.4.1 Taking charge of specified subjects(s) or schedule of duties requiring little or no supervision within a unit of a department.

2.4.2 Taking charge of a section or branch of a department.

2.4.3 Supervising the work of junior officers in a unit.

2.4.4 Performing any other duties as may be assigned.

2.5 Principal Executive Officer II – CONTEDISS 09

2.5.1 Taking charge of specified assignments or subject(s) within a unit in a.

2.5.2 Assisting in the collation of data for the preparation of manpower needs.

2.5.3 Taking charge of a section or branch of a division/department.

2.5.4 Performing any other duties as may be assigned

2.6 Principal Executive Officer I – CONTEDISS 10

2.6.1 Collation of data for the preparation of manpower needs.

2.6.2 Assisting in processing pension claims and gratuity.

2.6.3 Performing any other duties as may be assigned

2.7 Assistant Chief Executive Officer I – CONTEDISS 11

2.7.1 Collation and analyzing data for the preparation of manpower needs.

2.7.2 Supervising the processing of pension claims and gratuity.

2.7.3 Performing any other duties as may be assigned

2.8. Chief Executive Officer – CONTEDISS 12

2.8.1 Assisting in the training of staff on Executive Cadre.

2.8.2 Assisting in supervising activities of staff in the unit.

2.8.3 Performing any other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

3.1 Assistant Executive Officer – CONTEDISS 05

3.1.1 By direct appointment of a candidate possessing a recognized National Diploma at Credit level in Business Administration/Studies or Public Administration.

3.2 Executive Officer – CONTEDISS 06

3.2.1 By promotion of a confirmed and suitable Assistant Executive Officer with at least two years' of satisfactory service on that grade subject.

3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above with at least two years' post-qualification cognate experience or HND in relevant discipline plus NYSC discharge certificate.

3.3 Higher Executive Officer – CONTEDISS 07

3.3.1 By promotion of a confirmed and suitable Executive Officer with at least three years' satisfactory service on that grade.

3.3.2 By direct appointment of a candidate possessing a recognized Higher National Diploma and NYSC discharge certificate or National Diploma, at

Credit level in relevant discipline plus at least three or five years' post qualification cognate experience respectively.

3.4 Senior Executive Officer – CONTEDISS 08

3.4.1 By direct appointment of a candidate possessing a Higher National Diploma or National Diploma, at Credit level in relevant discipline with at least six or eight years' post qualification cognate experience respectively.

3.4.2 By promotion of a confirmed and suitable Higher Executive Officer with at least three years satisfactory service on that grade.

3.5 Principal Executive Officer II – CONTEDISS 09

3.5.1 By direct appointment of a candidate possessing a recognized Higher National Diploma or National Diploma, at Credit level in relevant discipline with at least nine or eleven years' post qualification cognate experience respectively.

3.5.2 By promotion of a confirmed and suitable Higher Executive Officer with at least three years' satisfactory service on that grade subject to availability of vacancy.

3.6 Principal Executive Officer I – CONTEDISS 10.

3.6.1 By promotion of a confirmed and suitable Senior Executive with at least three years satisfactory service on that grade subject to availability of vacancy.

3.7 Assistant Chief Executive Officer – CONTEDISS II.

2.7.1 By promotion of a suitable Principal Executive Officer II who has spent at least three years satisfactory service on that grade subject to availability of vacancy.

3.7.2 Membership of relevant professional body is mandatory.

3.8 Chief Executive Officer - CONTEDISS 12

3.8.2 By promotion of suitable Principal Executive Officer I with at least three years satisfactory service on that grade.

3.8.3 Membership of relevant professional body is mandatory.

3.8.4 Evidence of Community service.

ADVANCEMENT BEYOND THE CADRE: Any officer in the Executive Officer Cadre who acquires any of the qualifications specified for appointment to any higher cadre ,is eligible for conversion to that cadre.

EXECUTIVE OFFICER (ACCOUNTS) CADRE

1. POST

1.1 Assistant Executive Officer	-	CONTEDISS 05
1.2 Executive Officer	-	CONTEDISS 06
1.3 Higher Executive Officer	-	CONTEDISS 07
1.4 Senior Executive Officer	-	CONTEDISS 08
1.5 Principal Executive Officer II	-	CONTEDISS 09
1.6 Principal Executive Officer I	-	CONTEDISS 10
1.7 Assistant Chief Executive Officer	-	CONTEDISS 11
1.8 Chief Executive Officer	-	CONTEDISS 12

2. DUTIES

2.1 *Assistant Executive Officer* - CONTEDISS 05

2.1.1 Performing under supervision, the following duties:-

- i. Assisting in checking and passing of Payment Vouchers.
- ii. Assisting in keeping Advances Registers.
- iii. Assisting in rendering Monthly Returns on advances.
- iv. Assisting in maintaining Vote Books and Unclaimed Wages Register and Cash Books.
- v. Assisting in rendering A.I.E. and Bank Reconciliation Returns.
- vi. Handling routine correspondence.

2.1.2 Applying Civil Service Rules, Financial Regulations, Circulars and other regulations in treating specific Financial/Auditable subjects assigned.

2.1.3 Assisting in posting and examining Vouchers.

2.1.4 Assisting in investigation duties.

2.1.5 Assisting in sundry verification.

2.2 *Executive Officer* - CONTEDISS 06

2.2.1 Assisting in maintaining Variation Control Sheets and Group Registers.

- 2.2.2 Assisting in maintaining Departmental Vote Books and Rendering Expenditure Returns.
- 2.2.3 Assembling Data for the preparation of monthly Transcripts.
- 2.2.4 Checking Payments Vouchers.
- 2.2.5 Assisting in supervising Revenue Collection.
- 2.2.6 Assisting in supervising Clerical Staff.
- 2.2.7 Preparing and verifying financial vouchers.
- 2.2.8 Posting and examining vouchers.
- 2.2.9 Assisting in financial investigation duties.
- 2.2.10 Engaging in sundry verifications.
- 2.2.11 Performing any other duties as may be assigned.

2.3 Higher *Executive Officer* - CONTEDISS 07

- 2.3.1 Maintaining Variation Control Sheets and Group Registers.
- 2.3.2 Maintaining Departmental Vote Books and Rendering Expenditure Returns.
- 2.3.3 Assembling Data for the preparation of monthly Transcripts.
- 2.3.4 Checking Payments Vouchers.
- 2.3.5 Supervising Revenue Collection.
- 2.3.6 Supervising Clerical Staff.
- 2.3.7 Preparing and verifying financial vouchers
- 2.3.8 Posting and examining vouchers.
- 2.3.9 Assisting in financial investigation duties.
- 2.3.10 Engaging in sundry verifications.
- 2.3.11 Performing any other duties as may be assigned.

2.3 *Senior Executive Officer* - CONTEDISS 08

- 2.4.1 Taking charge of an Accounts Units of the Polytechnic.

- 2.4.2 Scrutinizing Payment Vouchers.
- 2.4.3 Detailing with Audit Queries.
- 2.4.4 Maintaining Revenue Collectors Charts.
- 2.4.5 Reconciling Bank Statements with the Cash Book.
- 2.4.6 Supervising the distribution of signed Cheques.
- 2.4.7 Supervising and assisting in training subordinates.
- 2.4.8 Examining vouchers.
- 2.4.9 Assisting in investigation duties.
- 2.4.10 Supervising the activities of a unit.
- 2.4.11 Any other duties as may be assigned.

2.5 Principal Executive Officer II - CONTEDISS 09

- 2.5.1 Taking charge of small Sub-Treasuries, where the authorised cash holding is not more than ₦50,000.00
- 2.5.2 Submitting reconciliation statements on the Treasury.
- 2.5.3 Taking charge of the Pay-Roll section.
- 2.5.4 Supervising Pay Masters on Pay Day assignments.
- 2.5.5 Co-ordinating the activities of a number of subordinates.
- 2.5.6 Assisting in preparing reports.
- 2.5.7 Taking charge of a section of the Bursary.
- 2.5.8 Assisting in investigation duties.

2.6 Principal Executive Officer - CONTEDISS 10

- 2.6.1 Receiving and issuing Security Books and rendering returns at regular intervals.
- 2.6.2 Keeping and Reconciling Vote Books.
- 2.6.3 Inspecting Revenue Collectors Books of Accounts and returns at regular interval.

- 2.6.4 Taking charge of subsidiary Accounts section.
- 2.6.5 Issuing Advances and maintaining Advances Ledgers.
- 2.6.6 Taking charge of accounts and audit activities.
- 2.6.7 Preparing draft reports.
- 2.6.8 Assisting in investigation duties.
- 2.6.9 Supervising activities in specified areas.
- 2.6.10 Any other duties as may be assigned.

2.7 Assistant Chief Executive Officer - CONTEDISS 11

- 2.7.1 Issuing and signing Local Purchase Orders.
- 2.7.2 Signing as alternative signatory or endorser to cheques.
- 2.7.3 Taking charge of Final Accounts.
- 2.7.4 Supervising the preparation and submission of transcripts to the Treasury.
- 2.7.5 Preparing and submitting Bank Reconciliation Statements to the Treasury.
- 2.7.6 Assisting in organising training programmes for staff.
- 2.7.7 Assisting in investigation duties.
- 2.7.8 Supervising activities in a number of specified areas.
- 2.7.9 Reporting to Assistant Chief Executive Officer Accounts & Audit.
- 2.7.10 Any other duties as may be assigned.

2.8 Chief Executive Officer - CONTEDISS 12

- 2.8.1 Supervising and coordinating the activities of a number of junior staff.
- 2.8.2 Assisting in taking charge of a section.
- 2.8.3 Assisting in payment process

2.8.4 Assisting in training junior staff.

2.8.5 Supervising activities in a number of specified areas.

2.6.6 Reporting to the Chief Executive Officer Accounts & Audit.

2.8.7 Any other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 *Assistant Executive Officer* - CONTEDISS 05

3.1.1 By direct appointment of a candidate possessing National Diploma in Accountancy, Finance or Business Administration, at Credit level obtained, from a recognised Institution.

3.2 *Executive Officer* - CONTEDISS 06

3.2.1 By direct appointment of a candidate possessing National Diploma in Accountancy, Finance or Business Administration from a recognised Institution plus at least two years' post-qualification cognate experience.

3.2.2 By promotion of a confirmed and suitable Assistant Executive Officer who has spent at least two years on that grade subject to availability.

3.3 *Higher Executive Officer* - CONTEDISS 07

3.3.1 By direct appointment of a candidate possessing a Higher National Diploma in Accountancy, Finance or Business Administration, at Credit level, obtained from a recognised Institution plus NYSC discharge Certificate or a recognized ND in relevant discipline with at least five years' post qualification cognate experience.

3.3.2 By promotion of a confirmed and suitable Executive Officer who has spent at least three years on that grade.

3.4 *Senior Executive Officer* - CONTEDISS 08

3.4.1 By promotion of a confirmed and suitable Higher Executive Officer who has spent at least three years on that grade.

3.4.2 By direct appointment of a candidate possessing Higher National Diploma or National Diploma, in relevant field, at Credit level, from a recognized Institution with at least three or eight years' post-qualification cognate experience respectively.

3.5. Principal Executive Officer II - CONTEDISS 09

3.5.1 By promotion of a confirmed and suitable Senior Executive Officer who has spent at least three years on that grade.

3.5.2 By direct appointment of a candidate possessing Higher National Diploma or National Diploma at Credit level, in relevant field from a recognized Institution with at least six or eleven years' post-qualification cognate experience respectively.

3.6 Principal Executive Officer I - CONTEDISS 10

3.6.1 By promotion of a confirmed and suitable Principal Executive Officer II who has spent at least three years of satisfactory service on that grade.

3.7 Assistant Executive Officer - CONTEDISS 11

3.7.1 By promotion of a confirmed suitable Principal Executive Officer I who has spent at least three years of satisfactory service on that grade.

3.7.2 Membership of relevant professional body such as Institute of Chartered Accountants of Nigeria (ICAN) and Association of National Accountants of Nigeria (ANAN).

3.8 Chief Executive Officer - CONTEDISS 12

3.8.1 By promotion of a confirmed suitable Assistant Chief Executive Officer who has spent at least three years of satisfactory service on that grade.

3.8.2 Membership of relevant professional body such as ICAN or, ANAN.

3.8.3 Evidence of Community service is an added advantage.

4.0 ADVANCEMENT BEYOND THE CADRE

- 4.1 Any officer in the Executive Officer (Accounts) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/conversion to that.

STOREKEEPER CADRE

1. POST

1.1 Assistant Storekeeper	-	CONTEDISS 02
1.2 Storekeeper	-	CONTEDISS 03
1.3 Senior Storekeeper	-	CONTEDISS 04
1.4 Assistant Chief Storekeeper	-	CONTEDISS 05
1.5 Chief Storekeeper	-	CONTEDISS 06

2. DUTIES

2.1 **Assistant Storekeeper - CONTEDISS 02**

- 2.1.1 Assisting in taking charge of a small store.
- 2.1.2 Keeping simple stores record under supervision.
- 2.1.3 Performing any other duties as may be assigned.

2.2 **Storekeeper - CONTEDISS 03**

- 2.2.1 Assisting in supervising a small store.
- 2.2.2 Keeping simple stores record under supervision.
- 2.2.3 Performing any other duties as may be assigned.

2.3 **Senior Storekeeper - CONTEDISS 04**

- 2.3.1 Assisting in supervising a small store.
- 2.3.2 Issuing and receiving materials and equipment.
- 2.3.3 Keeping relevant store records.
- 2.3.4 Checking stock under supervision.
- 2.3.5 Performing any other duties as may be assigned.

2.4 *Assistant Chief Storekeeper* – CONTEDISS 05

- 2.4.1 Supervising and training junior officers within his unit.
- 2.4.2 Checking stock in a large division or department of the institution.
- 2.4.3 Performing any other duties as may be assigned.

2.5 *Chief Storekeeper* – CONTEDISS 06

- 2.5.1 Supervising and training of all subordinate staff.
- 2.5.2 Carrying out stock verification.
- 2.5.2 Performing any other duties as may be assigned.

30. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 *Assistant Storekeeper* – CONTEDISS 02

- 3.1.1 By direct appointment of a candidate possessing Senior Secondary School Certificate with at least three passes at one sitting or four passes at two sittings which must include English language.

3.2 *Storekeeper* – CONTEDISS 03

- 3.2.1 By direct appointment of a candidate possessing Senior Secondary School Certificate with four passes at one sitting or five passes at two sittings, including English language.
- 3.2.2 By promotion of a suitable Assistant Storekeeper who has passed the departmental confirmation examination at promotion level and spent at least two years on that grade.

3.3 Senior Storekeeper – CONTEDISS 04

3.3.2 By promotion of a suitable Storekeeper who has passed the relevant departmental confirmation examination at promotion level and spent at least two years on that grade.

3.4 Assistant Chief Storekeeper – CONTEDISS 05.

3.4.3 By promotion of a confirmed and suitable Senior Storekeeper with at least two years' satisfactory service record on that grade.

3.4 Chief Storekeeper – CONTEDISS 06.

3.5.2 By promotion of a suitable Assistant Chief Storekeeper with at least two years' satisfactory service record on that grade.

4 ADVANCEMENT BEYOND THE CADRE

4.1 Any officer in the Storekeeper Cadre who acquires any of the qualifications specified for appointments to any higher grade, is eligible for transfer/conversion to that Cadre.

STORES OFFICER CADRE

1. POST

1.1 Assistant Stores Officer	-	CONTEDISS 05
1.2 Stores Officer	-	CONTEDISS 06
1.3 Higher Stores Officer	-	CONTEDISS 07
1.4 Senior Stores Officer	-	CONTEDISS 08
1.5 Principal Stores Officer II	-	CONTEDISS 09
1.6 Principal Stores Officer I	-	CONTEDISS 10
1.7 Assistant Chief Stores Officer	-	CONTEDISS 11
1.8 Chief Stores Officer	-	CONTEDISS 12

2 DUTIES

2.1 *Assistant Stores* – **CONTEDISS 05**

- 2.1.1 Keeping simple stores record under supervision.
- 2.1.2 Assisting in taking charge of local purchases in the stores.
- 2.1.3 Assisting in checking and revising stock positions in stores.
- 2.1.4 Performing any other duties as may be assigned.

2.2 *Stores Officer* – **CONTEDISS 06**

- 2.2.1 Taking charge of materials and equipment in a departmental or technical store.
- 2.2.2 Checking stocks of allocated and unallocated stores.
- 2.2.1 Performing any other duties as may be assigned.

2.3 *Higher Stores Officer* – **CONTEDISS 07**

- 2.3.1 Taking charge of central stores.
- 2.3.2 Rendering report to superiors in respect of sub-stores units.
- 2.3.3 Performing any other duties as may be assigned.

2.4 *Senior Stores Officer* – **CONTEDISS 08**

- 2.4.1 Disposing boarded and obsolete stores' items.
- 2.4.2 Assisting in rendering quarterly reports in respect of store services
- 2.4.3 Monitoring and taking charge of a central store.
- 2.4.4 Allocating stores to departments or stores unit.
- 2.4.5 Rendering reports to appropriate authorities in sub-stores/stores units.

2.4.6 Performing any other duties as may be assigned.

2.5 Principal Stores Officer II – CONTEDISS 09

2.5.1 Organising bulk purchase of stores within stipulated limits.

2.5.2 Conducting periodic survey and checking stores under his jurisdiction.

2.5.3 Rendering quarterly/annual reports in respect of stores services within jurisdiction.

2.5.2. Performing any other duties as may be assigned.

2.6. Principal Stores Officer I – CONTEDISS 10

2.6.1. Supervising the stores subordinates.

2.6.2. Conducting periodic survey and checking stores under jurisdiction.

2.6.3 Keeping up-to-date prices of stores and materials.

2.6.4 Performing other related duties that may be assigned.

Assistant Chief Stores Officer – CONTEDISS 11

2.7.1 Supervising the operations of the central stores.

2.7.2 Taking charge of shipping freight and custom formalities.

2.7.3 Assisting in organizing training for stores staff.

2.7.4 Performing any other duties as may be assigned.

2.8 Chief Stores Officer – CONTEDISS 12.

2.8.1 Taking charge of Stores Section.

2.8.2 Assisting in organizing training for stores staff

2.8.3 Assisting in Preparing quarterly reports in respect of central stores.

2.8.4 Performing any other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Assistant Stores Officer – CONTEDISS 05

3.1.1 By direct appointment of a candidate possessing a National Diploma at Credit level in Business Studies/Administration or Purchasing and Supply, at credit level from a recognized Institution.

3.2 Stores Officer – CONTEDISS 06

3.2.1 By direct appointment of a candidate possessing a recognised National Diploma in Business Studies/Administration or Purchasing and Supply at Credit level with at least three years post qualification cognate experience.

3.2.2 By direct appointment of a candidate possessing Higher National Diploma, at credit level, in Business Studies/Administration or Purchasing and Supplies, from a recognized Institution.

3.2.2 By promotion of a confirmed and suitable Assistant Stores Officer with at least two year's satisfactory service on that grade.

3.3 Higher STORES OFFICER – CONTEDISS 07

3.3.1 By direct appointment of a candidate possessing a recognised ND or Higher National Diploma in Business Studies/Administration or Purchasing and Supply at Credit level plus NYSC discharge certificate and at least five or three years' post-qualification cognate experience respectively.

3.3.2 By promotion of a confirmed and suitable Stores Officer with at least three years' satisfactory service on that grade.

3.4 Senior Stores Officer – CONTEDISS 08

3.4.1 By direct appointment of a candidate possessing a recognized OND or HND in Business Studies/Administration/Purchasing and Supply, at Credit level, with at least eight or six years' post-qualification cognate experience.

3.4.2 By promotion of a confirmed and suitable Higher Stores Officer with at least three years' satisfactory service on that grade.

3.5 Principal Stores Officer II – CONTEDISS 09

3.5.1 By direct appointment of a candidate possessing a recognized OND or HND in Business Studies/Administration/Purchasing and Supply, at Credit level

with at least eleven or eight years' post-qualification cognate experience respectively.

3.5.2 By promotion of a confirmed and suitable Senior Stores Officer with at least three years' satisfactory service on that grade.

3.6 *Principal Stores Officer I* – CONTEDISS 10

3.6.1 By promotion of a suitable Principal Stores Officer II with at least three years' satisfactory service on that grade.

3.7 *Assistant Chief Stores Officer* – CONTEDISS 11

3.7.1 By promotion of a suitable Principal Stores Officer Grade I with at least three years' satisfactory service on that grade.

3.7.2 Membership of relevant Professional body is mandatory.

3.8 *Chief Stores Officer* – CONTEDISS 12.

3.8.1 By promotion of suitable Principal Stores Officer I with at least three years satisfactory service on that grade.

3.8.2 Membership of relevant Professional body is mandatory.

3.8.3 Evidence of Community service is an added advantage.

4.0 Any officer in the Stores Officer Cadre who acquires any qualification specifies for appointment to any higher cadre, is eligible for conversion to the cadre

PROCUREMENT OFFICER CADRE

1. POST

- | | | |
|--------------------------------------|---|--------------|
| 1.1 Procurement Officer II | - | CONTEDISS 07 |
| 1.2 Procurement Officer I | - | CONTEDISS 08 |
| 1.3 Senior Procurement Officer | - | CONTEDISS 09 |
| 1.4 Principal Procurement Officer II | - | CONTEDISS 10 |

- 1.5 Principal Procurement Officer I - CONTEDISS 11
- 1.6 Assistant Chief Procurement Officer - CONTEDISS 12
- 1.7 Deputy Chief Procurement Officer - CONTEDISS 13
- 1.8 Chief Procurement Officer - CONTEDISS 14

2.0 DUTIES

2.1 Procurement Officer II - CONTEDISS 07

- 2.1.1 Undertaking periodic market survey.
- 2.1.2 Assisting in preparing questionnaires for market surveys.
- 2.1.3 Assisting in implementing and indenting procedures.
- 3.1.4 assisting in collecting and collating data.
- 3.1.5 Performing any other duties as may be assigned.

2.1 Procurement Officer I - CONTEDISS 08

- 2.2.1 Taking charge of a central procurement process.
- 2.2.2 Allocating procured items to Departments or stores units.
- 2.2.3 Rendering regular reports as appropriate.
- 2.2.4 Updating market research and pricing policies.
- 2.2.5 Collating and assisting in analyzing data.
- 2.2.6 Performing any other duties as may be assigned.

2.3 Senior Procurement Officer – CONTEDISS 09

- 2.3.1 Keeping /maintaining procurement records.
- 2.3.2 Reviewing market survey questionnaires.
- 2.3.3 Examining material requirements from user Departments.
- 2.3.4 Rendering quarterly/annual reports
- 2.3.5 Assisting in preparing the training programmes of staff.
- 2.3.6 Performing any other duties as may be assigned.

2.4 Principal Procurement Officer II – CONTEDISS 10

- 3.4.1 Organising procurement processes and verification.
- 3.4.2 Conducting periodic survey and checks of all procurements.
- 2.4.3 Keeping up-to-date record of procured materials and analyzing prices.
- 2.4.4 Developing due process mechanisms in line with Procurement Act.
- 2.4.5 Supervising bidding process.
- 2.4.6 Assisting in preparing technical specification.
- 2.4.7 Performing other related duties that may be assigned.

2.5 Principal Procurement Officer I – CONTEDISS 11

- 2.5.1 Supervising the operations of the central procurement processes.
- 2.5.2 Ensuring compliance with due process/Procurement Act.
- 2.5.3 Organising training programmes for procurement staff.
- 2.5.4 Supervising the activities of a number of subordinates.
- 2.5.5 Preparing technical specification.
- 2.5.6 Performing any other duties as may be assigned.

2.5 Assistant Chief Procurement Officer – CONTEDISS 12

- 2.6.1 Assisting in the general administration and processes of procurement.
- 2.6.2 Assisting in Preparing quarterly reports in respect of all procurement.
- 2.6.3 Arranging public bi opening sessions.
- 2.6.4 Reviewing indenting procedures.
- 2.6.5 Ppreparing repors and bid evaluation.
- 2.6.6 Ensuring safe-keeping of bid documents and receipts.
- 2.6.7 Assisting in training subordinates.
- 2.6.3 Performing any other duties as may be assigned.

2.7 Deputy Chief Procurement Officer – CONTEDISS 13

- 2.7.1 Initiating the review of procurement policies and programmes.
- 2.7.2 Supervising the activities of a Section.
- 2.7.3 Organising procurement training programmes.
- 2.7.4 Carrying out the value analyses of material requirements.
- 2.7.2 Preparing quarterly reports in respect of all procurement.
- 2.9.3 Performing any other duties as may be assigned.

2.8 Chief Procurement Officer – CONTEDISS 14

- 2.8.1 Responsible for the discharge of all procurement processes.
- 2.8.2 Preparing annual reports in respect of the central/general procurement.
- 2.8.3 Reviewing procurement policies, regulations and guidelines.
- 2.8.4 Advising the Polytechnic on all procurement mattes and coordinating the activities of the Procurement Unit.
- 2.8.5 Performing any other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Procurement Officer II – CONTEDISS 7

3.1.1 By direct appointment of a candidate possessing a recognized and good Bachelors degree in Business Administration, Finance, Marketing, Economics, Purchasing and Supply, Engineering and allied fields, Law or any other relevant discipline with NYSC discharge certificate.

3.2 Procurement Officer I – CONTEDISS 8

3.2.1 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least three years' post qualification-cognate experience or a Masters Degree in relevant discipline plus at least one year post-qualification cognate experience.

3.2.2 By promotion of a confirmed and suitable Procurement Officer II with at least three years' satisfactory service on that grade.

4.4 Senior Procurement Officer – CONTEDISS 9

3.3.1 By direct appointment of a candidate possessing a recognised and good Bachelor or Masters degree in relevant discipline with at least six or four years' post-qualification cognate experience respectively.

3.3.2 By promotion of a confirmed and suitable Procurement Officer I with at least three years' satisfactory service on that grade.

4.5 Principal Procurement Officer II – CONTEDISS 10

3.4.1 By promotion of a confirmed and suitable Senior Procurement Officer with at least three years' satisfactory service on that grade.

3.5 Principal Procurement Officer I – CONTEDISS 11

3.5.1 By promotion of a confirmed and suitable Principal Procurement Officer Grade II with at least three years' satisfactory service on that grade.

3.5.2 Membership of relevant Professional body is mandatory.

3.6 Assistant Chief Procurement Officer – CONTEDISS 12

3.6.1 By promotion of suitable Principal Procurement Officer I with at least three years' satisfactory service on that grade.

3.6.2 Membership of relevant Professional body is mandatory.

3.7 Deputy Chief Procurement Officer – CONTEDISS 13

3.7.1 By promotion of a confirmed and suitable Assistant Chief Procurement Officer with at least three years' satisfactory service on that grade.

3.7.2 Membership of relevant Professional body is mandatory.

3.8 Chief Procurement Officer – CONTEDISS 14

3.8.1 By promotion of a confirmed and suitable Deputy Chief Procurement Officer with at least four years' satisfactory service on that grade.

3.8.2 Membership of relevant Professional body is mandatory.

3.8.3 Evidence of Community service is an added advantage

4.0 Direct appointments may also be made to posts in CONTEDISS 10 and above; but these will be preceded by advertisements. Promotion from such direct appointments to higher grades is subject to confirmation of appointment and availability of vacancies.

SPORTS COACH CADRE

1. POST

1.1 Coach III	-	CONTEDISS 06
1.2 Coach Grade II	-	CONTEDISS 07
1.3 Coach Grade I	-	CONTEDISS 08
1.4 Senior Coach	-	CONTEDISS 09
1.5 Principal Coach II	-	CONTEDISS 10
1.6 Principal Coach I	-	CONTEDISS 11

1.7 Assistant Chief Coach	-	CONTEDISS 12
1.8 Deputy Chief Coach	-	CONTEDISS 13
1.9 Chief Coach	-	CONTEDISS 14

2.0 DUTIES

2.1 *Coach Grade III* – CONTEDISS 06

- 2.1.1 Assisting in the preparation of sporting facilities in the institution.
- 2.1.2 Assisting in the organisation and conduct of sporting exercises.
- 2.1.3 Assisting in taking custody of all sporting equipment.
- 2.1.4 Assisting in collating sports records.
- 2.1.5 Performing any other duties as may be assigned.

2.2 Coach Grade II – CONTEDISS 07

- 2.2.1 Taking custody of sporting equipment.
- 2.2.2 Collating sports records.
- 2.2.3 Assisting in organizing and conducting sporting activities.
- 2.2.4 Performing any other duties as may assigned.

2.3 Coach Grade I – CONTEDISS 08

- 2.3.1 Confirming the sports equipment in the custody of the unit.
- 2.3.2 Assisting in analysing sports records.
- 2.3.3 Collecting and collating relevant data.
- 2.3.4 Performing any other duties as may be assigned.

2.4 Senior Coach – CONTEDISS 09

- 2.4.1 Assisting in organising sporting events.
- 2.4.2 Coordinating staff and students participation in sport activities.
- 2.4.3 Supervising the utilization of sport facilities.
- 2.4.4 Performing any other duties as may be assigned.

2.5 Principal Coach II – CONTEDISS 10

- 2.5.1 Assisting in organising sporting events.
- 2.5.2 Coordinating staff and students participation in sport activities.
- 2.5.3 Supervising the utilization of sport facilities
- 2.5.4 Performing any other duties as may be assigned.

2.6 Principal Coach I – CONTEDISS 11

- 2.6.1 Organising sporting events.

2.6.2 Coordinating and supervising staff and students participation in sporting events.

2.6.3 Supervising the utilization and recommending the development of sport Facilities

2.6.4 Performing any other duties as may be assigned.

2.7 Assistant Chief Coach – CONTEDISS 12

2.7.1 Assisting in Periodic sporting activities.

2.7.2 Coordinating organization of sporting events.

2.7.3 Assisting in Coordinating and supervising staff and students participation in sport activities.

2.7.4 Initiating sports development planning.

2.7.5 Performing any other duties as may be assigned.

2.8 Deputy Chief Coach – CONTEDISS 13

2.8.1 Periodic sporting activities report for vetting by the Chief Coach.

2.8.2 Taking charge of organising sporting events.

2.8.3 Coordinating and supervising staff and students participation in sport activities.

2.8.4 Coordinating the utilization and recommending the development of sport Facilities.

2.8.5 Performing any other relevant duties as may be assigned.

2.9 Chief Coach – CONTEDISS 14

2.9.1 Taking full control of all sporting activities and advising on relevant matters.

2.9.2 Advising on the procurement of sporting equipment.

2.1.3 Supervising on the maintenance of sporting facilities and equipment.

Approved Scheme of Service for NBTE, Federal Polytechnics and other Similar Tertiary Institutions

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OFFICE OF THE HEAD OF
CIVIL SERVICE OF THE FEDERATION
DIRECTOR
ORGANISATION DESIGN & DEV.

2.9.4 Performing any other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Coach Grade III – CONTEDISS 06

3.1.1 By direct appointment of a candidate possessing any of the following qualifications:

3.1.1.1 Nigeria Certificate in Education (Physical and Health Education)

3.1.1.2 National Institute for Sports Grade II Coaching Certificate.

3.2 Coach Grade II – CONTEDISS 07

3.2.1 By direct appointment of a candidate possessing National Institute for Sports Coaching Certificate Grade I or NCE, Physical and Health Education with at least three years' coaching experience.

3.2.2 By direct appointment of a candidate possessing a recognised good Bachelors degree in Physical and Health Education plus NYSC discharge Certificate.

3.2.3 By Promotion of a confirmed and suitable Coach Grade III with at least three years' satisfactory service on that grade.

3.3 Coach Grade I – CONTEDISS 08

3.3.1 By promotion of a confirmed and suitable Coach Grade II with at least three years' satisfactory service on that grade.

3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.1 or 3.2.2 above plus at least six or three years' post-qualification cognate experience respectively.

3.3.3 By direct appointment of a candidate possessing a recognized Masters degree in Physical and Health Education plus at least one year post-qualification cognate experience.

3.4. Senior Coach – CONTEDISS 09

3.4.1 By promotion of a confirmed and suitable Coach Grade I with at least three years' satisfactory service on that grade.

3.4.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.2.2 or 3.3.3 above plus at least six or four years' post qualification cognate experience respectively.

3.5. Principal Coach II – CONTEDISS 10

3.5.1 By promotion of a confirmed and suitable Senior Coach with at least three years' satisfactory service on that grade.

3.5.1 Professional registration is mandatory.

3.6 Principal Coach I – CONTEDISS 11

3.6.1 By promotion of a suitable Principal Coach Grade II with at least three years' satisfactory service on that grade.

3.6.2 Professional registration and coaching certificate is mandatory.

3.7 Assistant Chief Coach – CONTEDISS 12

3.7.1 By Promotion of a confirmed and suitable Principal Coach I with at least three years' satisfactory service on that grade.

3.7.3 Professional registration and coaching certificate is mandatory.

3.8 Deputy Chief Coach – CONTEDISS 13

3.8.1 By Promotion of a confirmed and suitable Assistant Chief Coach possessing first degree in relevant discipline with at least three years' satisfactory service on that grade.

3.8.2 Professional registration and coaching certificate is mandatory.

3.9 Chief Coach – CONTEDISS 14

3.9.1 By Promotion of a suitable Deputy Chief Coach with at least four years' satisfactory service on that grade.

3.9.2 Professional registration and coaching certificate is mandatory.

4.0 Direct appointment may also be made to positions in CONTEDISS 10 and above but these will be preceded by advertisement .Promotion from such direct appointments to higher grades are subject to confirmation of appointment and availability of vacancy.

DATA PROCESSING ASSISTANT CADRE

1.0 POST

1.1 Data Processing Assistant II	-	CONTEDISS 02
1.2 Data Processing Assistant I	-	CONTEDISS 03
1.3 Senior Data Processing Assistant	-	CONTEDISS 04
1.4 Principal Data Processing Assistant	-	CONTEDISS 05
1.5 Chief Data Processing Assistant	-	CONTEDISS 06

2.0 DUTIES

2.1 *Data Processing Assistant II* - CONTEDISS 02

2.1.1 Processing data from original documents and checking the accuracy of the end product.

2.1.2 Checking and reconciling the computer out-put

2.1.3 Keeping record arising from data operations

2.1.4 Preparing flow charts and test desk

2.1.3 Performing any other duties as may be assigned.

2.2 *Data Processing Assistant I* - CONTEDISS 03

2.2.1 Taking control of mechanical system from receipt of original documents to preparation of final records including proof of mechanical accuracy.

2.2.2 Assisting in supervising the activities of subordinate Data processing Assistants.

2.2.3 Preparing Operating Instructions.

2.2.4 Processing data from original documents and checking the accuracy of the end product.

2.2.5 Performing any other duties as may be assigned.

2.3 *Senior Data Processing Assistant* - CONTEDISS 04

2.3.1 Supervising the preparation of Operating Instructions.

2.3.2 Assisting in writing computer programmes.

2.3.3 Supervising the activities of a number of subordinate assistants.

2.3.3 Performing any other duties as may be assigned.

2.4 *Principal Data Processing Assistant* - CONTEDISS 05

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- 2.4.1 Assisting in coordinating the activities of a number of subordinate assistants in the Unit.
- 2.4.2 Checking all tabulated data and machines to ensure the accuracy of end product.
- 2.4.3 Keeping inventory of stationery to ensure that prescribed levels are maintained.
- 2.4.4 Preparing operations.
- 2.4.5 Performing any other duties as may be assigned.

2.5 Chief Data Processing Assistant - CONTEDISS 06

- 2.5.1 Coordinating the activities of a number of subordinate assistants in the Unit.
- 2.5.2 Overall checking all tabulated data and machines to ensure the accuracy of end product.
- 2.5.3 Keeping inventory of stationery to ensure that prescribed levels are maintained.
- 2.5.3 Preparing operations.
- 2.5.4 Performing any other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Data Processing Assistant II - CONTEDISS 02

- 3.1.1 By direct appointment of a candidate possessing Senior Secondary School Certificate with passes in three subjects at a sitting or four passes at two sittings, preferably including English Language.

3.2 Data Processing Assistant I - CONTEDISS 03

- 3.2.I By promotion of a confirm and suitable Data Processing Assistant I who has spent at least two years on the grade and passed the relevant departmental confirmation examination.

3.2.2 By direct appointment of a candidate possessing Senior Secondary School Certificate with passes in four subjects at a sitting or five passes at two sittings, preferably including English Language.

3.3 Senior Data Processing Assistant - CONTEDISS 04

3.1.1 By promotion of a confirmed and suitable Data Processing Assistant I who has spent at least two years on the grade and passed the relevant departmental confirmation examination.

3.4 Principal Data Processing Assistant - CONTEDISS 05

3.4.1 By promotion of a confirmed and suitable Senior Data Processing Assistant who has spent at least two years on the grade with satisfactory service record.

3.5 Chief Data Processing Assistant - CONTEDISS 06

3.5.1 By promotion of a confirmed and suitable Principal Data Processing Assistant who has spent at least two years on the grade with satisfactory service record.

4.0 Any officer in the Data Processing Assistant Cadre who acquires any of the qualifications specified for appointment to any higher cadre, is eligible for conversion to the grade.

DATA PROCESSING OFFICER CADRE

1. POST

1.1 Assistant Data Processing Officer	-	CONTEDISS 05
1.2 Data Processing Officer	-	CONTEDISS 06
1.3 Higher Data Processing Officer	-	CONTEDISS 07
1.4 Senior Data Processing Officer	-	CONTEDISS 08
1.5 Principal Data Processing Officer I	-	CONTEDISS 09
1.6 Principal Data Processing Officer II	-	CONTEDISS 10

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- 1.7 Assistant Chief Data Processing Officer - CONTEDISS 11
1.8 Chief Data Processing Officer - CONTEDISS 12

2.0 DUTIES

2.1 Assistant *Data Processing Officer* - CONTEDISS 05

- 2.1.1 Organising work for machine and computer operators.
2.1.2 Ensuring test-coding consistency with cards layout.
2.1.3 Training new operators on the job.
2.1.4 Keeping records of uncompleted and outstanding jobs.
2.1.5 Performing any other duties as may be assigned.

2.2 *Data Processing Officer* - CONTEDISS 06

- 2.2.1 Supervising the different sections in the Operating Unit.
2.2.2 Proving the system with form cards, tapes and disk packs.
2.2.3 Taking inventory of Data Processing supplies and materials.
2.2.4 Performing any other duties as may be assigned.

2.3 *Higher Data Processing Officer* - CONTEDISS 07

- 2.3.1 Keeping records of equipment and hardware.
2.3.2 Enforcing production schedules.
2.3.3 Training subordinate staff.
2.3.4 Performing any other duties as may be assigned.

2.4 *Senior Data Processing Officer* - CONTEDISS 08

- 2.4.1 Supervising and coordinating the activities of the Computing and Unit Record Staff.

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2.4.2 Reviewing performance of equipment and subordinate staff.

2.4.3 Preparing data processing equipment budget.

2.4.4 Performing any other duties as may be assigned.

2.5 *Principal Data Processing Officer II* - CONTEDISS 09

2.5.1 Training operational staff.

2.5.2 Ensuring security of Libraries of Data and Programme Files.

2.5.3 Liaising with the system programming and user section to ensure operational practicability.

2.5.4 Performing any other duties as may be assigned.

2.6 *Principal Data Processing Officer II* - CONTEDISS 10

2.6.1 Assist in coordinating computer and data control and data preparation operations.

2.6.2 Assisting in initiating development of jobs procedures and scheduling.

2.6.3 Assisting in evaluating operational personnel performance.

2.6.4 Liaising with the systems programming and user section to ensure operational practicability.

2.6.5 Performing any other duties as may be assigned.

2.7 *Assistant Chief Data Processing Officer* - CONTEDISS 11

2.7.1 Coordinating computer and data control and data preparation operations.

2.7.2 Initiating development of jobs procedures and scheduling.

2.7.3 Evaluating operational personnel performance.

2.7.4 Performing any other duties as may be assigned.

2.8 *Chief Data Processing Officer* - CONTEDISS 12

2.8.1 Overall supervision of the unit.

2.8.2 Performing any other duties as may be assigned

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Assistant Data Processing Officer - CONTEDISS 05

3.1.1 By direct appointment of a candidate possessing a good National Diploma in Computer Science/Statistics from a recognized Institution.

3.2 Data Processing Officer - CONTEDISS 06

3.2.1 By direct appointment of a candidate possessing a recognised National Diploma in Computer Science/Statistics plus at least two years' post-qualification cognate experience.

3.2.2 By direct appointment of a candidate possessing a recognised Higher National Diploma in Computer Science.

3.2.3 By promotion of a confirmed and suitable Assistant Data Processing Officer who has spent at least two years on that grade.

3.3 Higher Data Processing Officer - CONTEDISS 7

3.3.1 By direct appointment of a candidate possessing a recognised ND or HND in Computer Science plus at least five or three years' post qualification cognate experience respectively.

3.3.2 By promotion of a confirmed and suitable Data Processing Officer with at least three years' satisfactory service on that grade.

3.4 Senior Data Processing - CONTEDISS 08

4.5.1 By direct appointment of a candidate possessing a recognised ND or HND in Computer Science plus at least eight or six years' post-qualification cognate experience respectively.

3.4.2 By promotion of a suitable Higher Data Processing Officer with at least three years satisfactory service on that grade, subject to availability of vacancy.

3.5 Principal Data Processing Officer II - CONTEDISS 09

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3.5.1 By direct appointment of a candidate possessing a recognised ND or HND in Computer Science plus at least eleven or nine years' post-qualification cognate experience respectively.

3.5.2 By promotion of a confirmed and suitable Senior Data Processing Officer who has spent at least three years' on that grade and registered with relevant professional body.

3.6 Principal Data Processing Officer I - CONTEDISS 10

3.6.1 By promotion of a confirmed suitable Principal Data Processing Officer II with at least three years' satisfactory service on that grade.

3.6.2 Possession of relevant Professional qualification is mandatory.

3.7 Assistant Chief Data Processing Officer - CONTEDISS 11

3.7.1 By promotion of a confirmed and suitable Principal Chief Data Processing Officer with at least three years' satisfactory service on that grade.

3.7.2 Possession of relevant Professional qualification is mandatory.

3.8 Chief Data Processing Officer - CONTEDISS 12

3.8.1 By promotion of a confirmed and suitable Deputy Chief Data Processing Officer with at least three years' satisfactory service on that grade.

3.8.2 Possession of relevant Professional qualification is mandatory.

3.8.3 Evidence of community service is an added advantage.

4.0 Any officer in the Data Processing Officer cadre who acquires any of the qualification specified for appointment to any higher grade, is eligible for appointment to the grade.

STATISTICIAN CADRE

1.0 POST

1.1 Statistician II	-	CONTEDISS 07
1.2 Statistician I	-	CONTEDISS 08
1.3 Senior Statistician	-	CONTEDISS 09
1.4 Principal Statistician II	-	CONTEDISS 10
1.5 Principal Statistician I	-	CONTEDISS 11
1.6 Assistant Chief Statistician	-	CONTEDISS 12
1.7 Deputy Chief Statistician	-	CONTEDISS 13
1.8 Chief Statistician	-	CONTEDISS 14

2.0 DUTIES

2.1 *Statistician II* - CONTEDISS 07

- 2.1.1 Collecting and collating all statistical data.
- 2.1.2 Undertaking research in Statistical Methodology.
- 2.1.3 Assisting in undertaking investigation and enquiries.
- 2.1.4 Performing any other duties as may be assigned.

2.2 *Statistician I* - CONTEDISS 08

- 2.2.1 Collecting, processing, analysing and presenting relevant Statistical data.
- 2.2.2 Undertaking research and statistical methodology.
- 2.2.3 Planning and directing statistical investigation and enquiries.
- 2.2.4 Performing any other duties as may be assigned.

2.3 Senior Statistician - CONTEDISS 09

2.3.1 Planning and directing Statistical investigations and enquiries.

2.3.2 Performing any other duties as may be assigned

2.3.3 Assisting in training subordinates.

2.3.4 Supervising the activities of a number of subordinates

2.4 Principal Statistician II - CONTEDISS 10

2.4.1 Planning, designing and directing Statistical activities in the areas assigned to him.

2.4.2 Taking Charge of a Statistical Unit.

2.4.3 Performing any other duties as may be assigned.

2.5 Principal Statistician I - CONTEDISS 11

2.5.1 Directing and undertaking Statistical Studies in complex subject areas.

2.5.2 Co-ordinating/supervising the duties of a number of subordinate staff.

2.5.3 Assisting in training junior staff.

2.5.4 Performing any other duties as may be assigned.

2.6 Assistant Chief Statistician - CONTEDISS 12

2.6.1 Assisting in statistical development and staff training.

2.6.2 Assisting in planning and developing departmental statistics.

2.6.3 Coordinating activities in specified areas.

2.6.4 Initiating statistical policies and programmes.

2.6.5 Performing any other duties as may be assigned.

2.7 Deputy Chief Statistician - CONTEDISS 13

2.7.1 Taking charge of statistical section or unit.

- 2.7.2 Evaluating statistical studies and reports.
- 2.7.3 Handling statistical development planning
- 2.7.4 Performing any other duties as may be assigned.

2.8 Chief Statistician - CONTEDISS 14

- 2.8.1 Taking charge of a Statistical Division.
- 2.8.2 Advising on statistical matters.
- 2.8.3 Organising relevant statistical programmes.
- 2.8.4 Performing any other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Statistician II - CONTEDISS 07

- 3.1.1 By direct appointment of a candidate possessing a recognized Bachelor's degree in Statistics plus NYSC discharge Certificate.

3.2 Statistician I - CONTEDISS 08

- 3.2.1 By direct appointment of a candidate possessing a good Bachelors degree in Statistics with at least three years' post-qualification cognate experience or Masters degree in relevant field plus at least one year post-qualification cognate experience.
- 3.2.2 By promotion of a confirmed and suitable Statistician II with at least three years' satisfactory service on that grade.

3.3 Senior Statistician - CONTEDISS 09

- 3.3.1 By direct appointment of a candidate possessing a recognised Bachelor or masters degree in Statistics with at least six Or four years' post-qualification cognate experience respectively.
- 3.3.2 By promotion of a suitable Statistician I with at least three years satisfactory service on that grade and subject to availability of vacancy.

3.4 Principal Statistician II - CONTEDISS 10

3.4.1 By promotion of a confirmed and suitable Senior Statistician with at least three years' satisfactory service on that grade.

3.5 Principal Statistician I - CONTEDEISS 11

3.5.1 By promotion of a confirmed and suitable Principal Statistician II with at least three years' satisfactory service on that grade plus membership of professional body.

3.5.2 Possession of relevant Professional qualification is mandatory.

3.6 Assistant Chief Statistician - CONTEDEISS 12

3.6.1 By promotion of a confirmed and suitable Principal Statistician I with at least three years' satisfactory service on that grade plus membership of professional body.

3.6.2 Possession of relevant Professional qualification is mandatory.

3.7 Deputy Chief Statistician - CONTEDEISS 13

3.7.1 By promotion of a confirmed and suitable Assistant Chief Statistician with at least three years' satisfactory service on that grade plus membership of professional body.

3.7.2 Possession of relevant Professional qualification is mandatory.

3.8 Chief Statistician - CONTEDEISS 14

3.8.1 By promotion of a suitable Deputy Chief Statistician with at least four years satisfactory service on that grade and subject to availability of vacancy.

3.8.2 Possession of relevant Professional qualification is mandatory.

3.8.3 Evidence of community service is an added advantage.

4.0 Direct appointment may also be made to positions in CONTEDESS II 10 and above, but these positions must be advertised. Promotion from such direct positions to higher grades, are subject to confirmation of appointment and availability of vacancies.

PROGRAMME ANALYST CADRE

1. POST

1.1 Programme Analyst II	-	CONTEDISS 07
1.2 Programme Analyst I	-	CONTEDISS 08
1.3 Senior Programme Analyst	-	CONTEDISS 09
1.4 Principal Programme Analyst II	-	CONTEDISS 10
1.5 Principal Programme Analyst I	-	CONTEDISS 11
1.6 Assistant Chief Programme Analyst	-	CONTEDISS 12
1.7 Deputy Chief Programme Analyst	-	CONTEDISS 13
1.8 Chief Programme Analyst	-	CONTEDISS 14
1.9 Director	-	CONTEDISS 15

Note: There shall be only one Director from among the cadres under the Centre for Information and Communication Technology.

2. DUTIES

2.1 *Programme Analyst II* – CONTEDISS 07

- 2.1.1 Assisting in writing standard working programmes.
- 2.1.2 Applying of software packages in the system.
- 2.1.3 Analysing data.
- 2.1.4 Reporting computer system's faults or breakdown.
- 2.1.5 Performing any other duties as may be assigned.

Programme Analyst I – CONTEDISS 08

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- 2.2.1 Coordinating system planning and design with necessary card and proper design.
- 2.2.2 Supervising and coordinating programming and operating activities of junior staff.
- 2.2.3 Undertaking programme writing.
- 2.2.4 Ensuring proper programme/system record keeping.
- 2.2.5 Taking inventory of the systems.
- 2.2.6 Performing any other duties as may be assigned.

2.3 Senior Programme Analyst – CONTEDISS 09

- 2.3.1 Carrying out on the spot system investigation and finalizing the detailed layout of files.
- 2.3.2 Organising system examination and flow charting.
- 2.3.3 Arranging data system requirements
- 2.3.4 Supervising and coordinating the activities of the system and other units.
- 2.3.5 Performing other related duties as may be assigned.

2.4 Principal Programme Analyst II – CONTEDISS 10

- 2.4.1 Designing and producing computer input/output format.
- 2.4.2 Reviewing performance of the systems and subordinate staff.
- 2.4.3 Initiating and supervising computer/system related projects including training programmes.
- 2.4.4 Initiating system development, procedure and scheduling
- 2.4.5 Performing any other duties as may be assigned.

2.5 Principal Programme Analyst I – CONTEDISS 11

- 2.5.1 Coordinating the activities of a number of Programme/System Analyst in the Unit.

- 2.5.2 Assigning programme/system study duty and evaluating reports.
- 2.5.3 Assigning personnel to projects.
- 2.5.4 Initiating and supervising computer/system related projects including training programmes.
- 2.5.5 Ensuring security of the programme/system and data.
- 2.5.6 Performing any other duties as may be assigned.

2.6 Assistant Chief Programme Analyst - CONTEDISS 12

- 2.6.1 Gathering and analysing information for developing new and modifying existing data processing systems.
- 2.6.2 Co-ordinating operations of other lower level staff.
- 2.6.3 Carrying out feasibility study on computer related projects.
- 2.6.4 Planning and implementing the development of new systems.
- 2.6.4 Investigating recurring system problems.
- 2.6.5 Performing any other duties as may be assigned.

2.7 Deputy Chief Programme Analyst - CONTEDISS 13

- 2.7.1 Assist in compiling and presenting reports of the Unit/Department.
- 2.7.2 Assist in taking charge of computer and data processing development planning.
- 2.7.3 Assist in the supervision of the internet networking of the Institution.
- 2.7.4 Performing any other duties as may be assigned.

2.8 Chief Programme Analyst – CONTEDISS 14

- 2.8.1 Compiling and presenting reports of the Unit/Department to the Director.
- 2.8.2 Taking charge of computer and data processing development planning.
- 2.8.3 Reporting to the Director on the liaison with ICT Companies, Universities, Polytechnics and International agencies.
- 2.8.4 Responsible for the overall supervision of the internet Networking of the institution under the Director.
- 2.8.5 Providing advice on the general communication network of the Institution.
- 2.8.6 Performing any other duties as may be assigned.

2.9 Director – CONTEDISS 15

- 2.9.1 Taking charge of the general administration of the Department.
- 2.9.2 Coordinating the activities of Divisions/Unit within the Department.
- 2.9.3 Liaising with relevant Companies, Universities, Polytechnics, regulatory bodies and International agencies.
- 2.9.5 Providing advice to authorities on relevant matters.
- 2.9.6 Performing any other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Programme Analyst II – CONTEDISS 07

3.1.1 By direct appointment of a candidate possessing a recognised Bachelor's degree in Computer Science plus NYSC discharge certificate.

3.2 Programme Analyst I – CONTEDISS 08

3.2.1 By direct appointment of a candidate possessing a recognised Bachelor's degree in Computer Science with at least three years' post qualification cognate experience.

3.2.2 By direct appointment of a candidate possessing a Masters degree in Computer Science with at least one year post-qualification cognate experience.

3.2.3 By promotion of a confirmed and suitable Programme Analyst II with at least three years' satisfactory service on that grade.

3.3 Senior Programme Analyst – CONTEDISS 09

3.3.1 By promotion of a confirmed and suitable Programme Analyst I with at least three years' satisfactory service on that grade.

3.3.2 By direct appointment of a candidate possessing a recognised Bachelors degree in Computer Science with at least six years' post qualification cognate/working experience.

3.3.3 By direct appointment of a candidate possessing Masters Degree in Computer Science with at least four years' post-qualification cognate experience.

3.4 Principal Programme Analyst II – CONTEDISS 10

3.4.1 By promotion of a confirmed and suitable Senior Programme Analyst with at least three years' satisfactory service on that grade.

3.5 Principal Programme Analyst I – CONTEDISS 11

3.5.1 By promotion of a confirmed and suitable Principal Programme Analyst II with at least three years' satisfactory service on that grade

3.5.2 Membership of relevant professional body (e.g. Computer Professional Registration Council) is mandatory.

3.6 Assistant Chief Programme Analyst - CONTEDISS 12

3.6.1 By promotion of a confirmed and suitable Principal Programme Analyst I with at least three years' satisfactory service on that grade.

3.6.2 Membership of relevant professional body (e.g. Computer Professional Registration Council) is mandatory.

3.7 Deputy Chief Programme Analyst - CONTEDISS 13

3.7.1 By promotion of a confirmed and suitable Assistant Chief Programme Analyst with at least three years' satisfactory service on that grade.

3.7.2 Membership of relevant professional body (e.g. Computer Professional Registration Council) is mandatory.

Chief Programme Analyst - CONTEDISS 14

3.8.1 By promotion of a confirmed and suitable Deputy Chief Programme Analyst with at least four years' satisfactory service on that grade.

3.8.2 Membership of relevant professional body (e.g. Computer Professional Registration Council) is mandatory.

3.8.3 Evidence of community service

3.9 Director (ICT) - CONTEDISS 15

3.9.3 By direct appointment of a candidate possessing a minimum of Masters degree or Ph. D in relevant discipline plus at least twenty-four (24) or twenty-one (21) years' post-qualification relevant experience respectively.

3.9.2 Membership of relevant professional body (e.g. Computer Professional Registration Council) is mandatory.

4.0 Direct appointments may also be made to positions in CONTEDISS 10 and above; but these will be preceded by advertisement. Promotion from such direct appointment to higher grades are subject to confirmation of appointment and availability of vacancies.

MEDICAL LABORATORY SCIENTIST CADRE

1. POST

1.1 Medical Laboratory Scientist II - CONTEDISS 07

1.2 Medical Laboratory Scientist I - CONTEDISS 08

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- 1.3 Senior Medical Laboratory Scientist - CONTEDEISS 09
- 1.4 Principal Medical Laboratory Scientist II - CONTEDEISS 10
- 1.5 Principal Medical Laboratory Scientist I - CONTEDEISS 11
- 1.6 Assistant Chief Medical Laboratory Scientist - CONTEDEISS 12
- 1.7 Deputy Chief Medical Laboratory Scientist - CONTEDEISS 13
- 1.8 Chief Medical Laboratory Scientist - CONTEDEISS 14

2. DUTIES

2.1 *Medical Laboratory Scientist II* - CONTEDEISS 07

- 2.1.1 Performing on rotational basis, simple diagnostic tests in the areas of Medical Microbiology, Virology, Histopathology, Parasitology, Haematology and Blood Group serology.
- 2.1.2 Participating in the training of lower cadre (Laboratory Assistants and Medical Laboratory Technicians).
- 2.1.3 Supervising the lower cadre (Laboratory Assistants and Medical Laboratory Technicians) in the preparation of stains, reagents and simple media for bacterial propagation.

2.2 *Medical Laboratory Scientist I* - CONTEDEISS 08

- 2.2.1 Carrying out routine diagnostic tests in various disciplines such as exfoliative cytology, renal function, characterization of microbial isolates, cross-matching and compatibility tests of blood for transfusion.
- 2.2.2 Assisting in documentation and preparation of periodic reports for supervising officers.
- 2.2.3 Assisting in basic research, analytical and experimental studies as assigned by supervising officers.
- 2.2.4 Indenting for stores and medical equipment from medical store.
- 2.2.5 Producing special media for vaccines and diagnostic work.

2.3 Senior Medical Laboratory Scientist - CONTEDISS 09

- 2.3.1 Carrying out more advanced diagnostic and prognostic tests such as molecular biological tests (gene probing polymerase chain reaction, immune-blotting). Taking charge of specific diagnostic benches in the laboratories.
- 2.3.2 Carrying out specialized Medico legal tests such as paternity dispute.
- 2.3.3 Producing and testing vaccines. Quality control of reagents and media. Maintaining, Strains and cultures.
- 2.3.4 Taking charge of a number of sections such as Hormonal Assay section Enzymology sections or Divisions of a Research Laboratory such as Epidemiology Research Laboratory.
- 2.3.5 Taking charge of specialized aspects of analytical and field epidemiology.
- 2.3.6 Development and preparing new cell lines for tissue culture.

2.4 Principal Medical Laboratory Scientist II - CONTEDISS 10

- 2.4.1 Supervising the duties of subordinates.
- 2.4.2 Taking charge of specialized diagnostic and prognostics tests.
- 2.4.3 Researching into development and production of local laboratory products of diagnostic and antibiogram studies.
- 2.4.4 Assisting in quality control of biological such as vaccines.
- 2.4.5 Taking part in the training of laboratory personnel.
- 2.4.6 Carrying out research studies into descriptive and experimental epidemiology.

2.5 Principal Medical Laboratory Scientist I - CONTEDISS 11

- 2.5.1 Supervising subordinate staff.
- 2.5.2 Preparing quarterly reports on laboratory services.
- 2.5.3 Conducting epidemiological research into disease outbreaks.

2.5.4 Taking charge of specialized laboratory unit.

2.6 Assistant Chief Medical Laboratory Scientist - CONTEDISS 12

2.6.1 Assisting in coordinating and monitoring diagnosis of epidemics.

2.6.2 Advising on budget and ordering of laboratory equipment chemicals reagents.

2.6.3 Taking charge of administration of medical laboratory specialty.

2.6.4 Formulating and vetting research proposals.

2.6.5 Advising on policy matters relating to medical laboratory services.

2.6.6 Preparing annual reports on laboratory services and personnel.

2.7 Deputy Chief Medical Laboratory Scientist - CONTEDISS 13

2.7.1 Assigning responsibilities to and supervising subordinates.

2.7.2 Assist in ensuring maintenance of quality control and standards in service laboratories.

2.7.3 Assist in collating and reviewing annual reports.

2.8 Chief Medical Laboratory Scientist - CONTEDISS 14

2.8.1 Assigning responsibilities to and supervising subordinates.

2.8.2 Ensuring maintenance of quality control and standards in service laboratories.

2.8.3 Collating and reviewing annual reports.

2.8.4 Evaluating and monitoring reports on epidemiological surveys.

2.8.5 Assisting in employment and ensuring adequate and continuous training of medical laboratory personnel.

2.8.6 Advising on policy matters relating to medical laboratory services (planning and budget).

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 *Medical Laboratory Scientist II* - CONTEDISS 07

3.1.1 By direct appointment of a candidate possessing a recognised Bachelors degree in Medical Laboratory Science, register able with the Institute of Medical Laboratory Science (IMLS) plus NYSC discharge certificate.

3.2 *Medical Laboratory Scientist I* - CONTEDISS 08

3.2.1 By direct appointment of a candidate possessing a good Bachelors degree in Medical Laboratory Science, register-able with the IMLS with at least three years' post-qualification cognate experience.

3.2.2 By promotion of a confirmed and suitable Medical Laboratory Scientist II with at least three years' satisfactory service on that grade.

3.3 *Senior Medical Laboratory Scientist* - CONTEDISS 09

3.3.1 By direct appointment of a candidate possessing a good Bachelors degree in Medical Laboratory Science, register-able with IMLS with at least six years' post qualification cognate experience.

3.3.2 By promotion of a confirmed and suitable Medical Laboratory Scientist I with at least three Years' satisfactory service on that grade.

3.4 *Principal Medical Laboratory Scientist II* - CONTEDISS 10

3.4.1 By promotion of a confirmed and suitable Senior Medical Laboratory Scientist with at least three years' satisfactory service on that grade.

3.4.2 Membership of relevant professional body is mandatory.

3.5 *Principal Medical Laboratory Scientist I* - CONTEDISS 11

3.5.1 By promotion of a confirmed and suitable Principal Medical Laboratory Scientist II with at least three years' satisfactory service on that grade.

3.5.2 Membership of relevant professional body is mandatory.

3.6 Assistant Chief Medical Laboratory Scientist - CONTEDISS 12

3.6.1 By promotion of a confirmed and suitable Principal Medical Laboratory Scientist I with at least three years' satisfactory service on that grade.

3.6.2 Membership of relevant professional body is mandatory.

3.7 Deputy Chief Medical Laboratory Scientist - CONTEDISS 13

3.7.1 By promotion of a confirmed and suitable Assistant Chief Medical Laboratory Scientist with at least three years' satisfactory service on that grade.

3.7.2 Membership of relevant professional body is mandatory.

3.8 Chief Medical Laboratory Scientist - CONTEDISS14

3.8.1 By promotion of a Assistant Medical Laboratory Scientist with at least four years' satisfactory service on that grade.

3.8.2 Membership of relevant professional body is mandatory.

4.0 Direct appointments may also be made to posts in CONTEDISS 10 and above; but these would be preceded by advertisement. Promotion from such direct appointments to higher grades, is subject to confirmation of appointment and availability of vacancies.

ENVIRONMENTAL HEALTH ASSISTANT CADRE

1. POST

- | | | |
|---|---|------------|
| 1.1 Environmental Health Assistant | - | CONHESS 03 |
| 1.2 Higher Environmental Health Assistant | - | CONHESS 04 |
| 1.3 Senior Environmental Health Assistant | - | CONHESS 05 |

- 1.4 Principal Environmental Health Assistant - CONHESS 06
1.5 Chief Environmental Health Assistant - CONHESS 07

2. DUTIES

2.1 *Environmental Health Assistant* - CONHESS 03

- 2.1.1 Ensuring good sanitary conditions in the polytechnic environment
2.1.2 Assisting in collecting and labelling specimens
2.1.3 Assisting in educating the community on health matters.
2.1.4 Performing any other duties as may be assigned.

2.2 *Higher Environmental Health Assistant* - CONHESS 04

- 2.2.1 Routing inspection of the Polytechnic Complex and staff quarters.
2.2.2 Controlling mosquito and supervising of fumigation of clinical areas in the Polytechnic Complex and staff houses.
2.2.3 Supervising and co-ordinating of duties and activities of Environmental Health Attendants.
2.2.4 Performing any other duties as may be assigned.

2.3 *Senior Environmental Health Assistant* - CONHESS 05

- 2.3.1 Supervising routing inspection of the Polytechnic Complex and staff quarters.
2.3.2 Controlling mosquito and supervising fumigation of clinical areas in the Polytechnic Complex and staff houses.
2.3.3 Supervising and co-ordinating of duties and activities of subordinate Environmental Health Attendants.
2.3.4 Identifying and reporting contraventions of health rules/regulations.
2.3.5 Performing any other duties as may be assigned

2.4 *Principal Environmental Health Assistant* - CONHESS 06

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2.4.1 Developing Environmental Health plans and routine duties.

2.4.2 Assisting Chief Environmental Health Assistant

2.4.3 Assessing the training needs of subordinates

2.4.4 Liaising with relevant committees on environmental health.

2.4.5 Performing any other duties as may be assigned.

2.5 Chief Environmental Health Assistant – CONHESS 07

2.5.1 Taking charge of specified areas.

2.5.2 Supervising subordinate staff.

2.5.3 Performing any other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Environmental Health Assistant – CONHESS 03

3.1.1 By direct appointment of a candidate possessing Senior Secondary School Certificate who has successfully completed two years' training programme in a recognised School of Health Technology or other approved health Institution.

3.1.2 By advancement of any junior staff who has successfully completed the training programme specified in sub-paragraph 3.1.1 above in a recognized health training Institution.

3.2 Higher Environmental Health Assistant – CONHESS 04

3.2.1 By promotion of confirmed and suitable Environmental Health Assistant with at least two years' satisfactory service on that grade.

3.3 Senior Environmental Health Assistant – CONHESS 05

3.3.1 By promotion of a confirmed and suitable Higher Environmental Health Assistant with at least two years' satisfactory service on that grade.

3.4 Principal Environmental Health Assistant - CONHESS 06

3.4.1 By promotion of a confirmed and suitable Senior Health Assistant with at least two years' satisfactory service on that grade.

3.5 Chief Environmental Health Assistant – CONHESS 07

3.5.1 By promotion of a confirmed and suitable Principal Environmental Health Assistant with at least three years' satisfactory service on that grade.

4.0 Any officer in the Environmental Health Assistant Cadre who acquires any of the qualification specified for appointment to any higher grade is eligible for conversion to that cadre.

HEALTH RECORDS ASSISTANT CADRE

1. POST

1.1 Health Records Assistant	-	CONHESS 03
1.2 Higher Health Records Assistant	-	CONHESS 04
1.3 Senior Health Records Assistant	-	CONHESS 05
1.4 Principal Health Records Assistant	-	CONHESS 06
1.5 Chief Health Records Assistant	-	CONHESS 07

2. DUTIES

2.1 Health Records Assistant - CONHESS 03

- 2.1.1 Initiating of records of patients requiring health care in any of the patients, service areas in the various units.
- 2.1.2 Making health records available whenever required for legitimate purposes.
- 2.1.3 Performing any other duties as may be assigned.

2.2 Higher Health Records Assistant - CONHESS 04

2.2.1 Maintaining records of patients.

2.2.2 Assisting in taking custody of Health Records.

2.2.3 Scheduling appointment for patients requiring consultation at the specify.

2.3.4 Performing any other duties as may be assigned.

2.3 Senior Health Records Assistant - CONHESS 05

2.3.1 Assisting in the arrangement of Health records.

2.3.2 Organising, classifying and taking custody of Health records.

2.3.3 Assisting in the retrieval of patients Health records.

2.3.4 Performing any other duties as may be assigned.

2.4 Principal Health Records Assistant - CONHESS 06

2.4.1 Arranging and managing Health Records.

2.4.2 Producing an enlarged Health Records

2.4.3 Assisting in training of junior Health Records Assistants.

2.4.4 Performing any other duties as may be assigned.

2.5 Chief Health Records Assistant - CONHESS 07

2.5.1 Responsible for the supervision of the Health records Assistants.

2.5.2 Organising Shift Duties in the Department.

2.5.3 Functioning in the Monitoring and Evaluation Unit.

2.5.4 Responsible for Disease Surveillance and Notification as appropriate.

2.5.5 Responsible for the collection, collating and submission of the various statistical reports.

2.5.6 Performing any other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Health Records Assistant - CONHESS 03

3.1.1 By direct appointment of a candidate possessing Senior Secondary School Certificate with four passes at a sitting or five passes at two sittings.

3.2 Higher Health Records Assistant - CONHESS 04

3.2.1 By Promotion of a confirmed and suitable Health Records Assistant with at least two years' satisfactory service on the grade.

3.3 Senior Health Records Assistant - CONHESS 05

3.3.1 By promotion of a confirmed and suitable Higher Health Records Assistant with at least two years' satisfactory service on the grade.

3.4 Principal Health Records Assistant - CONHESS 06

3.4.1 By promotion of a confirmed and suitable Senior Health Records Assistant with at least two years' satisfactory service on the grade.

3.5 Chief Health Records Assistant - CONHESS 07

3.5.1 By promotion of a confirmed and Suitable Principal Health Records Assistant with at least three years' satisfactory service on the grade.

4.0 ADVANCEMENT BEYOND THE CADRE

4.1 Any officer in the Health Record Assistant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for conversion to that Cadre.

NURSING OFFICER CADRE

1. POST

1.1 Nursing Officer II - CONHESS 07

1.2 Nursing Officer I - CONHESS 08

1.3 Senior Nursing Officer	-	CONHESS 09
1.4 Principal Nursing Officer II	-	CONHESS 10
1.5 Principal Nursing Officer I	-	CONHESS 11
1.6 Assistant Chief Nursing Officer	-	CONHESS 12
1.7 Deputy Chief Nursing Officer	-	CONHESS 13
1.8 Chief Nursing Officer	-	CONHESS 14

2. DUTIES

2.1 *Nursing Officer II* – CONHESS 07

- 2.1.1 Performing general nursing care/duties.
- 2.1.2 Maintaining the hygienic environment of the Medical Centre.
- 2.1.3 Keeping records of medications.
- 2.1.4 Administering dressings and injections.
- 2.1.4 Performing any other duties as may be assigned.

2.2 *Nursing Officer I* - CONHESS 08

- 2.2.1 Supervising the activities of a unit within the Medical Centre.
- 2.2.2 Taking charge of general up-keep of tools and equipment in the Unit.
- 2.2.3 Attending to out-patients with the Medical Officer.
- 2.2.4 Assisting in the procurement and administration of drugs.
- 2.2.5 Performing any other duties as may be assigned.

2.3 *Senior Nursing Officer* – CONHESS 09

- 2.3.1 Organizing group therapy for the Polytechnic community.
- 2.3.2 Monitoring patients' response to treatment and administering injection.

2.8 Chief Nursing Officer - CONHESS 14

- 2.8.1 Responsible for the overall supervision of Nurses/Midwives in the Medical Centre
- 2.8.2 Overseeing planning and implementation of policies relating to Nursing in the medical centre.
- 2.8.3
- 2.8.4 Supervising Nurses in the Medical Centre
- 2.8.5 Liaising with relevant agencies/organisations on related matters.
- 2.8.5 Preparing relevant reports.
- 2.8.6 Performing any other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Nursing Officer II - CONHESS 07

- 3.1.1 By direct appointment of a candidate possessing a recognised Bachelors degree in Nursing plus registration of the Nursing & Midwifery Council of Nigeria (N.M.C.N).

3.2 Nursing Officer I - CONHESS 08

- 3.2.1 By promotion of a confirmed and suitable Nursing Officer II with at least three years' satisfactory service on that grade.
- 3.2.2 By direct appointment of a candidate possessing a recognised Bachelors degree in Nursing plus registration with Nursing and Midwifery Council of Nigeria (N.M.C.N) and at least three years' post qualification cognate experience.

3.3 Senior Nursing Officer - CONHESS 09

- 3.3.1 By promotion of a confirmed and suitable Nursing Officer I with at least three years' satisfactory service on that grade.
- 3.3.2 By direct appointment of a candidate possessing a recognised Bachelors degree in Nursing plus registration with Nursing & Midwifery Council of Nigeria (N.M.C.N) and at least six years' post qualification cognate experience.

3.3 Principal Nursing Officer II - CONHESS 10

3.4.1 By promotion of a suitable Senior Nursing Officer with at least three years' satisfactory service on that grade.

3.5 Principal Nursing Officer I - CONHESS 11

3.5.1 By promotion of a confirmed and suitable Principal Nursing Officer II with at least three years' satisfactory service on that grade..

3.3.1 Assistant Chief Nursing Officer - CONHESS 12

3.6.1 By promotion of a confirmed and suitable Principal Nursing Officer I with at least three years' satisfactory service on that grade.

3.7 Deputy Chief Nursing Officer - CONHESS 13

3.7.1 By promotion of a suitable Assistant Chief Nursing Officer with at least three years' satisfactory service on that grade.

3.7 Chief Nursing Officer - CONHESS 14

3.8.1 By promotion of a suitable Deputy Chief Nursing Officer with at least four years satisfactory service on that grade.

4.0 Direct appointment may also be made to positions in CONHESS 10 and above; but these would be preceded by advertisement. Promotion from such direct appointments to higher grades is subject confirmation of appointment and availability of vacancies.

STAFF NURSE/ MIDWIFE CADRE

1. POST

1.1 Staff Nurse/ Midwife	-	CONHESS 06
1.2 Higher Staff Nurse/ Midwife	-	CONHESS 07
1.3 Senior Staff Nurse/ Midwife	-	CONHESS 08
1.4 Principal Staff Nurse II / Midwife II	-	CONHESS 09
1.5 Principal Staff Nurse I / Midwife I	-	CONHESS 10

- 1.6 Assistant Chief Staff Nurse / Midwife - CONHESS 11
- 1.7 Chief Staff Nurse/Midwife - CONHESS 12

2. DUTIES

2.1 Staff Nurse/ Midwife – CONHESS 06

- 2.1.1 Providing general nursing care.
- 2.1.2 Maintaining the hygienic environment for nursing in the Medical Centre.
- 2.1.3 Keeping child-mortality and morbidity records of medications.
- 2.1.4 Administering anti- and post-natal dressings and injections.
- 2.1.5 Performing any other duties as may be assigned.

2.2 Higher Staff Nurse/ Midwife - CONHESS 07

- 2.2.1 Coordinating nursing unit operating in the Medical Centre.
- 2.2.2 Conducting the general up-keep of nursing tools and equipment.
- 2.2.3 Performing any other duties as may be assigned.

2.3 Senior Nurse Staff/ Midwife - CONHESS 08

- 2.3.1 Organizing group anti- and post-natal therapy for the Polytechnic community.
- 2.3.2 Performing any other duties as may be assigned.

2.4 Principal Staff Nurse II/Midwife II - CONHESS 09

- 2.4.1 Supervising subordinate nurses in the Medical Centre.
- 2.4.2 Assisting in the post-natal activities and administration of child vaccination.
- 2.4.3 Recording the results of medical examinations conducted on both the mother and the child.
- 2.4.4 Performing any other duties as may be assigned.

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2.5 Principal Staff Nurse I/Midwife I - CONHESS 10

- 2.5.1 Coordinating and organising subordinate staff in the Medical Centre.
- 2.5.2 Supervising in the inspection of premises and disposal of contaminated items.
- 2.5.3 Performing any other duties as may be assigned.

2.6 Assistant Chief Staff Nursing/Midwife - CONHESS II

- 2.6.1 Assisting in supervising nurses in the Medical Centre
- 2.6.2 Assisting in planning and implementing policies relating to nursing in the Medical centre.
- 2.6.3 Performing any other duties as may be assigned.

2.7 Chief Nurse Staff/Midwife - CONHESS 12

- 2.8.1 Supervising Nurses in the Medical Centre
- 2.7.2 Planning and implementing policies relating to nursing the Medical centre.
- 2.8.3 Performing any other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Staff Nurse/Midwife - CONHESS 06

- 3.1.1 By direct appointment of a candidate possessing Nigerian Registered Nurse (N.R.N) or Nigerian Registered Midwife (N.R.M.) certificate, who has duly registered with Nursing and Midwifery Council of Nigeria (NMCN).

3.2 Higher Staff Nurse/Midwife - CONHESS 07

- 3.2.1 By advancement of a Staff Nurse/Midwife who has spent one year on that grade.
- 3.2.2 By direct appointment of a candidate possessing Nigerian Registered Nurse (N.R.N) plus Nigerian Registered Midwife (N.R.M.) certificate, who has duly registered with NMCN.

3.3 Senior Staff Nurse/ Midwife - CONHESS 08

3.3.1 By promotion of a confirmed and suitable Higher Staff Nurse/Midwife with at least three years' satisfactory service on that grade.

3.3.2 By direct appointment of a candidate possessing the dual qualification of NRN and NRM certificates with at least three years' post qualification cognate experience.

3.3 Principal Staff Nurse II/Midwife II - CONHESS 09

3.4.1 By promotion of a confirmed and suitable Senior Staff Nurse/Midwife with three years' satisfactory service on that grade.

3.4.2 By direct appointment of a candidate possessing the dual qualification of NRN and NRM certificates with at least six years' post qualification cognate experience.

3.5 Principal Staff Nurse I/Midwife I - CONHESS 10

3.5.1 By promotion of a confirmed and suitable Principal Staff Nurse II/Midwife Officer II with at least three years' satisfactory service on that grade.

3.6 Assistant Staff Chief Nurse/Midwife - CONHESS 11

3.6.1 By promotion of a confirmed and suitable Principal Staff Nurse I/Midwife I with at least three years' satisfactory service on that grade.

3.8 Chief Staff Nurse/Midwife - CONHESS 12

3.8.1 By promotion of a confirmed and suitable Assistant Staff Chief/Midwife with at least three years' satisfactory service on that grade.

4.0 Any officer in the Staff Nurse/Midwife cadre who acquires any of the qualifications specified for appointment to any higher cadre, is eligible for conversion to the cadre.

PHARMACIST CADRE

1. POST

1.1 Pharmacist	-	CONMESS 08
1.2 Senior Pharmacist	-	CONMESS 09
1.3 Principal Pharmacist II	-	CONMESS 10
1.4 Principal Pharmacist I	-	CONMESS 11
1.5 Assistant Chief Pharmacist	-	CONMESS 12
1.6 Deputy Chief Pharmacist	-	CONMESS 13
1.7 Chief Pharmacist	-	CONMESS 14

2. DUTIES

2.1 *Pharmacist* - CONHSS 08

Undergoing internship and performing the following duties under supervision:-

- 2.1.1 Compounding and dispensing of drugs.
- 2.1.2 Advising on purchase and storage of drugs.
- 2.1.3 Ensuring proper storage and maintenance of drugs.
- 2.1.4 Supervising Dispensing Assistants and Attendants.
- 2.1.5 Performing any other duties as may be assigned.

2.1 *Senior Pharmacist* - CONMHSS 09

- 2.2.1 Giving advice on the issue of license under the pharmacy law.

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2.2.2 Making samples of drug analysis.

2.2.3 Controlling and issuing drugs.

2.2.4 Advising on ordering and purchasing of drugs.

2.2.5 Performing any other duties as may be assigned.

2.2 *Principal Pharmacist II* - CONHESS 10

2.3.1 Taking charge of the production of sterile pharmaceuticals.

2.3.2 Taking charge of indents and controlling pharmaceutical stores.

2.3.3 Supervision of drug storage in both bulk and active stores.

2.3.4 Performing any other duties as may be assigned.

2.4 *Principal Pharmacist I* - CONHESS 11

2.4.1 Coordinating pharmaceutical supplies and allocation.

2.4.2 Supervising the activities of a number of staff.

2.4.3 Assisting in writing reports.

2.4.4 Performing any other duties as may be assigned.

2.5 *Assistant Chief Pharmacist* - CONHESS 12

2.5.1 Coordinating pharmaceutical supplies and allocation.

2.5.2 Preparing pharmaceutical and drugs needs.

2.5.3 Performing any other duties as may be assigned.

2.6 *Deputy Chief Pharmacist* - CONHESS 13

2.6.1 Heading a section.

2.6.2 Supervising pharmaceutical requisition and supplies of pharmaceuticals.

2.6.3 Assisting the Chief Pharmacist

2.6.4 Assisting in the supervision of subordinate staff.

2.6.5 Performing any other duties as may be assigned.

2.7 Chief Pharmacist - CONHESS 14

2.7.1 Overseeing the general administration and management of the Division.

2.7.2 Advising on the pharmaceutical policies and professional matters of the institution.

2.7.3 Performing any other duties as may be assigned.

3.0 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Pharmacist - CONHESS 08

3.1.1 By direct appointment of a candidate possessing a Bachelors degree in Pharmacy registrable with the Pharmacists Registration Council of Nigeria (PRCN).

3.2. Senior Pharmacist - CONHESS 09

3.2.1 By advancement of a suitable Pharmacist who has registered with PRBN and successfully completed the National Youth Service Scheme.

3.2.2 By direct appointment of a candidate possessing a recognised Bachelors degree in Pharmacy, registrable with the PRBN plus at least one year post-registration cognate-experience.

3.3 Principal Pharmacist II - CONHESS 10

3.3.1 By promotion of a confirmed and suitable Senior Pharmacist with at least three years' satisfactory service on that grade.

3.4 Principal Pharmacist I - CONHESS 11

3.4.1 By promotion of a confirmed and suitable Principal Pharmacist II with at least three years' satisfactory service on that grade subject to availability of vacancy.

3.4 Assistant Chief Pharmacist - CONHESS 12

3.4.2 By promotion of a confirmed and suitable Principal Pharmacist I with at least three years' satisfactory service on that grade subject to availability of vacancy.

3.5 Deputy Chief Pharmacist - CONMHSS 13

3.6.1 By promotion of suitable Assistant Chief Pharmacist with at least four years' satisfactory service on that grade subject to availability of vacancy.

3.6.2 Chief Pharmacist - CONHESS 14

3.7.2 By promotion of a confirmed and Deputy Chief Pharmacist with at least four years' satisfactory service on that grade subject to availability of vacancy.

4.0 Direct appointments may also be made to positions in CONHESS 10 and above; but these would be preceded by advertisement. Promotion from such direct appointments to higher grades is subject to confirmation of appointment and availability of vacancies.

MEDICAL OFFICER CADRE

1. POST

1.1 Youth Corps Doctor	-	CONMESS 01
1.2 Medical Officer	-	CONMESS 02
1.3 Senior Medical Officer	-	CONMESS 03
1.4 Principal Medical Officer II	-	CONMESS 04
1.5 Principal Medical Office I	-	CONMESS 05
1.6 Chief Medical Officer	-	CONMESS 06
1.7 Director, Medical Services	-	CONMESS 07

2. DUTIES

2.1 Youth Corps DOCTOR - CONMESS 01

2.1.1 Assisting in carrying out general medical duties in the Institution's hospital.

2.1.2 Performing any other duties as may be assigned.

2.2 Medical Officer - CONMESS 02

2.2.1 Carrying out general medical duties in the Institution's hospital at appropriate level of responsibility.

2.2.1 Performing any other duties as may be assigned.

2.3 Senior Medical Officer - CONMESS 03

2.3.1 Carrying out general medical duties in the Institution's hospital at a higher level of responsibility.

2.3.2 Supervising the activities of subordinates staff.

2.3.3 Performing any other duties as may be assigned.

2.4 Principal Medical Officer II - CONMESS 04

2.4.1 Carrying out general medical duties in the Institution's hospital at a higher level of responsibility.

2.4.2 Supervising the training of junior staff.

2.4.3 Offering medical guidance.

2.4.4 Performing any other duties as may be assigned.

2.5 Principal Medical Officer I - CONMESS 05

2.5.1 Assisting in initiating the review of health policies and programmes of the Institution.

2.5.2 Carrying out general medical duties in the Institution's hospital at a higher level of responsibility.

2.5.3 Assisting the Chief Medical Officer with day-to-day running of the Medical Centre.

2.5.4 Assisting in coordinating the training programmes of medical staff.

2.5.5 Performing any other duties as may be assigned.

2.6 Chief Medical Officer – CONMESS 06

2.6.1 Assisting in giving professional advice on medical matters.

2.6.2 Assisting in coordinating preventive and curative health services.

2.6.3 Assisting in the general administration of medical services in the Institution.

2.6.4 Initiating the review of medical policies and programmes in the Institution.

2.6.5 Assisting in handling special medical cases.

2.6.6 Performing any other duties as may be assigned.

2.7 Director Medical Officer – CONMESS 07

2.7.1 Giving professional advice on medical matters.

2.7.2 Taking charge of the general administration of medical health services in the Institution.

2.7.3 Coordinating preventive and curative health services.

2.7.4 Taking care of special medical cases.

2.7.5 Coordinating the work and activities of subordinate staff of the Medical Centre.

2.8.6 Performing any other duties as may be assigned by the Rector.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Youth Corps Doctor – CONMESS 01

3.1.1 By direct appointment/posting of a candidate possessing a degree in Medicine (M.B.B.S), registrable with the Medical and Dental Council of Nigeria (MDCN).

3.2. Medical Officer – CONMESS 02

3.2.1 By direct appointment of a candidate possessing MBBS, registrable with the Medical and Dental Council of Nigeria with at least one year post qualification/registration cognate experience.

3.3 Senior Medical Officer - CONMESS 03

3.3.1 By promotion of a confirmed and suitable Senior Medical Officer with at least three years' satisfactory service on that grade.

3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least four years' post-registration cognate experience.

3.4 Principal Medical Officer II - CONMESS 04

3.4.1 By promotion of a confirmed and suitable Senior Medical Officer with at least three years' satisfactory service on that grade.

3.5 Principal Medical Officer I - CONMESS 05

3.5.1 By promotion of a confirmed and suitable Principal Medical Officer II with at least three years' satisfactory service on that grade.

3.6 Chief Medical Officer - CONMESS 06

3.6.1 By promotion of a confirmed and suitable Principal Medical Officer I with at least four years' satisfactory service on that grade.

3.7 Director, Medical Services - CONMESS 07

3.5.1 By promotion of a confirmed and suitable Chief Medical Officer with at least four years' satisfactory service on that grade.

3.5.2 By direct appointment of a candidate possessing M.B.B.S. who has registered with the Medical and Dental Council of Nigeria with at least eighteen years' post-registration cognate experience.

4.0 Direct appointment may also be made to posts in CONMESS 03 and above; but these would be preceded by advertisement. Promotion from such direct appointments to higher grades is subject to confirmation of appointment and availability of vacancies.

LIBRARY OFFICER CADRE

1. POST

1.1 Assistant Library Officer	-	CONTEDISS 05
1.2 Library Library Officer	-	CONTEDISS 06
1.3 Higher Library Officer	-	CONTEDISS 07
1.4 Senior Library Officer	-	CONTEDISS 08
1.5 Principal Library Officer II	-	CONTEDISS 09
1.6 Principal Library Officer I	-	CONTEDISS 10
1.7 Assistant Chief Library Officer	-	CONTEDISS 11
1.8 Chief Library Officer	-	CONTEDISS 12

2. DUTIES

2.1 *Assistant Library Officer* - CONTEDISS 05

- 2.1.1 Supervising and filing cards into catalogue cabinet.
- 2.1.2 Book ordering, writing orders, checking orders, simple reference work and checking bibliographies
- 2.1.3 Undertaking routine cataloguing and classifying simple library materials.
- 2.1.4 Maintaining library records.
- 2.1.5 Performing any other duties as may be assigned.

2.2 *Library Officer* - CONTEDISS 06

- 2.2.1 Assisting readers to find books and supervising circulation of books loan out.
- 2.2.2 Cataloguing and classifying library books and materials.
- 2.2.3 Taking charge of Library furniture, exhibition and other Library routine as assigned.
- 2.2.4 Performing any other duties as may be assigned.

2.2 Higher Library Officer - CONTEDISS 07

- 2.3.1 Undertaking tock editing.
- 2.3.2 Ordering books.
- 2.3.3 Supervising circulation of reference books/duties.
- 2.3.4 Performing any other duties as may be assigned.

2.4 Senior Library Officer - CONTEDISS 08

- 2.4.1 Organising Library exhibition.
- 2.4.2 Initiating review of Library materials
- 2.4.3 Supervising the activities of a number of subordinates.
- 2.4.3 Performing any other duties as may be assigned.

2.5 Principal Library Officer II - CONTEDISS 09

- 2.5.1 Coordinating activities of Library units.
- 2.5.2 Assisting in training and appraising junior staff
- 2.5.3 Performing any other duties as may be assigned.

2.6 Principal Library Officer I - CONTEDISS 10

- 2.6.1 Taking charge of training and appraisal of junior staff
- 2.6.2 Assisting in supervising and coordinating duties/schedules of subordinate staff.
- 2.6.3 Performing any other duties as may be assigned.

2.7 Assistant Chief Library Officer - CONTEDISS 11

- 2.7.1 Assisting the Chief Library Officer in the general administration of the Library.

2.7.2 Supervising and coordinating duties/schedule of subordinate staff.

2.7.3 Assisting in organizing library exhibition.

2.7.4 Performing any other duties as may be assigned.

2.8 Chief Library Officer - CONTEDISS 12

2.8.1 Taking charge of a unit of the Library.

2.8.2 Supervising the activities of a number of junior staff.

2.8.3 Performing any other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Assistant Library Officer - CONTEDISS 05

3.1.1 By direct appointment of a candidate possessing a recognised National Diploma, at Credit level, in Library and Information Science/Technology.

3.2 Library Officer - CONTEDISS 06

3.2.1 By direct appointment of a candidate possessing a recognised Higher National Diploma, at Credit level, in Library and Information Science/Technology

3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.

3.2.2 By promotion of a confirmed and suitable Assistant Library Officer with at least two years' satisfactory service on that grade.

3.3 Higher Library Officer - CONTEDISS 07

3.3.1 By direct appointment of a candidate possessing a recognized National Diploma or Higher National Diploma, at Credit level, in Library and Information Science/Technology plus at least five or three years' post-qualification cognate experience respectively.

3.3.2 By promotion of a confirmed and suitable Library Officer with at least three years' satisfactory service on that grade.

3.4 Senior Library Officer - CONTEDISS8

3.4.1 By direct appointment of a candidate possessing a recognized National Diploma or Higher National Diploma, at Credit level, in Library and Information Science/Technology with at least eight or six years' post-qualification cognate experience respectively.

3.4.2 By promotion of a confirmed and suitable Higher Library Officer with at least three years' satisfactory service on that grade.

3.5 Principal Library Officer II - CONTEDISS 09

3.5.1 By direct appointment of a candidate possessing a recognized National Diploma or Higher National Diploma, at Credit level, in Library and Information Science/Technology with at least eleven or nine years' post-qualification cognate experience respectively.

3.5.2 By promotion of a confirmed and suitable Senior Library Officer with Higher National Diploma in Library and Information Science/Technology plus at least three years' satisfactory service on that grade.

3.6 Principal Library Officer I - CONTEDISS 10

3.6.2 By promotion of a confirmed and suitable Principal Library Officer II with at least three years' satisfactory service on that grade.

3.6.3 Membership of professional body is mandatory.

3.7 Assistant Chief Library Officer - CONTEDISS 11

3.7.2 By promotion of a confirmed and suitable Principal Library Officer I with at least three years' satisfactory service on that grade.

3.7.3 Membership of professional body is mandatory

3.8 Chief Library Officer - CONTEDISS 12

3.8.2 By promotion of a confirmed and suitable Assistant Chief Library Officer with at least three years' satisfactory service on that grade.

3.8.3 Membership of professional body is mandatory

4.0 Any officer in the Library Officer cadre who acquires any of the qualifications specified for appointment to any higher cadre, is eligible for conversion/transfer to the cadre.

LIBRARIAN CADRE

1. POST

1.1 Librarian II	-	CONPCASS 01
1.2 Librarian I	-	CONPCASS 02
1.3 Senior Librarian	-	CONPCASS 03
1.4 Principal Librarian II	-	CONPCASS 04
1.5 Principal Librarian I	-	CONPCASS 05
1.6 Assistant Chief Librarian	-	CONPCASS 06
1.7 Deputy Chief Librarian	-	CONPCASS 07
1.8 Chief Librarian	-	CONPCASS 08
1.9 Polytechnic Librarian	-	CONPCASS 09

2. DUTIES

2.1 *Librarian II* – CONPCASS 01

- 2.1.1 Cataloguing and classifying books.
- 2.1.2 Assisting in book ordering, library exhibition, circulation and loans.

- 2.1.3 Compiling bibliographies and reading list .
- 2.1.4 Filing catalogue entries and maintenance.
- 2.1.5 Teaching Use of Library.
- 2.1.6 Performing any other duty that may be assigned.

2.2 Librarian I - CONPCASS 2

- 2.2.1 Attending to readers' inquiries and providing information services.
- 2.2.1 Subject specialists in charge of book selection.
- 2.2.2 Assisting readers, supervising issues and loans.
- 2.2.3 Compiling bibliographies and reading list.
- 2.2.4 Teaching Use of Library.
- 2.2.5 Performing other related duties that may be assigned.

2.3 Senior Librarian - CONPCASS 03

- 2.3.1 Assisting in stock-taking.
- 2.3.1 Overseeing books ordering
- 2.3.3 Indexing and abstracting.
- 2.3.4 Teaching Use of Library.
- 2.3.5 Assisting in reference and circulation duties.
- 2.3.6 Performing other related duties as may be assigned.

2.3 Principal Librarian II - CONPCASS 04

- 2.4.1 Taking stock and supervising books ordering.
- 2.4.2 Taking charge of referencing and circulation duties.
- 2.4.3 Teaching Use of Library.
- 2.4.4 Supervising the activities of a unit in the Library.

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2.4.5 Performing other duties as may be assigned.

2.5 *Principal Librarian I* - CONPCASS 05

2.5.1 Assisting in staff training

2.5.2 supervising staff, stock and readers.

2.5.3 Teaching Use of Library.

2.5.4 Heading a Section in the Library system.

2.5.5 Taking responsibility for collection development

2.5.5 Performing any other duties that may be assigned by the Polytechnic Librarian.

2.6 *Assistant Chief Librarian* - CONPCASS 06

2.5.1 Responsible for acquisition of materials and stock, audiovisuals, etc.

2.5.2 Heading one of the major divisions of the Library, e.g. Technical, Readers Services, Audio-visuals etc.

2.5.3 Assisting in staff selection, training on Library instruction, publication and book selection.

2.5.4 Indexing, abstracting, stock development and stock evaluation.

2.5.5 Teaching Use of Library.

2.5.6 Performing any other duties as may be assigned to him.

2.7 *Deputy Chief Librarian* - CONPCASS 07

2.5.5 Assisting in establishing cataloguing and classification policies.

2.5.6 Expanding and developing classification system.

2.5.7 Establishing reference policies.

2.5.8 Establishing selection policies.

2.5.9 Teaching Use of Library.

2.5.10 Performing any other duties as may be assigned.

2.6 Chief Librarian-CONPCASS 08

- 2.8.1 Assisting in the general administration of the Polytechnic Library.
- 2.8.2 Initiating policies and programmes on library development planning.
- 2.8.3 Collating library statistics/production of annual reports and other internal publications.
- 2.8.4 Heading a library division.
- 2.8.5 Producing and maintaining catalogue records.
- 2.8.6 Coordinating book selection.
- 2.8.7 Teaching Use of Library.
- 2.8.8 Performing any other duties as may be assigned to him.

2.7 Polytechnic Librarian - CONPCASS 09

- 2.9.1 Responsible for the smooth running of the Library.
- 2.9.2 Framing library policies, personal contacts and liaison with departments.
- 2.9.3 Preparing Library budgets.
- 2.9.4 Responsible for establishing policy of Library exchange.
- 2.9.5 Engaging in matters of common interest.
- 2.9.6 Performing other duties that may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Librarian II - CONPCASS 01

- 3.1.1 By direct appointment of a candidate possessing a recognized and good Bachelors degree in Library Science (B.LS) NYSC discharge certificate.

3.2 Librarian I - CONPCASS 02

- 3.2.1 By promotion of a confirmed and suitable Librarian II with at least three year's satisfactory service on that grade.

3.2.2 By direct appointment of a candidate possessing a recognised and good Bachelors degree in Library Science (B.LS) plus at least three years' post-qualification cognate experience.

3.2.3 By direct appointment of a candidate possessing a recognized and good Masters degree in Library Science plus at least one year post-qualification cognate experience.

3.2.3 In addition to 3.2.1 and 3.2.3 above candidate should have at least one conference/seminar paper.

3.3 Senior Librarian - CONPCASS 03

3.3.1 By promotion of a confirmed and suitable Librarian I with at least three years' satisfactory service on that grade.

3.3.2 By direct appointment of a candidate possessing a recognised and good Bachelors degree in Library Science (B.LS) plus at least two conference papers with at least six years' post-qualification cognate experience.

3.3.3 By direct appointment of a candidate possessing a recognized and good MLS with at least four years' post-qualification cognate experience.

3.3.4 In addition to 3.3.1 and 3.3.3 above candidate should have at least two conference/seminar papers.

3.4 Principal Librarian II - CONPCASS 04

3.4.1 By promotion of a confirmed and suitable Senior Librarian who has served at least three years' on that grade satisfactorily plus at least one Journal publication and three national conference papers after last promotion.

3.4.2 By direct appointment of a candidate possessing a recognized and good Bachelors degree in Library Science (B.LS) plus at least one journal publication and three conference/seminar papers with at least nine years' post-qualification cognate experience.

3.4.3 By direct appointment of a candidate possessing a recognized and good MLS with at least seven years' experience plus one Journal publication and three national conference/seminar papers.

3.5 Principal Librarian I - CONPCASS 05

- 3.5.1 By promotion of a confirmed and suitable Principal Librarian II with MLS who has served at least three years on that grade satisfactorily plus at least one journal publication and two national conference papers or one chapter contribution in a standard text book after last promotion.
- 3.5.2 By direct appointment of a candidate possessing M.L.S. with at least ten years' post-qualification cognate experience and at least two journal publications or five national conference/seminar papers.
- 3.5.3 Membership of professional body is mandatory

3.6 Assistant Chief Librarian-CONPCASS 06

- 3.6.1 By promotion of a confirmed and suitable Principal Librarian I with an M.L.S who has spent at least three years on the post and show evidence of at least one Journal publication plus three conference/seminar papers or two chapters contribution in a standard text book since last promotion.
- 3.6.2 By direct appointment of a candidate possessing MLS with at least thirteen year' post-qualification cognate experience and at least three journal publications plus eight national conference/seminar papers since last promotion.
- 3.6.3 Membership of professional body is mandatory

3.6 Deputy Chief Librarian-CONPCASS 07

- 3.6.1 By promotion of a confirmed and suitable Assistant Chief Librarian with PhD and at least three years' satisfactory service on that grade plus at least two journal publications and four conference/seminar papers or three chapter contributions in a standard text book since last promotion.
- 3.6.2 By direct appointment of a candidate possessing PhD in Library Science with at least thirteen years' post qualification cognate experience plus at least five journal publications and 12 conference/seminar papers.
- 3.6.3 Membership of professional body is mandatory.

3.7 Chief Librarian-CONPCASS 8

- 3.7.1 By promotion of a confirmed and suitable Deputy Chief Librarian with at least four years satisfactory service on that grade plus a minimum of three journal publications and four conference/seminar papers or four chapter contributions in a standard text book since last promotion.
- 3.7.2 By direct appointment of a candidate possessing PhD in Library Science with at least seventeen years' post qualification cognate experience plus a minimum of eight journal publications and 16 conference papers.
- 3.7.3 Membership of professional body is mandatory.
- 3.7.4 Evidence of community service will be an added advantage.

3.8 Polytechnic Librarian -CONPCASS 9

- 3.9.1 Appointment to the position of Polytechnic Librarian is by TENURE to be preceded by internal and external advertisement. Candidate must have the following requirements:
- 3.9.2 By direct appointment of a candidate possessing PhD with at least twenty one (21) years' post-qualification cognate experience and evidence of registration with professional library body. There must be evidence of journal publication, seminar/conference papers. Such candidate must have at least produced 12 journals and 21 conference/ seminar papers or five chapters in standard textbook(s) or two text books.
- 3.9.3 Evidence of community service.

ACCOUNTANT CADRE

1. POST

1.1 Accountant II	-	CONTEDISS 07
1.2 Accountant I	-	CONTEDISS 08
1.3 Senior Accountant	-	CONTEDISS 09
1.4 Principal Accountant II	-	CONTEDISS 10
1.5 Principal Accountant I	-	CONTEDISS 11

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1.6 Assistant Chief Accountant	-	CONTEDISS 12
1.7 Deputy Chief Accountant	-	CONTEDISS 13
1.8 Chief Accountant	-	CONTEDISS 14
1.9 Bursar	-	CONTEDISS 15

2. DUTIES

2.1 *Accountant II* - CONTEDISS 7

- 2.1.1 Taking charge of receipt and disbursement in the Bursary.
- 2.1.2 performing internal audit duties and investigation.
- 2.1.3 Performing any other duties as may be assigned.

2.1 *Accountant I* - CONTEDISS 08

- 2.2.1 Assisting in maintaining vote books and rendering expenditure returns.
- 2.2.2 Assisting in supervising revenue collection.
- 2.2.3 Checking payments voucher.
- 2.2.4 Conducting enquiries and investigations into frauds losses etc.
- 2.2.5 Performing any other duties as may be assigned.

2.3 *Senior Accountant* - CONTEDISS 09

- 2.3.1 Taking charge of the pay-roll.
- 2.3.2 Submitting reconciliation statements.
- 2.3.3 Taking charge of one or more major areas of accounting functions.
- 2.3.4 Carrying out audit management duties.

2.3.5 Performing other duties as may be assigned.

2.4 Principal Accountant II - CONTEDISS 10

2.4.1 Receiving and issuing Security Books and returns at regular intervals.

2.4.2 Keeping and reconciling Vote books.

2.4.3 Taking charge of subsidiary accounts.

2.4.4 Analysing accounting data for management information.

2.4.5 Issuing advances and maintaining advance ledgers.

2.4.6 Performing any other duties as may be assigned.

2.5 Principal Accountant I - CONTEDISS 11

2.5.1 Co-ordinating accounting activities in related divisions of the Bursary.

2.5.2 Assisting in the training, supervision and guiding of subordinate staff.

2.5.3 Taking charge of Final Accounts.

2.5.4 Taking charge of the internal audit Unit.

2.5.5 Performing any other duties as may be assigned.

2.6 Assistant Chief Accountant - CONTEDISS 12

2.6.1 Supervising and coordinating the activities of a number of junior staff.

2.6.2 Assisting in establishing appropriate internal control system.

2.6.3 Assisting in payment process.

2.6.4 Heading a Section in the Bursary.

2.6.5 Supervising the Central Pay Office.

2.6.6 Performing any other duties as may be assigned.

2.7 Deputy Chief Accountant - CONTEDISS 13

- 2.7.1 Preparing relevant reports and ensuring timely submission.
- 2.7.2 Attending to and ensuring prompt reply to audit queries.
- 2.7.3 Taking charge of funds disbursement.
- 2.7.4 Coordinating the training programme of staff.
- 2.7.5 Performing any other duties as may be assigned.

2.8 Chief Accountant - CONTEDISS 14

- 2.8.1 Assisting the Bursar in planning, organising, directing and co-ordinating the financial system of the Polytechnic.
- 2.8.2 Assisting the Bursar in the administration of staff of the Bursary.
- 2.8.3 Heading a Division of the Bursary.
- 2.8.4 Advising on the control and management of funds ,investments, loans and guarantees.
- 2.8.5 initiating action on financial development planning.
- 2.8.6 Performing any other duties as may be assigned.

2.9 Bursar - CONTEDISS 15

- 2.9.1 Planning, organising, directing and co-ordinating the operation of the financial system.
- 2.9.2 Taking charge of the general administration of the Bursary.
- 2.9.3 Establishing accounting system with appropriate in-built controls as approved.
- 2.9.4 Advising on general financial matters.
- 2.9.5 Performing any other related matters as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Accountant II - CONTEDISS 07

3.1.1 By direct appointment of a candidate possessing a recognized and good B.Sc degree in Accountancy or Finance plus NYSC discharge certificate.

3.2 Accountant I - CONTEDISS 08

3.2.1 By direct appointment of a candidate possessing a recognized and good Bachelors degree in Accountancy plus at least three years' post-qualification cognate experience or the Professional Diploma of Association of National Accountants of Nigeria (ANAN) with (at least) relevant Higher National Diploma.

3.2.2 By promotion of a confirmed and suitable Accountant II with at least three years' satisfactory service on that grade.

3.3 Senior Accountant - CONTEDISS 09

3.3.1 By promotion of a confirmed and suitable Accountant I with at least three years' satisfactory service on that grade.

3.3.2 By direct appointment of a candidate possessing a recognized degree in Accountancy or the prescribed ANAN Diploma with at least six or three years' post-qualification cognate experience respectively.

3.3.3 By direct appointment of a candidate possessing the professional certificate of the following accountancy bodies:-

- a, Institute of Chartered Accountants of Nigeria (ICAN);
- b, Association of Certified and Corporate Accountants (ACCA) obtained in the UK, USA or Canada;
- c, Institute of Cost and Management Accountants (ICMA) obtained in the UK USA or Canada;
- d, Chartered Institute of Public Finance and Accountants (CIPFA) obtained in the UK, USA or Canada; and
- e, Institute of Certified Public Accountants (ICPA) obtained in the UK USA or Canada.

3.4 Principal Accountant II - CONTEDISS 10

3.4.1 By promotion of a confirmed and suitable Senior Accountant with at least three years' satisfactory service on that grade and professional registration with ICAN or ANAN.

3.5 *Principal Accountant I* - CONTEDISS 11

3.5.1 By promotion of a confirmed and suitable Principal Accountant II who has spent at least three years on the grade and registered professionally with ICAN or ANAN.

3.6 *Assistant Chief Accountant* - CONTEDISS 12

3.6.1 By promotion of a confirmed and suitable Principal Accountant I with at least three years' satisfactory service on that grade and professional registration of ICAN or ANAN.

***Deputy Chief Accountant* - CONTEDISS 13**

3.7.1 By promotion of a confirmed and suitable Assistant Chief Accountant with at least three years' satisfactory service on that grade and professional registration with ANAN or ICAN.

3.6 *Chief Accountant* - CONTEDISS 14

3.8.1 By promotion of a confirmed and suitable Deputy Chief Accountant with at least four years' satisfactory service on that grade and professional registration of ICAN or ANAN..

3.7 *Bursar* - CONTEDISS 15

3.9.1 Appointment to the position of Bursar is by TENURE to be preceded by internal and external advertisement. Candidate must have the following requirements:

3.9.4 Possession of a professional qualification of ANAN or ICAN with at least twenty-three (23) or twenty years' post-qualification cognate experience respectively. Membership of ICAN or ANAN is mandatory. Possession of a higher degree will be an added advantage.

40. Direct appointments may also be made to posts in CONTEDISS 10 and above; These would be preceded by advertisement. Promotion from such direct appointments to higher grades are subject to confirmation of appointment and availability of vacancies.

LABORATORY TECHNOLOGIST CADRE

1. POST

1.1 Technologist II	-	CONPCASS 01
1.2 Technologist I	-	CONPCASS 02
1.3 Senior Technologist	-	CONPCASS 03
1.4 Principal Technologist II	-	CONPCASS 04
1.5 Principal Technologist I	-	CONPCASS 05
1.6 Assistant Chief Technologist	-	CONPCASS 06
1.7 Deputy Chief Technologist	-	CONPCASS 07
1.7 Chief Technologist	-	CONPCASS 08

2. DUTIES

2.1 *Technologist II* – CONPCASS 01

- 2.1.1 Taking overall charge of a given section of a departmental laboratory or workshop.
- 2.1.2 Seeing to the safety use of laboratory equipment
- 2.1.3 Setting out equipment for laboratory/workshop practical as may be required by the lecturers
- 2.1.4 Introducing students to safe use of laboratory/workshop
- 2.1.3 Performing other duties as may be assigned by superior officers.

2.2 *Technologist I* – CONPCASS 02

- 2.2.1 Assisting with general supervision of laboratories and/or workshop including the supervision of subordinate staff.

- 2.2.2 Maintaining proper records of all equipment (both capital and consumables) and preventing loss of materials and equipment.
- 2.2.3 Ensuring that apparatus required for students' practical are properly laid out and in good working condition.
- 2.2.4 Arranging for prompt maintenance of equipment.
- 2.2.5 Supporting and assisting in the execution of projects.
- 2.2.6 Performing other duties as may be assigned.

2.3 Senior Technologist - CONPCASS 03

- 2.3.1 Assist and evaluate students' practical.
- 2.3.2 Assisting superior officers in running of laboratories and workshops.
- 2.3.3 Taking overall charge of running laboratories or workshops
- 2.3.4 Supporting and assisting in the execution of projects.
- 2.3.5 Supervising the activities of a number of subordinates.
- 2.3.6 Performing other duties as may be assigned.

2.4 Principal Technologist II - CONPCASS 04

- 2.4.1 Supporting and assisting in the execution of projects.
- 2.4.2 Taking custody of laboratory and workshop consumables.
- 2.4.3 Supervising activities in a number of specified areas.
- 2.4.4 Performing other duties that may be assigned.

2.5 Principal Technologist I - CONPCASS 05

- 2.5.1 Arranging and coordinating students' excursions and field trips.
- 2.5.2 Supervising subordinates in the laboratories and workshops.
- 2.5.3 Developing and improving practical manuals.
- 2.5.4 Performing other related duties that may be assigned.

2.6 Assistant Chief Technologist – CONPCASS 06

- 2.6.1 Assist in project development and instrument fabrication.
- 2.6.2 Supervising and coordinating the activities of a number of subordinates.
- 2.6.3 Assist in supervising the execution of projects.
- 2.6.4 Performing other duties as may be assigned.

2.7 Deputy Chief Technologist – CONPCASS 07

- 2.7.1 Assist in project development and fabrication.
- 2.7.2 Supervising subordinates in a number of specified areas.
- 2.7.3 Supervising the execution of projects.
- 2.7.4 Initiating action on laboratory technology development planning.
- 2.7.5 Supervising the departmental technical staff in a major area of work.
- 2.7.6 Performing other duties as may be assigned.

2.8 Chief Technologist – CONPCASS 08

- 2.8.1 Conceptualising and developing students' projects.
- 2.8.2 Having responsibility for overall supervision of all categories of laboratory staff.
- 2.8.3 Heading Laboratory Technology division.
- 2.8.4 Advising on all laboratory technology and related matters.
- 2.8.5 Performing other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1. Technologist II – CONPCASS 01

3.1.1 By direct appointment of a candidate possessing a recognised Higher National Diploma, at credit level, plus NYSC discharge certificate in relevant/appropriate discipline.

3.2 *Technologist I* – CONPCASS 02

3.2.2 By promotion of a confirmed and suitable Technologist II with at least three years' satisfactory service on that grade.

3.2.2 By direct appointment of a candidate possessing Higher National Diploma, in relevant field, at credit level, from a recognised Institution plus at least three years' post qualification cognate experience.

3.2.3 There should be evidence of production or fabrication of functional project in the relevant discipline in both cases above.

3.3 *Senior Technologist* – CONPCASS 03

3.3.1 By direct appointment of a candidate possessing a recognized HND, at Credit level, in the relevant discipline plus at least six years' post qualification cognate experience.

3.3.2 By promotion of a confirmed and suitable Technologist I with at least three years' satisfactory service on that grade.

3.3.3 There should be evidence of production or fabrication of functional project in the relevant discipline in case of 3.3.1 or 3.3.2 above.

3.4 *Principal Technologist II* - CONPCASS 04

3.4.1 By promotion of a confirmed and suitable Senior Technologist with at least three years' satisfactory service on that grade.

3.4.2 By direct appointment of a candidate possessing a recognized Higher National Diploma, at Credit level, in relevant discipline with at least nine years' post-qualification cognate experience.

3.4.3 There should be evidence of production or fabrication of functional project in the relevant discipline in both cases above.

3.5 *Principal Technologist I* - CONPCASS 05

3.5.1 By direct appointment of a candidate possessing a recognised Higher National Diploma, at Credit level, in relevant discipline with at least twelve years' post-qualification cognate experience.

3.5.2 By promotion of a confirmed and suitable Principal Technologist II with at least three years' satisfactory service on that grade.

3.5.3 There should be evidence of production or fabrication of functional project in the relevant discipline in both cases above.

3.5.4 Membership of a relevant professional body is mandatory.

3.6 Assistant Chief Technologist – CONPCASS 06

- 3.6.1 By promotion of a confirmed and suitable Principal Technologist I with at least three years' satisfactory service on that grade.
- 3.6.2 By direct appointment of a candidate possessing a recognized Higher National Diploma at Credit level in relevant discipline with at least fifteen years' post-qualification cognate experience.
- 3.6.3 There should be evidence of production or fabrication of functional project in the relevant discipline in both cases above.
- 3.6.4 Membership of a relevant professional body is mandatory.

3.7 Deputy Chief Technologist – CONPCASS 07

- 3.7.1 By promotion of a confirmed and suitable Assistant Chief Technologist possessing recognised Post-graduate Diploma and Masters degree in relevant discipline with at least three years' satisfactory service on that grade.
- 3.7.2 By direct appointment of a candidate possessing recognised HND plus PGD and Masters degree in relevant discipline with at least eighteen year's post-qualification cognate experience.
- 3.7.3 There should be evidence of production or fabrication of two functional projects in the relevant discipline in both cases above.
- 3.7.4 Membership of a relevant professional body is mandatory.

3.8 Chief Technologist – CONPCASS 08

- 3.8.1 By promotion of a confirmed and suitable Deputy Chief Technologist possessing a recognized HND plus PGD and a minimum of Masters degree in relevant discipline with at least four years' satisfactory service on that grade.
- 3.8.2 By direct appointment of a candidate possessing recognized HND plus PGD and at least Masters degree in relevant discipline with a minimum of twenty-one year's post-qualification cognate experience.
- 3.8.3 There should be evidence of production or fabrication of two functional projects in the relevant discipline in both cases above.
- 3.8.4 Membership of a professional body is mandatory.

3.8.5 Evidence of Community Service is an added advantage.

LECTURER CADRE

1. POST

1.1 Graduate Assistant	-	CONPCASS 01
1.2 Assistant Lecturer	-	CONPCASS 02
1.3 Lecturer III	-	CONPCASS 03
1.4 Lecturer II	-	CONPCASS 04
1.5 Lecturer I	-	CONPCASS 05
1.6 Senior Lecturer II	-	CONPCASS 06
1.7 Senior Lecturer I	-	CONPCASS 07
1.8 Principal/Associate Lecturer	-	CONPCASS 08
1.9 Chief Lecturer	-	CONPCASS 09

2. DUTIES

2.1 *Graduate Assistant* - CONPCASS 01

- 2.1.1. Lecturing in minor courses as assigned.
- 2.1.2 Serving as examiner in assigned areas.
- 2.1.3 Performing other duties as may be assigned.

2.2 *Assistant Lecturer* - CONPCASS 02

- 2.2.1 Lecturing in courses as assigned.
- 2.2.2 Serving as examiner in courses taught.
- 2.2.3 Assisting in collecting relevant data.
- 2.2.42224 Performing other duties as may be assigned.

2.3 Lecturer III – CONPCASS 03

2.3.1 Performing the duties specified in sub- paragraph 2.2.1 – 2.2.4 above at a higher level of responsibility.

2.3.2 Performing other duties as may be assigned.

2.4 Lecturer II – CONPCASS 04

2.4.1 Performing the duties specified in sub-paragraph 2.2.1 – 2.2.4 above at a higher level of responsibility.

2.4.2 Organising and executing plans for industrial/site visits.

2.4.3 Performing other duties as may be assigned.

2.5 Lecturer I – CONPCASS 05

2.5.1 Performing the duties specified in sub-paragraph 2.2.1 – 2.2.4 above at a higher level of responsibility.

2.5.2 Co-ordinating and supervising teaching of a number of related subjects.

2.5.3 Acting as co-examiner in subjects taught by staff at the Lecturer II level.

2.5.4 Supervising student's projects and carrying out projects work/applied research.

2.5.5 Assisting with the grooming of subordinate lecturers.

2.5.6 Performing other duties as may be assigned.

2.6 Senior Lecturer II – CONPCASS 06

2.6.1 Assisting in the development of curricula in an area of specialisation.

2.6.2 Assisting in co-ordinating and supervising teaching of subjects in an area of specialisation.

2.6.3 Assisting in Laboratory/Workshop management and Studio work.

2.6.4 Assisting in carrying out project work/applied research and supervising student's projects.

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2.6.5 Lecturing in relevant field/subject at appropriate level.

2.6.6 Assisting in academic and administrative leadership.

2.6.7 Performing other duties as may be assigned.

2.7 Senior Lecturer I – CONPCASS 07

2.7.1 Developing curricula in an area of specialisation.

2.7.2 Co-ordinating and supervising teaching of subjects in an area of specialisation.

2.7.3 Taking charge of Laboratory/Workshop management and studio work.

2.7.4 Acting as a moderator in examining students in a number of related subjects.

2.7.5 Carrying out project work/applied research and supervising student's projects.

2.7.6 Assisting in academic and administrative leadership.

2.7.7 Lecturing in relevant field at appropriate level.

2.7.8 Performing other duties as may be assigned.

2.8 Principal/Associate Chief Lecturer – CONPCASS 08

2.8.1 Teaching and examining students in the area of specialisation.

2.8.2 Taking charge of major area of work and development of curricula.

2.8.3 Laboratory/Workshops/Studio Management and related responsibilities.

2.8.4 Initiating and co-ordinating students and staff based projects.

2.8.5 Serving as external moderator or examiner in the area of specialisation.

2.8.6 Assisting in the administration of the Department.

2.8.7 Heading of Section or Division.

2.8.8 Performing other duties as may be assigned.

2.9 Chief Lecturer – CONPCASS 09

- 2.9.1 Taking charge of major area of work and curriculum development.
- 2.9.2 Serving as a Research/Project team leader/Dean or Director.
- 2.9.3 Serving as external moderator or examiner in the area of specialisation.
- 2.9.4 lecturing in area of specialisation.
- 2.9.5 Performing other duties as may be assigned

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Graduate Assistant – CONPCASS 01

- 3.1.1 By direct appointment of a candidate possessing a good and recognised Bachelors degree in relevant discipline plus NYSC discharge certificate. Possession of teaching qualification is an added advantage

3.2 Assistant Lecturer – CONPCASS 02

- 3.2.1 By direct appointment of a candidate possessing a good/recognised Bachelors degree in relevant discipline plus at least three years' post qualification cognate/teaching/research experience.
- 3.2.2 By direct appointment of a candidate possessing relevant Masters degree in appropriate discipline from a recognised Institution.
- 3.2.3 By promotion of a confirmed and suitable Graduate Assistant with at least three years' satisfactory service on that grade.
- 3.2.4 In addition to 3.2.1 and 3.2.3 above candidate should have at least one conference/seminar paper.

3.3 Lecturer III – CONPCASS 03

- 3.3.1 By direct appointment of a candidate possessing a recognized/good Bachelors degree in relevant discipline with at least two conference /seminar papers with at least six years' teaching/research or industrial work experience.

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3.3.2 By direct appointment of a candidate possessing relevant Masters degree plus at least three years' teaching/research or industrial work experience and at least one conference/seminar paper.

3.3.3 By promotion of a suitable Assistant Lecturer with at least three years' satisfactory service on that grade and at least two conference/seminar papers.

3.4 Lecturer II – CONPCASS 04

3.4.1 By direct appointment of a candidate possessing a good/recognised Bachelors degree in relevant discipline plus at least three journal publication and three conference/seminar papers with at least nine years' teaching/research or industrial work experience.

3.4.2 By direct appointment of a candidate possessing relevant Masters degree plus at least six years' teaching/research or industrial work experience or a doctorate degree in relevant discipline plus three years' teaching/research or industrial work experience plus at least three or two journal publications and two or three conference/seminar papers respectively.

3.4.3 By promotion of a suitable Lecturer III with at least three years' satisfactory service on that grade plus three journal publications and three conference/seminar papers.

3.4 Lecturer I – CONPCASS 05

3.4.1 By direct appointment of a candidate possessing relevant Masters degree plus at least nine years' teaching/research or industrial work experience or a doctorate degree in relevant discipline plus six years' teaching/research or industrial work experience plus two journal publications and five conference/seminar papers.

3.5.3 By promotion of a suitable Lecturer II with at least three years' satisfactory service on that grade plus five conferences/seminar papers and two Journal articles or one chapter contribution in a standard textbook.

3.5 Senior Lecturer II – CONPCASS 06

3.5.1 By direct appointment of a candidate possessing relevant Masters degree with at least 12 years' teaching/research or industrial work experience. Such a candidate must have published a total of ten (10)

conference/seminar papers, three journal articles, or contribution of two chapters in a standard text book(s).

3.6.2 By direct appointment of a candidate possessing a Doctorate degree in relevant discipline with at least nine years' teaching/research or industrial work experience plus three journals and four conference/seminar papers.

3.6.3 By promotion of a suitable Lecturer I with at least three years' satisfactory service on that grade plus a Masters' degree in the relevant field and a total of nine (9) conference/seminar papers in addition to three journals or two chapters in a standard textbook(s).

3.6.4 In addition to 3.6.3 above, officer must have, since the last promotion, produced at least three conference/seminar papers, one Journal article or two chapter contributions.

3.6.5 Membership of relevant professional body is mandatory.

***Senior Lecturer I* - CONPCASS 07**

3.7.1 By promotion of a suitable Senior Lecturer II with at least three years' satisfactory service on that grade plus a minimum of Masters' degree in the relevant field.

3.7.2 In addition to 3.7.1 above, candidate must have, since the last promotion, published at least four conference/seminar papers, two Journal articles or three chapter contributions.

3.7.5 Membership of relevant professional body is mandatory.

***3.8 Principal/Associate Chief Lecturer* - CONPCASS 08**

3.8.1 By promotion of a suitable Senior Lecturer I after a minimum of four years satisfactory service on that grade.

3.8.2 In addition to 3.8.1 above, candidate must have, since the last promotion, published at least four papers read at national/international conference/seminar and ANY of the following:

- (i) Three additional papers/articles published in reputable journals.
- (ii) Four meaningful chapters' contributions in standard textbook(s)

- (iii) Evidence of ability to initiate and supervise research work.
- (iv) Must be registered with relevant professional body.

3.9 Chief Lecturer – CONPCASS 09

3.9.1 By promotion of a suitable Principal/Associate Chief Lecturer who has spent at least four years of satisfactory service on that grade plus a demonstrable evidence of competence in applied research/production/construction and scholarship

3.9.2 In addition to 3.9.1 above, the candidate should have five papers read at national/international conference/seminar and ANY of the following, since last promotion:

- (i) Four additional papers/articles published in reputable journal.
- (ii) Five meaningful chapter contributions in standard textbook(s)
Two standard text books
- (iii) Registration with relevant Professional body
- (iv) Evidence of community service is an added advantage.

INSTRUCTOR CADRE

1.0 POST

1.1	INSTRUCTOR II	-	CONPCASS 01
1.2	INSTRUCTOR I	-	CONPCASS 02
1.3	SENIOR INSTRUCTOR	-	CONPCASS 03
1.4	PRINCIPAL INSTRUCTOR II	-	CONPCASS 04
1.5	PRINCIPAL INSTRUCTOR I	-	CONPCASS 05
1.6	ASSISTANT CHIEF INSTRUCTOR	-	CONPCASS 06
1.7	DEPUTY CHIEF INSTRUCTOR	-	CONPCASS 07
1.8	CHIEF INSTRUCTOR	-	CONPCASS 08

2.0 DUTIES

2.1 INSTRUCTOR II – CONPCASS 01

2.1.1 Instructing in relevant subject at the appropriate level.

2.1.2 Acting as examiner in subjects taught.

2.1.3 Assisting in Laboratory /Workshop/Studio Work.

2.1.4 Performing other related duties that may be assigned.

2.2 INSTRUCTOR I – CONPCASS 02

2.2.1 Performing the duties the duties specified in sub-paragraph 2.1.1 - 2.1.4 above at a higher level of responsibility.

2.3 SENIOR INSTRUCTOR – CONPCASS 03

2.3.1 Performing the duties specified in sub-paragraph 2.1.1 -2.1.4 above at a higher level of responsibility.

2.3.2 Serving as an examiner for subjects taught.

2.3.3 Organising and executing plans for industrial visits.

2.3.4 Performing other related duties that may be assigned.

2.4 PRINCIPAL INSTRUCTOR II – CONPCASS 04

2.4.1 Performing the duties of a Senior Instructor at a higher level of responsibility.

2.4.2 Supervision of students projects and carrying out project work.

2.4.3 Coordinating and supervision of the teaching of a group of subjects.

2.4.4 Serving as a moderator for subject of examinations.

2.4.5 Performing other related duties that may be assigned .

2.5 PRINCIPAL INSTRUCTOR I – CONPCASS 05

2.5.1 Performing all the duties of Principal Instructor II at a higher level of responsibility.

2.5.2 Supervising of the teaching of a group of subjects.

2.5.3 Responsible for administrating some aspect of a department.

2.5.4 Carrying out project work and supervising students' projects.

2.5.5 Handling industrial liaison.

2.5.6 Participating in curriculum development.

2.5.7 Performing other related duties that may be assigned.

2.6 ASSISTANT CHIEF INSTRUCTOR - CONPCASS 06

2.6.1 Performing the duties of an Assistant Chief Instructor at a higher level of responsibility.

2.6.2 Assisting the Head of Department in administration work.

2.6.3 Carrying out project work and supervising of students projects.

2.6.4 Representing department at academic and professional functions.

2.6.5 Performing other related duties that may be assigned.

2.7 DEPUTY CHIEF INSTRUCTOR – CONPCASS 7

2.7.1 Performing the duties of the Assistant Chief Instructor at a higher level of responsibility

2.7.2 Assisting the Head of Department in administration work.

2.7.3 Carrying out project work and supervising students projects.

2.7.4 Representing department at academic and professional functions.

2.7.5 Performing other related duties that may be assigned.

2.8 CHIEF INSTRUCTOR

2.8.1 Lecturing in relevant subject at appropriate level.

2.8.2 Carrying out project work and supervising of students projects.

2.8.3 Representing department at academic and professional functions.

2.8.4 Advising on relevant matters.

2.8.5 Performing any other duties as may be assigned.

3.0 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 INSTRUCTOR II – CONPCASS 01

3.1.1 By direct appointment of a holder of HND or equivalent qualification from recognized Institution with NYSC Certificate.

3.2 INSTRUCTOR I – CONPCASS 02

3.2.1 By direct appointment of a candidate possessing relevant HND or equivalent qualification from a recognized Institutions with at least three years' post-qualification relevant experience.

3.2.2 By promotion of a confirmed and suitable Instructor II after a minimum of three years' satisfactory service record on the grade.

3.3 SENIOR INSTRUCTOR – CONPCASS 03

3.3.1 By direct appointment of a candidate possessing relevant HND or equivalent qualification from recognized Institution with NYSC Certificate and a minimum of six years' post-qualification cognate experience.

3.3.2 By promoting of a confirmed and suitable Instructor I after a minimum of three years' satisfactory service record on the grade.

3.4 PRINCIPAL INSTRUCTOR II – CONPCASS 04

3.4.1 By direct appointment of a candidate possessing relevant HND or equivalent qualification from a recognised Institution with NYSC

discharged certificate and at least nine years' post-qualification cognate experience.

3.4.2 By promoting of a confirmed and suitable principal Instructor II with a minimum of three years' satisfactory service record on the grade.

3.5 PRINCIPAL INSTRUCTOR I – CONPCASS 5

3.5.1 By direct appointment of a candidate possessing relevant HND or equivalent qualification from a recognized Institution with NYSC discharged certificate and minimum of twelve years' post-qualification cognate experience and proven ability for project or production work.

3.5.2 By promotion of a confirmed and suitable Principal Instructor II with a minimum of three years' satisfactory service record on the grade.

3.6 ASSISTANT CHIEF INSTRUCTOR - CONPCASS 06

3.6.1 By direct appointment of a candidate possessing relevant HND equivalent qualification from a recognised Institution with NYSC discharged certificate and at least fifteen years' post-qualification cognate experience and proven ability for project or production work.

3.6.2 By promotion of a confirmed and suitable Principal Instructor I with a minimum of three years' satisfactory service record on the grade

3.7 DEPUTY CHIEF INSTRUCTOR - CONPCASS 07

3.7.1 By direct appointment of a candidate possessing relevant HND plus PGD and Masters degree or equivalent qualification from recognized Institutions with NYSC discharged certificate and a minimum of eighteen years' post-qualification cognate experience plus proven evidence of outstanding contributions to technical/vocational education.

3.7.2 By promotion of a confirmed and suitable Assistant Chief Instructor, possessing relevant HND plus PGD and Masters degree or equivalent from recognized Institutions, who has spent at least three years on the grade with satisfactory record.

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3.8 CHIEF INSTRUCTOR - CONPCASS 08

- 3.8.1 By direct appointment of a candidate possessing relevant HND plus PGD and Masters degree or equivalent qualification from recognised Institutions with NYSC discharged certificate and has obtained a minimum of twenty-two years' post-qualification cognate experience with proven evidence of outstanding contributions to technical/vocational education.
- 3.8.2 By promotion of a confirmed and suitable Deputy Chief Instructor possessing relevant HND plus PGD and Masters degree or equivalent from recognised Institutions, and who has spent at least four years on the grade with satisfactory service record.

4.0 METHOD OF ADVANCEMENT

- 4.1. Any officer in the Instructor Cadre with appropriate/cognate experience and relevant/appropriate University degree, shall be eligible to compete for appropriate higher position in the Lectureship cadre subject to vacancy and satisfactory service record.

ENGINEER CADRE

1. POST

1.1 Engineer II	-	CONTEDISS 07
1.2 Engineer I	-	CONTEDISS 08
1.3 Senior Engineer	-	CONTEDISS 09
1.4 Principal Engineer II	-	CONTEDISS 10
1.5 Principal Engineer I	-	CONTEDISS 11
1.6 Assistant Chief Engineer	-	CONTEDISS 12
1.7 Deputy Chief Engineer	-	CONTEDISS 13
1.8 Chief Engineer	-	CONTEDISS 14

Note: This cadre covers all relevant branches of engineering disciplines e.g. Civil, Electrical, Mechanical etc.

2. DUTIES

2.1 *Engineer II* – CONTEDISS 07

2.1.1 Undergoing two-year pupillage programme and performing the following duties under supervision:

2.1.1.1 Carrying out preliminary surveys and investigation on relevant engineering activities.

2.1.1.2 Preparing engineering designs field.

2.1.1.3 Preparing cost estimates and tender documents for projects.

2.1.1.4 Performing other duties as may be assigned.

2.2 *Engineer I* – CONTEDISS 08

2.2.1 Preparing cost estimates in respect of projects to be carried out.

2.2.2 Carrying out inspections and certifications of engineering works.

2.2.3 Conducting engineering installations and maintenance.

2.2.4 Assisting in inspecting projects under construction.

2.2.5 Performing other duties as may be assigned.

2.3 *Senior Engineer* – CONTEDISS 09

2.3.1 Supervising the duties of a number of subordinate staff.

2.3.2 Assisting in testing and inspecting engineering projects.

2.3.3 Assisting in the formulation and execution of engineering training programmes.

2.3.4 Assisting in carrying out materials testing and research.

2.3.5 Performing other duties as may be assigned.

2.4 *Principal Engineer II* – CONTEDISS 10

2.4.1 Initiating the planning and execution of engineering projects.

2.4.2 Carrying out detailed engineering designs.

2.4.3 Preparing tender reports.

2.4.4 Investigating accidents, prosecuting contraventions of regulations and maintaining compliance.

2.4.5 Performing other duties as may be assigned.

2.5 *Principal Engineer I* – CONTEDISS 11

2.5.1 Assisting in preparing recurrent estimates for the division.

2.5.2 Assisting in organizing training programmes for the staff.

2.5.3 Coordinating the activities of a number of subordinates.

2.5.4 Undertaking and overseeing major projects.

2.5.5 Performing other duties as may be assigned.

2.6 *Assistant Chief Engineer* – CONTEDISS 12

2.6.1 Monitoring progress reports on jobs under execution.

2.6.2 Assisting in drafting and modifying engineering operations in the Polytechnic.

2.6.3 Assist in coordinating engineering activities in other units, departments or campuses.

2.6.4 Taking charge of specified subjects/projects in the Department.

2.6.5 Undertaking the planning of new projects.

2.6.6 Performing other duties as may be assigned.

2.7 Deputy Chief Engineer – CONTEDISS 13

2.7.1 Responsible charge of a Section.

2.7.2 Initiating action on the planning, execution and review of policies and programmes in appropriate engineering matters.

2.7.3 Drafting and modifying engineering operations in the Polytechnic.

2.7.4 Coordinating the planning and execution of training programmes for staff.

2.7.5 Assisting in the administration of the Division.

2.7.6 Performing other duties as may be assigned.

2.8 Chief Engineer – CONTEDISS 14

2.8.1 Taking charge of the administration of the Division.

2.8.2 Assisting the Director in the day-to-day running of the Department.

2.8.3 Advising on relevant engineering matters.

2.8.4 Liaising with other engineering Divisions on matters of common interest.

2.8.5 Performing other duties as may be assigned.

2.9 Director Of Works And Engineering Services – CONTEDISS 15

2.9.1 Taking charge of the general administration of the Department.

2.9.2 Assisting in formulating policies and programmes to achieve institutional goals.

2.9.3 Planning and controlling the technical activities of the Works and Services Department.

2.9.4 Advising the Rector on the acquisition, operation and maintenance of all Polytechnic assets.

2.9.5 Preparing the Department's budget and exercising budgetary controls.

2.9.6 Keeping an inventory of all vehicles, their maintenance, security and up – keep.

2.9.7 Responsible to the Rector.

2.9.8 Performing other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Engineer II – CONTEDISS 07

3.1.1 By direct appointment of a candidate possessing relevant Bachelor of Science degree, in engineering, registrable with the Council for the Regulation of Engineering in Nigeria (COREN) plus NYSC discharge certificate.

3.2 Engineer I – CONTEDISS 08

3.2.1 By direct appointment of a candidate possessing registrable B.Sc degree in the relevant engineering discipline, plus at least two years' post-qualification cognate/working experience.

3.2.2 By advancement of a suitable Engineer II who has successfully completed a two year pupillage programme on the grade.

3.3 Senior Engineer – CONTEDISS 9

3.3.1 By promotion of a confirmed and suitable Engineer I with at least three years' satisfactory service on that grade.

3.3.2 By direct appointment of a candidate possessing a registrable B.Sc degree in the relevant engineering discipline with at least five years' post-qualification cognate/working experience.

3.4 Principal Engineer II – CONTEDISS 10

3.4.1 By promotion of a confirmed and suitable Senior Engineer who has spent at least three satisfactory years on the grade and registered with COREN as a professional.

3.5 Principal Engineer I – CONTEDEISS 11

3.5.1 By promotion of a confirmed and suitable Principal Engineer II who has spent at least three satisfactory years on the grade and registered with COREN.

3.5 Assistant Chief Engineer – CONTEDEISS 12

3.6.1 By promotion of confirmed and suitable Principal Engineer I who has spent at least three satisfactory years on the grade and registered with COREN.

3.6 Deputy Chief Engineer – CONTEDEISS 13

3.7.1 By promotion of confirmed and suitable Assistant Chief Engineer who has spent at least three satisfactory years on the grade and registered with COREN.

3.7 Chief Engineer – CONTEDEISS 14

3.8.1 By promotion of a confirmed and suitable Deputy Chief Engineer who has spent at least four satisfactory years on the grade and registered with COREN.

3.8 Director of Works and Engineering Services – CONTEDEISS 15

3.9.1 By the promotion of a confirmed and suitable Deputy Chief Engineer who has spent at least four satisfactory years on the grade and registered with COREN.

4.0 Direct appointments may also be made to posts in CONTEDEISS 10 and above; but these would be preceded by specific advertisements. Promotion from such direct appointments to higher grades are subject confirmation of appointments and availability of vacancies.

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QUANTITY SURVEYOR CADRE

1. POST

1.1 Quantity Surveyor II	-	CONTEDISS 07
1.2 Quantity Surveyor I	-	CONTEDISS 08
1.3 Senior Quantity Surveyor	-	CONTEDISS 09
1.4 Principal Quantity Surveyor II	-	CONTEDISS 10
1.5 Principal Quantity Surveyor I	-	CONTEDISS 11
1.6 Assistant Chief Quantity Surveyor	-	CONTEDISS 12
1.7 Deputy Chief Quantity Surveyor	-	CONTEDISS 13
1.8 Chief Quantity Surveyor	-	CONTEDISS 14
1.9 Director of Physical Planning	-	CONTEDISS 15

Note: There shall be only one Director of Physical Planning from the relevant professional Cadres including Quantity Surveyors, Architects, Builders, Town Planners, Estate Surveyors, etc

2. DUTIES

2.1 *Quantity Surveyor II* – CONTEDISS 07

2.1.1 Undergoing two-year pupillage programme and performing the following duties under supervision:-

2.1.1.1 Preparing estimates, bill of quantities and schedule of materials.

2.1.1.2 Measuring sites and locations.

2.1.1.3 General contract administration..

2.1.1.4 Boundary surveys.

2.1.1.5 Valuation for interim certificates and settlement of accounts.

2.1.2 Performing other duties as may be assigned.

2.2 QUANTITY SURVEYOR I – CONTEDISS 08

2.2.1 Preparing cost estimates in respect of projects to be carried out.

2.2.2 Carrying out quantity surveying inspections and certifications of all works.

2.2.3 Performing other duties as may be assigned.

2.3 Senior Quantity Surveyor – CONTEDISS 09

2.3.1 Supervising the duties of a number of subordinate staff.

2.3.2 Assisting in testing and inspecting quality of projects.

2.3.3 Assisting in the formulation and execution of training programmes.

2.3.4 Performing other duties as may be assigned.

2.4 Principal Quantity Surveyor II – CONTEDISS 10

2.4.1 Responsible for the planning and execution of projects.

2.4.2 Carrying out detailed quantity surveying and specifications.

2.4.3 Preparing quantity surveying component of tender reports.

2.4.4 Assessing the quality and quantity of job done.

2.4.5 Performing other duties as may be assigned.

2.5 Principal Quantity Surveyor I – CONTEDISS 11

2.5.1 Supervising and coordinating the activities of two or more teams, engaged direct labour projects.

2.5.2 Assisting in conducting research and development programmes.

2.5.3 Assessing and overseeing quality of major projects.

2.5.4 Performing other duties as may be assigned.

2.6 Assistant Chief Quantity Surveyor – CONTEDISS 12

2.6.1 Responsible for the smooth operation of the appropriate division or divisions.

2.6.2 Assisting in drawing and modifying the quality of project in the Polytechnic.

2.6.3 Coordinating quantity surveying activities in the Polytechnic.

2.6.4 Assisting in preparing and executing the training programmes of staff.

2.6.5 Monitoring projects and producing reports.

2.6.6 Performing other duties as may be assigned.

2.7 Deputy Chief Quantity Surveyor – CONTEDISS 13

2.7.1 Assessing, monitoring and evaluating projects.

2.7.2 Supervision of projects to ensure value for money.

2.7.3 Responsible for the training of staff in the division.

2.7.4 Preparing briefs and specifications on specific projects.

2.7.5 Performing other duties as may be assigned.

2.8 Chief Quantity Surveyor – CONTEDISS 14

2.8.1 Responsible for the smooth operation of the appropriate division or divisions.

2.8.2 Overall supervision of projects to ensure value for money in the execution of projects.

2.8.3 Responsible for overall assessment, monitoring and evaluation of projects.

2.8.4 Assisting the Director in the day to day running of the division.

2.8.5 Initiating the review of quantity survey policies and programmes. .

2.8.6 Performing other duties as may be assigned.

2.9 Director of Physical Planning – CONTEDISS 15

2.9.1 Exercise control on the Department.

2.9.2 Formulating divisional strategies to achieve the institutional goals.

2.9.3 Planning and controlling the technical activities of the Physical Planning of the Polytechnic.

2.9.4 Advising on all building and quantity survey related matters.

2.9.5 Preparing the Department's budget and exercising budgetary controls.

2.9.6 Performing other duties as may be assigned

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Quantity Surveyor II – CONTEDISS 07

3.1.1 By direct appointment of a holder of a candidate possessing any of the following or equivalent qualifications registrable with the Nigeria Institute of Quantity Surveyors (NIQS):-

3.1.1.1 A degree in Quantity Surveying from a recognised University.

3.1.1.2 A pass in the final examination of the Royal Institute Chartered Surveyors.

3.1.1.3 A pass in the final examination of the Nigerian Institute of Quantity Surveyors.

3.2 Quantity Surveyor I – CONTEDISS 08

3.2.1 By advancement of a suitable Quantity Surveyor II who has successfully completed a two year pupillage programme.

3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.

3.3 Senior Quantity Surveyor – CONTEDISS 09

3.3.1 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least five year's post-qualification cognate/relevant experience.

3.3.2 By promotion of a confirmed and suitable Quantity Surveyor I with at least three years' satisfactory service on that grade. Promotion beyond this grade is subject to professional registration with NIQS

3.4 *Principal Quantity Surveyor II* – CONTEDISS 10

3.4.1 By promotion of a confirmed and suitable Senior Quantity Surveyor, who has registered with NIQS and served satisfactorily, at least three years on that grade.

3.5 *Principal Quantity Surveyor I* – CONTEDISS 11

3.5.1 By promotion of a confirmed and suitable Principal Quantity Surveyor II with at least three years' satisfactory service on that grade and professional registration with NIQS.

3.6 *Assistant Chief Quantity Surveyor* – CONTEDISS 12

3.6.1 By promotion of a confirmed and suitable Principal Quantity Surveyor I with at least three years' satisfactory service on that grade and professional registration with NIQS.

3.7 *Deputy Chief Quantity Surveyor* - CONTEDISS 13

3.7.1 By promotion of a confirmed and suitable Assistant Chief Quantity Surveyor with at least three years' satisfactory service on that grade and professional registration with NIQS.

3.8 *Chief Quantity Surveyor* – CONTEDISS 14

3.8.1 By promotion of a confirmed and suitable Assistant Chief Quantity Surveyor with at least four years' satisfactory service on that grade and professional registration with NIQS.

3.9 *Director of Physical Planning* - CONTEDISS 15

3.9.1 By promotion of a confirmed and suitable Chief Quantity Surveyor who has spent at least four years on the grade and registered professionally with INQS.

4.0 Direct appointment may also be made to positions in CONTEDISS 10 and above; but these would be preceded by specific advertisement. Promotion from such direct appointments to higher grades, is subject to confirmation of appointment and availability vacancies.

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ARCHITECT CADRE

1. POST

1.1 Architect II	-	CONTEDISS 07
1.2 Architect I	-	CONTEDISS 08
1.3 Senior Architect	-	CONTEDISS 09
1.4 Principal Architect II	-	CONTEDISS 10
1.5 Principal Architect I	-	CONTEDISS 11
1.6 Assistant Chief Architect	-	CONTEDISS 12
1.7 Deputy Chief Architect	-	CONTEDISS 13
1.8 Chief Architect	-	CONTEDISS 14
1.9 Director, Physical Planning	-	CONTEDISS 15

Note: There shall be only one Director of Physical Planning from the relevant professional Cadres, including Quantity Surveyor, Architect, Builder, Town Planner, Estate Surveyor.

2. DUTIES

2.1 *Architect II* – CONTEDISS 07

2.1.1 Undergoing two-year pupillage programme and performing the following duties under supervision:-

2.1.1.1 Undertaking architectural design of buildings and other relevant projects.

2.1.1.2 Supervising building works being executed to ensure conformity with design.

2.1.2 Performing other duties as may be assigned.

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2.2 Architect I – CONTEDISS 08

- 2.2.1 Preparing cost estimates and developing architectural designs in respect of projects to be carried out.
- 2.2.2 Preparing working drawings and specifications for builds/other projects
- 2.2.3 Carrying out architectural inspections and certifications of all works.
- 2.2.4 Preparing sketch designs, working drawings and schedule of work.
- 2.2.5 Supervising projects being carried out.
- 2.2.6 Performing other duties as may be assigned.

2.3 Senior Architect – CONTEDISS 09

- 2.3.1 Supervising the duties of a number of other subordinate staff.
- 2.3.2 Assisting in testing and inspecting quality of architectural projects.
- 2.3.3 Assisting in the formulation and execution of training programmes.
- 2.3.4
- 2.3.5 Preparing, describing and illustrating outline design proposals
- 2.3.6 Performing other duties as may be assigned.

2.4 Principal Architect II – CONTEDISS 10

- 2.4.1 Responsible for the Architectural planning and execution of projects.
- 2.4.2 Carrying out detailed Architectural designs.
- 2.4.3 Preparing Architectural component of tender reports.
- 2.4.4 Assessing the Architectural quality and quantity of job done.
- 2.4.5 Performing other duties as may be assigned.

2.5 Principal Architect I – CONTEDISS 11

- 2.5.1 Coordinating activities and output of other professionals in project team.

- 2.5.2 Assessing and overseeing Architectural quality of major projects.
- 2.5.3 Preparing final detail drawings required for building and other projects
- 2.5.4 Supervising the activities of a number of subordinates.
- 2.5.5 Performing other duties as may be assigned.

2.6 Assistant Chief Architect – CONTEDISS 12

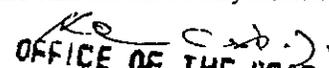
- 2.6.1 Cross-checking all working drawings to ensure conformity/correctness.
- 2.6.2 Assisting in physical development by sustaining the architectural quality of project in the Polytechnic.
- 2.6.3 Assisting in coordinating Architectural services in the Polytechnic.
- 2.6.4 Assisting in monitoring and evaluation of projects in the Polytechnic
- 2.6.5 Assisting in the preparation of the training programmes of staff.
- 2.6.6 Performing other duties as may be assigned.

2.7 Deputy Chief Architect – CONTEDISS 13

- 2.7.1 Supervision of all building projects in the Polytechnic.
- 2.7.2 Coordinating Architectural services in the Polytechnic.
- 2.7.3 Monitoring and evaluation of projects.
- 2.7.4 Initiating action on the review architectural policies and programme.
- 2.7.5 Assisting in the administration of the Division.
- 2.7.6 Performing other duties as may be assigned.

2.8 Chief Architect – CONTEDISS 14

- 2.8.1 Taking charge of supervision of building/architectural projects.
- 2.8.2 Assisting the Director in the day-to-day running of the Department.


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- 2.8.3 May act for the Director in his absence.
- 2.8.4 Advising on all building/architectural projects.
- 2.8.5 preparing maintenance manual for all projects.
- 2.8.6 Performing other duties as may be assigned.

2.9 Director of Physical Planning – CONTEDISS 15

- 2.9.1 Exercise control on the Department.
- 2.9.2 Formulating divisional strategies to achieve the institutional goals.
- 2.9.3 Planning and controlling the technical activities of the Physical Planning Department.
- 2.9.4 Advising on the Architectural designs of the Physical assets of the Polytechnic.
- 2.9.5 Preparing the Department's budget and exercising budgetary controls.
- 2.8.6 approving all relevant payment certificates.
- 2.9.6 Performing other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Architect II – CONTEDISS 07

3.1.1 By direct appointment of a candidate possessing any of the following or equivalent qualifications registrable with the Architectural Registration Council of Nigeria (ARCON):

3.1.1.1 Bachelor of Science degree in Architecture from a recognized University.

3.1.1.2 A pass in the final I Examination of the Royal Institute of British Architects(RIBA).

3.1.1.3 A pass in the final I Examination of the Nigerian Institute of Architects (NIA).

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3.2 Architect I – CONTEDISS 08

3.2.1 By direct appointment of a candidate possessing any of the following or equivalent qualifications registrable with ARCON:-

3.2.1.1 Masters of Science (M.Sc) degree in Architecture obtained from an Institution recognized by ARCON.

3.2.1.2 Bachelor of Architecture obtained from an Institution recognised by ARCON.

3.2.1.3 A pass in the Final II Examination of the NIA.

3.2.1.4 A pass in the Final II Examination of the RIBA.

3.2.2 By advancement of and suitable Architect II who has completed two years' pupillage programme and obtained any of the qualification specified in 3.2.1 above.

3.3 Senior Architect – CONTEDISS 09

3.3.1 By promotion of a confirmed and suitable Architect I who has provisional registration with ARCON.

3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.1 above plus provisional registration of ARCON and at least three years' post-qualification cognate experience.

3.4 Principal Architect II – CONTEDISS 10

3.4.1 By promotion of a confirmed and suitable Senior Architect who has passed the NIA examination of professional competence and fully registered with ARCON and spent at least three years on the grade.

3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub paragraph 3.2.1 above, who has passed the NIA examination of professional competence and acquired at least six years' post- qualification cognate experience.

3.5 Principal Architect I – CONTEDISS 11

3.5.2 By promotion of a confirmed and suitable Principal Architect II with at least three years' satisfactory service on that grade and full registration of ARCON.

3.6 Assistant Chief Architect – CONTEDISS 12

3.6.1 By promotion of a confirmed and suitable Principal Architect I with at least three years' satisfactory service on that grade and full registration of ARCON.

3.7 Deputy Chief Architect – CONTEDISS 13

3.7.1 By promotion of a confirmed and suitable Assistant Chief Architect with at least three years' satisfactory service on that grade and full registration of ARCON.

3.8 Chief Architect – CONTEDISS 14

3.8.1 By promotion of a confirmed and suitable Deputy Chief Architect with at least four years' satisfactory service on that grade and full registration of ARCON.

3.9 Director of Physical Planning – CONTEDISS 15

3.9.1 By promotion of a confirmed and suitable Chief Architect who has spent at least four years on the grade and registered fully with ARCON as a professional.

4.0 Direct appointment may also be made to posts in CONTEDISS 10 and above; but these would be preceded by specific advertisement. Promotion from such direct appointments to higher posts is subject to confirmation of appointment and availability of vacancies.

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BUILDER CADRE

1. POST

1.1 Builder II	-	CONTEDISS 07
1.2 Builder I	-	CONTEDISS 08
1.3 Senior Builder	-	CONTEDISS 09
1.4 Principal Builder II	-	CONTEDISS 10
1.5 Principal Builder I	-	CONTEDISS 11
1.6 Assistant Chief Builder	-	CONTEDISS 12
1.7 Deputy Chief Builder	-	CONTEDISS 13
1.8 Chief Builder	-	CONTEDISS 14
1.9 Director, Physical Planning	-	CONTEDISS 15

Note: There shall be only one Director of Physical Planning from the relevant professional Cadres including Quantity Surveyor, Architect, Builder, Town Planner, Estate Surveyor, etc

2. DUTIES

2.1 *Builder II* – CONTEDISS 07

- 2.1.1 Undergoing two-year pupillage programme and performing the following duties under supervision:-
- 2.1.1.1 Preparing construction programme.
 - 2.1.1.2 Participating in the execution of all maintenance works.
 - 2.1.1.3 Undertaking construction of buildings.
 - 2.1.1.4 Supervising and motoring Government projects.
- 2.1.2 Performing other duties as may be assigned.

2.2 *Builder I* – CONTEDISS 08

- 2.2.1 Preparing cost estimates and developing building designs in respect of projects to be carried out.
- 2.2.2 Preparing materials, plant and labour schedules.
- 2.2.3 Carrying out building inspections and certifications of all works.
- 2.2.4 Assisting in monitoring/assessing projects' execution
- 2.2.5 Performing other duties as may be assigned.

2.3 *Senior Builder* – CONTEDISS 09

- 2.3.1 Supervising the duties of a number of subordinate staff.
- 2.3.2 Maintaining and updating buildings register.
- 2.3.3 Assisting in testing and inspecting quality of building projects.
- 2.3.4 Assisting in the formulation and execution of training programmes.
- 2.3.5 Performing other duties as may be assigned.

2.4 *Principal Builder II* – CONTEDISS 10

- 2.4.1 Responsible for planning and execution of building projects.
- 2.4.2 Carrying out structural designs and construction details.
- 2.4.3 Surveying buildings and recommending maintenance.
- 2.4.4 Preparing building or structural component of tender reports.
- 2.4.5 Assessing the building quality and quantifying job done.
- 2.4.6 Performing other duties as may be assigned.

2.5 *Principal Builder I* – CONTEDISS 11

- 2.5.1 Assessing and overseeing structural quality of major building projects.
- 2.5.2 Assisting in preparing recurrent estimates for the Division.

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- 2.5.3 Supervising the activities of a number of subordinates.
- 2.5.4 Assisting in preparing final reports on building projects.
- 2.5.5 Performing other duties as may be assigned.

2.6 Assistant Chief Builder – CONTEDISS 12

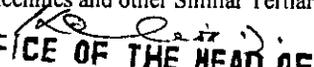
- 2.6.1 Coordinating the activities of a number of junior staff.
- 2.6.2 Scrutinizing progress reports on projects and preparing reports.
- 2.6.3 Assisting in ensuring compliance with standard procedures and quality of building project.
- 2.6.4 Assisting in monitoring of building construction projects in the Polytechnic.
- 2.6.5 Performing other duties as may be assigned.

2.7 Deputy Chief Builder – CONTEDISS 13

- 2.7.1 Responsible for the smooth operation of the appropriate Section.
- 2.7.2 Ensuring standards procedures and quality of building projects in the Polytechnic.
- 2.7.3 Coordinating construction activities in the Polytechnic.
- 4.7.4 Coordinating the training programmes of staff.
- 2.7.5 Initiating the review of building policies and programmes.
- 2.7.6 Performing other duties as may be assigned.

2.8 Chief Builder – CONTEDISS 14

- 2.8.1 Coordinating and supervising the activities of the Division.
- 2.8.2 Assisting the Director in the day-to-day running of the Department.
- 2.8.3 Advising on buildings other related matters.


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2.8.4 Liaising with professional body and other relevant personnel on building matters.

2.8.5 Performing other duties as may be assigned.

2.9 Director of Physical Planning -- CONTEDISS 15

2.9.1 Exercise general control on the Department.

2.9.2 Formulating and executing policies and programmes on relevant matters.

2.9.3 Planning and controlling the technical activities of the Physical Planning of the Polytechnic.

2.9.4 Advising on building needs, designs and construction of the physical (building) assets in terms of quality and quantity.

2.9.5 Preparing the Department's budget and exercising budgetary controls.

2.9.6 Participating in the official commissioning of buildings.

2.9.7 Performing other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Builder II -- CONTEDISS 07

3.1.1 By direct appointment of a candidate possessing any of the following qualifications, registrable with the Council of Registered Builders of Nigeria (CORBON) :-

3.1.1.1 A degree in Building or Building Technology from a recognized university.

3.1.1.2 A pass in the final Examination II examination of the Nigeria Institute of Builders (NIB).

3.1.1.3 A pass in the final part II Examination of the Chartered Institute of Builders of England (CIBE).

3.2 Builder I – CONTEDISS 08

- 3.2.1 By direct appointment of a candidate possessing any of the following qualifications:
- 3.2.2.1 Master of Science degree in Building Technology from a recognized university.
 - 3.2.2.2 Corporate Membership of the Nigeria Institute of Builders.
 - 3.2.2.3 Corporate membership of the Chartered Institute of Builders, England.
- 3.2.2 By advancement of a suitable Builder II who has successfully completed the prescribed two year pupillage programme.

3.2 Senior Builder – CONTEDISS 09

- 3.3.1 By promotion of a confirmed and suitable Builder I with at least three years' satisfactory service on that grade.
- 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub paragraph 3.1.1 or 3.2.2 above, plus at least five or three years' post qualification cognate experience respectively.

3.4 Principal Builder II – CONTEDISS 10

- 3.4.1 By promotion of a confirmed and suitable Senior Builder with at least three years' satisfactory service on that grade and a pass in the Professional examination of the Nigeria Institute of Builders (NIOB) and professional registration with CORBON.

3.5 Principal Builder I – CONTEDISS 11

- 3.5.1 By promotion of a confirmed and suitable Principal Builder II with at least three year's satisfactory service on that grade and professional registration with CORBON.

3.6 Assistant Chief Builder – CONTEDISS 12

- 3.6.1 By promotion of a confirmed and suitable Principal Builder I with at least three years' satisfactory service on that grade and professional registration with (CORBON).

3.7 Deputy Chief Builder – CONTEDISS 13

3.6.1 By promotion of a confirmed and suitable Assistant Chief Builder with at least three years' satisfactory service on that grade and professional registration of (CORBON).

3.7 Chief Builder – CONTEDISS 14

3.7.2 By promotion of a confirmed and suitable Deputy Chief Builder with at least four years' satisfactory service on that grade and professional registration of (CORBON).

3.8. Director of Physical Planning – CONTEDISS 15

3.8.1 By promotion of a confirmed and suitable Chief Builder who has spent at least four years on the grade and registered fully with CORBON as a professional.

TOWN PLANNER CADRE

1. POST

1.1 Town Planner II	-	CONTEDISS 07
1.2 Town Planner I	-	CONTEDISS 08
1.3 Senior Town Planner	-	CONTEDISS 09
1.4 Principal Town Planner II	-	CONTEDISS 10
1.5 Principal Town Planner I	-	CONTEDISS 11
1.6 Assistant Chief Town Planner	-	CONTEDISS 12
1.7 Deputy Chief Town Planner	-	CONTEDISS 13
1.8 Chief Town Planner	-	CONTEDISS 14
1.9 Director of Physical Planning	-	CONTEDISS 15

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Note: There shall be only one Director of Physical Planning from the relevant professional Cadres including Quantity Surveyor, Architect, Builder, Town Planner, Estate Surveyor.

2. DUTIES

2.1 *Town Planner II* – CONTEDISS 07

2.1.1 Undergoing two-year pupillage programme and performing the following duties under supervision:-

2.1.1.1 Investigating sites for project/other uses.

2.1.1.2 Collecting information for town planning purposes.

2.1.1.3 Examining building plans and other physical development proposals..

2.1.2 Performing other duties as may be assigned.

2.2 *Town Planner I* – CONTEDISS 08

2.2.1 Carrying out social surveys to determine the planning and development needs of the institution in respect of projects to be carried out.

2.2.2 Carrying out building inspections and assessing the quality of physical structures in compliance with town planning rules and regulations.

2.2.3 Assisting in conducting planning research.

2.2.4 Assisting in collating and analysing relevant statistical information.

2.2.5 Performing other duties as may be assigned.

2.2 *Senior Town Planner* – CONTEDISS 09

2.2.1 Supervising the duties of a number of other subordinate staff.

2.2.2 Assisting in testing and inspecting compliance of all projects to town planning laws and environmental requirements.

2.2.3 Assisting in the formulation and execution of training programmes.

2.2.4 Assisting in carrying out an assessment and review of development and structure plan of the institution.

2.2.5 Performing other duties as may be assigned.

2.3 *Principal Town Planner II* – CONTEDISS 10

2.3.1 Responsible for planning and execution of the structure plan.

2.3.2 Assisting in carrying out assessment and review of the master plan of the institution

2.3.3 Carrying out detailed structural and building designs.

2.3.4 Preparing planning component of tender reports by ensuring conformity with town or urban regional development control.

2.3.5 Assessing the quality of physical infrastructure in conformity with development plan.

2.3.6 Performing other duties as may be assigned.

2.4 *Principal Town Planner I* – CONTEDISS 11

2.4.1 Carrying out assessment and review structure and development plans of the institution.

2.4.2 Assessing and overseeing development plans for major building projects for the Polytechnic in line with the provisions of the master plan.

2.4.3 Initiating planning research programmes.

2.4.4 Supervising the activities of a number of subordinates.

2.4.5 Performing other duties as may be assigned.

2.5 *Assistant Chief Town Planner* – CONTEDISS 12

2.5.1 Assisting in the smooth operation of the appropriate division or divisions.

2.5.2 Assisting in ensuring quality of building projects in the Polytechnic in compliance with master and development plan and control.

2.5.3 Assisting in coordinating structural planning activities in the Polytechnic.

2.5.4 Taking charge of specified subject/projects.

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2.5.5 Performing other duties as may be assigned.

2.6 Deputy Chief Town Planner – CONTEDISS 13

2.7.1 Responsible for the smooth operation of the appropriate division.

2.7.2 Ensuring quality of building project in the Polytechnic in compliance with development control.

2.7.3 Coordinating structural planning activities in the Polytechnic.

2.7.4 Initiating town planning development policies and programmes.

2.7.5 Performing other duties as may be assigned.

2.5 Chief Town Planner – CONTEDISS 14

2.5.1 Supervising and coordinating the activities of the Division.

2.5.2 Assisting in the general administration of the Department.

2.5.3 Advising the authority on relevant matters..

2.5.4 Performing other duties as may be assigned.

2.6 Director of Physical Planning – CONTEDISS 15

2.6.1 Taking charge of the general administration of the Department.

2.6.2 Formulating and executing strategies to achieve institutional goals.

2.6.3 Planning and controlling the technical activities of the Physical Planning of the Institution.

2.6.4 Advising on land resources use, development controls, general planning, designs and construction of the Polytechnic landed properties/assets.

2.9.5 Preparing the Department's budget and exercising budgetary controls.

2.9.6 Performing other duties as may be assigned.

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3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 *Town Planner II* – CONTEDISS 07

3.1.1 By direct appointment of a candidate possessing any of the following qualifications or equivalent, registrable with Town Planning Registration Council of Nigeria (TOPREC):

3.1.1.1 A degree e in Urban and Regional Planning/Town planning obtained from a recognized university.

3.1.1.2 A pass in the final Examination of the Nigeria Institute of Town Planners.

3.1.1.3 Professional Diploma in Urban and Regional planning or Town Planning from a recognized institution (not equivalent to HND).

3.2. *Town Planner I* – CONTEDISS 08

3.2.1 By direct appointment of a candidate possessing any of the qualifications specified in sub paragraph 3.1.1 above plus at least two years' post-qualification cognate experience

3.2.2 By advancement of a suitable Town Planner II who has successfully completed a two year pupilage programme on the grade.

3.2.3 By direct appointment of a candidate possessing Masters degree in Urban and Regional Planning or Town Planning from a recognized Institution plus at least one year post-qualification relevant experience.

3.3 *Senior Town Planner* – CONTEDISS 09

3.3.1 By direct appointment of a candidate possessing any of the qualifications specified in sub paragraph 3.1.1 or 3.2.3 above plus at least five or three years' post-qualification cognate experience.

3.3.2 By promotion of a confirmed and suitable Town Planner I with at least three years' satisfactory service on that grade.

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3.4 Principal Town Planner II – CONTEDISS 10

3.4.1 By promotion of a confirmed and suitable Senior Town Planner with at least three years' satisfactory service on that grade and full registration of TOPREC.

3.5 Principal Town Planner I – CONTEDISS 11

3.5.1 By promotion of a confirmed and suitable Principal Town Planner II with at least three years' satisfactory service on that grade and full registration of TOPREC.

3.6 Assistant Chief Town Planner – CONTEDISS 12

3.6.1 By promotion of a confirmed and suitable Principal Town Planner I with at least three years' satisfactory service on that grade and full registration of TOPREC.

3.7 Deputy Chief Town Planner – CONTEDISS 13

3.7.1 By promotion of a confirmed and suitable Assistant Chief Town Planner with at least three years' satisfactory service on that grade and full registration of TOPREC.

3.8 Chief Town Planner – CONTEDISS 14

3.8.1 By promotion of a confirmed and suitable Deputy Chief Town Planner with at least four Years' satisfactory service on that grade and full registration of TOPREC.

3.9 Director of Physical Planning – CONTEDISS 15

3.9.1 By promotion of a confirmed and suitable Chief Town Planner who has spent at least four years on the grade and fully registered (as a professional) with TOPREC.

3.9.2 By direct appointment of a candidate possessing the qualifications specified in sub-paragraph 3.1.1 or 3.2.2 above with full registration (as a professional) and at least twenty-five (25) or twenty-four (24) years' post-qualification cognate experience respectively.

4.0 Direct appointments may also be made to posts in COTEDISS 10 and above; but these would be preceded by advertisement. Promotion from such direct

appointments to higher grades, is subject to confirmation of appointment and availability of vacancies.

ESTATE OFFICER CADRE

1. POST

1.1 Assistant Estate Officer	-	CONTEDISS 05
1.2 Estate Officer	-	CONTEDISS 06
1.3 Higher Estate Officer	-	CONTEDISS 07
1.4 Senior Estate Officer	-	CONTEDISS 08
1.5 Principal Estate Officer II	-	CONTEDISS 09
1.6 Principal Estate Officer I	-	CONTEDISS 10
1.7 Assistant Chief Estate Officer	-	CONTEDISS 11
1.8 Chief Estate Officer	-	CONTEDISS 12

2. DUTIES

2.1 Assistant Estate Officer – CONTEDISS 05

2.1.1 Performing the duties under supervision:-

2.1.1.1 Examining building plans Institution lands.

2.1.1.2 Undertaking elementary surveys.

2.1.1.3 Conducting negotiations, leading to letting of private properties

2.1.2 Assisting in carrying out estate surveying and management duties on all properties of the Polytechnic.

2.1.3 Performing other duties as may be assigned.

2.1 Estate Officer – CONTEDISS 06

- 2.1.1 Preparing the condition survey and valuation in respect of all completed projects or physical properties of the Polytechnic.
- 2.1.2 Carrying out estate surveying management inspections and certifications of all properties.
- 2.1.3 Performing other duties as may be assigned.

2.2 Higher Estate Officer – CONTEDISS 07

- 2.2.1 Supervising the duties of a number of other subordinate staff.
- 2.2.2 Assisting in taking inventory and value of all lands and buildings in the Polytechnic.
- 2.2.3 Assisting in the valuation of property and machinery or equipment for the purpose of boarding or auction
- 2.2.4 Assisting in the formulation and execution of training programmes.
- 2.2.5 Performing other duties as may be assigned.

2.3 Senior Estate Officer – CONTEDISS 08

- 2.3.1 Responsible for analyzing the estate inventory and recommending due dates for the rehabilitation of all structural properties.
- 2.3.2 Carrying out detailed estate maintenance routine for the Polytechnic's properties.
- 2.3.3 Assessing the quality and quantity of job done in the rehabilitation of the Polytechnic's properties and reviewing the value.
- 2.3.4 Performing other duties as may be assigned.

2.4 Principal Estate Officer II – CONTEDISS 09

- 2.4.1 Assisting in carrying out periodic condition surveys and preparing reports on the management of the properties and assets of the Polytechnic.

- 2.4.2 Assessing and maintaining the quality and value of all fixed assets of the Polytechnic.
- 2.4.2 Performing other duties as may be assigned.

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2.5 Principal Estate Officer II – CONTEDISS 10

- 2.5.1 Assisting in the smooth operation of the appropriate units or sections.
- 2.5.2 Assisting in planning and valuation of lands, physical assets (buildings, machinery and equipment) of the Polytechnic.
- 2.5.3 Assisting in coordinating estate surveying and management activities.
- 2.5.3 Performing other duties as may be assigned

2.6 Assistant Chief Estate Officer – CONTEDISS 11

- 2.6.1 Responsible for the smooth operation of the appropriate units or sections.
- 2.6.2 Carryout planning and valuation of lands, physical assets (buildings, machinery and equipment) of the Polytechnic.
- 2.6.3 Coordinating estate surveying and management activities in the Polytechnic.
- 2.6.4 Performing any other duties as may be assigned.

2.8 Chief Estate Officer – CONTEDISS 12

- 2.8.1 Taking charge of the Estate Section.
- 2.8.2 Coordinating the training programme of staff.
- 2.8.3 Advising on general estate matters.
- 3.8.4 Performing any other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Assistant Estate Officer – CONTEDISS 05

- 3.1.1 By direct appointment of a candidate possessing a pass in the First Examination of the Nigerian Institute of Estate Surveyors and Valuers or National Diploma in Estate Management from a recognised Institution.

3.2 Estate Officer – CONTEDISS 06

- 3.2.1 By advancement of an Assistant Estate Surveyor after spending one year on the grade.
- 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least one year post-qualification cognate experience.
- 3.2.3 By direct appointment of a candidate possessing a Pass in the Intermediate Examination of the Nigerian Institute of Estate Surveyors and Valuers.

3.3 Higher Estate Officer – CONTEDISS 07

- 3.3.1 By promotion of a confirmed and suitable Estate Officer with at least three years' satisfactory service on that grade.
- 3.3.2 By direct appointment of a candidate possessing Higher National Diploma in Estate Management from a recognized Institution.
- 3.3.3 By direct appointment of a candidates possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.3 above plus at least four or three years' post-qualification cognate experience respectively.

3.4 Senior Estate Officer – CONTEDISS 08

- 3.4.1 By promotion of a confirmed and suitable Higher Estate Officer with at least three Years' satisfactory service on that grade.
- 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.3 or 3.3.2 above plus at least seven or six or three years' post-qualification cognate experience respectively.

3.5 Principal Estate Officer II – CONTEDISS 09

- 3.5.1 By promotion of a confirmed and suitable Senior Estate Officer with at least three years' satisfactory service on that grade.

2.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.3 or 3.3.2 above plus at least ten or nine or six years' post-qualification cognate experience respectively.

3.6 Principal Estate Officer I - CONTEDISS 10

3.6.1 By promotion of a confirmed and suitable Principal Estate Officer II with at least three years' satisfactory service on that grade plus membership relevant professional body.

3.7 Assistant Chief Estate Officer - CONTEDISS 11

3.7.1 By promotion of confirmed and suitable Principal Estate Officer I with at least three years' satisfactory service on that grade plus membership of relevant professional body.

3.8 Chief Estate Officer - CONTEDISS 12

3.8.1 By promotion of a confirmed and suitable Assistant Chief Estate Officer with at least three years' satisfactory service on that grade plus membership of relevant professional body.

4.0 Any officer in the Estate Officer Cadre, who acquires any of the qualifications specified for appointment to any higher cadre, is eligible for conversion to the cadre.

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REGISTRAR CADRE

1. POST

1.1 Administrative Officer II	-	CONTEDISS 07
1.2 Administrative Officer I	-	CONTEDISS 08
1.3 Assistant Registrar	-	CONTEDISS 09
1.4 Senior Assistant Registrar II	-	CONTEDISS 10
1.5 Senior Assistant Registrar I	-	CONTEDISS 11
1.5 Principal Assistant Registrar II	-	CONTEDISS 12
1.6 Principal Assistant Registrar I	-	CONTEDISS 13
1.7 Deputy Registrar	-	CONTEDISS 14
1.8 Registrar	-	CONTEDISS 15

2. DUTIES

2.1 *Administrative Officer II* – **CONTEDISS 07**

- 2.1.1 Assisting in all matters pertaining to general administration.
- 2.1.2 Assisting in servicing Statutory Committees.
- 2.1.3 Assisting in preparing interview briefs.
- 2.1.4 Assisting in actual implementation of approved staff welfare provisions, e.g. housing, pensions etc.
- 2.1.5 Assisting in collecting and collating relevant data.
- 2.1.6 Assisting in preparing reports and maintaining personnel records.
- 2.1.7 Performing other duties as may be assigned.

2.2 Administrative Officer I – CONTEDISS 08

- 2.2.1 Taking charge of specified subjects within a unit of the registry with little or no supervision.
- 2.2.2 Collating and assisting in analysing data.
- 2.2.3 Performing any other duties as may be assigned.

2.3 Assistant Registrar – CONTEDISS 09

- 2.3.1 Providing welfare services for both staff/students.
- 2.3.2 Assisting in covering proceedings of meetings and other statutory committees.
- 2.3.3 Assisting in maintaining and keeping custody of statutory records and documents.
- 2.3.4 Assisting in the implementation of training programmes.
- 2.3.5 Performing other duties as may be assigned.

2.4 Senior Assistant Registrar II – CONTEDISS 10

- 2.4.1 Covering proceedings of meetings and other statutory committees.
- 2.4.1 Assist in providing essential support services, e.g. staff accommodation and other welfare facilities/programmes.
- 2.4.2 Assist in personnel matters: recruitment, promotion/advancement and salary administration.
- 2.4.3 Maintaining and keeping custody of statutory records and documents.
- 2.4.5 Performing any other duties as may be as assigned.

2.5 Senior Assistant Registrar I – CONTEDISS 11

- 2.5.1 Supervising and maintaining discipline in the Registry.
- 2.5.2 Providing essential support services, e.g. staff accommodation and other welfare facilities/programmes.

2.5.3 Handling personnel matters: recruitment, promotion/advancement and salary administration.

2.5.4 Assisting in preparing reports.

2.5.5 Supervising the activities of a number of subordinates.

2.5.6 Performing any other duties as may be as assigned.

2.6 *Principal Assistant Registrar II* – CONTEDISS 12

2.6.1 Processing papers on recruitment, admission, selection/promotion.

2.6.2 Applying and interpreting administrative regulations.

2.6.3 Assisting in preparing relevant budget proposals when necessary.

2.6.4 Undertaking administrative staff deployment and allocating administrative facilities.

2.6.5 Performing any other duties as may be assigned.

2.6 *Principal Assistant Registrar I* – CONTEDISS 13

2.6.1 Heading a Section of the Registry.

2.6.2 Supervising activities of staff in the Section.

2.6.3 Coordinating activities of a number of subordinates.

2.6.4 Supervising and coordinating the training programmes of staff.

2.6.5 Assisting in the formulation execution and review of policies and programmes

2.6.6 Performing any other duties as may be assigned.

2.7 *Deputy Registrar* – CONTEDISS 14

2.8.1 Assisting in the day-to-day running of the Registry Department.

2.8.2 Initiating the review if relevant policies and programmes.

2.8.3 Heading a Division of the Registry.

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2.8.6 Performing other duties as may be assigned.

2.9 Registrar – CONTEDISS 15

2.9.1 Taking charge of the Registry.

2.9.2 Functioning as Secretary to the Governing Council and all its Committees.

2.9.3 Functioning as Secretary to the Academic Board.

2.9.4 Supervising custody of statutory and other relevant documents/records of the Institution

2.9.5 Keeping custody of the Polytechnic seal.

2.9.6 Performing any other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Administrative Officer II – CONTEDISS 07

3.1.1 By direct appointment of a candidate possessing a recognised and good Bachelors degree, preferably in any of the fields of Social Science or Humanities plus NYSC discharge certificate.

3.2 Administrative Officer I – CONTEDISS 08

3.2.1 By direct appointment of a candidate possessing a good Bachelors degree preferably in any of the fields of Social Science or Humanities with at least three years' post-qualification cognate experience or Masters degree in any of the relevant disciplines with at least one year post-qualification cognate experience.

3.2.2 By promotion of a confirmed and suitable Administrative Officer II with at least three years' satisfactory service record on the grade.

3.3 Assistant Registrar – CONTEDISS 09

3.3.1 By direct appointment of a candidate possessing a recognised and good Bachelors degree, preferably in any of fields of Social Science or Humanities plus at least six years' post qualification cognate experience or Masters degree in relevant discipline plus at least four years' post-

qualification cognate experience or a relevant Doctorate degree (Ph.D) with at least one year post-qualification cognate experience.

3.3.2 By promotion of a confirmed and suitable Administrative Officer I with at least three years' satisfactory service record on the grade.

3.4 Senior Assistant Registrar II – CONTEDISS 10

3.4.1 By direct appointment of a candidate possessing a recognised, relevant and good Bachelors' degree, preferably in the Arts, Social Science or Humanities plus at least nine years' post qualification-cognate experience or Masters degree in the relevant discipline plus at least seven years' post-qualification cognate experience, or a relevant Doctorate degree with at least four years' post qualification cognate experience.

3.4.2 By promotion of a confirmed and suitable Assistant Registrar with at least three year's satisfactory service on that grade.

3.5 Senior Assistant Registrar I – CONTEDISS 11

3.5.1 By promotion of a confirmed and suitable Senior Assistant Registrar II with at least three years' satisfactory service on that grade.

3.5.2 Membership of a recognised professional body is mandatory.

3.6 Principal Assistant Registrar II – CONTEDISS 12

3.6.1 By promotion of a confirmed and suitable Senior Assistant Registrar I with at least three years' satisfactory service on that grade.

3.6.2 Membership of a recognised professional body is mandatory.

3.7 Principal Assistant Registrar I – CONTEDISS 13

3.7.1 By promotion of a confirmed and suitable Principal Assistant Registrar II with at least three years' satisfactory service on that grade.

3.7.2 Membership of a recognised professional body is mandatory.

3.8 Deputy Registrar – CONTEDISS 14

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3.8.1 By promotion of a confirmed and suitable Principal Assistant Registrar I with at least four years, satisfactory service on that grade

3.8.2 Membership of a recognised professional body is mandatory.

3.9 Registrar – CONTEDISS 15

3.9.1 Appointment to the position of the Registrar is by TENURE to be preceded by internal and external advertisement. Candidate must have the following requirements:

3.9.2 Candidates seeking appointment to the post must possess a good Bachelors degree, preferably in any field of Social Science or Humanities plus at least twenty-six years' post qualification cognate experience or Masters degree in relevant discipline plus at least twenty-four years' post qualification cognate experience or a relevant Doctorate degree with at least 21 years' post qualification cognate experience.

3.9.3 Membership of a recognised professional body is mandatory.

4.0 Direct appointments may also be made to positions in CONTEDESS10 and above; but these would be preceded by advertisements. Promotion from such direct appointments to higher grades, is subject to confirmation of appointment and availability of vacancies.

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